



Virginia Peninsula Regional Jail

M E M O R A N D U M

TO: All Eligible Personnel

FROM: Capt. S. Kanda Jr., Director of Human Resources

DATE: September 23, 2026

SUBJECT: Position Announcement (Shift Supervisor) - Lieutenant

The Regional Jail is seeking a preferred current Sergeant or qualified candidate to serve as Shift Supervisor. The successful candidate will be responsible for the daily management and operation of the assigned shift, including supervision of staff, management of the inmate population, staffing, and facility security. The Shift Supervisor will report to the Assistant Director of Security.

This position is open to internal and external applicants. All Sergeants and qualified candidates are eligible to apply. Applicants must have a minimum of two years of leadership and supervisory experience in corrections.

Minimum Qualifications

Applicants must demonstrate:

- Experience serving as an Assistant Shift Supervisor or in a comparable supervisory role, with a strong understanding of jail operations and shift management.
- Demonstrated experience with incident reviews and after-action processes, including evaluating events, identifying concerns, and ensuring appropriate follow-up.
- The ability to effectively manage employees, staffing, schedules, and time, while maintaining accountability and operational coverage.
- Proficient knowledge of agency policies, procedures, and standards, with the ability to apply them consistently.
- Strong written and verbal communication skills, including the ability to prepare accurate reports and maintain appropriate records.
- Ability to assess critical incidents, make timely and sound operational decisions, and direct personnel and resources effectively throughout the incident.

Application Process

Applicants must submit a letter of intent and resume to skanda@vprj.org no later than **1600hrs on Friday, October 2, 2026**.

The letter of intent must include the applicant's reason for seeking the position and a summary of their experience and ability to perform the duties of Shift Supervisor.

Supervisors: