

## FAIRFIELD COUNTY

JOB TITLE: DETENTION CENTER DIRECTOR  
DETENTION CENTERGENERAL STATEMENT OF JOB

Under limited supervision, directs and supervises the operation of the County Detention Center, ensuring discipline, safety, and security for inmates and those people with whom they come in contact. Works under stressful, high-risk conditions. Reports to the Deputy County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Is responsible for the management of the County Detention Center, ensuring discipline, safety, and security while conforming to State prison standards; makes weekly inspections of Center. Writes and/or interprets all laws, policies, procedures, rules, and regulations and ensures that staff members follow same.

Directs and oversees the activities of the staff at the Detention Center. Performs such supervisory duties as instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; assisting with selecting new employees; recommending discharges; and approving transfers, promotions, and disciplinary actions.

Is on-call twenty-four hours a day, seven days a week to respond to all disturbances and emergencies in the Center.

Coordinates and supervises all programs and activities for inmates. Handles inmates' requests for interviews and counsels inmates regarding problems associated with their confinement. Investigates all incidents.

Supervises and coordinates all training for staff.

Answers all complaints that deal with the Center.

Authorizes all orders for supplies. Supervises and coordinates all maintenance needs to ensure that all equipment, supplies, etc. are working properly.

Coordinates all court proceedings.

Coordinates and supervises various public service programs for the County.

Serves as a liaison among staff, inmates, other agencies, and the public.

Receives and reviews various documents, records, and reports such as time sheets, applications, shift reports, incident reports, inmate records, invoices, inspection reports, menus, etc.

Prepares a variety of documents and reports including weekly/monthly reports, inspection reports, budget, policy and procedures, grievances, personnel records, and general letters/memos of correspondence.

Maintains constant update of new and changing laws.

Maintains valid instructor credentials in numerous general and specialized correctional and law enforcement fields. Attends periodic training sessions and seminars and maintains the required physical fitness performance level; maintains required level of proficiency in the use of firearms and evasive action driving skills. Attends and conducts department meetings as required.

Operates and maintains County vehicle, computer, copier, adding machine, two-way radio, firearms, prisoner restraints, cameras, fingerprint kit, recorders, etc.

Communicates with various individuals and groups including Sheriff's Department, attorneys, court personnel, police departments, fire department, inmates and families, vendors, health professionals, and the general public, etc.

Works under stressful, high-risk conditions.

#### ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

#### MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in criminal justice, behavioral or social science, or a related field and three to five years of experience in a correctional environment, some of which must have been at the supervisory level; or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must be certified by the South Carolina Criminal Justice Academy in various areas including basic jail certification, basic fingerprinting, homicide investigation, first line supervision, investigator, etc. 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 types of office and law enforcement equipment including computer, adding machine, firearms, two-way radio, etc. Must be physically able to exert up to fifty pounds of force occasionally or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves stooping, kneeling, crouching, crawling, and reaching. Must be able to physically defend one's self from attack or assault. Must be able to lift and/or carry weights of up to 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 co-workers and assistants. 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 weekly/monthly reports, personnel reports, budget, investigation reports, etc., using the proper format, punctuation, spelling and grammar, etc. Requires the ability to communicate with supervisor, subordinates, other County personnel, other police departments, other agencies, and the general public, with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish fact, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as

legal systems related to a correctional institution, counseling, personnel, medical, mechanics, accounting, etc. in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists.

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; determine percentages and utilize decimals; 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. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, 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: 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 considerable knowledge of the Federal, State and local laws as well as local policies, procedures, rules and regulations governing the Detention Center. Has the ability to keep abreast of new policy and procedures and to implement same. Has excellent supervisory skills; is able to ensure that all operations of the County Detention Center are performed effectively and efficiently. Has comprehensive knowledge of required training for subordinates and has the ability to ensure that officers receive same. Has good knowledge of the physical layout of the Detention Center. Has good knowledge of the County's personnel policies and procedures. Has knowledge of the reports and forms used in the operation and activities of the Center. Is able to respond to inmate requests and ensure that they are being treated in accordance with the law. Is able to maintain good working relationship with supervisors, Detention Officers, other County

personnel, and various other agencies. Is able to assist the public in a considerate manner. Is able to operate, care for, and maintain a variety of types of office equipment and machines. Is able to remain proficient in the use of firearms and other law enforcement equipment. Has good knowledge of basic first-aid and CPR. Has the ability to use independent judgment in routine and non-routine situations which require full attention and possible corrective actions. Has foresight as needed in the preparation and planning of short and long term activities and goals. Is able to communicate effectively with inmates. Is able to handle stressful and sometimes life-threatening situations in a professional manner. Is able to react quickly and calmly in emergency situations. Has the ability to perform any required mathematical calculations. Is able to make sound, educated decisions.

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.

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 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.

Judgment: Exercises analytical judgment in areas of responsibility. 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. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

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 communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. 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 organizations, 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.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with the Administrator and the Personnel Director to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the County. Directs the development and training of departmental personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such

principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization

of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

**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.**

DETENTION CENTER DIRECTOR

1505