



# JOB DESCRIPTION

<b>Title</b>	<b>Sergeant – Corrections</b>	<b>Created</b>	Oct. 2001
<b>Department</b>	Sheriff's Office Corrections Division	<b>Revised</b>	
<b>Job Class</b>	M 6	<b>Safety Sensitive</b>	Yes
<b>Labor Union</b>	Unrepresented	<b>FLSA</b>	Non-exempt

## **Purpose**

Supervise Corrections deputies, part time employees and work crew deputies, court security deputies, cooks and reserves in all phases of corrections and law enforcement activities. Supervise and participate in the care and custody of prisoners in a correctional facility. Effectively supervise all programs that take place inside the Corrections facility.

## **Essential Functions**

- Supervise subordinate employees including assigning and reviewing work, evaluating performance, scheduling, training, resolving employee grievances, initiating or recommending necessary disciplinary action and effectively making recommendations regarding hiring and disciplinary decisions. Review reports of subordinates for timeliness, completeness, clarity and accuracy.
- Review and update policies and procedures in order to correct deficiencies and ensure the smooth operations of the corrections facility. Ensure staff adheres to all statutes, policies and procedures.
- Maintain positive custody and surveillance of prisoners confined in the corrections facility. Observe and report prisoner behavior and physical condition. Control prisoner movement within the facility. Supervise and instruct prisoners on work crew and on prisoner program assignments.
- Investigate inmate rule violations and other inappropriate activity to assess need for possible disciplinary measures. Collect evidence and property, interview witnesses and coordinate inmate disciplinary hearings. Recommend prisoner discipline and review appeals.
- Inspect facility for cleanliness, safety and contraband. Implement prisoner recreational activities. Issue items to inmates, e.g. meals and related utensils, clothing, personal hygiene items, bedding, etc.
- Maintain written records and logs of activities and prepare reports on prisoners concerning incident, population counts, social histories, inventory, performance evaluations and other matters.
- Process persons in and out of the corrections facility. Review arrest and confinement records. Fingerprint, photograph, search and prepare necessary paper work and reports. Ensure release of prisoners in accordance with court orders and established procedures.
- Maintain jail security in accordance with established procedures. Control entry to and movement within the facility. Operate communication and facility security



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equipment.

- Relate information concerning inmates and jail policies to public and others. Provide general assistance as required.
- Provide prisoner escort, transport and security for court appearances, hospital and other outside detention of prisoners.
- Oversee the basic medical evaluation of each person entering the facility. Consult with facility nurse regarding inmate medical problems and medication. Issue medication.
- Change dressing and bandages of injured inmates as needed. Determine necessity of emergency medical treatment. Administer direct medical intervention as appropriate.
- Oversee control of the jail population and matrix system.
- Develop and maintain proficiency in the use of a variety of equipment associated with criminal justice duties and in the application of defensive tactics including baton, handcuffs and other restraint devices.
- Provide testimony at grand jury and circuit courts as scheduled.
- Follow all safety rules and procedures established for work areas.
- Attend meetings, seminars and workshops as requested or assigned.

## ***Auxiliary Functions***

Perform directly related duties as assigned, such as responsibility for training, vehicles, overall scheduling, etc. Maintain work areas in a clean, safe and orderly manner.

<b><i>Mandatory Qualifications</i></b>
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- A thorough knowledge of modern policies, procedures and techniques for the custody, care and transportation of prisoners.
  - Familiar with applicable laws, ordinances, jail standards and methods employed in modern law enforcement and investigation work.
  - Comprehension of applicable federal, state and local laws and ordinances; law enforcement equipment, including firearms, first aid/CPR, hazardous materials and blood borne pathogens.
  - Expertise in the use of fingerprinting, photographic, video monitoring equipment; report writing; vehicles, radios, principles of supervision and human relations as applied to law enforcement programs.
  - Equivalent to high school diploma, supplemented by college-level course work equivalent to a two year college degree in criminal justice, law enforcement or closely related field.
  - Over five years law enforcement /corrections experience. Possession of DPSST Intermediate certificate or ability to obtain within one year of appointment.
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## ***Desired Qualifications***

Previous supervisory training and experience. Previous college-level training in law enforcement field. Bilingual in both English and Spanish languages. Possess an Advanced DPSST certificate.

## ***Physical Demands***

Duties typically require moving materials and equipment weighing up to 20 pounds. Occasional moving of materials weighing 25-50 pounds. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

## ***Working Conditions***

Work locations are in all types of indoor and outdoor environments. Contact with individuals, who may become violent, combative, under the influence of drugs or alcohol or who have communicable diseases.

## ***Supervisory Responsibility***

Responsible for inmate and building safety and security. May supervise a minimum of five and up to 20 FTE.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.