DUTIES AND RESPONSIBILITIES OF THE BELTON POLICE DEPARTMENT JAIL SUPERVISOR

Facilitate the hiring process of potential correction officers and maintenance technicians. (The hiring process consist of all communication, testing and interviewing of potential employees).

Responsible for providing clothing, equipment and protective safety equipment for new jail employees.

Responsible for the scheduling and training of new employees.

Responsible for the daily scheduling of jail employees and maintenance technicians.

Responsible for upkeep, ordering supplies and proper operation of the Morpho Live Scan machine.

Responsible for the cleanliness and sanitary conditions of the police station and the jail.

Responsible for the safety and security of the jail and its employees.

Responsible for managing employees time off requests and overtime requests.

Responsible for properly approving employees time cards.

Responsible for investigating and providing a final disposition of all formal complaints and grievances from inmates, family members, general public and employees of the Belton Police Department.

Responsible for maintaining the Municipal Jail Policy and Procedures Manuel.

Responsible for the scheduling of all training of jail employees.

Responsible for the ordering of jail and building supplies.

Responsible for managing, balancing and making deposits for the Bond Account and the Inmate Special Account.

Responsible for assisting the maintenance technician when needed.

Responsible for submitting unclaimed property to Missouri Department of Revenue.

Responsible for managing the jail budget throughout the year.

Responsible for input into the jail budget each fiscal year.

Responsible for all aspects of the prisoner bonds for outside agencies.

Responsible for providing PREA training to correction officers, maintenance technicians and contractors (while working in the jail).

Responsible for compiling the statistics for the year end reports.

Responsible for the monthly billing for agencies housing inmates at the Municipal Jail.

Responsible for the management of the Encartele phone system.

Responsible for reviewing, correcting and preparing all jail paperwork for filing or storage.

Responsible for storing jail records.

Responsible for providing the Jail Administer with daily briefings.

Implement all directives and orders issued by the Administration not covered in the duties of Jail Supervisor.

Coordinate and manage food contract between the Belton Jail and Belton Regional Medical Center for inmate meals.