



# City of Tempe

## DETENTION SERGEANT

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	237	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$27.125481
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$36.619712
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Detention Sergeant
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Protective Service

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from the Lieutenant or from other supervisory or management staff.  
 Exercises direct supervision over detention facility staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of full-time corrections or detention experience. One year of supervisory experience is desirable.
<i>Education:</i>	Equivalent to the completion of the twelfth grade supplemented by additional course work in criminal justice or a degree related to the core functions of this position.
<i>License / Certification:</i>	Certification as a correction/detention officer from a federal, state or county training facility is required.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, organize and supervise the activities and staff of detention operations; to participate in the processing, feeding and care of prisoners; to plan work schedules and operating procedures for the City's detention facility, and to perform administrative tasks in the assigned area of responsibility.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Process prisoners into the City detention facility; take IMIS mug shots of prisoners; search prisoners; take inventory of prisoners' personal property; grant phone calls; obtain AFIS fingerprints; fill out necessary booking sheets and record entries in the booking log.
- Recommend and assist in the implementation of goals and objectives; established schedules and methods for providing effective services and support in assigned area of responsibility; implement policies and procedures.
- Evaluate operations and activities of assigned area of responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Review the work of departmental personnel to ensure compliance with Department policies and procedures; review reports submitted by detention officers to verify completeness and the meeting of prescribed standards.
- Plan, prioritize, assign, supervise and review the work of detention staff; develop staff schedules and make daily work assignments; participate in the selection of staff; develop staff work schedules and make daily work assignments; participate in the selection of staff; may provide or coordinate staff training.
- Monitor juvenile detention procedures to ensure compliance with Federal, State and local laws.
- Maintain detention supplies and equipment; conduct regular inspections of the detention facility; prepare meals and feed prisoners; allow prisoners to leave their cells to make telephone calls; transfer prisoners from one cell to another; clean jail cells as necessary.
- Ensure timely court appearances for all prisoners and escort prisoners to the City Court for appearances.
- Determine release criteria of prisoners according to established procedures; determine bond amounts; coordinate with the court clerks when bond is posted; disseminate paperwork to appropriate areas when prisoners are released or transferred. Make copies of paperwork and disseminate to various department sections.
- Plan, direct and supervise the activities of detention officers assigned to prisoner transportation; provide overall technical and administrative direction to assigned personnel; contact subordinate officers on shift periodically; follow up on problems and complaint.
- Operate computer terminals to retrieve warrant and records information on prisoners; confirm warrants from other jurisdictions.
- Supervise the investigation of vehicle accidents, injury, of detention transport staff; review accident reports; prepare monthly statistics and reports.
- Investigate and resolve complaints by communicating with the general public, subordinates, peers, supervisors, and other agencies; utilize recorder equipment to document complaints; recommend corrective action as necessary; investigate and document unusual and/or "major events," and provide appropriate notification.

- Make sound decisions and react quickly and positively under stressful conditions, which typically entail the life or wellbeing of the public or detention staff; remember details and procedures to appropriately apply them instantly in emergency situations.
- Participate in employee bi-monthly logs, yearly evaluations and confer with subordinates to review goals and progress; counsel staff; prepare, administer or oversee appropriate remedial training, instruction and discipline of subordinates; address issues and conflicts among subordinates.
- Follow all required OSHA/Safety Training/departmental guidelines which may involve wearing a ballistic vest and/or carrying a firearm.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective July 1991*

*Revised September 1998*

*Revised January 2002 (Supervision Received/Exercised)*

*Revised Sept 2004 (Range Adj/Revision of Responsibilities)*

*Revised March 2008 (add'l duties)*

*Revised Nov 2010 (Removed driver's license requirement)*

*Revised March 2012 (title change from Detention Supvr)*