

## **DETENTION CENTER SERGEANT**

### **DEFINITION OF WORK**

Employees in this class perform supervisory duties in support of the shift Detention Center Lieutenant within the detention center. Employees in this class supervise and coordinate the activities associated with a shift or supervise the booking and release process within the detention center. Supervisory responsibilities include managing the daily work activities of the shift; conducting meetings to include discussions on shift activities; making assignments; providing technical direction on matters related to processing inmates and detention related matters; and assisting the Detention Center Lieutenant with the daily operations of the facility. Work requires the application of modern detention center techniques, sound judgment, and independent initiative in pursuit of work objectives. Employees in this class perform inmate detention, care, security, and booking and release work in accordance with established Sheriff's Office policies and procedures. Work includes the care, observation, and security of inmates inside the detention center. Employees must exercise initiative and judgment in making decisions regarding inmates with suicidal, violent, or mentally unstable tendencies, and in dealing with attorneys, families, and others. Work involves exercising tact, firmness, and decisiveness in handling routine and emergency situations. Work is performed in accordance with Departmental policy and State and federal law, supplemented with specific directions from superior officers. Work is performed under the supervision of the Detention Center Lieutenant and is reviewed for adherence to regulations and procedures, accuracy of paperwork, adherence to schedules, and effective interpersonal skills and decision-making in dealing with inmates and co-workers.

### **EXAMPLES OF WORK**

Employees coordinate and supervise activities on a shift within the detention center; supervise activities associated with inmate activities which occur on a shift; determine appropriate response situations involving inmates; assign and adjust work assignments based upon need; schedule work hours and conduct daily briefings; inspect facilities and operations to ensure adherence to laws, regulations, policies and procedures; take corrective action on the spot and make recommendations to senior level officers; investigate complaints; assist in the development and implementation of policies, procedures, rules, etc; provide technical advice on how to respond in certain situations; ensure proper approach on sensitive work assignments; review reports and records; ensure efficiency and effectiveness of detention activities; participate in training new Detention Officers ensuring that proper procedures are followed in dealing with inmates and that employee safety is stressed; receive inmates by conducting search, completing required intake forms, photographing and fingerprinting, and securing personal property; prepare inmate files for release; oversee the security and activities of inmates; supervise meals and cleaning of facilities; distribute personal property; monitor inmates' medical status and take actions when illness or injury is suspected; provide non-confidential inmate information to the public, attorney, and bond personnel; maintain files on inmates; search incoming property delivered to inmates; verify visitor acceptance by inmate; release inmates on bond due to court order or time served; ensure release papers are proper and complete; return personal property to individual; complete forms providing required documentation of release; perform related duties as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Graduation from high school and two years of progressive detention work experience; or an equivalent combination of education and experience, supplemented by detention officer certification training.

**Knowledge, Skills, and Abilities:**

Knowledge of federal, State, and local laws and regulations pertaining to inmate detention; knowledge of policies and procedures covering inmate security, booking and release, classification, care, and security; knowledge of the practices and standards related to detention work; knowledge of supervisory functions and skills; knowledge of materials and equipment used in cleaning and maintaining detention buildings and equipment; ability to exercise sound judgment in routine and emergency situations; ability to work in a hazardous and confining environment; ability to deal tactfully and firmly with inmates, law enforcement personnel, and the general public; ability to prepare, review, and maintain accurate records manually and in a computerized environment; ability to establish and maintain effective work relationships with the supervisors, other employees, law enforcement and court personnel, and the general public.

**SPECIAL REQUIREMENTS**

Compliance with minimum standards for training and certification as set by the State of North Carolina for detention center personnel. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**ADA REQUIREMENTS**

Employees are subject to hazards detention work which includes working inside a jail environment and exposure to various hazards such as dangerous persons, loud noises, and hazards such as cleaning chemicals, close quarters, and narrow passages. Work is also subject to the final OSHA standards on blood borne pathogens.

**PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to prepare records and reports; observe people and things for security purposes, and operate electronic control panels and view computer screens.