

CITY OF TAFT

CLASS TITLE: CORRECTIONAL SERGEANT

Salary Range 37.5
\$1,592-\$1,935 Bi-weekly

BASIC FUNCTION:

Under general direction, the Correctional Sergeant supervises staff personnel on an assigned shift engaged in the care and custody of incarcerated adult prisoners incarcerated. The Correctional Sergeant assists with training and orientation of new Correctional Sergeant staff; provide lead direction in the absence of the Lieutenant and coordinates and supervises special assignments. Incumbents in this classification are designated as Sworn Peace Officers while on duty and all incumbents will perform related work and other duties as required. Specific duties and/or assignment areas may be assigned to positions in this classification by the Facility Manager.

Correctional Sergeants are responsible to the shift Lieutenant for the daily operation of the facility. Incumbents may also supervise other supporting staff, provide lead direction on special projects, and perform the more complex duties as assigned. Work performed by the incumbents in this class is confined to the Correctional facility and work crews for contracting agencies and while it may involve interrogations and arrests within the facilities or contracting agencies work crews it does not involve field activities such as patrol and investigations.

REPORTS TO:

Correctional Lieutenant

SUPERVISES:

Correctional Officers, Senior Correctional Officers, and other support staff as assigned.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Duties may include, but are not limited to the following:

- Supervises, maintains security and conduct of inmates in cells, during meals, bathing, at recreation, during visitations, and on work and other assignments.
- Promotes acceptable attitudes and behaviors of inmates; assists them to adjust to confinement setting.
- Receives the personal property of inmates; returns personal property to inmates on discharge.
- Effectively uses the techniques and methods employed in searching inmates for contraband, weapons, or use of narcotics.
- Makes felony arrests of incarcerated individuals.
- Testify in court and/or disciplinary boards on various cases.
- Dispenses insulin and other pre-packaged medications.
- Investigates crimes and incidents within the facility and collects and secures evidence.

- Supervises inmates and visitors during visiting hours.
- Supervises periodic block security checks; performs strip searches of inmates.
- Releases prisoners from detention facilities on proper authorization and returns articles of clothing.
- May interview for Work Release Programs and overview inmates in the Work Furlough and Work - in-Lieu other programs.
- May follow up with the agencies using the Work Release Program inmates and handle any problem with the inmates or questions from the employers.
- Supervising Correctional Officers and other supporting staff.
- Assign duties, train employees, evaluate performance; provide information to resolve problem situations.
- Establish and maintain appropriate levels of employee conduct.
- Determine and apply internal disciplinary procedures for inmates.
- Develop and implement a daily operational plan and maintain a daily facility routine.
- Supervise inmates engaged in recreational and work activities; administers first aid.
- Provide information related to procedural and operational changes to Correctional Officers.
- Review and maintain records; inmates' finances, personal property, inmate sentence calculations, daily activity logs, materials and supplies; Write and review reports of activities and incidents.
- Takes necessary action and alerts proper authorities in emergency situations.
- Acts as liaison between facility management and staff.
- Insures good relations, with visitors through staff management and interaction with the public.
- Physically restrain prisoners.
- Receive and classify prisoners
- Assist in training and orientation of new Correctional staff.
- Provide lead direction in the absence of the Lieutenant.
- May perform other special projects or assignments.
- Performs all duties in conformance to appropriate safety and security standards.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Purposes and methods of disciplining as applied to persons under restraint.
- Procedures for receiving, caring for and releasing inmates.
- Court procedures and court calendar.

- California Title 15 and related Codes.
- Rules and regulations of the Correctional Facility.
- Record keeping methods.
- Basic supervision techniques.
- Related work hazards and appropriate safety practices for the job related duties.

Ability to:

- Maintain a secure facility and maintain control of inmates while providing for their health and welfare within the limitations of the law and directives.
- Operate a personal computer and other office equipment.
- Control, direct and instruct inmates individually and in groups.
- Remember names, faces and incidents.
- Physically restrain prisoners.
- Interpret and enforce institutional rules and regulations with firmness, tact and impartiality.
- Analyze situations accurately and adopt quick effective courses of action.
- Promote socially acceptable attitudes and behavior among inmates.
- Keep records and write reports.
- Supervise, schedule, and train subordinate employees.
- Perform critical incident assessments.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Effectively supervise and direct assigned staff.
- Kneel, bend, twist, squat, balance and crawl.
- Conduct activities on uneven surfaces under various environmental conditions.
- Frequent use of hand-eye coordination; normal dexterity, frequent holding and grasping.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Two (2) years' experience as a Correctional Officer or Sworn Peace Officer with a City, County, or State Agency.

Must have successfully completed a BOC/STC Certified Correctional Officer Core Course (minimum 116 hours) and a minimum of 24 hours of training pursuant to Section 832 of the California Penal Code.

Possess and maintain valid First Aid and CPR Certificates.

Physical Requirements:

Must be at least 20 years of age

Vision correctable to 20/30.

Must successfully complete a pre-employment physical with the City physician.

Education:

Equivalent to graduation from high school or GED **and** Completion of a departmental approved supervisory course.

License:

Possess and maintain a valid California Driver's license.

Special Requirement:

Applicants for this classification will be required to pass a Background and Physical Agility Tests.

POSITIONS IN THIS CLASSIFICATION WILL BE SUBJECT TO PRE-EMPLOYMENT, POST-ACCIDENT, REASONABLE SUSPICION, RANDOM AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING PURSUANT TO THE PROVISIONS OF THE CITY OF TAFT DRUG AND ALCOHOL TESTING POLICY

Incumbents in this classification serve a twelve (12) month Probationary Period during which they may be dismissed at any-time without reason or cause.