



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Central Control Supervisor	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REVISED:</b>	

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**Summary:** Under general supervision, supervises and coordinates the staff and activities of Central Control in the Detention Facility; monitors operations, traffic and alarms in the Detention Facility to maintain the safety and security of the staff, inmates, visitors and facilities.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Supervises and coordinates the staff and activities of Central Control in the Detention Facility; addresses staff issues and resolves problems.
- Supervises and trains assigned staff; prioritizes and assigns tasks; reviews, critiques and corrects work of staff, implements corrective actions and conducts performance evaluations; maintains work schedules, time records, and training records.
- Assures effective communication of significant activities, issues and protocol changes.
- Monitors Central Control equipment and facilities and reports unsafe conditions; performs operating tests and assures that all equipment and safety standards are met and all operating protocols are followed
- Monitors safety and security of the staff, inmates, visitors and facility; monitors intercom communications and security cameras, and operates door release panels as required.
- Monitors inmates, activities and facility environment; observes and documents traffic and operations; controls and records access to facilities; helps to create a safe and functional environment.
- Monitors Detention Facility cameras and radio traffic in detention, courts and emergency channels; assures effective communication and recording of significant and critical incidents and circumstances; services radios and replaces batteries as needed.
- Monitors alarms; acknowledges event, identifies source, notifies supervisor and other staff as required by operating procedures.
- Manages key rings and accounts for key distribution.
- Assists with special facility and equipment inspections as required.
- Follows established safe practices; protects staff from personal injury; follows safety protocols, and calls for assistance as required.
- Maintains and updates incident logs and checklists according to policies and procedures.
- Answers incoming phone calls; provides information within designated scope of authority.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County policies and procedures.
- Knowledge of Sheriff's department detention policies and procedures, current correctional techniques and procedures, post orders and safety standards.
- Knowledge of Federal, State, and County laws related to detention facilities.
- Knowledge of the principles of record keeping and records management.
  
- Skill in remaining alert at all times and reacting quickly and calmly in emergency situations.
- Skill in interpreting policies and regulations, and working effectively under stressful conditions.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

High school diploma or equivalent; AND three (3) year's detention facility control room experience, preferably in Laramie County; must pass a thorough background investigation, and successfully complete a minimum of 280 hours of operational training; may be required to successfully complete a polygraph, psychological, and physical or stress test prior to appointment.