

**City of Sallisaw  
Job Description**

**Job Title:** Police Support Services Supervisor

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**Exempt (Y/N):** Yes  
**Date:** August 2010

**Department:** Police Department  
**Reports To:** Police Admin. Captain

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**SUMMARY:** The incumbent is responsible for supervising the activities of the dispatch and jail. Performs all associated duties to ensure these operations run efficiently and properly.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include, but are not limited to the following. Other duties may be assigned.

1. Supervises daily operations of the jail and dispatch.
2. Enters daily jail log for medications of prisoners, and prepare logs for court proceedings.
3. Arrange transport and movement of prisoners to other facilities as needed.
4. Compiles list of needed materials and supplies for jail and submits the same to the police captain.
5. Responds to complaints from prisoners, employees, and citizens.
6. Answers citizen inquiries.
7. Processes finger print cards and forwards to OSBI.
8. Acts as relief dispatcher and jailer as needed.
9. Prepares prisoner work schedules.
10. Maintains records on each prisoner; schedule extradition proceedings; and, insure that prisoners keep court appointments.
11. Activates tornado sirens, as weather demands.
12. Appear for scheduled work with regular, reliable, and punctual attendance.
13. Performs other duties as required.

**SUPERVISORY RESPONSIBILITIES**

Supervises employees assigned to dispatch/jail Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing

and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Minimum three years direct or related experience, and certification as a dispatcher and jailer. At least two (2) years of supervisory experience preferred.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common professional and technical journals, financial reports, and regulations. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

## **INTERNAL AND EXTERNAL COMMUNICATION**

Contacts with other departments or offices on a daily basis. Frequent contacts with individuals in middle level positions. Extensive contacts with various diversified sectors of the public. Must be able to maintain cooperative working relationship with other departments and personnel of the City.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be an OLETS certified terminal operator and hold jailer certification.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee must be able to sit, taste and smell. The employee must be able to stand, walk, use hands and fingers to handle and feel. Must be able to reach with hands and arms; and stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include; close, distance and color vision, depth perception, peripheral vision and the ability to adjust focus.

## WORK ENVIRONMENT

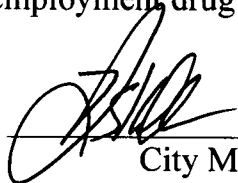
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the incumbent works primarily indoor. Employee could be exposed to toxic chemicals.

The noise level in the work environment is usually moderate.

\*\* A pre-employment drug test is required.

Approved: \_\_\_\_\_



City Manager

Date: \_\_\_\_\_

6/24/22

Modified: 11/14/2014  
11/02/2015  
06/23/2022