

FAIRFIELD COUNTY

JOB TITLE: CORPORAL
DETENTION CENTERGENERAL STATEMENT OF JOB

Under limited supervision, is responsible for ensuring the safety and security of officers, inmates, and visitors at the County Detention Center, while abiding by all federal, state, and local laws. Performs a variety of law enforcement and administrative duties related to the housing unit, transportation of inmates, recreation, visitation, and central control. Works under stressful and high-risk conditions. Reports to the Lieutenant on assigned shift.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Ensures the safety and security of officers and inmates in the County Detention Center, and ensures that the facility is secure.

Serve as the shift booking officer.

Assists with initial booking duties including searching inmates, processing property of inmates, completing confinement cards, etc. Enters data into the computer.

Performs various duties relative to the release of inmates including releasing property, collecting linens and uniforms, etc.

Performs various housing unit duties including inspecting/searching cells and common areas; counseling with inmates; assisting inmates with completing forms; monitoring showers and cleaning; inspecting and distributing mail; keeping accurate head count at all times; signing inmates in and out for work detail; orientating new inmates; maintaining order; ordering supplies; assisting with medications; handling emergency and bedtime lockdowns; assisting with meals; monitoring phone calls and use of TV; etc.

Transports inmates to and from doctor, dentist, court, judge, and other facilities. Guards inmates

during time away from the Detention Center.

Performs various visitation duties such as signing in and out all visitors, monitoring visitors, searching visitors, and answering questions of visitors.

Monitors all recreation activities of the inmates. Oversees the activities at the Canteen.

Receives, reviews, files, and/or submits various documents including confinement cards, service sheets, various logs, property forms, incident reports, transportation waivers, etc.

Utilizes a variety of types of office and other equipment such as computer, copier, restraints, two-way radio, telephone, firearms, other law enforcement equipment.

Works under stressful, sometime dangerous situations.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school graduation and one to two years of law enforcement experience. Must have completed required courses at South Carolina Criminal Justice Academy and must possess current certifications including Basic Jail, Jail Management, CPR, etc. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of types of law enforcement and other equipment including computer, copier, adding machine, two-way radio, firearms, restraints, etc. Must be physically able to exert up to seventy-five pounds of force occasionally or frequently to lift, carry, push, pull, or otherwise move objects. Physical requirements are in excess of sedentary work. Position requires walking, standing, stooping, crouching, climbing, etc.

frequently. Must be able to physically defend one's self from attack or assault. Must be able to lift and/or carry weights of approximately 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 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 documents and reports such as confinement cards, numerous lists and logs, incident reports, etc., using the proper format, punctuation, spelling and grammar, etc. Requires the ability to communicate with co-workers, other County personnel, medical personnel, court personnel, inmates, bondsmen, lawyers, DSS/DYS personnel, and the general public, with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as criminal justice, counseling, etc. 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.

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 and subtract 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 utilizing office and law enforcement equipment.

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

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

Interpersonal Temperament: Requires the ability to deal with people beyond 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.)

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of state and local policies, procedures, rules, and regulations regarding the administration of detention facilities and inmate rights. Has considerable knowledge of the standard operating procedures of the Detention Center. Has considerable knowledge of the floor plan of the facility. Is able to place inmates in jail cells and provide the safest possible environment for them. Has complete knowledge of booking procedures, housing unit duties, visitation/recreation/transportation rules and regulations, and has the ability to perform same. Is able to monitor inmates in a variety of situations, ensuring that they are safe as well as all other people with whom they come in contact. Is able to work under sometimes stressful and dangerous situations. Knows policies and procedures to be followed during emergencies such as escapes, fires, riots, hostage situations, suicides, and deaths. Has the ability to react quickly and calmly in such situations. Is able to care for and operate a variety of office machines and equipment. Has considerable knowledge of forms and reports required to be used in the Detention Center. Is able to offer direction and supervision to inmates. Has knowledge of signs to look for concerning alcohol intoxication or influence of drugs relating to inmates. Is able to communicate effectively with the public. Is able to maintain good working relationships with supervisors and Detention Center employees. Has the ability to use independent judgment in routine as well as risky or dangerous situations involving inmates. Has the ability to perform duties under very stressful conditions; is able to be very alert and use extreme safety precautions in all situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public, as well as employees of County Sheriff departments and various agencies.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Detention Center and County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction. Takes and investigates calls in a timely manner to ensure public safety.

Judgment: Exercises independent judgment in routine as well as critical or high-risk situations. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Consults with other officers and supervisor for assistance as needed.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communication, variance with County policy or procedures, etc. Works with other agencies, municipalities, and/or County departments in conducting investigations, or providing assistance as needed.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual benefit of the Detention Center and the County. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from other municipal police departments, agencies, etc., and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Uses judgment in deciding which call receives priority.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Maintains a clean and safe workplace. Sees that the standards are not violated. Works under hazardous or dangerous conditions, often involving a great degree of personal risk and risk to others.

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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.