

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## MAJOR-DETENTION AND CORRECTIONS

<b>JOB CODE: 20075</b>	<b>PAY GRADE: 26001</b>	<b>PAY RANGE: \$169,950</b>
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### GENERAL DESCRIPTION

Under the direction of the Colonel or a Commander, performs professional administrative, coordination, and supervisory functions of unusual difficulty in the management of personnel assigned to the Department of Detention and Corrections. Incumbent exercises considerable managerial and administrative initiative, providing vision, leadership, and direction, while working within the framework of the Sheriff's Office policies, procedures and regulations, County ordinances, and Florida Statutes when applicable. Work involves significant interagency and community relations. Work is reviewed through periodic conferences and by results obtained through evaluative measurement based upon stated goals and objectives, as set forth by the Chief Deputy and the Sheriff.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Care, custody, control, and physical restraint of inmates within a criminal detention facility, while on work detail and while being transported.
- Assumes administrative responsibility for the Department of Detention and Corrections.
- Conducts regularly scheduled staff meetings to discuss and address issues pertaining to the operation of the jail complex.
- Ensures that Sheriff's Office policies and procedures comply with existing county, state and federal mandates.
- Oversees all facets of the jail system to include Intake, Booking and Release, Inmate Classification and Housing, Inmate Programs and Services, the Homeless Shelter and Jail Security.
- Evaluates staff and inmate morale, formulates and implements corrective actions as appropriate.
- Inspects all correctional facilities for compliance with established policies and procedures.
- Initiates and/or reviews inmate investigations, use of force incidents, inmate complaints, and administrative remedies.
- Provides the necessary supervision, direction, and support to certified and civilian staff within the Department.
- Maintains contact with community organizations and makes presentations as requested; attends related Sheriff's Office and business functions; serves as a visible community liaison for the Sheriff's Office.

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- Defines areas of responsibilities for staff assigned to the Department of Detention and Corrections.
- Approves budget requests; monitors expenditures and overtime use ensuring budgetary accountability.
- Coordinates with other law enforcement and/or correctional agencies on mutual issues or problems.
- Provides direction or responds to unusual incidents, emergencies and crisis situations.
- Communicates policies and priorities of the Sheriff and Chief Deputy to Division Commanders, criminal justice agencies, community groups and other units of government.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

## **QUALIFICATIONS**

- Bachelor's degree with a major in criminal justice, public administration, business administration, or a related field from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education.
- And successful experience in administrative service in a government or law enforcement agency.
- OR equivalent combination of education and experience.
- Certification of completion of law enforcement or correctional training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must possess a valid Florida Driver's License.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- All of the knowledge, skills, and abilities required of a Detention Captain.
- Knowledge of General Orders, Standard Operating Procedures, Command Staff Emergency Manual, and Florida Model Jail Standards.
- Ability to make independent decisions regarding unusual and complex issues, both administratively and operationally.
- Ability to evaluate proposals and recommendations from subordinates to determine the proper course of action.
- Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving exceptionally high risk to the organization.
- Ability to effectively communicate with the inmate population, attend inmate related functions, and resolve inmate differences.



- Ability to effectively communicate to visitors, staff and community groups.
- Ability to direct large programs and groups of employees including ability to assume direct command of emergency situations
- Ability to establish and maintain productive working relationships with government leaders, Sheriff's Office staff, subordinates and community leaders
- Skills in developing and training subordinates to enhance their personal and organizational needs and objectives
- Ability to comply with the Drug Free Workplace Act.

## PHYSICAL ABILITIES

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Requires satisfactory medical standards as stated on FDLE form CJSTC 75A, agency medical physical clearance form, and the following:
  - Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
  - Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Ability to lift 50 lbs. from floor to waist.
- Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens.
- Ability to maintain a level of physical conditioning to be able to physically subdue and restrain inmates.
- Ability to meet the physical conditioning requirements of periodic in-service training in high liability areas (firearms, defensive tactics, A.S.P.).
- Ability to render physical assistance.
- Ability to wear and use a Scott Air Pack on his/her back, which weighs approximately 30 lbs.
- Ability to climb standard stairs, while carrying a 12 gauge shotgun on a sling, which weighs approximately 8 pounds, or Scott Air Pack.
- Ability to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading.
- Ability to drive a motor vehicle in a safe and efficient manner, if required.
- Ability to perform all functions of the job classification without posing a direct threat to

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the health or safety of other individuals in the work place.

This list of functions, duties, responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.