

JOB DESCRIPTION
DELAWARE COUNTY COMMUNITY CORRECTIONS

- Title:** Supervisor of Home Detention Surveillance Department
- Supervisor:** Executive Director and Supervisor of Electronic House Arrest Department
- Qualifications:** Experience working with criminal offenders. Criminal Justice/Law Enforcement background preferred. ILEA firearms qualified. 40 hour ILEA Pre-Basic Course Qualified. Must possess a valid Indiana Driver's License. Must pass a national criminal background check. High school graduate/GED or higher education level. Must have above standard communication skills. Adhere to Delaware County Personnel Manual.
- Responsibilities:**
- Responsible for the supervision of all the home detention surveillance and security officers. This includes overseeing proper procedures for the officers during their home visits and monitoring their daily activity.
 - Work in tandem with Electronic House Arrest Supervisor and Electronic home detention case managers. Develop and insure day to day SOP of Electronic Home Detention Department is followed with regard to field officers.
 - Conduct performance evaluations on all field officers.
 - Responsible for scheduling field officers and building security officers. Review and administer building safety and security policies.
 - Address disciplinary matters with subordinates.
 - Development of *Preventative Maintenance* schedules for all vehicles, including work crew van. Ensure all gear, property, and any other equipment assigned to field officers are maintained and operations ready. Ensure that all equipment is accounted for and tracked to individual employees on a yearly basis.
 - When necessary, assist in the search of a client's home or property with local law enforcement to ensure compliance with home detention rules and regulations.
 - Coordinate all training and ensure all field officers are properly trained.
 - Fill in on occasions when Case Management staff is out sick or on vacation to ensure seamless operation of both departments.
 - Any other activities as prescribed by the Executive Director.