

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: DETENTION SHIFT SUPERVISOR**

**PERSONNEL COMMISSION APPROVAL: JANUARY 15, 2025 (Revised)**

**COUNCIL APPROVAL: MARCH 2005**

**JOB CODE: 0222**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: POA**

**FLSA STATUS: NON-EXEMPT**

**EEOC CODE: PROTECTIVE SERVICE WORKERS**

**JOB SUMMARY**

Under general direction, for an assigned shift, plans and supervises the activities of the jail facilities and oversees the administration of the facility ensuring the safety and wellbeing of inmates and arrestees until their release.

**DISTINGUISHING CHARACTERISTICS**

Detention Shift Supervisor is a non-sworn classification. The position differs from Detention Officer in that the Detention Shift Supervisor exercises first-line supervision over assigned detention personnel as well as performs the duties of a Detention Officer.

**EXAMPLES OF ESSENTIAL DUTIES**

- Supervises assigned staff; evaluates work, conducts performance appraisals and recommends disciplinary action; trains employees in proper jail operations and safe work practices
- Insures that staff and personnel abide by the rules and regulations governing the custody of persons who have been arrested or detained
- Supervises the processing of arrestees/inmates into and out of the City jail; supervises the care and handling of processed inmates
- Insures that jail operations comply with minimum jail standards
- Makes regular inspections of the facility, inmates and facilitates the recording of same in the appropriate ledgers
- Maintains accounts of the purchases and distribution of all sundry items and food required for the proper operations of the facility
- Maintains a daily log reflecting any unusual occurrences, damage to jail property, sick or injured inmates and any necessary repairs needed for the efficient operation of the facility
- Maintains logs, ledgers and paperwork necessary for the processing of inmates sent to the respective courts within the time period as prescribed by law

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- Reviews validity of bonds, bail and writs to insure legal release of inmates
- Reviews and prepares citations for release from custody of inmates charged only with misdemeanor offenses
- Transports detained persons by bus or van to and from locations outside the City jail (i.e. courthouse, other jail facilities)
- Prepares reports and correspondence
- Performs other duties as assigned

*The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Applicable federal and state laws, codes, ordinances, rules and regulations regarding the detainment and care of inmates and arrestees
- Services and activities of jail operations management
- Physical restraint techniques
- Principles and practices of supervision

**Ability to:**

- Plan, organize, and monitor the work of detention personnel engaged in the detainment, care and processing of arrestees and inmates
- Train, supervise and evaluate assigned staff
- Enforce laws, rules and regulations in the detainment of arrestees and inmates
- Gain compliance from and restrain individuals without causing physical harm
- Search arrestees held in custody to identify contraband and possible dangerous items
- Analyze problems and rationally and calmly take effective action in emergency and stressful situations
- Effectively deal with complex and fast-paced situations on a continual basis
- Read, comprehend, interpret and utilize instructions, manuals and other materials
- Prepare and maintain records and reports
- Operate standard office and law enforcement equipment and tools
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work

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**Education:** High school diploma or equivalent supplemented by one (1) year (30 semester units or equivalent) of college-level course work or specialized training in law enforcement and/or other directly-related subjects. Associate's degree preferred.

**Experience:** Three (3) years' experience performing detention work in a jail detention/law enforcement/prison/correctional facility.

**Background Investigation:** Must successfully pass a comprehensive background review, screening and investigation.

**License/Certifications:** Possession of valid California Class C driver license and an acceptable driving record are required by time of appointment.

**SPECIAL CONDITIONS**

Must successfully complete the State of California approved Adult Correctional Officer CORE Course training prior to completion of the one (1) year probationary period.

Must be available to work all assigned shifts, including evenings, nights, weekends and holidays.

Must successfully complete the State of California Law Enforcement Supervisory Course prior to completion of the probationary period; successfully pass the Arrest and Control class prior to completion of the one (1) year probationary period.

Employees assigned to positions requiring a driver license for operating a City vehicle in the performance of field duties are mandated to be enrolled in the DMV Employer Pull Notice Program.

**Public Employee Disaster Service Worker**

In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed

Work involves exposure to potential physical harm, infectious illnesses, and persons who may be inebriated, uncooperative, and/or mentally or emotionally unstable. There is

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frequent need to stand, reach overhead, sit, stoop, walk, work in confined spaces, and perform other similar actions during the course of the workday. Must be able to lift heavy objects (up to 165 pounds) and perform other physical activities. Must be able to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion and exert maximum muscular force for a brief period of time. Must utilize approved safety equipment and protective gear.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. March 2005

Rev. Feb. 2014/jd

Rev. Oct. 2024/ma

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