

DETENTION CORPORAL

DEFINITION OF WORK

Performs responsible complex and/or supervisory correctional and detention work in the County Detention Center. This class recognizes the responsibilities associated with field training, special management, booking and release, gang, classification, and warehouse related duties. Employees in this class perform inmate detention, care, and security work in the special management unit, providing field training on the assigned shift, assisting in the classification and booking and release process, determining detainee and inmate gang involvement, and warehouse duties in accordance with established Sheriff's Office policies and procedures. Work includes the care, observation, and security of volatile inmates inside the jail; ensuring classification and booking and release processes are in accordance with standard operating procedures; investigating gang affiliations; training new employees. Employees must exercise initiative and judgment in making decisions regarding inmates with suicidal, violent, mentally unstable tendencies, gang affiliations, classification decisions, and ensuring the booking and release procedures follow standards. Work involves exercising tact, firmness, and decisiveness in handling routine and emergency situations. Work is performed under regular supervision 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

Serves as the field training officer and trains new employees in safe and secure operation of the Detention Center and provides in-service training to subordinate officers in new techniques and retraining for those showing deficiencies; and maintains documentation. Works in special management unit where inmates and detainees may be suicidal, medical, protective custody, or aggressive requiring 15 minute security checks; and communicates with difficult to communicate with inmates. Participates in the booking and release process to include searching new and returning inmates for contraband; ensures the safety of the area; separates the high management inmates from others; reviews files and calculates appropriate release dates; releases inmates to property control; dresses out the new, departing, and returning inmates and collects, and inventories and stores the inmates' possessions. Gang affiliation work includes documenting, interviewing inmates, and determining the links between obtained and suspected information to any gang related activity; reviewing all booking activities and incident reports in an attempt to recognize gang related incidents; investigating incidents determined to be gang related; documenting findings; and participating in the daily briefings with the criminal intelligence unit within the Sheriff's Office. Within the Warehouse, the employee supervises cadets and inmates involved in the maintenance of the Detention Center and the Detention Center transport vehicles; schedules vehicle periodic maintenance, performs security checks through the assigned area; schedules lawn care; schedules interior cleaning crews; coordinates space needs and set up for facility for special events and meetings; teaches in-service training; and is responsible for the receipt, storage, and accountability of supplies issued to the Detention Center. Work may also include performing those duties associated with a Detention Officer. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school and two years of progressive detention related 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 the specific area of assignment such as field training, special management, booking and release, gang, and warehouse; knowledge of inmate security, classification, care, special management and security; working knowledge of the practices, materials and equipment used in cleaning and maintaining 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 and maintain accurate records manually and in a computerized environment; ability to supervise inmates; 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.