

UNION COUNTY SOUTH CAROLINA

JOB DESCRIPTION

DEPARTMENT: DETENTION CENTER

JOB TITLE: CAPTAIN

PAY GRADE: B17

SALARY RANGE: \$56,824.56-\$79,770.87*

FLSA: EXEMPT

General Statement of Job

Oversees all daily operations at Union County Detention Center pre-sentenced and post-sentence facilities. Ensuring the safety and security of inmates, staff, and the citizens of Union County through the enforcement of proper Detention Center policies and procedures. Performs related administrative and supervisory work as required. Works under stressful, high-risk conditions. Reports to Detention Center Director.

Specific Duties and Responsibilities

Supervises subordinate Lieutenants, and shift supervisors; supervisory duties include instructing, planning and assigning work, reviewing work, maintaining standards, acting on employee problems and recommending the selection of new employees. Reviews the work of subordinates; offers advice and assistance as required.

Evaluates officer training needs and ensures that the training officer addresses needs and requirements of officer training.

Reviews and evaluates all personnel.

Helps develop and manages the Detention Center's annual budget; processes accounts payable and receivable.

Ensures inventory of jail supplies, materials and equipment meet are adequate to meet the needs of the Detention Center.

Responds to emergency situations on Detention Center property as required.

Reviews reports submitted by subordinates for completeness, accuracy and compliance with established policies and procedures.

Prepares and submits various reports as required by the County and other government agencies, including population statistics.

Performs general administrative/clerical work as required, including attending meetings, preparing reports and correspondence, entering computer data, copying and filing documents, answering the telephone, etc.

Ensures that the booking process is in compliance with local and state guidelines and requirements.

Receives and reviews incident reports, population records, attendance reports, billing invoices, etc.

Patrols facility to ensure security and sanitation, inspects locking and security devices and doors for proper working condition.

Prepares various documents including budget documents, training records and reports, statistical reports, and various other records, reports, memos, correspondence.

Coordinates inmate searches and cell searches for contraband and other safety and security hazards.

Observes and maintains orderly conduct among inmate population, subdues unruly or violent individuals; responds to emergency situations on property as required.

Oversee transports inmates to court or other facilities as required.

Maintains required certifications and training as mandated by the Department.

Refers to policy and procedures manuals, codes, statutes, laws, directories and log books.

Operates a vehicle, telephone, and two-way radio and hand gun. Uses clerical supplies, cleaning supplies, restraining devices, and first aid kit when necessary.

Interacts and communicates with the Detention Center Director, Lieutenants, Staff Sergeant, Detention Center staff, and all other county employees, vendors, visitors, inmates, attorneys, other law enforcement and the general public.

Ensures that a PREA Coordinator is appointed and works to meet compliance with all Federal PREA mandates. Ensures all employees are properly trained as required by PREA standards.

Reviews and approves all Pre-trial disciplinary hearings.

Ensures that a ATAC point of contact is in place for NCIC systems.

Reviews all requisitions and purchase orders, ensures that up to date and accurate records are available for all transactions.

Must complete any other duties as assigned by Director.

ADDITIONAL JOB FUNCTIONS

Performs duties of subordinate Detention Officers as required, including but not limited to coordinating inmate visitation, supervising inmates, searching inmates and cells for contraband or other security hazards.

Qualifications

- Bachelor's Degree in Criminal Justice, Management, or other related field with minimum of 4 years' experience in a management role with a Law Enforcement Agency.
- Associates Degree in related field with minimum of 6 years' experience in a management role with a Law Enforcement Agency.
- High School Diploma with minimum of 8 years' experience in a management role with a Law Enforcement Agency.

Training Requirements

In addition to becoming a Certified South Carolina Class-2 Law Enforcement Officer, each employee of the Detention Center will be required to complete and successfully pass the following in-house certifications (unless currently certified):

- Oleoresin Capsicum (OC) defense spray of varying brands as decided by the Director – Level 1 direct exposure
- AXON Taser CEW (Conducted Electrical Weapon) – Level 1 direct exposure
- SLED/CJIS (Criminal Justice Information Systems): NCIC Security Awareness and Inquiry Certification.
- If directed, must be able to satisfactorily pass a SCCJA approved firearm certification course for handguns.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- **Physical Requirements:** Tasks involving the ability to exert moderate, though not constant physical effort in light work, typically involving some

- combination of stooping, kneeling, crouching, and crawling, and which involves some lifting, carrying, pushing, and pulling of objects and materials of moderate weight (up to 20 pounds). Must be able to defend oneself from assault, and to restrain prisoners of varying weight.
- **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.
 - **Language Ability:** Requires the ability to read and understand a variety of law books, policy and procedure manuals, criminal records, etc., Requires the ability to speak to and before others with poise, voice control and confidence. Requires the ability to remain calm in stressful environments and conditions.
 - **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to others. This includes receiving and understanding of information and instructions from Supervisors. This also includes the giving of clear, concise instructions to inmates/detainees.
 - **Intelligence:** Requires the ability to apply rational systems to solve problems and deal with a variety of concrete variables in situations where only limited standardizations exist; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form. Requires the ability to learn and understand principles and techniques; to make independent judgements in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend, and interpret received information. Must be able to efficiently operate computerized booking programs and fingerprinting machines.
 - **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.
 - **Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, and to determine time; Must be able to use mathematics and reasoning as well as statutes and codes to enter and modify sentence time(s).
 - **Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape; and visually read various information.
 - **Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery and special criminal justice operations equipment; to safely operate a motor vehicle.
 - **Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, special security equipment, control knobs and switches, buttons, catches, etc., Must have moderate levels of eye/hand/foot coordination.
 - **Color Discrimination:** Requires the ability to differentiate colors and shades of colors.

- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual, or dangerous situations. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.
- **Physical Communications:** Requires the ability to talk and hear.

PERFORMANCE INDICATORS

- **Knowledge of Job:** Has knowledge of pertinent federal, state and local laws, regulations codes, ordinances and guidelines; County policies and procedures; methods, organization, planning and supervision of a County jail as reflected in the needs and requirements of the County; other state and local law enforcement and corrections agencies; up-to-date methods of detention and incarceration; legal rights of accused persons; basic court procedures; methods of record-keeping; modern office practices and technology, including the use of computers for word and data processing; basic arithmetic. Has skill in the use of computers for record-keeping and reporting. Has the ability to maintain the safety and security of the jail facility for the protection of staff, citizens and inmates; effectively supervise inmates on assigned shift; work under stressful or dangerous conditions, often involving considerable personal risk or risk to others; react quickly and calmly in emergency situations; plan, organize and prioritize daily assignments and work activities; analyze problems that arise in the areas of responsibility and recommend solutions; learn and utilize new skills and information to improve job performance and efficiency; communicate effectively with co-workers, inmates and the public; prepare records and reports in a clear and concise manner; establish and maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation; perform required calculations with accuracy; deal with sensitive situations with tact and diplomacy; deal effectively and professionally with unruly or violent individuals.
- **Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectation.
- **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 interaction with internal and external entities with whom the position interacts.

- **Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.
- **Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave 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 accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.
- **Judgement:** Exercises analytical judgement in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experiences advice where appropriate and researches issues, situations and alternatives before exercising judgement.
- **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 established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.
- **Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter-and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.
- **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 work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions

on time. Implements work activity in accordance with priorities and estimated schedules.

- **Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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

*Employees are not hired in at Top pay.