



RICHLAND COUNTY GOVERNMENT

Office of the County Administrator

Alvin S. Glenn Detention Center Background

Mission Statement

The mission statement of the Alvin S. Glenn Detention Center is to provide for the incarceration of adult and juvenile offenders in a fashion that provides for the protection of the public safety, the protection of the institutional safety, and the delivery of a constitutional level of services to those incarcerated.

Background

The Richland County Detention Center serves as the intake center for un-sentenced misdemeanors as well as a facility designated for the incarceration of sentenced offenders (felony detainees/inmates). It provides facilities for the detention of both un-sentenced detainees/inmates and sentenced inmates in a minimum, medium, and maximum security environment. All facilities provide housing and services of equal quality for all classes of detainees/inmates.

On September 17, 2000, Officer Alvin Sherman Glenn was locking prisoners into their cells when he was overpowered by three inmates attempting to escape the facility. The inmates handcuffed, beat, and strangled Officer Glenn. At the time of his death, he was the only guard overseeing 64 inmates in the medium security area. Richland County Council passed a resolution on November 14, 2000 to rename the facility the Alvin S. Glenn Detention Center (ASGDC). The current detention facility was built in five (5) phases. The majority of support locations, including intake, Juvenile, Kitchen, etc., were built in the first two phases, Phase 1 in 1994 and Phase 2 in 1995. Phases 3 (1997), 4 (1997), and 5 (2005) were comprised of the construction of housing, electrical support, and machinery rooms.

In 2013, ASGDC received national accreditation by the American Correctional Association (ACA) following a review of its jail operations. The detention center director appeared before the ACA's Commission on Accreditation for Corrections (CAC). ASGDC met 100 percent of the 69 mandatory standards required by the ACA and 96.3 percent of the 300 non-mandatory standards. In order to receive accreditation, 100 percent of all mandatory standards and 90 percent of non-mandatory standards had to be met. ACA standards are the national benchmark for effective operation of correctional systems throughout the United States and are necessary to ensure that correctional facilities are operated professionally. They address services, programs and operations essential to good correctional management, including administrative and fiscal controls, staff training and development, physical plant, safety and emergency procedures, sanitation, rules and discipline and food service. Standards reflect practical, up-to-date policies and procedures that safeguard the life, health and safety of staff and inmates. The Commission on Accreditation for Corrections is a private, nonprofit body that is comprised of corrections professionals from across the country. Its composition ensures that the Commission is completely independent and impartial. The main responsibility of this board is to conduct the accreditation hearings to verify that those agencies applying for accreditation comply with the applicable standards.

The detention center, located off Bluff Road in Lower Richland, houses a daily average of 800 detainees, consisting of people arrested in the unincorporated areas and the municipalities in Richland County. In addition to 1,120 beds for adults, the facility also has 24 beds for juveniles.

Security

The Detention Center will provide sufficient security to prevent escapes by foreseeable means. Security will be maintained by assignment of detainees/inmates to minimum, medium, or maximum security based upon the application of a thorough and rational classification and assignment system.

Safety

The protection of the public, staff, detainees/inmates in their person and property will be the highest priority when operating the ASGDC.

Services

The ASGDC will strive, as a goal, to ensure those confined are no worse off upon release than prior to incarceration. The achievement of this goal is to be promoted by staff through the humane and dignified treatment of detainees/inmates, along with adequate space, privacy and personal necessities, provisions for adequate exercise, visitation and access to services of outside agencies. The facility will provide the provisions for programs and services to promote self-development and religious worship.

In order to aid with future management of the ASGDC, provisions will be made for routine collection of data pertaining to persons served by the facility. This data will include, but not be limited to, type of offense, sentencing status, length of stay in the detention center, and effectiveness of detainee and inmate programs. This information will be evaluated by the administration on a regular basis and will be utilized to improve operational standards whenever necessary.

**RICHLAND COUNTY, SOUTH CAROLINA
CLASS DESCRIPTION
2008**

**CLASS TITLE: DIRECTOR OF DETENTION CENTER
SS610
DETENTION CENTER**

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan, coordinate and direct the programs and activities of the County Detention Center; to oversee daily jail operations, ensuring the safety and security of inmates, staff and the citizens of Richland County through the enforcement of proper jail policies and procedures; and to perform related law enforcement, administrative and supervisory work as required. This class plans, organizes and implements programs within major organizational policies, reporting program progress to executive-level administration through reports and conferences.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Plans, coordinates and directs the overall programs and activities of the Detention Center's adult and juvenile facilities. Specific duties include:

- Write, review and update policies and procedures
- Stay abreast with current Federal, State, and County regulations, ordinances and laws
- Develop and review short and long term goals
- Conduct tours and attend community meeting
- Attend department head meeting
- Meet with staff and department employees
- Review and receive briefing on incident reports
- Inspects facility and grounds.
- Review and answer Inmate Grievances

Directs the preparation and administration of the department's annual budget, oversees fiscal management, and reviews and approve purchase request

Develops, implements and ensures subordinates' compliance with department policies, procedures and standards of quality and safety.

