

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Correctional Sergeant
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: MSA

ESTABLISHED: July 2009
REVISED: November 2010

JOB SUMMARY:

Under general supervision, plans, assigns, schedules, supervises and reviews the work of correctional officers, deputy sheriffs and civilian staff assigned to the County Jail, Court Security and/or Civil Office; performs the full range of correctional officer, bailiff and civil process work as required; and performs related work as assigned.

This is the first full working supervisory level classification in the correctional officer series.

CLASS CHARACTERISTICS:

This position reports directly to Sheriff's Lieutenant – Corrections or Captain. Incumbents are responsible for specific shift activities and staff members assigned to the County Jail, Civil Office or Superior Courts and administrative tasks such as problem analysis and report preparation. This class is distinguished from Sheriff's Lieutenant – Corrections in that the latter is the responsible for overseeing the day-to-day operations of the corrections and civil divisions.

EXAMPLES OF DUTIES:

Essential:

- Supervises, assigns, plans, reviews and evaluates the work of assigned correctional officers, bailiffs, and/or civil office staff; implements County, departmental and divisional policies and procedures in conjunction with management; ensures adherence to quality standards, deadlines, and proper procedures, correcting error or problems.
- Prepares performance evaluations of assigned staff members; evaluates job performance and conformance to regulations; provides direction and encouragement through feedback sessions; discusses job performance problems with staff in order to identify causes and issues, and to work on resolving problems; recommends discipline and implements discipline/counseling procedures as needed/directed.
- Provides or coordinates staff training; trains and instructs staff in job duties and County, departmental, and divisional policies, or arranges for training to be provided; provides guidance to support professional development of staff; participates in the selection of staff, including conducting interviews and making staffing recommendations to management.
- Reviews and approves reports submitted by staff; handles correspondence, inquiries and initial complaints regarding assigned cases; maintains accurate records and files.
- Assists in the development of the Jail and/or Civil Division budget by providing statistics, material forecasts, and anticipated needs; provides input in administrative matters, including recommending operational and procedural changes.

If assigned to the Jail Division:

- Oversees and monitors the safety, security, treatment, recreation, personal hygiene and other activities of prisoners at the County Jail; provides for the safety and security of inmates and staff.
- Monitors and enforces County jail rules and regulations; searches visitors and inmates for contraband, weapons and other prohibited materials.
- Performs intake duties such as booking, preparing and processing appropriate documents, recording and securing valuables, and providing information regarding inmates' legal rights.
- Communicates with or arranges for communication and visits by probation officers, attorneys, families and law enforcement agency representatives.
- Directs inmate disciplinary investigations that arise in the Jail.

If assigned to the Civil Division:

- Oversees and monitors the safety of all court personnel, courthouse facility, and visitors in the courts; maintains security of the juries; schedules personnel for high risk court proceedings.
- Develops and oversees security planning for the courts and acts as a liaison between the Sheriff's Department and the private security company employed at the courthouse.
- Supervises the Sheriff's Civil Division which includes the service of process, execution of court orders and collection of property and monies.
- Ensures, through subordinates that duties are carried out in a legal and professional manner.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May be required to drive a personal or a County motor vehicle (i.e. transport prisoners and inmates).
- Uses radio communication equipment, audio and video monitoring equipment, various computers and standard office equipment in the course of the work; uses a variety of law enforcement specific equipment.
- Uses standard office equipment, including a computer, in the course of work.

EMPLOYMENT STANDARDS:**Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and basic discipline.
- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- County and departmental operations, terminology, rules, policies and procedures.
- Principles and practices of corrections at the County level, including the care and custody of inmates.
- Safety principles, practices and equipment related to the work; principles and practices related to sworn law enforcement; principles and practices related to facility and court security.
- Applicable laws, codes and regulations related to the work.
- Effective report writing.
- Basic budgetary and accounting principles and practices.
- Basic first aid and CPR techniques.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic status, occasionally in hostile or confrontational situations.
- The operation of standard office equipment, including computer applications related to the work.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of staff; training others in policies and procedures related to the work; motivating, developing, and directing people as they work, identifying the best people for the job.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Monitoring and enforcing rules and safety regulations.
- Interpreting, applying and explaining complex laws, regulations and procedures.
- Preparing accurate and effective reports, correspondence and other written materials.
- Maintaining accurate records, logs and files.
- Responding to emergency and crisis situations calmly and effectively.

Ability to:

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Work any scheduled shift as assigned.
- Read, understand, interpret, follow, apply and communicate departmental policies, procedures, rules and regulations; Enforce departmental rules, policies and procedures.
- Exercise good judgment and make sound decisions in a variety of conditions.
- Provide appropriate first aid.
- Interact effectively and maintain relationships with clients, the general public and representatives of other agencies in a variety of situations which may be emotional, dangerous and/or difficult; work in a typical detention or public safety setting.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group I) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift and/or drag heavy objects/equipment or injured or unconscious persons); defend oneself, and pursue, disarm, subdue and/or restrain prisoners and inmates which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds and with or without assistance 100 pounds or more.
- Mobility to drive a motor vehicle in order to transport prisoners and inmates individually or in groups to locations outside the facility.
- Physical and psychological characteristics to meet and maintain appropriate State standards.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Working conditions are typical adult detention facility; involves the potential for high stress levels and exposure to loud noises and hostile situations.
- Must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.
- Exposure to blood/air borne pathogens.
- Depending on assignment, tasks may require occasional exposure to varying temperature conditions (extreme heat/cold).

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess and maintain a valid California Class C Driver's License.
- Ability to successfully complete an 80 hour Standards and Training for Corrections (STC) approved Supervisory Course.
- Possess or obtain a valid First Aid and CPR Certifications within one (1) year of appointment to classification and maintain annually thereafter.
- If assigned to the Jail Division, complete California Corrections Standards Authority (CSA), STC Correctional Officer Core Course Certificate within one (1) year of appointment to classification. Must successfully complete additional required certified instruction annually thereafter.
- If assigned to the Civil Division for the Civil Court Security Assignment, California Peace Officer status is required.

Special Requirements:

- Must meet the State of California requirements for public officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.
- Work rotational shifts including evening, night, weekend and holiday shifts.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Completion of 30 semester units from an accredited college or university with major course work in corrections, criminal justice, administration of justice, law enforcement, sociology or a field related to the work and three years of experience in corrections, court security or law enforcement.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, additional work experience in a correctional facility or court setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Sheriff Approval: Jerry Read
Date:

EEOC: C
WC: 7720

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____