

## **CORRECTIONAL SERGEANT**

### **DEFINITION & DISTINGUISHING CHARACTERISTICS**

#### **Definition:**

Under direction, plans schedules, coordinates and participates in the work of a major correctional function area and/or assumes command of a watch shift at a County Jail.

#### **Distinguishing Characteristics:**

This class is the first full supervisory level in the Correctional Officer series. Incumbents plan, organize, schedule, assign and direct the work of Correctional Officers, support staff and inmate trustees. When serving as watch commander for a County Jail, the incumbent has full responsibility for jail operations and inmate security and welfare during an assignment shift. This class is distinguished from Correctional Lieutenant in that the latter is a public officer having day-to-day management responsibility for jail operations and staff.

### **EXAMPLES OF ESSENTIAL FUNCTIONS** (Illustrative Only)

- Supervises and directs correctional staff and activities.
- Plans, schedules and assigns daily shift work; oversees specific programs related to correctional functions.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Trains staff in correctional and County procedures and policies; interprets policies and procedures and regulations to staff.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action and other personnel decisions.
- Determines work schedules and authorizes leaves, ensuring necessary coverage for jail shifts and completion of program assignments.
- Coordinates, supervises and participates in training programs for new correctional officer as well as for existing staff; recommends provision of additional or specialty training.
- Maintains and reviews daily logs and records; prepares periodic and special reports as required.
- Directs staff action in emergency or unusual situations; develops and implements emergency action plans.
- Investigates and responds to inmate complaints.
- Testifies in court as subpoenaed; may provide information to other organizational units and governmental agencies.
- Confers with staff from other County departments regarding assigned work; may make presentations to public groups.
- Conducts shift change briefings, ensuring the flow of information from shift to shift and the orderly change of command.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:**

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.

**Experience:**

Three (3) years of experience in jail operations and inmate supervision, at a level equivalent to the County's class of Correctional Officer with at least two years as a Correctional Officer II. Lead or supervisory experience is desirable.

**Other Requirements:**

Must possess and maintain a valid driver's license. Must be able to meet physical and psychological standards and pass a detailed background investigation. Must be willing to work evenings, nights, weekends and holiday shifts. Must have completed certified Jail Operations and State Penal Code section 832 coursework. Must complete and maintain first aid and CPR certification.

**Knowledge of:**

- Supervisory principles and practices, including work planning and evaluation and employee training and discipline.
- Principles, practices and terminology related to the operation of a correctional facility and the supervision of inmates.
- Laws, codes and regulations governing inmate detention, release and legal rights of inmates.
- Techniques for dealing with individuals from various socio-economic backgrounds in hostile and/or confrontational situations.
- Basic first aid practices and procedures.
- Basic office administrative practices, including computer applications related to the work.
- Business arithmetic.
- Correct English usage.

**Skill in:**

- Planning, assigning, supervising, reviewing and evaluating the work of staff.
- Training staff in County policies and work procedures.
- Preparing clear and accurate reports and other written materials.
- Maintaining accurate records, logs and files.

**Ability to:**

- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Respond calmly, quickly and decisively to emergency or stressful situations.
- Exercise sound independent judgment within legal and procedural guidelines.
- Maintain facility security and inmate welfare in varied circumstances.
- Oversee and direct the work of inmates in structured situations.
- Establish and maintain effectively working relationships with those contacted in the course of the work.

## **ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

### **Environment:**

Working conditions are primarily in a county jail facility setting; frequently working in confined spaces; performing repetitive and fatiguing duties; infrequent outdoor working conditions in various weather conditions; assignments may be comprised of irregular, long, rotating and emergency shifts.

### **Physical:**

Primary functions require sufficient physical ability to work in a county jail facility; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** walking and upward/downward flexion of neck. **Occasional** sitting, wrist and arm motions; fine finger dexterity of both hands, ability to grasp and hold; stress due to interpersonal conflict, emergencies, and meeting deadlines; extreme physical exertion to assist with physical altercations. **Infrequent** climbing, reaching, bending, running and jumping; lifting, carrying or pushing objects that weigh more than 15 lbs.

## **HISTORY**

JCN: 5510

Created: JUN 1990

Revised: JUL 2013 – HRD

AUG 2016 – HRD