County of Humboldt Job Specification
CORRECTIONAL SERGEANT
Classification 0420 (Class Number)
FLSA: Non-Exempt

DEFINITION

Under direction, plans, schedules, coordinates, and participates in operations for an assigned watch shift within the County's correctional facility; directs the work of staff responsible for ensuring the safety and security of inmates and the general public through the enforcement of jail policies and procedures; coordinates staff operational and safety training; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Correctional Lieutenant or higher ranks. Exercises direct supervision over assigned correctional staff.

CLASS CHARACTERISTICS

This is the working supervisory-level class in the Correctional class series that exercises independent judgment on diverse and specialized correctional facility operational duties with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day operations and are responsible for providing technical level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, organizes, assigns, supervises, reviews, and participates in the work of an assigned shift in the correctional facility; directs the work of correctional staff responsible for ensuring the safety and security of inmates and the general public through the enforcement of jail priorities and procedures; ensures staff and operational compliance with County and department rules, regulations, policies, and procedures; models and maintains high professional standards within the unit.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; schedules new hire testing.
- Provides training to staff on work and safety procedures and in the operation and use of equipment; assesses and documents employee fitness for duty; develops and implements training procedures and standards.
- Determines work schedules and authorizes leaves; ensures necessary coverage for jail shifts and completion of program assignments.

- Develops and implements a daily operational plan for assigned staff; maintains a routine for facility operations and activities; notifies staff of any operational or procedural changes.
- Directs and reviews the allocation of inmates into appropriate housing and programs; coordinates and supervises a variety of correctional programs.
- Responds to emergency incidents following established policies and procedures; alerts proper authorities; directs staff action in emergency or unusual situations; develops and implements emergency action plans.
- Reviews and prepares detailed inmate incident reports; determines and applies internal disciplinary actions consistent with policies and procedures, rules and regulations.
- Prepares and maintains a variety of accurate and detailed records, reports, and logs as required.
- Receives and responds to inquiries, concerns, and complaints regarding assigned programs, activities, and staff; investigates complaints; recommends corrective actions to resolve issues.
- Coordinates operations with those of other County departments; confers with staff from other County departments regarding assigned work; may make presentations to staff or the public.
- Maintains proficiency in the use and care of firearms and other law enforcement-issued equipment.
- Testifies in court as subpoenaed; may provide related information to other organizational units and government agencies as required.
- Performs related duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, procedures, and terminology used in a correctional and emergency communications services environment.
- Proper and effective methods of deploying correctional personnel.
- Function and authority of law enforcement agencies.
- Criminal court system processes and regulations.
- Operational characteristics and safety practices of equipment related to the work including the safe use and proper deployment of firearms, chemical agents, and impact weapons.
- Techniques for dealing with a variety of people under hostile and emergency situations.
- Report preparation techniques.
- Principles and procedures of record keeping.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Ensure the proper safe use and maintenance of assigned law enforcement firearms and related equipment.
- Deal courteously, yet firmly and effectively, with inmates in enforcement situations.
- Assess difficult or emergency circumstances and develop, implement, and direct appropriate response strategies.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Keep abreast of trends and technology and changes in requirements, laws, and court decisions that impact correctional enforcement operations.
- Review and prepare clear, concise, and accurate reports, records, and other correspondence and documents.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Ensure assigned staff attend all required annual training in accordance with state mandates.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade

And

three (3) years of increasingly responsible experience in jail operations and inmate oversight, including one (1) year working in a lead capacity equivalent to the County's class of Correctional Corporal.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a California Penal Code 832 certificate.
- Completion of a California State Commission on Peace Officer Standards and Training (P.O.S.T.) or Standards and Training for Corrections (STC) supervisory course within one (1) year of appointment.
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

- Mobility, physical strength, and stamina to respond to and perform assigned duties; to climb, reach, bend, run and jump; to lift, carry or push objects that weigh up to 160 pounds.
- Vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment.
- Hearing in the normal audio range with or without correction.
- Repetitive and fatiguing duties including frequent walking, upward/downward flexion of neck, wrist and arm motions, and sitting.
- Fine finger dexterity of both hands, ability to grasp and hold.
- Extreme physical exertion to assist with physical altercations is required.

ENVIRONMENTAL CONDITIONS

- Employees work in a county jail facility setting and are exposed to loud noise levels, hazardous physical substances, confining workspaces, monitored entry and exit of facility and locations within facility, cold and hot temperatures, and varying weather conditions.
- Employees may be exposed to vermin, insects, and parasites.
- The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.
- Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Must be willing to work during evenings, weekends, and holidays.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).