CORRECTIONS/DISPATCH COMMANDER

Department:	Police	**Classification/Grade:**	M-3A
Division:	Corrections	**FLSA Status:**	Exempt
Reports to:	Chief of Police	**Safety Sensitive:**	Yes
		Bargaining Unit:	Non-represented
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Actively support and uphold the stated mission and values of the City of Mesquite and the Police Department. To supervise, plan and coordinate the activities and operations of the Corrections and Dispatch Division; to coordinate activities with other sections of the Department, outside agencies and the general public; and to perform a variety of technical tasks relative to area of responsibility.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Coordinate the organization, staffing, and operational activities of the Corrections Officer program; supervise and participate in the application of state statutes, City ordinances and departmental regulations regarding inmate programs.
3. Participate in the development and implementation of goals, objectives, policies and priorities of department; identify resource needs; recommend and implement policies and procedures for Corrections Officer program.
4. Participate in the selection, training, evaluation and disciplinary processes of subordinates; recommend discipline and termination procedures.
5. Direct, coordinate and review the work plan for all shifts; assign work to the Corrections Officers; review and evaluate methods and procedures used; meet with staff to identify and resolve problems. Review reports from previous shifts and brief staff accordingly.
6. Identify opportunities for improving methods and procedures of the program, review with Chief of Police; implement improvements.
7. Provide technical assistance and administrative support to the Chief of Police.
8. Review prisoner complaints and problems.
9. Ensure compliance with established policies and procedures regarding standards for detention staff on an ongoing basis.
10. Review various statistical reports generated by the detention facility for all workload indicators.
11. Responsible for operation of the Detention Facility.
12. Responsible for the care and control of prisoners in the Mesquite Detention Center, including booking procedures, disturbance control, fire control, suicide watch, use of the intoxilyzer 5000, inmate medical needs and any law enforcement related issues.
13. Supervise the transport of prisoners to and from City Court and the Clark County Detention Center, and any other jurisdictions.
14. Supervise the Animal Control services for the City of Mesquite.

15. Transport mental patients at request of Mental Health.
16. Data entry of all incarcerations.
17. Prepare meals according to National dietary guidelines.
18. Responsible for daily routine of feeding inmates, ensuring hygiene needs are complied with, laundry, cleaning, etc.
19. Dispense medications as needed.
20. Responsible for maintenance/janitorial needs for Criminal Justice Facility.
21. Maintain equipment in detention center in good working order, requesting repairs or replacements as necessary.
22. Inventory and order food, clothing, personal hygiene items and supplies.
23. Responsible for scheduling in-custody daily arraignments
24. Responsible for timely release of inmates.
25. Responsible for service and maintenance of transport van.
26. Supervise inmate work program, including washing of City vehicles.
27. Act as bail commissioner after court hours.
28. Acts as Court Bailiff for Municipal Court and Juvenile Court.
29. Maintain inmate files and records.
30. Maintain safety and security of Detention Facility.
31. Serve as F.T.O. for corrections officers and updates and maintains F.T.O. program.
32. Assume the duties of a Corrections Officer when on duty.
33. Be dependable and meet acceptable attendance requirements at all times.
34. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing
B. Perform all duties of a corrections officer when needed.
C. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern office procedures, methods and computer equipment, programs, applications and uses.
- Federal, state, county, and City laws, regulations, and ordinances. Operation of small arms.
- Good public relation skills.
- Problem solving techniques
- Detention policies and procedures.
- Recent court decisions and how they affect department and division operations.
- Self defense tactics and offensive and defensive weapons
- The safe and appropriate use of firearms and other modern law enforcement equipment
- Principles and techniques of direct-contact public relations
- Principles of supervision, instruction, training and performance evaluation
- Procedures, methods and techniques of civil service process law enforcement, communications or detention
- Standard police practices, methods, and procedures.
- Methods of arresting and corrections procedures
- Budget, planning and problem solving techniques
- Detention terminology and practices

Ability to:

- Supervise, organize, and review the work of subordinates.
- Select, supervise, train and evaluate staff.

- Interpret and explain law enforcement policies and procedures.
- Prepare reports and communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Maintain composure under conditions such as public harassment, critical injuries, and death.
- Utilize good public relations skills.
- Use good leadership skills.
- Organize, delegate and establish meaningful goals
- Read, interpret and apply complex laws, ordinances, plans and orders.
- Frequently use printer, telephone, fax
- Properly operate assigned city vehicle and equipment
- Analyze situations quickly and objectively and determine proper course of action.
- Meet and deal with the public tactfully and effectively.
- Understand legal rights of inmates, maintain inmate safety and security.
- Supervise emergency situations and maintain control of inmate population.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain physical condition to perform essential duties as specified by P.O.S.T. certification and meet City and Department medical and physical fitness standards.
- Subdue resisting individuals
- Perform life-saving and rescue procedures.
- Work non-standard hours such as evenings, weekends and holidays.

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence. Must live in Clark County within six (6) months of hire date.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from high school or GED. Associates degree from an accredited college or university with major course work in Police Science, Public Administration or related field.

Experience: Five years of increasingly responsible law enforcement supervisory and management experience.

Training: Speak and write Spanish fluently preferred

License or Certificate: Must possess, at the time of employment and continuously throughout employment a valid driver's license. Nevada P.O.S.T. Category III Certification or ability to obtain within 6 months of employment. Current on all department training.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are performed both in the Detention Facility and in the field. In the field the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs; Subject to 24-hour call back for emergencies; great mental ability is required daily.

Job Hazards/Risk Factors:

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2008 (Grade)
August 2012 (Residency)
April 2013 (Safety Sensitive)