

SHERIFF'S CORRECTIONAL SERGEANT

DEFINITION

To plan, organize and supervise operations in the jail within the Sheriff's Department; and to perform a variety of work in the monitoring of county, state and federal detainees.

DISTINGUISHING CHARACTERISTICS

The classification of Sheriff's Correctional Sergeant is responsible for supervision of jail operations. It differs from the lower-level classification of Sheriff's Correctional Corporal, whose primary responsibility is the supervision of an assigned shift.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level sworn, supervisory staff, exercises functional and technical supervision over Sheriff's Correctional Corporals and other jail staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Schedules, supervises and evaluates the work of subordinate correctional staff. Plans, coordinates and assigns work group activities.

Assists in training jail staff in policies, and procedures, rules and regulations of the department.

Recommends and assists in the implementation of department goals and objectives; implements department policies and procedures.

Evaluates jail operations and assigned activities; recommends improvements and modifications as appropriate.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for training; monitors and controls expenditures.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Reviews bookings and releases for completeness, accuracy and compliance with rules and regulations. Performs booking procedures as necessary, including receiving, booking and assigning prisoners to cells; performing body searches, fingerprinting and photographing prisoners, etc.

Monitors the condition and activities of prisoners.

Prepares prisoners for court appearances; provides transportation as necessary.

Maintains the safe and orderly operation of the county jail facility.

Prepares work schedules; collects and reviews time sheets.

Supervises inmates' commissary accounts; work furlough programs and grievances procedures.

Administers first aid in emergency situations.

Receives and responds to public inquiries regarding department policies and procedures.

Performs duties related to crime prevention and community relations.

Coordinates assigned activities with those of other county departments and divisions, outside agencies and organizations.

Prepares grant applications for supplemental program funding.

Prepares and submits reports and other correspondence, including statistical reports on inmate population and incidents; reviews reports prepared by subordinates for the completeness, accuracy and compliance with regulations.

Performs general administrative work, including but not limited to attending meetings, preparing correspondence and reports, entering computer data, maintaining files, answering the telephone, etc.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes and regulations.

Procedures and methods in jail operations and the classification of inmates.

Types of law enforcement equipment, materials and specialty items.

Principles of supervision, training and performance evaluation.

Principles and procedures of record keeping and reporting.

Ability to:

Interpret, apply and enforce pertinent laws, policies, rules and regulations.

Effectively supervise a variety of jail operations and activities.

Work under stressful or dangerous conditions, often involving considerable personal risks or risk to others.

Accurately observe and recall incidents and situations encountered.

Monitor and supervise prisoners.

React quickly and calmly in emergency situations.

Physically pursue, apprehend and control inmates.

Use and care for firearms.

Deal courteously, yet firmly and effectively with the public in police situations.

QUALIFICATIONS - (continued)

Supervise, train and evaluate the work of assigned staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

Use computers for word processing and records management.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Experience:

Two years of increasingly responsible law enforcement experience as a correctional corporal.

Training:

High school diploma or GED equivalent supplemented by additional course work in jail management or a related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of S.T.C. Correction Officer Core Course Certificate and Penal Code 832 Certificate.

Possession of, or ability to obtain S.T.C. Supervisor Core Course Certificate.

Classification Code:	5163725
Bargaining Unit:	30
FLSA Status:	Y
Workers' Compensation Code:	7720
Range:	Refer to current "Class Range Sort List"