

# Uintah County

## Job Description



<b>Title:</b>	Sergeant	<b>Code:</b>	809-2
<b>Division:</b>	Corrections	<b>Effective Date:</b>	3/07
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	30

GENERAL PURPOSE

Performs a variety of **first-line supervisory** law enforcement duties related to the security, safety, order, operation and maintenance of county jail facilities and the incarceration and detention of prisoners. Acts as a **shift supervisor** and officer in charge (OIC).

SUPERVISION RECEIVED

Works under the close to general supervision of the Corrections Commander.

SUPERVISION EXERCISED

Provides close supervision to Corporal(s) and Corrections Officer(s) II or I while in training or on a project-by-project basis. May be assigned to function as a Training Officer.

ESSENTIAL FUNCTIONS

**Corrections:** Oversees all correctional activities and inmate services on assigned shift; supervises various facility functions including building maintenance, kitchen operations, boiler rooms and laundry operations.

Supervises subordinate staff and assures compliance with established policies, procedures and practices; maintains order, discipline, and protocol for both correctional staff and inmates.

Supervises inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoners during detention.

Performs various tasks associated with inmate admissions; books prisoners; reviews offense status and classification (violent, non-violent, etc.) to determine appropriate level of security and confinement; maintains records related to commitment and work release time; readies inmates for work release engagements and court appearance; processes inmate grievances.

Observes conduct and behavior of inmates to prevent disturbances and escapes; searches inmates and cells for contraband articles; patrols assigned areas for evidence of forbidden activities, infractions of rules and unsatisfactory attitudes or adjustment of prisoners, and reports observations to supervisor; performs inmate supervision during recreation and meal periods.

Inspects locks, grills, doors and gates for tampering; employs various forms of discipline as needed to maintain order among prisoners, if necessary.

Supervises prisoners in transit between jail, courtroom, prisons, or other points, traveling by automobile or public transportation as required; locks prisoner(s) in cell after searching for weapons, valuables or drugs.

Secures all valuables and/or belongings and follows standard procedures designated for the disposing or maintaining of the same; orders and serves meals to prisoners and provides or obtains medical aid if needed; administers medication as prescribed by doctor.

Prepares arrest records including reports, bookings, releases, fingerprinting and mug shot photography (identifying the prisoner and charge against him/her); assists in the maintenance of various records and information reporting materials and data base.

Supervises trustees or prisoners on general work details inside or outside of jail; performs or directs general maintenance of jail facility and environs; repairs safety and security devices; cleans and sanitizes cells; maintains inmate recreation area and equipment.

**Court Security:** Carries out specific plans or programs to insure safety of court personnel and protection of facilities. Provides security for courtrooms during proceedings and for court facilities, judges and staff; patrols court facilities; investigates disturbances and suspicious situations and takes appropriate action to maintain security; prepares and submits written reports of security incidents occurring within the courts.

Observes courtroom for violations of regulations such as unacceptable or inappropriate use of microphones, cameras, movie cameras, or any other device that would prove disruptive or threaten the security of court proceedings; ejects or assists with arrests individuals disturbing court proceedings

Assists witnesses, litigants and public by answering questions about court procedures and scheduling but does not give legal advice or discuss merits of case on trial.

May also act as court Bailiff when required, opening court by announcing entrance of judge; seating witnesses and jurors; carrying out instructions of judge; supervising and providing for the needs of the jury; summoning witnesses; etc.; takes evidence into custody.

Performs other related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from high school plus successful completion of POST Academy training leading to the acquisition of a Correctional Officer Certification;  
AND
  - B. Four (4) years of progressively responsible experience performing above and related duties;  
OR
  - C. An equivalent combination of education and experience.
  
2. Knowledge, Skills and Abilities:

**Considerable knowledge of** the fundamentals of proper search and seizure; federal, state and local laws and regulations related to jail activities; human restraint methods and equipment, electronic lock down equipment, radio equipment, basic principles of psychology and sociology; elementary first aid techniques and procedures. **Working knowledge of** computer operation and related software.

**Ability to** communicate effectively both verbally and in writing; establish and maintain working relationships with inmates, the public and other departments; restrain physically violent prisoners; react quickly to novel situations under conditions of stress.
  
3. Special Qualifications:

Must have successfully completed the P.O.S.T. and be certified as a Correctional Officer.  
Must maintain 40 hours of annual training.
  
4. Functions of the position generally performed in a controlled environment. Periodic travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, i.e.; memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)