

<b><u>JOB DESCRIPTION</u></b> <b>CONTRACTUAL POSITION</b>	
<b>JOB TITLE:       WOMAN DETENTION OFFICER II</b>	
<b>JOB SUMMARY:</b>	
The incumbent has supervisory responsibility for maintaining order and discipline at the Centre for the safety and security of detainees.	
<b>REPORTS TO:</b>	Detention Supervisor
<b>SUPERVISION GIVEN TO:</b>	Detention Officers I
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>▪ Supervises Detention Officers I engaged in maintaining order and discipline at the Centre.</li> <li>▪ Reviews reports submitted by subordinates and submits to Detention Supervisor, if required.</li> <li>▪ Organizes muster parades.</li> <li>▪ Identifies training needs, and recommends training for Detention Officers I.</li> <li>▪ Ensures subordinates comply with rules, regulations, general orders and station orders.</li> <li>▪ Monitors and evaluates the work of subordinates.</li> <li>▪ Initiates disciplinary action in response to allegations of misconduct.</li> <li>▪ Allocates detainees to housing units and informs them of the policies and procedures at the Centre.</li> <li>▪ Assists with the supervision of emergency response teams in situations of crisis (detainee upheavals, escapes, riots, etc.).</li> <li>▪ Conducts inspections to ensure compliance with security arrangements.</li> <li>▪ Maintains and reviews logbooks and other records on detainees.</li> <li>▪ Prepares documents in connection with the admission and discharge of detainees.</li> <li>▪ Ensures that personal items of detainees are secured and returned on their discharge.</li> <li>▪ Supervises search operations for weapons and contraband.</li> <li>▪ Supervises detainees' activities including visits, recreation, messing and religious activities.</li> <li>▪ Perform other related duties.</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>ROLE SPECIFIC TRAINING:</b>	<ul style="list-style-type: none"> <li>▪ Training in Public Safety and Security or Corrections from a Protective Services Institution or any accredited institution.</li> <li>▪ Passing of a physical agility test and medical examination.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Ability to function efficiently in a volatile, stressful environment.</li> <li>▪ Ability to analyse situations objectively and quickly determine the proper course of action to be taken.</li> <li>▪ Ability to work both independently and as a member of a team.</li> </ul> <p style="text-align: right; margin-right: 20px;">Woman Detention Officer II Page 1 of 2</p> <ul style="list-style-type: none"> <li>▪ Ability to operate radio controls, and use firearms, restraint devices and other similar paraphernalia.</li> <li>▪ Ability to perform physical activities for the control and supervision of detainees including standing, walking for long periods, lifting and/or moving heavy objects, and exerting force to subdue combative detainees.</li> </ul>

	<ul style="list-style-type: none"><li>▪ Ability to work long hours and also at nights, on weekends and on public holidays.</li><li>▪ Ability to ensure the confidentiality of privileged information.</li><li>▪ Written and verbal communication skills at a level commensurate with the responsibilities of the position.</li><li>▪ Basic computer literacy.</li></ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"><li>▪ At least seven (7) years work experience in policing, corrections or security.</li><li>▪ Appointment as a Special Reserve Police Corporal by the Commissioner of Police.</li></ul>	