

SUMTER COUNTY, SOUTH CAROLINA JOB DESCRIPTION, AUGUST 2018
JOB TITLE: DETENTION CENTER DIRECTOR SUMTER COUNTY SHERIFF'S OFFICE

GENERAL STATEMENT OF POSITION

Under minimal direct supervision, supervises and directs the activities of the Sumter County Sheriff's Office Detention Center division in order to ensure the proper detention and care of persons lawfully incarcerated. Ensures compliance with all guidelines and standards established by the local, state and federal laws and regulations, including but not limited to policies and procedures of the Sumter County Sheriff's Office and *Minimum Standards for Local Detention Facilities in South Carolina*. Prepares division budget and monitors revenues and expenses to ensure cost-effective operations. Receives and responds to inmate and public inquiries, requests and complaints. Supervises professional, technical, clerical and maintenance staff; reviews work of subordinates for completeness and accuracy. Reports to the Chief Deputy.

SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS

Supervises the day-to-day operations of the Detention Center; delegates responsibilities and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on personnel issues; and recommending and approving employee transfers, promotions, discipline, discharge and salary increases.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed. Provides for the adequate training of all personnel.

Ensures that the Detention Center is operated and maintained in compliance with guidelines and regulations established by all applicable local, state and federal law; and that security and safety protocols are followed to ensure the safety and welfare of inmates, staff and the general public.

Prepares annual departmental budget; ensures that all budgets, accounts payable, accounts receivable and payroll accounts are handled in an accurate, cost-effective and timely manner.

Receives and responds to inmates' and their families' requests, inquiries and grievances.

Reviews and investigates all incident reports and complaints regarding personnel and procedures; takes appropriate corrective action.

Assumes command of emergency situations in accordance with Sheriff's Office protocols, including escapes, and responds to all situations which pose a threat to inmates, staff or the public. Coordinates with law enforcement agencies as necessary to respond to emergency situations.

Coordinates various activities with other departments and agencies as required to facilitate efficient and effective Detention Center operations and procedures.

Maintains required level of proficiency in the use of firearms, which includes, at a minimum, passing

annual required firearms qualifications as Class I LE officers.

Receives, reviews, prepares and/or submits various records and reports including but not limited booking and classification reports, medical screening reports, warrants and case histories, billing invoices, budget documents, maintenance reports, performance appraisals, statistical reports, monthly reports, court transportation reports, memos, correspondence, statutory and regulatory compliance reports, etc.

Operates a variety of equipment such as firearms, restraining devices, two-way radio, air pack, fire extinguisher, audio-visual equipment, camera, tape recorder, computer, copier, adding machine, telephone, etc. Exercises care and safety in the use of equipment and tools required to complete assigned tasks.

Interacts and communicates with various groups and individuals and employees within the Sheriff's Office and other law enforcement or correctional agencies; inmates and their families; attorneys; judges/magistrates; Solicitor; DHEC; Fire Marshal; S.C. Department of Social Services; S.C. Department of Mental Health, S.C. Department of Corrections, Federal Bureau of Prisons, and various other state and federal agencies; news media, bondsmen; public official; and the general public.

Performs additional tasks and duties as assigned by the Sheriff or his designee to safely, fairly and uniformly carry out the mission and policies of the Sumter County Sheriff's Office, particularly as they pertain to the operations and functions of the Detention Center.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree or higher in criminal justice or related field supplemented by ten to fifteen years of experience in corrections or law enforcement, several of which have been in a supervisory capacity, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have successfully completed prescribed course of study at the S.C. Criminal Justice Academy and possess related certification(s). At a minimum, successful candidate must possess a Class II LCO certification; Class I LE, Class I LECO or Class III SLECO is preferable. Candidate possessing minimum certification may be required to complete S.C. Criminal Justice Academy requirements for additional certification(s) within six (6) months of employment. Candidate should also possess, or be able to obtain within one year of employment, training certifications from the Criminal Justice Academy or other accredited state and national organizations, which will allow Director to conduct statutory or regulatory training of detention officers.

