

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

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

Class : Protective Service
FLSA : 7K

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

GENERAL DESCRIPTION

Highly responsible first line supervisory work in law enforcement and in the operation of the Detention Center. Supervision is given to an assigned number of Deputies and Detention Officers on a particular shift. Supervision is received from a Lieutenant. Work is reviewed through observation and through 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, reviews their paperwork, and assigns them to a work area during their shift.

Ensures crew is following established policies, regulations, and guidelines.

Maintains discipline without laxity or discrimination, through investigation of any dereliction of duty and takes immediate necessary corrective action.

Promptly executes orders and observes regulations as prescribed by commanding officers, and formulates supervisory decisions which ensure that orders, regulations, and decisions are carried out.

Ensures the operation and action of subordinates complement one another in all matters, and that a high degree of lateral cooperation and exchange of information is present and maintained.

Conducts open inspections of personnel, components, and equipment under supervision, and directs the correction of any situations of inadequacy found in such inspections.

Counsels subordinates concerning the performance of their duties, and takes appropriate action in the case of laxity, misconduct, incompetence, inefficiency, or neglect of duty that may come to attention.

Reports any infractions of the rules, regulations, or policies of the department and takes proper action on any complaints received.

Verifies intakes of inmates and releases of inmates; computes release dates.

Assists with inmate requests.

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

Assists with the transport of inmates to and from their court appearances and other in-county appointments.

Arranges for medical, dental, funeral, and other in-county appointments for inmates.

Job Title: Sergeant-Detention Center

Page : 2

Orders supplies for the facility.

Responsible for dispensing inmate medications.

OTHER JOB FUNCTIONS

Maintains a variety of records; prepares a variety of reports.

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 a thorough knowledge of first aid applications.

Extensive knowledge of and ability to use fire extinguishers and fire extinguishing systems.

Thorough knowledge of release procedures, procedures for legal commitment, bonding, and court procedures.

Ability to coordinate and supervise the duties of subordinate personnel.

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 defense.

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

Ability to establish and maintain effective working relationships with fellow employees and the general public.

Ability to effectively communicate, orally and in writing.

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 a 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.

Job Title: Sergeant-Detention Center

Page : 3

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 full-time experience as a 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.**