



POSITION DESCRIPTION

Corrections Sergeant

FLSA Status: Non-Exempt
Classification: Occupational
Salary Grade/Band: 14

19 March 2015

Reports to: Staff Sergeant

Revised: _____

Human Resources Initials: LF

POSITION PROFILE

Under the general supervision of the Staff Sergeant, performs a variety of professional, administrative and jail duties. Monitors, evaluates and recommends to first-line supervisors on performance related duties to ensure the security, safety, order, control, and discipline of the of the county jail and the incarceration and detention of inmates. Performs a variety of duties related to planning, organizing, directing, and coordinating the day-to-day operations of the jail.

Initiates, implements, and interprets policies and procedures; directs the distribution of policies and procedures to assigned staff; interprets policies as needed to assure efficient implementation; monitors staff performance to assure compliance with established policies and procedures; determines performance standards and expectations and performs evaluations; reviews and evaluates new and existing programs and makes changes necessary to carry out program goals and objectives.

Maintains close working relationships law enforcement and judicial branch of government as needed to clarify programs, carry out court mandated procedures and conduct public relations. Makes recommendations related to various personnel management actions such as, training, advancement, discipline and discharge. Manages safety, security, and inmate programs. Provides input and necessary information to assure policies and procedures are in compliance with established organizational goals and objectives. Develops and delivers specialized law enforcement and correctional facility training related to security, safety, liability, etc. Provides counseling, direction and supervision for corrective actions, positive, and negative discipline, etc. Monitors assigned staff schedule to assure that training attendance requirements are being achieved. Monitors inmates to assure compliance with program regulations and expectations. Reviews inmate classification documents and makes classification recommendations. Promotes development of new corrections community service programs.

GOALS

- To provide exceptional and professional courtesy to public and staff.
- To provide over all safety, security, order and control of inmates, staff and public while visiting the facility.
- To articulate and convey information accurately and appropriately to staff and public.
- To ensure work performance, effective time management practices, and attention to detail.
- To enhance jail excellence and development.

ESSENTIAL FUNCTIONS

- Supervises the jail operation in the absence of the Staff Sergeant/Lt. Jail Commander
- Provides direction and recommendations in the development, implementation, and monitoring of the policies and procedures for Jail Operations.
- Oversees all matters relating to personnel, including but not limited to hiring, training, scheduling, appraising, rewarding, and disciplining employees. All related activities are performed in accordance with the organization's

policies and applicable laws.

- Supervises the first-line supervisor activities controlling all law enforcement activities relating to security, safety, and care of all the inmates and jail staff.
- Supervises shift work assignments in the jail, oversees monitoring of all conduct of the facility.
- Oversees aspects of the inmate disciplinary and grievance programs ensuring all inmate complaints are investigated and inmates are provided due process as required by law.
- Oversees contracted services such as: commissary, telephone, Offender Management System, work crews and medical services.
- Ensures compliance with the Utah Jail Standards and Prison Contract Standards.
- Work with Utah Sheriff's Association Inspectors and Utah State Prison Contract Monitors to ensure that the Jail is operating at a legal standard.
- Implements the orders of a supervisor; oversees work to ensure satisfactory results in an expeditious manner.
- Supervises civilian volunteer work programs.
- Oversees the jail commissary program.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- Minimum Qualifications may include graduation from college with an associate degree in criminal justice and special training in public administration, business administration or related field; AND, Two (2) years of full time paid professional experience in corrections, two years of which must have been in a supervisory capacity; OR, an equivalent combination of education and experience.
- One (1) year of progressively responsible experience performing above the call of related duties.
- Bilingual Spanish desired, but not required. .

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.
- Must be Special Functions and Basic Corrections certified and in good standing through Utah Peace Officer Standards and Training (POST) and Duchesne County Sheriff's Office.
- Must have completed Jail Commander Certification Training.
- 40 hours annual continuing education and 20 hours annual supervisor education.

SKILLS/ABILITIES

- Utilization of time management skills.
- Exemplify professional skills and organizational skills.
- Attentive to detail including the ability to observe multiple activities and quickly identify
- Basic computer skills using MS Office and email.
- Ability to detect hazards and correct problems to ensure a safe environment both for staff and inmates.
- Ability to enforce regulations with firmness, tact and impartiality with public, staff and management
- Ability to communicate effectively verbally and in writing.
- Exemplify professional, courteous, and timely work processes.

- Able to establish and maintain effective working relationships with public, co-workers, and management.
- Ability to maintain confidentiality.
- Ability to interpret and carry out instructions and assignments as warranted.
- Ability to impart information to others when necessary.
- Coordinates, instruct, guide subordinates in order to maintain levels of productivity and quantity.
- Ability to implements the orders of a supervisor; oversees work to ensure satisfactory results in an expeditious manner.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbal forms.
- Must be able to read and understand state, federal, and local regulations governing law enforcement operations and other related regulations associated with governmental agencies.

REASONING ABILITY

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Ability to carry out instructions furnished in written or verbal forms.
- Ability to interpret numerical and narrative statistical reports.
- Ability to exercise independent judgments requiring quick and effective decision making.
- Ability to synthesize complex or diverse information and collect and research data.

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

HAZARDS

- Work regularly exposes the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset. Many functions of the work pose high degree of hazard uncertainty.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.