

SERGEANT CORRECTIONAL

DEFINITION

Under general supervision, to supervise an assigned group of Public Safety Officers responsible for the care and custody of inmates at the County Detention Facility, according to laws, regulations, and policies of the State of California and Mono County; to supervise Public Safety Officers responsible for receiving calls and dispatching Sheriff's Deputies and emergency personnel; to ensure proper training and evaluate the work of assigned personnel; to perform special assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the second supervisory level in the Public Safety Officer class series. Incumbents exercise full supervisory responsibilities for assigned staff as well as perform the full scope of Public Safety Officer duties. They also perform administrative assignments. This class is distinguished from Supervising Public Safety Officer by the exercise of a broader scope of administrative and supervisory responsibilities.

ESSENTIAL FUNCTIONS

REPORTS TO

Undersheriff

CLASSIFICATIONS SUPERVISED

Supervising Public Safety Officer, Public Safety Officer I, II, Food Services Manager, Jail Cook

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Plans, schedules, assigns, trains, and evaluates the work of a group of Public Safety Officers;
- Oversees the screening, classification, and processing of inmates;
- Directs and coordinates responses to emergency situations;
- Coordinates activities and communication between various shifts and programs;
- Performs a variety of administrative functions related to processing, housing, moving, transferring, and releasing inmates;
- Plans and conducts inmate counsel meetings;
- Administers, supervises, and evaluates the operation of inmate classification plans and disciplinary procedures;
- Assists Correctional Facility management with establishing, implementing, and revising Correctional Facility policies and procedures;
- Directs the preparation and prepares a variety of written reports;
- Assists with the development and implementation of programs to motivate inmates in acceptable behavior and attitudes;
- Reviews jail records for completeness and accuracy;
- Ensures that new inmates have been properly briefed on Facility rules and policies;
- Receives and checks periodic inmate counts;
- Directs the inspection of inmate quarters for contraband, sanitary conditions, and orderliness;

- Supervises inmates during activities as necessary;
- May conduct periodic block checks;
- May perform searches of inmates;
- Ensures maintenance of discipline among inmates;
- Responds to inquiries regarding inmate detention and Correctional Facility policies within constraints of Department regulations;
- May receive and book inmates;
- Releases prisoners on proper authorization, returning personal property and clothing;
- Testifies in court and before disciplinary boards;
- Delivers pre-packaged medications, according to specific instructions;
- Investigates incidents and violations of rules for disciplinary reports and possible citation or arrest;
- Collects and secures evidence;
- Supervises inmates and visitors during visiting hours;
- Calculates and prepares good time and work time credit reports for the courts;
- Serves warrants to inmates;
- May operate a centralized control system controlling access and movement in the Facility;
- Oversees Public Safety Officers responsible for receiving emergency calls and dispatching Sheriff's deputies and other public safety personnel;
- Represents the Sheriff's Department at public meetings;
- Provides administrative direction for the Counties centralized dispatching system.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; climb stairs and ladders; maintain alertness during periods of inactivity; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing in excess of 100 lbs with assistance; physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, correctional facility, and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with inmates, other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Mono County Correctional Facility procedures, policies, and regulations.
- States and Federal laws and regulations related to jail operations, booking procedures, and custody of inmates.
- Problems related to the care and custody of inmates.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Good public relations techniques.
- Use and care of Department authorized equipment and firearms.
- First aid methods and techniques.
- Computers and software used by the County Correctional Facility.
- Centralized emergency call receiving, dispatching, and 911 systems.
- Principles of supervision, training, and work evaluation.

Ability to:

- Plan, organize, supervise, and evaluate the work of assigned Public Safety Officers.

- Perform a wide variety of correctional work and administrative assignments.
- Oversee assigned areas of Sheriff Department operations.
- Read, understand, and interpret laws and regulations regarding operation of the County Correctional Facility and the care and custody of inmates.
- Gather and organize data and information.
- Interview and secure information from people.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear, comprehensive reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Sheriff/Coroner Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

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:

One year of previous professional law enforcement experience comparable to that of a Supervising Public Safety Officer with Mono County.

Special Requirements:

- Completion of a Basic Jail Operations Course approved by S.T.C.
- Completion of P.C. 832 and weapons training.
- Possession of a valid Driver's License.

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