

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## DETENTION MAJOR

|                        |                       |                             |
|------------------------|-----------------------|-----------------------------|
| <b>JOB CODE: 20075</b> | <b>PAY GRADE: 260</b> | <b>PAY RANGE: \$140,038</b> |
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### GENERAL DESCRIPTION

Under the administrative direction of the Chief Deputy or Sheriff, the purpose of the position is to provide the necessary supervision for the care, custody and control of inmates lawfully detained within the Pinellas County Jail system. This is a highly visible executive level certified position in which the incumbent is responsible for the administration, supervision, coordination and management of personnel assigned to the Detention and Corrections Bureau. Incumbent exercises considerable managerial and administrative initiative, provides vision, leadership and direction and must work within the framework of the Sheriff's Office policies, procedures and regulations. The work involves significant interagency and community relations and is reviewed by Chief Deputy through oral and written reports, and achievements of organizational goals and objectives as outlined by the Sheriff. The incumbent must also be able to perform the essential functions of a correctional officer. Performs other work as requested.

This position requires that the member be certified by the Florida Criminal Justice Standards and Training Commission in compliance with Chapter 943 F.S.S as well as meet the minimum vision requirement of 20/30 corrected, in each eye.

This position is the Supervisor or Command Officer of special risk members whose primary duties and responsibilities are the custody and physical restraint of prisoners and inmates within a prison, jail or other criminal detention facility.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assumes administrative responsibility for the Detention and Corrections Bureau;
- 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;

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- 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 Bureau;
- 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;
- Defines areas of responsibilities for staff assigned to the Detention and Corrections Bureau;
- 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;
- Incumbent is on call twenty-four hours a day, seven days a week and must either be able to provide direction or respond to unusual incidents, correctional emergencies and crisis situations within the jail complex;
- Communicates policies and priorities of the Sheriff and Chief Deputy to Division Commanders, Key Staff, 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 from an accredited university with a major in law enforcement, public administration, business administration or a related field, supplemented by successful experience in administrative service in a government or law enforcement agency, or any equivalent combination of education and experience.

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

- Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving exceptionally high risk to the organization
- Knowledge of law enforcement, corrections and criminal justice principles and practices
- Ability to effectively communicate with the inmate population, attend inmate related functions and resolve inmate differences.

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- Ability to maintain Agency, Sheriff's Office and Criminal Justice Standards and Training Commission's training and certification requirements
- Ability to effectively communicate to visitors, staff and community groups
- Ability to operate an Agency vehicle
- Knowledge and/or application of use of force and officer safety and life-saving skills
- Ability to evaluate job performance
- Knowledge of General Orders, Standard Operating Procedures, Accreditation and Florida Model Jail Standards
- Knowledge of the principles and practices of management and supervision
- 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 perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

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