



City of Kansas City, Missouri Job Class Specification

Job Title:	CORRECTIONAL SUPERVISOR	Department:	NCSD
Job Code:	4125	Status:	NONEXEMPT
		Grade:	NE-5

Summary This is responsible supervisory correctional work assisting in the operation and management of the Municipal Correctional Institution.

Work involves supervising subordinate correctional officers and other staff as a shift supervisor or other major functions as assigned. Employees of this class are responsible for training, scheduling, placement and evaluating assigned staff. They are responsible for planning and organizing all pertinent programs and activities, solving problems and exercising broad discretion and independent judgment to facilitate maximum care and security of resident population. Work is reviewed through observation, conferences and submitted reports.

Duties and Responsibilities

- Manages all assigned activities on a shift.
- Allocates personnel to posts or tasks as appropriate.
- Supervises subordinate staff and works to motivate and train them to do their jobs more effectively.
- Maintains files on subordinate staff and documents their work performance for evaluative purposes; handles discipline of subordinates.
- Investigates and reports all infractions of institutional rules and regulations to the Superintendent.
- Maintains discipline among the residents and when necessary takes immediate action to quell disturbances.
- Makes periodic inspection tours to see that correctional officers and supervisory personnel are alert and diligent in the performance of their duties, and to determine that assigned residents are properly disciplined and working.
- Directs the execution of all orders of the superintendent as they relate to correctional officer and supervisory personnel activities and the security and custody of residents.
- Maintains various daily reports, such a count sheets, work rosters, logs, the booking ledger, etc.
- Ensures the safety and well being of the resident population as well as institutional staff.
- Ensures that the facility is functioning properly, safely, and that facilities are sanitary.
- Performs related duties as required.

Technical Skills	<p>Considerable knowledge of:</p> <ul style="list-style-type: none">Modern principles and practices governing the custody of residents in a correctional institution.Individual and group behavior and attitudes of men and women under restraint.Institutional management as related to housing, clothing, and feeding residents.The laws related to criminal procedure and correctional institutions.The methods and techniques used in enforcing discipline of persons under restraint. <p>Ability to:</p> <ul style="list-style-type: none">Plan, assign, and supervise the work of subordinate correctional officers and supervisory personnel.Command loyalty, respect, obedience and confidence of residents and subordinates.Enforce regulations with firmness, tact and impartiality.Work with residents' families and/or relatives, police and court officials.
Education and Experience	<p>High school graduation and three (3) years experience in corrections. Experience is to be of an increasingly responsible nature and include one (1) year at the level of Senior Correctional Officer.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Must pass a physical exam as prescribed by the City.▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.▪ Will be required to pass a pre-employment drug screen.▪ Must pass a background check as prescribed by the City.
Supervisory Responsibility	<p>Supervision is exercised over assigned personnel.</p>
Supervision Received	<p>Work is performed under general supervision.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	
Revised	<p>9/91, 9/06, 8/2022 , 01/2024</p>