

GENERAL DESCRIPTION OF CLASS

The CORRECTIONAL SERGEANT controls, directs, and monitors inmates within an adult correctional institution or satellite facility by regular assignment to the most critical posts and/or shifts and in the absence of higher level authority to provide immediate direction in case of emergency. The employee is assigned administrative duties and responsibilities in the maintenance of the security of the institution or facility.

DISTINGUISHING FEATURES

The Correctional Sergeant is the third level of a three-level security series. It is distinguished from the lower level by the regular assignment to the most critical posts and/or shifts which require a higher level of judgment, increased technical knowledge, and more proficient skills resulting from extensive training and experience. These assignments carry a greater responsibility due to the number and activity of the inmates present during the specific time period and the level of inmate control and direction required to maintain the safety and security of the institution or facility. This level is further distinguished from the lower levels by the technical requirements of the post, by the absence of higher level authority to provide immediate direction in case of emergency, and by the addition of administrative duties and responsibilities in the maintenance of the security of the institution or facility.

DUTIES AND RESPONSIBILITIES

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

1. **Administration.** Typical tasks: makes staff assignments and coordinates staff activity under general direction of the watch commander or lieutenant; conducts inmate counts and reconciles counts to ensure accuracy; monitors fire drills; effectively recommends modification of institution directives; deploys security staff in specific areas; responds to inquiries from the public regarding institution procedures and inmate status.
2. **Inmate Control.** Typical tasks: while assigned to posts requiring a higher level of judgment and more proficient skills, the employee controls, directs, and monitors activity and movement of inmates within a specified area to ensure security and safety (e.g., line movements, showers, recreation or game room, dining area, housing units, segregation, and/or special management units); stays alert to possible assaults, contraband, injuries, illness, and escape attempts; intervenes in and controls acts of negative behavior and violence; uses physical force such as restraints, firearms, chemical agents, or other devices as required.
3. **Security and Searches.** Typical tasks: while assigned to posts requiring a higher level of judgment and more proficient skills, the employee performs or directs random and specific frisk searches, strip searches, and security inspections of inmates; searches holding cells, buildings, areas, supplies, and inmates' personal property for weapons and contraband; monitors electronic surveillance equipment (e.g., photo sensitive perimeter systems, metal detectors, hand scanners, camera surveillance equipment, and x-ray machines); examines incoming and outgoing mail for contraband; inspects keys and locks for damage; checks windows, bars, doors, gates, fences, walls, ceilings, etc., for damage or possible breaches of security; operates manual, electric, and/or pneumatic locking devices.
4. **Communications.** Typical tasks: operates and assures reporting of problems relating to technical equipment such as multichanneled communications and alarm devices; completes inmate movement

records to show current location of inmates; writes memos and incident or disciplinary reports detailing incorrect inmate behavior; maintains and updates listing of inmates, visitors, and staff; takes periodic count of inmates in assigned area, reconciling or reporting discrepancies; operates communications equipment (e.g., two-way radio, telephone switchboard, and public address equipment); uses a paging system to communicate with other staff\posts or to call inmates; identifies and questions inmates and visitors seeking access to areas of the facility; answers questions of inmates and visitors concerning rules, regulations, and procedures of the facility.

5. Miscellaneous. Typical tasks: inspects, sorts, and distributes inmate mail; enforces established standards of safety and sanitation; provides oral briefings to supervisors and relief staff; may photograph and/or fingerprint personnel and inmates; may be assigned as job coach over entry-level staff during the on-the-job training period.

The Correctional Sergeant makes independent decisions regarding inmate behavior and control, often in the absence of higher level authority, which have major affect on the safety and security of the institution due to the time of day, the location of the post, and the number and activity of inmates present.

RELATIONSHIPS WITH OTHERS

Depending on the post assignment, employees in this class have occasional to regular face-to-face contact with inmates to answer questions on correctional procedures and rules and to direct behavior. Those posts with less inmate contact may have the potential for greater contact with the public (visitors to the institution) to explain correctional policy and procedures. Employees in this class may have regular contact with entry-level Correctional Officers to provide on-the-job training and guidance.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a Correctional Lieutenant. Written reports and daily job tasks are reviewed during performance and upon completion. As guidelines in the maintenance of security and the direction of inmates, the Sergeant refers to State and Federal laws, Administrative Rules, post orders, and training directives.

GENERAL INFORMATION

Positions are located ion correctional institutions. They require the willingness to work in the environment associated with the positions' location and purpose. They require the willingness to withstand verbal abuse, threats, and harassment from inmates; to work shifts and report for duty at anytime emergencies arise; to conduct body searches of inmates; and to take urine samples.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of the principles and practices of corrections as they relate to the criminal justice system.

General knowledge of security principles and practices.

General knowledge of the principles and tactics governing the use of physical and deadly force.

General knowledge of the social and cultural lifestyle of a variety of ethnic and cultural groups.

Basic knowledge of arithmetic sufficient to add and subtract.

Skill in interpreting inmate behaviors and activities accurately.

Skill in controlling, directing, and instructing inmates individually and in groups.

Skill in observing and understanding the habits and attitudes of inmates.

Skill in assessing situations, resolving problems, and making decisions in order to maintain security and safety.

Skill in the use of firearms, restraints, chemical agents, and security devices.

Skill in enforcing institutional rules and regulations with impartiality.

Skill in evaluating emergency situations and taking or recommending corrective measures.

Skill in reading and understanding written policies and procedures and post orders.

Skill in writing reports.

Skill in operating communications equipment such as two-way radio, telephone switchboard, and public address equipment.

Ability to direct staff as a relief officer.

Ability to operate technical equipment such as multichanneled communications and alarm devices.

Ability to remain alert and observant throughout shift.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.