

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SHIFT SUPERVISOR

POSITION CODE: 40800
Effective: 12-01-09

DISTINGUISHING FEATURES OF WORK:

Under direction, performs supervisory work in the safe custody of inmates and the maintenance of discipline and order in a state correctional center; supervises all correctional officers, correctional sergeants, and correctional lieutenants in the facility on a shift; assigns officers to specific posts; may be in sole charge during day or night shift; conducts periodic inspections to ensure observance of rules and regulations by inmates, correctional officers, correctional sergeants, and correctional lieutenants and other employees.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises all correctional officers, correctional sergeants, and correctional lieutenants on a shift; receives, reviews and approves daily roster for shift assignments; assigns staff to posts of duty; makes rounds and ascertains that all correctional officers, correctional sergeants, and correctional lieutenants are on duty and properly attentive to their duties; conducts roll-call, communicates special problems experienced with inmates, emergency measures which need to be taken, operation or policy concerns and other relevant information experienced during shift; documents late arrival, early departure and absent staff; makes adjustments to daily roster; announces new assignments; completes roll call sign-in sheets with documentation and submits to appropriate party; monitors staff rotation ensuring team structure, staff development concerns, etc.
2. Serves as a full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; acts as management representative at Employee Review Board hearings, or in other cases, acts as management representative at Employee Review Board hearings; prepares and signs performance evaluations; determines and recommends staffing needs.
3. Coordinates security for vocational, education and treatment activity-based programs; makes recommendations to provide optimum safety of inmates and staff; reviews segregation placement of inmates.
4. Inspects shops, dining rooms, visiting room, health care unit, cell houses and yards; supervises inmate counts; confers with supervisor on operational improvements; checks cleanliness, sanitation, safety and security measures.
5. Prescribes disciplinary measures for minor infractions within limits of administrative policies; prepares incident and activity reports; investigates complaints of violation of rules; recommends disciplinary action and conducts hearings for inmates involving standards of behavior.

SHIFT SUPERVISOR (Continued)

6. Serves as a Duty Administrative Officer; when assigned, shall be on-grounds each day during week-ends and holidays; returns to the facility immediately upon notification.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer trainee program.

Requires five years of supervisory experience in a custody program in a correctional institution or setting.

Knowledges, Skills and Abilities

Requires thorough knowledge and understanding of individual and group attitudes, and general behavior of inmates in a penal or correctional setting.

Requires thorough knowledge of modern penal principles and practices relating to guard duties and to the control of inmates.

Requires thorough knowledge of rules, regulations and requirements for the control of inmates.

Requires extensive knowledge of methods and techniques used in discipline of persons in a correctional center.

Requires ability to maintain satisfactory working relationships with investigatory and law enforcement agencies and public officials.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees and inmates.

Requires ability to train employees for relief duty on days off, vacation, sick leave and other absences.

Requires ability to understudy and to assume duties of immediate supervisor in the event of vacation, sick leave or emergency.

Requires ability to think clearly and exercise forceful initiative in emergency situations.

Requires ability to be remain current on all institution rules and regulations.

Requires sufficient mental maturity to report fellow employees for violations of rules that could endanger the institution/facility.

Requires ability to create and maintain public attitudes that reflect favorably on the institution program.

Requires ability to properly use firearms.