

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Detention Corporal (Sworn)
Department : Detention Center
Revised : April 2023

Class : Protective Services
FLSA: 7K

This job description supersedes any prior description for the Detention Corporal (Sworn) classification.

GENERAL DESCRIPTION

Highly responsible work in law enforcement and in the operation of the Detention Center. First line supervision may be exercised over a crew of Deputies and Detention Officers. Supervision is received from a Sergeant through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises a crew of Deputies and Detention Officers and ensures they are following established policies and guidelines and their paperwork is completed appropriately.

Enforces federal, state, and local laws as applicable.

Serves summons, subpoenas and related legal papers as required.

Distributes inmate medication and assists inmates with medical needs.

Mediates inmate complaints.

Answers questions from the public concerning inmates housed in the Detention Center.

Escorts inmates to and from court appearances.

Assists in the booking area with the intake and release of inmates.

OTHER JOB FUNCTIONS

Serves in a continuous on-call status due to the nature of the work.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of federal, state, and local laws and ordinances.

Extensive knowledge of fire evacuation procedures in the event of fire, and thorough knowledge of first aid applications.

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Knowledge of suicidal methods and ability to evaluate and make decisions in critical situations.

Physical ability to wear self-contained breathing apparatus.

Ability to read and comprehend legal and non-legal documents, including the processing of such documents as medical instruction, commitment orders, summons, and other legal writs.

Ability to read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision.

Ability to endure verbal and mental abuse when confronted with the hostile views and opinions of inmates in antagonistic environment.

Ability to effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints, subdue resisting

inmates using maneuvers and resort to the use of hands and feet and other approved devices in self defense.

Ability to exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.

Ability to communicate effectively and coherently with other officers, inmates, and the general public.

Ability to maintain confidentiality as necessary.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs. with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of motor vehicle. Work may also include use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university, possession of Intermediate Law Enforcement and Detention Officer Certificates, four years of experience as a full-time deputy/detention officer, minimum age of 21, favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, favorable completion of medical examination with negative drug screen, and a valid driver's license are required.

**This job description does not create an employment contract,
implied or otherwise.**