Supervises detention personnel through the chain of command; supervisory duties include, interviewing and screening prospective new hires, reviewing, initiating and approving personnel actions.

Instructing, planning and assigning work, reviewing work, maintaining standards, coordinating activities, acting on employee problems, recommending and approving employee discipline and discharge. Reviews the work of subordinates for completeness, accuracy and compliance with policies and standards; evaluates performance and makes recommendations as appropriate; offers advice and assistance as needed.

Ensure staff receive the appropriate training, for example ensuring that all correctional officers are trained in accordance with state and federal laws; participates in officer training.

Directs County Detention Center operations, ensuring the safety and security of inmates, staff and the citizens of Richland County through the efficient and effective enforcement of jail policies and procedures.

Coordinates all Detention Center activities.

Conducts and/or supervises the conduct of periodic inspections of jail facility, cells and inmate property.

Evaluates and ensures that the basic needs of prisoners are met, including the availability of medical attention, hygiene supplies, clothing and nutritional meals.

Ensures the proper maintenance and timely repair of department equipment and vehicles.

Enforces local, state and federal laws in the jail environment; responds to and investigates major incidents, crimes and suspected criminal activity and takes appropriate action.

Investigates or oversees the investigation of inmate complaints and/or staff misconduct.

Coordinates department activities with those of other County divisions and departments, other agencies and organizations as appropriate.

Reviews reports submitted by subordinates for completeness, accuracy and compliance with established policies and procedures.

Prepares and submits various reports as required by the County and other government agencies.

Ensures the proper preparation and maintenance of detention and administrative records.

Attends periodic training sessions and attends conferences and meetings to keep abreast of current detention trends and legislation; maintains required level of proficiency in the use of firearms.

Receives, reviews and responds to public inquiries, complaints and requests for assistance.

Conducts Detention Center tours for interested groups and individuals; participates in community activities to establish and maintain favorable community relations.

Remains on call 24 hours per day, seven days per week, for emergency response.

Performs general administrative / clerical work as required, including attending and conducting meetings, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, answering the telephone, etc.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires synthesizing or integrating analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures or methodologies based on new facts, knowledge or interpretations.

PEOPLE INVOLVEMENT:

Requires directing or commanding others, including public officials and city council, by issuing orders and instructions.

INVOLVEMENT WITH THINGS:

Requires leading, operating or repairing complex machinery or equipment that requires extended training and experience, such as firearms, or the application of custom administrative software or systems; may involve installation and testing.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing work involving the application of principles of logical thinking or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

MATHEMATICAL REQUIREMENTS:

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.

MENTAL REQUIREMENTS:

Requires doing professional-level work requiring the application of legal methods in the solution of technical, administrative or legal problems; requires extensive understanding of operating policies and procedures and ability to apply these to complex problems; or the coordination of sub professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires a Bachelor's degree or education and training equivalent to four years of college education in criminal justice, law enforcement, social science or a closely related field, supplemented by the completion of required law enforcement coursework.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess and maintain Jail Officer and Jail Management certification from the S.C. Criminal Justice Academy.

Must possess a valid state driver's license.

Must meet other requirements as set forth in applicable South Carolina statutes and regulations.

EXPERIENCE REQUIREMENTS:

Requires over five years and up to and including eight years.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of driving, walking, running, climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and pulling of moderately heavy objects and materials (up to 50 pounds), and occasionally heavy objects (100 pounds or more). While performing correctional officer work, must be able to defend one's self from assault and to restrain inmates of varying weights.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to disease/pathogens, odors, dust / pollen, violence.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing and speaking abilities, and color perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Decision-making is almost the entire focus of the job, affecting most segments of the organization and the general public; works in a highly dynamic environment; responsible for establishing goals, objectives and policies.

ADA COMPLIANCE

Richland County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Revised: Title corrected and added class code, 2/2012, BPD