

CORRECTIONAL SERGEANT

DEFINITION

Under general supervision, to provide lead, work coordination, and training for other Correctional Officers during an assigned shift; to supervise inmates at the County Correctional Facility, according to laws, regulations, and policies of the State of California and Plumas County; to enforce Facility rules and maintain Facility security; to be responsible for the care, custody, safety and confinement of inmates; to oversee work details and leisure activities; to serve as bailiff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced working and lead supervision level in the Correctional Officer series. Incumbents are expected to coordinate the activities of other Correctional Officers and perform the full scope of corrections work. They may have charge of the Facility in the absence of the Jail Commander.

REPORTS TO

Jail Commander.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead supervision for Correctional Officer I and II.

EXAMPLES OF DUTIES

- Provides lead direction, work coordination and training for an assigned group of Correctional Officers.
- Maintains the safe and orderly operation of the County jail facility.
- Maintains security during sales, supply, delivery of facility goods.
- Performs all of the duties of a Correctional Officer I or II as needed.
- Computes release dates as prescribed by law.
- Function as disciplinary hearing officer.
- Prepare annual performance evaluation for assigned staff.
- Assemble and provide a variety of statistics required by outside agencies including Probation Department, Courts, Corrections Standards Authority, Youth Authority, Grand Jury, Federal agencies, or in accordance with consent decrees.
- Prepare a variety of periodic reports.
- Prepare daily counseling notes.
- Prepare required billing documents in order to qualify for reimbursements from State and Federal Agencies.
- Serve as training officer for new hires.
- Prepare daily evaluations of progress for trainees.
- Solicits and coordinates outside inmate housing provide under contract billing.
- Oversee maintenance of vehicles and transportation log.
- Prepares work schedules and weekly counseling notes on all assigned personnel.
- Assists in the implementation of goals and objectives.
- Assists in the development and implementation of jail operation policies and procedures
- Participates in budget preparation and cost estimates.
- Submits justifications for requested budget items.
- Monitors expenditures of supplies and food.
- Answers questions and provides information to the public.
- Investigates complaints and recommends corrective actions as necessary to resolve complaints.
- Inspects the jail facility on each shift to ensure compliance with State regulations.
- Compiles and submits quarterly and annual state required reports.
- Coordinates the housing, fingerprinting, and photographing of newly arrested inmates.
- Monitors work furlough and work programs logs.
- Monitors compliance of inmate movement programs.
- Coordinates and logs results of fire, safety, health and sanitation inspections, correcting deficiencies where needed.
- Coordinates inmate transportation and medical visits.
- Maintains annual transportation log.
- Order facility supplies and materials to include inmate clothing, food, printing forms, publications, recreation and other program equipment.
- And performs other related duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, climb stairs, and ladders; normal manual dexterity and eye-hand coordination; ability to stoop, kneel, or bend to pick up or move objects; physical ability to lift and carry objects weighing up to 100 pounds with help; physical ability to restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, court, detention facility and outdoor environments; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Titles 15 and 24 of the California Penal Code, Departmental General Orders, Policy and Ethics, County Personnel Rules, and the department's current Memorandum of Understanding (MOU), along with all other pertinent Federal, State and local laws, codes and regulations.
- Procedures, methods, and techniques in jail operations and law enforcement records and reports.
- Procedures and methods and techniques in Court.
- First aid principles and practices.
- Principles and procedures of record keeping and reporting.

Ability to:

- Learns the principles and practices in classification of inmates.
- Work under pressure, exercise good judgment and make sound decisions in emergency situations
- Monitor and supervise inmates.
- Demonstrate loyalty and dedication to the department, the training and education of subordinate personnel, and the health and welfare of incarcerated inmates.
- Maintain records, reports and statistics.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care of firearms.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.

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Training and Experience:

Experience: One (1) year experience equivalent to Correctional Officer II with Plumas County.

Special Requirements: Completion of a Basic Jail Operations Course approved by Board of Corrections Standards and Training for Corrections.

Completion of the Correctional Supervisor Course approved by the Board of Corrections Standards and Training for Corrections within 12 months of initial employment.

Completion of Penal Code Section 832 weapons training.

Possession of First Aid and Cardio-pulmonary (CPR) certificates.

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.