

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: WOMAN DETENTION SUPERVISOR

JOB SUMMARY:

The incumbent is responsible for supervising Detention Officers and ensuring compliance with prescribed operating procedures for the safety and security of detainees at the Centre.

REPORTS TO: Assistant Detention Manager

SUPERVISION GIVEN TO: Detention Officers

DUTIES AND RESPONSIBILITIES:

- Supervises Officers working in a shift system performing duties for the care and custody of detainees and the security and safety of staff and the facility.
- Ensures that arms, ammunition, keys and other related items are properly secured and reviews weekly returns of these items submitted by Detention Officers.
- Conducts daily inspections of the facility to ensure that the stipulated standards for the treatment, security and supervision of detainees are being maintained.
- Admits and discharges detainees in accordance with established procedures.
- Submits reports on activities at the Centre.
- Certifies documents submitted by subordinates in connection with operational matters.
- Investigates allegations of misconduct and breaches of policies and procedures by staff and/or detainees and submits appropriate recommendations.
- Leads emergency response teams in situations of crisis (detainee disturbances, riots, escapes, etc.)
- Monitors and evaluates the work of subordinates.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES

ROLE SPECIFIC TRAINING: ▪ Training in Public Safety and Security or Corrections from a Protective Services Institution or any accredited institution.

SKILLS AND ABILITIES:

- Ability to function efficiently in a volatile, stressful work environment.
- Ability to operate radio controls, and use restraint devices and other similar paraphernalia.
- Ability to perform physical activities for the control and supervision of detainees including standing and/or walking for long periods, lifting and/or moving heavy objects, and exerting force to subdue combative detainees.
- Ability to analyse situations objectively, and quickly determine the proper course of action to be taken.

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- Ability to work independently and as a member of a team.
- Ability to work long hours, and also at nights, on weekends and on public holidays.
- Ability to ensure the confidentiality of privileged information.
- Written and verbal communication skills at a level commensurate with the responsibilities of the position.

	<ul style="list-style-type: none">▪ Proficiency in Microsoft Suite.
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MINIMUM EXPERIENCE AND TRAINING:

<ul style="list-style-type: none">▪ Appointment as a Special Reserve Police Sergeant by the Commissioner of Police.▪ At least eight (8) years supervisory experience in Policing, Corrections or Security.▪ Successful applicants would be required to pass a physical agility test and medical examination.
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