

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Captain-Detention Center
Department : Detention Center
Revised : May 2016

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Captain-Detention Center classification.

GENERAL DESCRIPTION

Highly responsible supervisory work in law enforcement and Chief administrative officer of the Detention Center. Supervision is given to an entire staff of deputies, detention officers, and administrative staff. Supervision is received from the Sheriff's Office Chief Deputy, who reviews work 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.)

Plans, directs, and coordinates the administrative, operational, and staff activities of the Rowan County Detention Center; develops and implements policies and procedures and ensures compliance with local, state, and federal laws and regulations.

Makes recommendations for hire, fire, promotion, and other status changes for staff supervised that are given particular weight by the Sheriff.

Executes orders and observes all regulations as prescribed by the Chief Deputy and formulates command decisions which ensure that such orders, regulations, and decisions are obeyed and carried out.

Directs and ensures that subordinate supervisors actively perform their duties and maintain a proper discipline of the subordinates under their command and that no partiality, favoritism, or undue leniency is shown or any injustice done.

Evaluates job performance and completes performance appraisals for staff supervised.

Participates in regular conferences with the Chief Deputy concerning operational activities, problems, and division needs, including budgetary and administrative functions.

Recommends items for inclusion in the Detention Center budget.

Promotes and coordinates training and education of all officers and employees; encourages upward mobility through professional staff development.

Inspects the physical facilities and organizational components to ensure that such are properly maintained and operated efficiently.

Directs the establishment and maintenance of inmate grievance and disciplinary procedures according to law and applicable standards; initiates inmate supervision policies and procedures.

Develops, implements, and maintains a security manual, plans to respond to critical incidents, and critical life safety codes.

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OTHER JOB FUNCTIONS

Serves on various committees, commissions, or other special appointments which serve the best interests of the Detention Center, Sheriff, or County.

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 regarding the operation of a detention center.

Ability to instruct, organize, and supervise the work of subordinate personnel and inmates.

Ability to effectively communicate orally and in writing.

Ability to plan, supervise, and participate in a variety of law enforcement goals and activities.

Ability to establish and maintain effective working relationships with governmental officials, subordinates, and the general public.

PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

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

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Criminal Justice, possession of Advanced Law Enforcement and Detention Officer Certificate, six years of experience in detention or corrections including three years in a supervisory position, 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.**