



JULY 2019
FLSA: NON-EXEMPT
Bargaining Unit: CR
JCN: 5510

SHERIFF'S CORRECTIONAL SERGEANT

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general direction, ~~plans schedules~~ supervises, organizes, oversees, coordinates, and participates in the work of a major correctional function area and/or assumes command of a watch shift at a County Jail; and performs related duties as assigned.

Distinguishing Characteristics:

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises direct and general supervision over assigned jail staff.

CLASS CHARACTERISTICS

This class is the ~~first~~ full supervisory ~~—~~ level in the Sheriff's Correctional Officer series. Incumbents ~~plan, organize, schedule, assign and direct~~ are responsible for planning, organizing, scheduling, assigning, and directing the work of ~~Correctional Officers~~ correctional officers, support staff, and inmate trustees. When serving as watch commander for a County ~~Jail~~ jail, the ~~incumbent~~ has incumbents have full responsibility for jail operations, and inmate security and welfare during an ~~assignment~~ assigned shift. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This classification functions as a public officer within the authority and limits of California Penal Code Section 831.5.

This class is distinguished from Sheriff's Correctional Lieutenant in that the latter is a public officer having day-to-day management responsibility for jail operations and staff.

EXAMPLES OF ESSENTIAL TYPICAL JOB 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~~ selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates 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 training; works with employees on~~ performance, ~~counsels employees, and effectively recommends initial disciplinary action and other personnel decisions~~ issues; implements discipline and termination procedures.

- > 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~~officers as well as for existing staff; recommends provision of additional or specialty training.
- Operates complex control room security.
- > 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~~ related 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

- > Principles and practices of employee supervision, including work planning, assignment review and evaluation ~~and employee training and~~, discipline, and the training of staff in work procedures.
- > Principles ~~Modern principles~~, practices, procedures, and terminology used in law enforcement and related to the operation of a correctional facility and the supervision of inmates.
- > Laws Applicable federal, state, and local laws, codes ~~and~~, ordinances, regulations ~~governing~~, and standards affecting jail operations, reporting requirements, inmate detention, release, and legal rights of inmates.
- Rules of evidence pertaining to search and seizure, and the identification, marking, preservation, and presentation of evidence.

- Functions, authorities, and the organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Proper and effective methods of deploying law enforcement personnel.
- Court procedures and operations.
- Proper safety procedures and practices associated with jail operations.
- Techniques for dealing with individuals from various ~~socio-economic~~socioeconomic 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.~~
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- ~~Interpret, apply and explain applicable laws, codes, rules and regulations.~~
- Respond calmly, quickly**
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Effectively train staff in County principles, practices, procedures, and terminology.
- Supervise jail operations, including the booking, custody, and ~~decisively to~~release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Review and prepare clear, concise, and accurate reports, records, and other correspondence and documents.
- Establish and maintain accurate records, logs, and files.
- Assess difficult or emergency circumstances and develop, implement, and direct appropriate response strategies.
- Work under stressful ~~situations~~or dangerous conditions, often involving considerable personal risk or risk to others.
- ~~Exercise sound independent judgment within legal and procedural guidelines.~~
- MaintainSafely use and care for firearms.
- Independently enforce facility policies to ensure the safety and security ~~and inmate welfare in varied circumstances~~of the inmates.

- ➤ Oversee Independently supervise and direct the work of inmates in structured situations.
- Establish and maintain Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prioritize many occurring tasks simultaneously.
- Communicate effectively using a two-way radio.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ➤ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~-work.

Education and Experience:

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

~~The conditions herein are representative~~ Any combination of ~~those~~ the required experience, education, and training that must be met by an employee to successfully perform would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school;

AND

Three (3) years of experience in jail operations and inmate supervision with at least two (2) years of experience equivalent to the County's class of Sheriff's Correctional Officer II. Lead or supervisory experience is desirable.

Licenses and Certifications:

- Possession of a valid Driver's License and maintain a satisfactory driving record.
- Possession of valid Board of Statewide Community Corrections Jail Operations certification required by State Penal Code section 832.
- Possession and maintenance of a firearms qualification if assigned to the transportation unit.
- Possession of a valid First Aid and CPR certification.

PHYSICAL DEMANDS

Must possess mobility, physical strength, and stamina to respond to and perform assigned duties; hear in the normal audio range with or without correction; possess mobility to work in a jail and use standard office equipment, including a computer, and to operate a vehicle to transport inmates; vision to operate and maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves frequent walking between work areas. The job may involve fieldwork requiring walking on uneven terrain, and climbing and descending structures to access work sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate public safety equipment.

~~Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 160 pounds as necessary to perform job functions of this job. Reasonable accommodations may will be made to enable for individuals with disabilities to perform the essential job functions.~~

~~**Environment:** on a case-by-case basis.~~

~~**ENVIRONMENTAL CONDITIONS** 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~~

~~———— JUL 2016 — HRD~~

~~Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, monitored entry and exit of facility and locations within facility, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing Sheriff's policies and procedures. The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.~~

~~**WORKING CONDITIONS**~~

~~Must be willing to work emergencies and on evenings, nights, weekends, and holidays. Must meet physical, psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals. Must be able to pass a thorough background investigation.~~