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 a computer, basic office equipment, radio/telephone, firearms, restraining devices, etc. Must be able to exert up to thirty pounds of force occasionally and/or lesser amounts of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must be able to defend self in the event of attack or physical assault. Duties involve walking or standing for significant periods of time in order to properly and consistently monitor all locations and operations within the detention center.

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 Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates.

Language Ability: Requires ability to read a variety of policy and procedure manuals, codes of law, medical reference books, maps, computer manuals, professional journals, etc. Requires the ability to prepare routine and statistical reports, correspondence, budget documents, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions, and to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions, to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including law enforcement/corrections, budgeting, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of statistics.

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.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant 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 giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. 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/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 extensive knowledge of the methods, organization, planning, management and supervision of a county detention facility. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to develop and administer both short- and long-range plans and budgets for the division. Is able to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others. Is able to maintain control of assigned activities through effective supervision of subordinates and the application of good human relations techniques. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates and employees of other departments as required. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to show a high level of discretion and flexibility in daily operations. Has considerable knowledge of the structure, functions and inter-relationships of state and local law enforcement agencies. Has the ability to analyze trends and to plan and adjust services in response to changing trends. Has extensive knowledge of up-to-date methods of law enforcement and corrections procedures. Has considerable knowledge of firearms, radio and other law enforcement equipment. Is skilled in the use of firearms. Has extensive knowledge of legal rights of accused persons. Has extensive knowledge of criminal behavior. Has considerable knowledge of civil process. Is able to analyze problems that arise in the areas under supervision and recommend solutions. Is able to use judgment and discretion in dealing with emergency situations, handling internal problems of the division, reacting to public pressures, analyzing and applying new laws, methods and techniques, etc. Is able to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has comprehensive knowledge of the terminology and various professional languages used within the division. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in the use of computers. Has knowledge of the occupational hazards and safety precautions of the trade.

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 all Sheriff's Office divisions, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the Sheriff.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policies, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests. Must be available as needed for on-call duty and call-out in emergency

situations. Must reside within ten (10) miles of Sumter County line; a candidate applying for the position, but residing outside of these territorial limits must relocate his/her residence within six (6) months of beginning employment.

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 where appropriate 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. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and divisions within the Sheriff's Office.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual benefit. Contributes to maintaining high morale among all Detention Center employees and between Detention Center employees and other division employees. Develops and maintains cooperative and courteous relationships with employees, staffers and managers in other departments and agencies, representatives from organizations, and the public to maintain good will toward the Sheriff's Office and to project a positive image for the Sheriff's Office. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will and relationships.

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 required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Ensures 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 productivity of the division. Knows and understands the expectations of the Sheriff regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the division and the Sheriff. Formulates and proposes appropriate strategies and tactics for achieving Sumter County Sheriff's Office goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the Sheriff's Office.

Organizing: Organizes own work and work 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 departmental and related matters affecting them and/or of concern to them.

Staffing: Works with Sheriff's executive staff and recruiting division, as requested, in the selection

and recommendation for employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the Sheriff's Office. Personally directs the development and training of division personnel ensuring that they are properly inducted, oriented and trained upon initial employment and as necessary to comply with annual and ongoing training requirements. Is proactive regarding implementation and compliance with new laws, regulations, court opinions, training advisories and the like to constantly maintain up-to-date policies, procedures and methods.

Leading: Provides a work environment that 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 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 Sheriff's Office goals and objectives.

Control: Provides a work environment that 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 Sheriff's Office standards, methods, policies and procedures.

Delegating: Assigns duties to staff as necessary and/or appropriate to meet division goals, enhance staff abilities, build confidence on the job and assists 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 division and Sheriff's Office. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives, upon notification to and approval by the Sheriff or his designee.

Creativity: Regularly seeks new and improved methodologies and ideas for enhancing the effectiveness of the division and the Sheriff's Office. 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 suggestions and complaints, and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of the Mission Statement and policies of the Sumter County Sheriff's Office. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.
