



WORKING TITLE: CORRECTIONS SERGEANT	CLASSIFICATION: SERGEANT
DEPARTMENT: SHERIFF	DIVISION: CORRECTIONS
PAY RANGE: SFMGT 16	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: SEPTEMBER 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Serves as a watch commander/first line supervisor and directs, supervises, plans, and coordinates the activities of assigned personnel in the receipt, booking, custody, and care of inmates under jurisdiction of the Sheriff in accordance with established directives, policies, procedures, State, and Federal law. Ensures the security of the Correctional Facility, Courthouse and Campus, and the safety and security of staff and prisoners. Responsibilities may include administrative, courthouse security, and/or investigative responsibilities depending on assignment (e.g., Administrative Sergeant, Court Security Sergeant, etc.). Counsels and evaluates subordinate employees. Performs related duties as may be required. Requires work in a 24-hour per day, 7-day per week environment with shift rotation in 8 or 12-hour shifts. May be required to work with rotating shift schedules including working day, swing, and night shifts, weekends, holidays, and overtime as required.

SUPERVISION RECEIVED:

Works under the supervision of THE Division Commander who assigns general and special duties and reviews work for effectiveness and proper procedure through observation, conference, and analysis of reports.

SUPERVISION EXERCISED:

Exercises direct supervision over staff of a lower classification/rank; assigns duties, counsels, and advises; recommends and provides training; evaluates work performance; rewards and disciplines employees; addresses complaint/grievances; and resolves problems in accordance with County's policies, procedures, labor union agreement, and applicable laws and in coordination with Sheriff Command Staff.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Conducts briefings for on-coming shift personnel related to policy changes, special orders, training bulletins, and special assignments.
- Assigns and reviews work of subordinate deputies, applying procedural rules and ensuring appropriate response to emergency and routine inmate contacts.
- Reviews written activity reports prepared by employees for completeness and proper

- procedure; approves and forwards to appropriate party(ies).
- Provides for on-going training.
 - Participates in the activities of the unit supervised, which includes receiving and processing new inmates; conducting regular security checks of the correctional facility and courthouse/county campus; supervising and controlling visitors to facility; performing activities associated with release of inmates as required; and transporting or assuring custody of inmates in transit to court appearances, hospitals, other correctional institutions, work release sites, or other locations.
 - Prepares and maintains records reflecting duties, assignments, and performance of employees of his/her shift as may be necessary for effective management and productivity. Applies corrective action as necessary.
 - Prepares performance evaluations on all employees on his/her shift on an annual basis.
 - Makes recommendations for special recognition of subordinates' outstanding performance and/or effort.
 - Attends staff meetings.
 - Provides requisite input into decision-making process regarding whether to terminate subordinate employees, pursuant to Sheriff's Office policy.
 - Other duties as assigned by the Division Commander.

JOB SPECIFICATION

KNOWLEDGE OF:

- Administrative and basic concepts, practices, and principles.
- Principles and techniques of supervision, training, and performance evaluation.
- State and County corrections laws and County ordinances.
- Corrections methods and procedures.
- Current laws governing detention, search and seizure, and the criminal justice system, including courtroom testimony.
- Law enforcement investigative procedures and techniques.
- The use of equipment used in identification of prisoners.
- The principles and techniques of modern inmate care, custody, and control.
- Customer service techniques.
- Basic first aid.

SKILL IN:

- Developing and applying management skills in a productive and professional manner.
- Analyzing situations quickly and objectively and determining a proper course of action to be taken.
- Decision making and problem solving.
- Communicating effectively with individuals during difficult and often stressful situations.
- The use of firearms, less lethal tools, and restraining devices.
- Operating a motor vehicle in various weather conditions and in high stress situations.

ABILITY TO:

- Understand potentially complex written or oral directives.
- Communicate clearly and concisely, both orally and in written form.
- Establish and maintain effective working relationships with co-workers, supervisors, agencies, and the general public.
- Function effectively in a leadership capacity, including the ability to plan, assign, supervise, and evaluate the work of employees.
- Respond quickly and assume command in emergencies.
- Maintain accurate and complete records.
- Prepare complete and objective reports.
- Understand and appreciate the relationship of his/her duties and responsibilities with the aims and purposes of the Office.
- Develop and apply supervisory skills in a productive and professional manner.
- Attend work as scheduled and/or required, to include varied shifts.
- Maintain trustworthiness through integrity, truthfulness, consistency, and honesty.

MINIMUM EXPERIENCE AND TRAINING:

Five (5) years' progressively responsible experience as a Sworn Law Enforcement Officer, possession of a DPSST Corrections Intermediate Certificate, and ability to obtain a Supervisory Certificate upon eligibility but no later than 36 months after appointment to position.

Some assignments require specific experience/certification(s) and/or passing additional special assignment or mission specific physical agility/fitness or firearms proficiency test(s).

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Applicants must pass a medical exam and psychological evaluation prior to appointment in order to meet standard under OAR 259-008-0010.

Will be subject to successful completion of a personal background check including, but not limited to, criminal, civil, driving, military, educational, and employment history pursuant to OAR 259-008-0015.

This position carries a 12-month probationary period.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an institutional environment and uses a two-way radio, computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an institution and includes exposure to alarms, sirens, and voice conversations. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand

motion, handle or feel, and to stand, walk, reach, bend, climb stairs, or lift up to 60 pounds. Often demands restraining, escorting, and/or carrying inmates weighing between 100 to 250 pounds. May also require running and apprehending and physically restraining uncooperative and violent individuals. Requires time-sensitive physical reaction appropriate to the circumstances under stressful conditions.

Daily contact with inmates may risk exposure to persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons that may result in physical injuries. May possibly be exposed to hazards and risks which accompany exposure to inmates. Contact with inmates and the public may risk exposure to irrational/hostile behavior, or communicable/contagious diseases.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.