

JOB DESCRIPTION

JOB TITLE: DETENTION CENTER CAPTAIN
REPORTS TO: SHERIFF/DESIGNEE

ORIGIN DATE: MAR 1987
REVISION DATE: MAY 2019
JAN 2020

DEPARTMENT: SHERIFF
DIVISION: DETENTION CENTER

DEPARTMENT NO: 10-20

JOB SUMMARY:

This is an exempt Grade 10 position. Plan, organize and control all detention center staff and activities.

PRIMARY DUTIES:

1. Leads the operation and administration of Detention Center. Develops and implements appropriate security and facility policies and procedures. Directs subordinate supervisors and staff maintaining strong chain of command in the center thru the position to the Sheriff. Plans, implements, directs, and coordinates various Detention programs and activities. Performs crisis response, containment, and intervention in emergencies. Oversees and/or conducts inspections, searches, investigations, and evaluations. Monitors, inspects, and evaluates operations, programs, services, activities, and conditions. Monitors budget activities of Detention Center and assists in preparation of the budget. Manages the operations and activities of Detention Center. Directs Personnel to recruit employee's, interviews for hiring recommendations. Insures there is a formal training program for new Detention Staff, Supervisor Staff and yearly training objectives. Evaluates the performance of all Personnel directly or indirectly thru chain of command in the Detention Center, and when necessary, disciplines and recommends discharges of Detention Center employees when warranted to the Sheriff. Directs and personally monitors Detention Center security functions and activities to maintain the custody, safety and security of prisoners.
2. Review activity reports regarding inmates. Review inmate disciplinary action and assure appropriate resolution of the action. Assure the safety and security of the staff, inmates and visiting public. Assure that medical, disciplinary and movement records of inmates are maintained and filed. Maintain a current inventory of non-prescription medical supplies and personal hygiene items to be distributed by Detention Officer as needed by inmates.
3. Oversee the cleaning and maintenance of the Center and order supplies needed for daily operations. Request maintenance personnel for all repairs of the facility.
4. Assure the Center is operated in compliance with the Kansas and Federal Jail Standards to every extent possible.
5. Initiate billing for City, County and State agencies for the housing and care of their prisoners. This includes billing the City of Emporia and the City Court Officers. Route billings to proper authorities. Assist the various agencies with records regarding their inmates while they are in the facility.
6. Review and recommend updates for Center's policies and procedures.

INTERMITTENT DUTIES:

1. May be required to attend training sessions or seminars.
2. May be required to participate for 2-3 years in the WorkWellKS training seminars and the Lyon County, Kansas Wellness Team roles as: Convener, Facilitator, Secretary, Communications/Promotion, Liaison to the Executive, Meaningful Employee Engager, Event Planner, Benefits Liaison, Data Liaison, and/or Facilities.

BASIC REQUIREMENTS:

1. **Experience:** Five years of Detention Center experience required. 3 years of progressive supervision and leadership required.
2. **Education:** High School diploma, G.E.D. or equivalent required. Associate degree or higher in pertinent field desired.
3. **Knowledge:** Acquire knowledge of statutory requirements and ability to research statutes pertaining to the operation of the jail. Must have the ability to receive, interpret and follow verbal and written instructions.
4. **Skills:** Operate motor vehicle (must have a valid Class C license). Be able to use a keyboard, typing proficiency, computer system, two-way radio and other law-related equipment.
5. **Problem Solving:** Frequent problem solving occurs in this position.
6. **Decision Making:** Frequent decision making occurs ranging from determining proper procedures to follow to situations that are life threatening.
7. **Language Skills:** Must be able to read write and speak English fluently, ability to speak second language helpful.
8. **Financial/Budgetary Accountability:** Moderate cash handling. Assist in budget preparation.
9. **Interpersonal:** Frequent contact with Sheriff's Office personnel and other County employees and the public. Employee must exhibit a high degree of tact and negotiable skills. Bilingual capability desirable.
10. **Working Conditions:** Excellent facility. Exempt salary position, when needed hours vary by need. May be exposed to injury or death.
11. **Physical Requirements:** Must be able to experience short periods of very high intense physical exertion. Must be able to pass physical and psychological examination. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone.

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA).

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

Detention Center Employees hired after September 1, 2018:

Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position.

For the Classification Series of LYON COUNTY/CITY OF EMPORIA: DETENTION OFFICERS:

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 50lbs occasionally (less than 33% of the time or 1-100 times per day). (maximum pounds)

2. Employee lifts/carries 40lbs frequently (34%-66% of the time or 100-500 times per day). (maximum pounds)
3. Employee lifts/carries 20lbs constantly (67%-100% of the time or over 500 times per day). (maximum pounds)
4. Employee's position requires pushing a maximum force of 107
5. Employee's position requires pulling a maximum force of 107

SAFE LIFTING CRITERIA:

Floor to knuckle: 50 lbs
12" to knuckle: 50 lbs
Knuckle to shoulder: N/A
Shoulder to overhead: N/A
Carry: 50 lbs
Push: 107lbs force (sled + 235 lbs)
Pull: 107lbs force (sled + 235 lbs)

By signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation. I understand that being dishonest about the abovementioned can lead to disciplinary procedures up to and including termination.

Signature _____

Date _____

Lyon County Representative Signature _____