

FAIRFIELD COUNTY
FEBRUARY 2020
TRANSPORT LIEUTENANT
DETENTION CENTER
NON-EXEMPT, GRADE 18

GENERAL STATEMENT OF JOB

Under limited supervision, coordinates and conducts inmate transportation to various facilities throughout the state such as correctional facilities, medical offices, legal proceedings, etc. Reports to the Fairfield County Detention Center Director.

SPECIFIC DUTIES AND RESPONSIBILITIES
ESSENTIAL JOB FUNCTIONS

Acts as the primary transportation officer of inmates to other facilities.

Ensures transports are executed in a safe and timely manner.

Schedules and coordinates FCDC personnel to ensure all necessary inmate transports are completed.

Schedules FCDC vehicle maintenance and ensures proper preventive maintenance schedules are followed. Ensures vehicles are cleaned, fueled, and in proper working condition. Conducts vehicle safety inspections periodically.

Assists with security of the Fairfield County Detention Center as directed.

Assists with initial booking duties including searching inmates, processing property of inmates, completing confinement cards, making security checks, monitor security cameras, escorting inmates to and from bond hearings, assisting with security coverage during inmate hospital confinements, etc.

Enters data into computer system, operates control panel, and manages housing units as needed.

Assists with daily inspections of Detention Center to ensure that security and sanitary conditions are maintained. Monitor high-risk inmates. Properly restrains inmates when leaving secured areas. Assist with emergency situations.

Provides administrative support when needed/necessary.

Assist with providing information to the public regarding the Detention Center when necessary.

Operates a variety of office and other equipment including computers, calculators, cameras, firearms, restraining equipment, etc.

Employee Signature: _____

Date: _____

ADDITIONAL JOB FUNCTIONS

Performs other job related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with training as required as basic jail certification, jail management certification, CPR certification, and standard first aid certification; and three years of on-the-job experience as a Corrections or Law Enforcement Officer; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must possess a valid S.C. driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, two-way radio, firearms, various supplies, etc. Must be physically able to exert up to fifty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves seizing, holding, grasping, etc. Work involves walking or standing for long periods of time. Must be able to lift and/or carry weights of one-hundred pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to inmates. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare and complete various reports and forms such as various logs, medical forms, fingerprint forms, money cards, medical history forms, etc. using the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak to the general public using poise, voice control and confidence.

Intelligence: Has the ability to apply principles of rational systems such as law enforcement and criminal justice in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Employee Signature: _____

Date: _____

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office and law enforcement equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have high levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. The worker needs to relate to people in situations involving more than receiving instructions. Must be adaptable to performing under high stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Employee Signature: _____

Date: _____