

CORRECTIONAL SERGENT

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 Jail, according to laws, regulations, and policies of the State of California and Amador County; to enforce Jail rules and maintain Jail security; to be responsible for the care, custody, and confinement of inmates; to oversee work details and leisure activities; 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. Will have responsible charge of the Facility in the absence of the Corrections Lieutenant.

REPORTS TO

Corrections Lieutenant, Captain, Undersheriff, Sheriff

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead supervision for Correctional Officer I/II, and Transportation Officer.

EXAMPLES OF DUTIES

- Provides lead direction, work coordination and training for an assigned group of Correctional Officers;
- May have responsible charge of the Jail in the absence of the Correctional Lieutenant;
- Assists with evaluations of staff work performance;
- Conducts roll call of inmates;
- Supervises inmates during leisure time activities and on work details;
- Checks work areas to insure that inmates are working on assigned projects;
- Assures that cells, facilities, and grounds are kept sanitary;
- Supervises periodic block security checks;
- Performs strip searches of inmates;
- Performs searches of cells and other areas for contraband;
- Maintains discipline among inmates;
- Opens and censors incoming mail;
- Maintains and updates inmate and Jail records;

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- Responds to inquiries regarding inmate detention and Jail policies within the constraints of Department regulations;
- May be assigned to assist with teletype communications and other law enforcement areas;
- Receives and processes inmates;
- Performs fingerprinting and takes photographs;
- Assigns prisoners to cells;
- Releases prisoners from the Jail on proper authorization;
- Returns articles of clothing;
- Receives and reviews surety bonds for correctness, legality, and appropriate costs before releasing prisoners to the custody of bond makers;
- Makes felony arrests; testifies in court and before disciplinary boards;
- Delivers insulin and other pre-packaged medications;
- Investigates crimes and incidents within the Jail;
- Collects and secures evidence;
- Supervises inmates and visitors during visiting hours;
- May transport prisoners to and from court, medical appointments, and other institutions.

TYPICAL PHYSICAL REQUIREMENTS

Meet and maintain standards of adequate physical stature, endurance and manipulative abilities as determined by the department.

TYPICAL WORKING CONDITIONS

Work is performed in office, the Jail and outdoor environments; continuous contact with staff, the public and incarcerated persons.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Amador County Jail and Corrections procedures, policies, and regulations.
- Problems related to the care and custody of inmates.
- Laws and regulations related to jail operations, booking procedures, and custody of inmates.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Development of police records and reports.
- First aid techniques.
- Principles of work direction, work coordination, and training.

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Ability to:

- Provide work direction, work coordination, and training for an assigned group of Correctional Officers.
- Maintain responsible charge of the Jail in the absence of the Corrections Lieutenant.
- Be responsible for the care and custody of inmates at the Amador County jail during an assigned shift.
- Perform a wide variety of corrections work, including supervision of Transportation
- Understand and interpret laws and regulations relating to arrest, booking, and the retention and treatment of prisoners and jail operations.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.
- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

- Experience and Training equivalent to Correctional Officer II with Amador County.

Special Requirements:

- Completion of a Basic Jail Operations Course approved by S.T.C.
- Possession of First Aid and CPR certificates.
- Possession of a valid California driver's license at the time of appointment.
- Must have passed the 832 PC course for Arrest, Search and Seizure, and Firearms
Must meet and maintain department standards for firearms proficiency.