

CORRECTION SERGEANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for ensuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well being of staff and inmates in the county correctional facility as well as supervising the booking of inmates. Work involves maintaining alertness to possibilities of emergency situations arising and exercise of sound judgment when problems occur. This position differs from that of Correction Officer by virtue of increased level of responsibility and supervisory responsibilities. Work is performed under direct supervision of high level correctional supervisors. Some leeway is allowed for independent judgment in day to day situations. Supervision is exercised over the work of an assigned group of Correction Officers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises Correction Officers on a shift by making post assignments, advising and instructing on specific activities, insuring adherence to rules and regulations and determining appropriate action as required by facility policies;

Oversees periodic inmate counts to insure there have been no unauthorized absences or escapes;

Maintains shift security in the facility by conducting shift briefings, making periodic inspection tours, observing inmate behavior, checking mechanical locking systems and operation of equipment, investigating disruptive incidents and taking necessary remedial action;

Trains Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;

Schedules facility personnel to insure adequate coverage;

Oversees the supervision of inmates during meals, visitation hours and recreation and insures contraband is not passed;

Arranges for inmates to visit doctor, dentist or hospital and provides for security measures during transportation and while out of the facility;

Resolves conflicts between facility employees and inmates;

Supervises administration of prescribed medication in inmates to insure that it is properly taken;

Takes direct charge of a cell block when serious inmate disturbances take place, including fights;

Supervises the booking of new inmates including taking fingerprints, photographing, searching and having inmates showered and sprayed for parasites;

Supervises the procedures involved in releasing inmates;

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Discusses facility rules, regulations and personal problems with inmates in order to explain the rationale behind actions taken and in maintaining essential services;
Participates in training, as required;
Operates a variety of equipment, including handcuffs, leg irons, electronic gate equipment and two-way radios;
Evaluates Correction Officer performance by reviewing records, reports and personal observation and conferences;
Prepares a variety of records and reports related to work;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; good knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of search and frisk methods; good knowledge of booking procedures and computer operations; good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents; good knowledge of the use of defensive and restraining physical techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; working knowledge of first aid and universal precaution procedures; ability to observe, interpret and report on inmate activity; ability to verbally communicate rules and regulations of the facility to staff and inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to prepare records and reports; ability to read and understand written materials; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years experience as a Correction Officer.