

# Sumter County Office of Human Resources

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## Sumter County is Presently Seeking a Detention Center Director for the Sheriff's Office- Detention Division Salary- DOQ

**Examples of Work Performed:** Under minimal direct supervision, supervises and directs the activities of the Sumter County Sheriff's Office Detention Center division in order to ensure the proper detention and care of persons lawfully incarcerated. Ensures compliance with all guidelines and standards established by the local, state and federal laws and regulations, including but not limited to policies and procedures of the Sumter County Sheriff's Office and *Minimum Standards for Local Detention Facilities in South Carolina*. Prepares division budget and monitors revenues and expenses to ensure cost-effective operations. Receives and responds to inmate and public inquiries, requests and complaints. Supervises professional, technical, clerical and maintenance staff; reviews work of subordinates for completeness and accuracy. Reports to the Chief Deputy.

**Required Knowledge, Skills & Abilities:** Supervises the day-to-day operations of the Detention Center; delegates responsibilities and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on personnel issues; and recommending and approving employee transfers, promotions, discipline, discharge and salary increases. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed. Provides for the adequate training of all personnel. Ensures that the Detention Center is operated and maintained in compliance with guidelines and regulations established by all applicable local, state and federal law; and that security and safety protocols are followed to ensure the safety and welfare of inmates, staff and the general public. Prepares annual departmental budget; ensures that all budgets, accounts payable, accounts receivable and payroll accounts are handled in an accurate, cost-effective and timely manner. Receives and responds to inmates' and their families' requests, inquiries and grievances. Reviews and investigates all incident reports and complaints regarding personnel and procedures; takes appropriate corrective action. Assumes command of emergency situations in accordance with Sheriff's Office protocols, including escapes, and responds to all situations which pose a threat to inmates, staff or the public. Coordinates with law enforcement agencies as necessary to respond to emergency situations. Coordinates various activities with other departments and agencies as required to facilitate efficient and effective Detention Center operations and procedures.

**Minimum Requirements:** Requires a Bachelor's degree or higher in criminal justice or related field supplemented by ten to fifteen years of experience in corrections or law enforcement, several of which have been in a supervisory capacity, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have successfully completed prescribed course of study at the S.C. Criminal Justice Academy and possess related certification(s). At a minimum, successful candidate must possess a Class II LCO certification; Class I LE, Class I LECO or Class III SLECO is preferable. Candidate possessing minimum certification may be required to complete S.C. Criminal Justice Academy requirements for additional certification(s) within six (6) months of employment. Candidate should also possess, or be able to obtain within one year of employment, training certifications from the Criminal Justice Academy or other accredited state and national organizations, which will allow Director to conduct statutory or regulatory training of detention officers.

Qualified applicants should visit [sumtersheriff.org/employment](http://sumtersheriff.org/employment) to:  
Review the complete job description and download an application packet  
The completed application packet, **required** resume or C/V should be mailed to:  
Sumter County Sheriff's Office, PO Box430, Sumter, SC 29151

Opening Date: August 20, 2018

Closing Date: Until Filled

EEO/AA  
DRUGS DON'T WORK