

## LINN COUNTY CLASSIFICATION

**TITLE: SERGEANT - CORRECTIONS DIVISION**

**NUMBER: 684a**

**APPROVAL ORDER NUMBER: 2019-035**

**PAY RANGE: 18 (SO)**

**DATE: FEBRUARY 12, 2019**

**CATEGORY: MANAGEMENT/EXEMPT (SO)**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs supervisory duties on an assigned shift. Performs supervisory and professional corrections work in the care and custody of adult prisoners in the Jail. Assists the Corrections Lieutenant and Corrections Captain with various administrative activities. Assumes full responsibility for operation of the facility in the absence of the Lieutenant and/or Captain. Assists in training Corrections Deputies. Duties may include assignment in a community or broad geographic area located at some distance from the jail or as part of a special team or program.

SUPERVISION RECEIVED: Works under the general supervision of a Corrections Lieutenant. Receives special assignments from the Lieutenant. Receives advice concerning interpretations of laws, rules and operating procedures but exercises judgment in the evaluation of incidents and initiation of appropriate response. Work performance is regularly reviewed by a Corrections Lieutenant and Captain.

SUPERVISION EXERCISED: Exercises supervision over subordinate staff. Assists in the formulation and implementation of management decisions and policies. Evaluates, assigns and directs duties of subordinate personnel. When appropriate, employees in this classification recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform the duties of a Corrections Deputy.
2. Perform supervisory duties on the assigned shift in the Corrections or Programs Division. Maintain knowledge of deputy locations; respond to questions from deputies concerning legal or procedural issues. Initiate appropriate response to emergency calls and inmate or citizen complaints.
3. Assume lead responsibility over Corrections Deputies in initial investigation of accidents or crimes. Respond to major incidents and assume lead responsibilities when needed.
4. Assist in the orientation and training of new Corrections Deputies. Explain and interpret office rules, policies and operating procedures. Make evaluation of Deputy's progress and efficiency in the performance of duties.
5. Supervise the admission and release operation, assuring compliance with the directives of the Courts regarding custody, care and disposition of prisoners.

6. Supervise the maintenance of proper security, sanitation and prisoner health and welfare standards; investigate complaints and incidents involving prisoners. Inspect facilities for safety, contraband and security.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of and the ability to interpret applicable Federal, State and Local laws, particularly those pertaining to jail standards and job situations. Considerable knowledge of Court systems and procedures and a working knowledge of civil law functions and Corrections Division functions and procedures. Considerable knowledge of the modern policies, procedures and techniques for the custody and care of prisoners.

Skill in administering basic First Aid and CPR.

Ability to assign, supervise and train employees in the proper and efficient performance of duties and use of equipment. Ability to recognize and analyze problems concerning the custody and care of prisoners and exercise judgement in directing or performing the necessary actions. Ability to analyze situations quickly and objectively, sometimes under stressful conditions. Ability to supervise various jail functions in an efficient and lawful manner. Ability to communicate effectively both orally and in writing.

Knowledge and skill in the use of law enforcement equipment including firearms, vehicles, radios, intoxilyzers and in administering basic emergency first aid.

**EXPERIENCE, EDUCATION AND TRAINING:** Graduation from a senior high school or possession of the equivalent GED Certificate. Three years' experience as a Corrections Officer, including at least one year of experience in a County Sheriff's Office/Jail. Possession of the Department of Public Safety Standards and Training Intermediate Corrections Certificate at time of appointment. Must complete Supervisory Certification training within two years of appointment.

**NECESSARY SPECIAL QUALIFICATIONS:** Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass the prescribed testing by the Sheriff's Office which may include oral and/or written exams. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is performed indoors, primarily in the Jail. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.