

JOB TITLE: Corporal - Detention

SD/15

DEPARTMENT: Sheriff, Rutherford County

JOB SUMMARY: This position supervises inmates in the county detention center.

MAJOR DUTIES:

- o Processes incoming inmates; completes necessary intake paperwork; searches prisoners; obtains and secures inmate's personal property; assigns and escorts inmates to proper holding facilities; advises inmates of rules and regulations.
- o Arranges contacts by visits or telephone calls between inmates and relatives, court officials, and attorneys; escorts inmates to visiting rooms.
- o Controls electronic doors, cell blocks, cell block telephones, and other devices from control booth to insure proper safety and security of jail occupants.
- o Answers telephone and radio; inspects incoming and outgoing mail.
- o Assists in the distribution of medication, personal hygiene items, meals, linens, clothing, and other items; checks on intoxicated or other inmates in special medical or mental conditions.
- o Prepares inmates for court.
- o Supervises inmates in the cleaning of cells, kitchens, office areas, clothes, and linens.
- o Maintains accurate and detailed records.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of prisoner detention principles, practices, methods, and equipment.
- o Knowledge of corrections practices and criminal justice system processes.
- o Knowledge of department and county policies and procedures and federal, state, and local laws and regulations.
- o Knowledge of inmates' rights.
- o Skill in maintaining records and preparing reports.

- o Skill in the use of firearms, restraint equipment, and general office equipment.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Detention Center Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include department standard operating procedures, county ordinances, and federal, state, and local laws and regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in the supervision of inmates.

**SCOPE AND EFFECT:** The purpose of this position is to supervise inmates of the county detention center. Successful performance helps ensure the safe and efficient detention of inmates.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, inmates, family members, attorneys, judges, various court personnel, probation and parole officers, vendors, other law enforcement officials, news media representatives, and the general public.

**PURPOSE OF CONTACT:** Contacts are typically to exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, stooping, or walking. The employee occasionally lifts light and heavy objects, uses tools or equipment requiring a high degree of dexterity and must distinguish between shades of color.

**WORK ENVIRONMENT:** The work is typically performed in the detention center. The work requires the use of protective devices.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Detention Officer (13), Food Service Worker (2).

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

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- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the North Carolina Training and Standards Commission.