



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.

DATE: July 2, 2024

JOB VACANCY MEMORANDUM NO. 24-19

TITLE: Supervisor I, Detention Services Unit

ELEMENT OF ASSIGNMENT: Patrol Bureau

PAY RANGE: 18

STARTING MONTHLY SALARY: \$4,864

VACANCY STATUS: Vacant

EXPIRATION DATE: July 16, 2024

REQUIREMENTS:

Supervise, assign, review and participate in the work of staff responsible for processing and handling of the detainee population. Administratively manage the municipal detainee population within the Kansas City Missouri Police Department (KCPD) detention facility system. Incumbents in this position will act as liaisons between the KCPD and any outside detention facilities. Incumbents will act as troubleshooters to identify issues in the overall detention system and provide solutions. Ensure work quality in accordance to the Department's mission and standards. Responsible for overseeing multiple employees during the day-to-day operations of the detention unit.

Essential Job Functions: (Functions essential to attaining job objectives.)

Must be able to effectively and intermittently perform the essential job functions and standards of a Detention Officer.

1. Plan, assign and supervise the detention officers assigned to a shift; provide direction in potentially dangerous situations or disturbances involving detainees; ensure assigned personnel comply with policies and procedures pertaining to the operation of the unit and safety of unit personnel and detainees.

2. Coordinate the management of the municipal detainee population housed within appropriate KCPD facilities and maintain awareness of situations and events within the detention facility.
3. Determine and evaluate both emergency and non-emergency situations and make decisions under pressure or stressful situations within the parameters of department policy and procedures.
4. Function effectively in a routinely stressful environment.
5. Monitor unit personnel for performance and ensure adherence to department policy and procedure.
6. Coordinate and communicate with KCPD Patrol Division Detention personnel to transfer detainees from patrol division detention units as well as to other outside detention locations.
7. Maintain records management system administrative access to change errors entered into the arrest booking module. Responsible for correcting data in false identification situations daily for arrests still in KCPD custody.
8. Provide the municipal court a docket for video arraignments and act as a liaison between KCPD and the Municipal Court.
9. Facilitate bonding of municipal detainees housed at KCPD and other currently used outside detention facilities.
10. Assist arresting officers with administrative actions regarding the intake of belligerent detainees.
11. Train police officers and detention officers on how to use fingerprinting ID stations.
12. Perform related duties as required and troubleshoot detention issues as they arise.
13. Monitor and handle disposition of all arrests strictly adhering to State Statute law regarding the 24-hour rule.
14. Monitor the processing and booking of all Jackson County Detention Center releases that have outstanding Kansas City Wants or Warrants.
15. Ensure the Detention Unit is staffed at all times in compliance with current staffing standards to maintain supervisory and efficiency level.
16. Release all arrests promptly upon receipt of proper authority, (i.e., bond, investigative release, the court). Make record management entries at the time of release so that they system accurately reflects inmates in custody.
17. Perform computer checks using MULES on all arrestees being released from the custody of KCPD detention facilities. (Reference: Jake's Law – DM No. 01-21)
18. Effectively communicate verbally with the public, subordinates, supervisors and superiors to interpret, explain and answer operational and procedural questions.
19. Develop and maintain cooperative and professional relationships with employees at all levels, representatives from other department elements and outside agencies.

20. Perform administrative duties such as: preparing member performance evaluations, disciplinary actions, and assignment rosters; updating personnel jackets, verifying timekeeping and overtime entries; scheduling and preparing reports.
21. Utilize leadership techniques, principles, and procedures to assign work schedule, train and evaluate the work of assigned staff.
22. Maintain confidentiality regarding sensitive, confidential, legal, and/or employee performance information encountered or accessed during the performance of duties.
23. Maintain reliable and predictable attendance. May be required to work flexible hours, shift work, overtime, weekends and/or holidays.
24. Assume the duties of Acting Commander when needed.
25. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be valued as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent, 60 hours of college credit is preferred, and must have at least four years of experience as a Detention Facility Officer.

Incumbent must be proficient with the computerized booking system and other reporting systems. Incumbent must communicate clearly and concisely in a variety of situations using verbal, auditory, visual, and written skills. Must possess strong leadership and decision-making skills.

Incumbent must successfully complete CPR, First Aid, and AED certifications after provided training. Incumbent will have frequent contacts with violent, suicidal and mentally disturbed individuals and will be exposed to verbal abuse and physical confrontations from detainees on a regular basis.

Physical Requirements: Incumbent must successfully complete physical defense training and be physically able and willing to restrain belligerent detainees as required. Must have the ability to lift 5 to 20 pounds occasionally, work at a desk on a computer 60-75% of the day and use the telephone approximately 3 hours/day. Must have the ability to see and hear clearly while working with inmates. Exposure to communicable diseases and bodily fluids from detainees exists.

Job Location: (Place where work is performed.)

This position operates in a Patrol Division detention facility 95% of the time. Duties may also be performed at other locations and are not limited to: the mass arrest bus during events that generate increased arrest activity, unlawful assemblies, DUI checkpoints, warrant sweeps, public events and gatherings.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Computer
- Printer/Scanner/Fax
- Telephone
- Police Radio
- Live Scan Fingerprint Device
- Mug Shot Capture Station
- Detention Video Camera System
- All approved chemical or mechanical means of control such as pepper foam, conducted energy weapon (CEW), handcuffs, shackles, waist chains
- Cleaning equipment and supplies

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Joshua Gasper, Commander, Detention Unit** by no later than **JULY 16, 2024**.

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position to Mindy.Davis@kcpd.org by no later than **JULY 16, 2024**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a TABE, MMPI, CVSA, post-offer physical examination and drug screen.

Captain Justin Pinkerton
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Commander, Employment Unit