

FAIRFIELD COUNTY

JOB TITLE: SUPPORT SERVICES SERGEANT
DETENTION CENTERGENERAL STATEMENT OF JOB

Under limited supervision, is responsible for ensuring the 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 transportation of inmates, booking, and central control. Is responsible for maintaining and implementing effective training program. Works under stressful, sometimes dangerous situations. Reports to the Detention Center Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Assists with security of the County Detention Center when needed.

When needed, to assist with initial booking duties including searching inmates, processing property of inmates, completing confinement cards, etc. Enters data into computer system and operates control panel.

Responsible for maintaining and implementing effective training program for all personnel, coordinates training efforts for County personnel to include scheduling officers for training, making appointments with various agencies as appropriate, maintaining training records, and ensures compliance with state standards.

Coordinates and assist with inmate transportation.

Assists with daily inspections of Detention Center to ensure that security and sanitary conditions are maintained. Observe for high-risk inmates. Properly restrains inmates 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 types of office and other equipment including computer, calculator, typewriter, cameras, firearms, restraining equipment, mechanic's tools, etc.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High diploma with vocational/technical school training in computer operations and three to five years of experience in law enforcement with at least one at the supervisory level, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities. Must have basic jail certification, PR-24 certification, jail management certification, CPR certification, fire arms & tazer certification, and standard first-aid certification from the SC Criminal Justice Academy. 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 office and other equipment including computer, typewriter, adding machine, firearms, restraining equipment, 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 assistants and

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 documents and reports such as shift reports, personnel reports, various logs, etc., using the proper format, punctuation, spelling and grammar, etc. Requires the ability to communicate with co-workers, other County personnel, other law enforcement agencies, inmates, and the general public, with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems such as law enforcement related to charges and sentences, counseling, personnel, 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, 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 utilizing office and law enforcement equipment.

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 governing

detention center. Has considerable knowledge of the policies, procedures, rules and regulations of the County Detention Center. 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 County Detention Center. Has the ability to supervise subordinate staff in performing duties relative to the operation of the Detention Center. Has the ability to ensure that discipline and security are maintained in the facility. Is able to respond to inmate requests and ensure that they are being treated in accordance with the law. Has good knowledge of the sanitary requirements of the Detention center. Is able to maintain good working relationship with supervisors, Detention Center Officers and State and Local law Enforcement Agencies. Is able to assist the public in a considerate manner. Is able to operate, care for and maintain a variety of office equipment and machines. Knows of reports and documents which must be prepared and is able to ensure that they are completed accurately and in a timely manner. Is able to communicate effectively with inmates. Is able to work under stressful, sometimes dangerous situations. Has the ability to use independent judgment in routine as well as risky or dangerous 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 Police Department 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. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons. 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 Police Department 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. 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.

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 as well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and division matters affecting them and/or of concern to them.

Staffing: Works with supervisor in selecting and training personnel in order to ensure that they are properly inducted, oriented and trained in the policies and procedures to be followed by employees of the Police Department, and ensures that employees are familiar with duties and responsibilities as described in specific job descriptions.

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 feed-back 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 the 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 Police Department and 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.