

COUNTY OF SOLANO
SERGEANT-CORRECTIONS

Rev. 10/06

DEFINITION

Under direction, supervises Correctional Officers and inmates at the Sheriff's detention facilities; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This is a first line supervisory class in the Correctional Officer series. Incumbents supervise the activities of Correctional Officers. In the absence of the Watch Commander/Facility Commander, incumbents have full operational responsibility for a detention facility on an assigned shift. This class is distinguished from that of Lieutenant-Corrections in that the latter provides direction to first line supervisors and has overall operational responsibility in the absence of the Facility Commander.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

1. Supervises the work of Correctional Officers engaged in insuring- the safe custody, discipline and welfare of inmates on an assigned watch; initiates and changes, as needs require, duty assignments of all supervised employees; inspects and prepares evaluation reports on Correctional Officers; prepares duty roster and briefs Correctional Officers supervised at the beginning of each shift.
2. Makes inspection tours to insure Correctional Officers and the facility are in conformance with all current rules and regulations; writes reports that present findings and recommendations for rectifying problem situations to the officer in charge of the detention facility; reviews and makes recommendations on Officers' and inmates' complaints and requests; reviews jail records for completeness and accuracy; assures the security of the facility and may serve warrants on inmates in custody; supervises visiting and conducts tours of the facility for visitors.
3. Classifies and assigns inmates to quarters; assures new inmates are properly briefed on facility rules; receives and checks periodic counts of inmates; directs the inspection of quarters of inmates for contraband, sanitary condition and orderliness.
4. Develops procedures and posts orders; provides on-the-job training for Correctional Officer staff; maintains records and prepares reports.
5. Investigates infractions of rules and regulations and irregular or suspicious occurrences and takes or recommends appropriate action; reviews inmates written requests and makes appropriate reply; may interrogate inmates or investigate infractions to determine need for further action and conduct disciplinary hearings of inmates.

QUALIFICATION GUIDELINES

Education and/or Experience

Considerable detention facility experience which demonstrates possession of and competency in requisite knowledge and abilities. Qualifying experience and education would be:

Three years of experience as a Correctional Officer in Solano County or a comparable agency

Knowledge/Abilities

Considerable knowledge of the institutions' procedures, rules and regulations; local, state and federal laws applicable to detention facilities; inmate classification and living area assignments; criminal attitudes and behavior patterns; purposes and methods of discipline as applied to persons under criminal confinement; principles and practices of personnel supervision and training.

Ability to understand and explain laws, regulations and policies governing detention program operations; make decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; maintain liaison with the Courts, counsel and representatives of other departments; read, understand and implement vague or poorly documented Court documents such as Court Commitments; determine the appropriate course of action in emergency or stressful situations; demonstrate tact and diplomacy; collect and analyze data to draw logical conclusions and make appropriate recommendations; prepare narrative and statistical reports; comply with laws, regulations and professional practices governing detention program services and operations; supervise the work of others engaged in correctional activity; secure cooperation and teamwork among support staff; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments; maintain accurate records and document actions taken; interview people to extract information and make evaluations; organize and prioritize work assignments; make routine arithmetical calculations; research regulations, procedures and/or technical reference materials; learn and make referrals to local and regional providers of social, medical and/or other specialized services; project consequences of decisions; determine and evaluate levels of achievement and performance; maintain confidentiality of information; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role; effectively delegate responsibility and authority to others.

SPECIAL REQUIREMENTS

Completion of a Correctional Officer Basic Jail Operations course is required.

Possession of or ability to obtain a valid Class C California Driver's License is required.

Public officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must be able to perform heavy manual labor associated with inmate control tasks.

Incumbents must be able to work in a jail environment which may include lifting persons weighing more than 100 pounds.

Incumbents must be able to work in an environment which may include exposure to communicable disease.

Incumbents may be required to work outside normal business hours.

Work may include working with the full range of body movements involving reaching, bending, grasping and climbing.

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Positions allocated to this class may require bilingual skills.

Donald W. Turko
Director of Human Resources

CSC Date: October 11, 2006

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