

Specification for the Class of

CORRECTIONAL SERGEANT

**Abolished Effective June 1, 2005**

Definition: Supervises correctional officers and performs custody work to ensure the safety and security of an adult correctional institution, facility, or unit, offenders, staff and the public; supervises officers in the transport of offenders to and from facilities within the state; serves as a COACH or CORE sergeant; supervises all staff in the mail room of a facility with a rated capacity of 1,000 or more offenders; or, responsible for the armory. Incumbents at this level may perform administrative tasks or be assigned projects delegated by their supervisor.

Typical Work

Supervise, schedule, train, monitor, evaluate, and assist correctional officers in specific areas of a correctional institution, facility or unit; responsible for maintaining security to ensure the security and safety of offenders, staff and the public; provide on-the-job training to correctional officers;

Supervise correctional officers in carrying out assignments recommended by technical staff; advise watch Lieutenant regarding performance of correctional officers; make inspection tours to see that correctional officers are alert and diligent in the performance of their duties; supervise staff assigned to the mail room, property room and/or tool control;

Supervise correctional officers assigned to the community work program; solicit communities for contracts utilizing offenders for the community work program; schedule contracts;

Take attendance; post instructions; order and relay orders to correctional officers; patrol watch posts; inspect buildings, cells, equipment, and offenders at frequent and irregular intervals; take periodic count of offenders; correct or report violation of rules, hazards, or possession of contraband;

Regulate offender movement to and from work assignments, mess hall, and recreation areas and other offender movements inside and outside institution; lock and unlock cells, cell blocks, buildings, and other areas; maintain proper use, control, and accountability of keys, tools, equipment, etc.;

Responsible for maintaining all keys and operation of key duplicating equipment, drill press, grinders, and other power and/or hand tools required to accomplish key control function; may be responsible for the training and qualification of all designated staff in the use of firearms, chemical agents, etc.; responsible for maintenance, adjustment and repair of all firearms; ensures quarterly inspections of all armed posts and assigned equipment; maintain an accurate inventory of all firearms;

Brief supervisors and relief staff regarding institutional occurrences and areas of concern in order to be aware of a situation or to take appropriate action; advise offenders regarding problems, institution programs, policies, and behavior standards;

Take emergency action and intervene in and control acts of negative behavior and violence by using verbal de-escalation, physical and lethal uses of force such as restraints, firearms, or other devices as required following prescribed procedures and guidelines;

Make oral and written reports pertaining to occurrences that require action; keep logs and other records; restrict mail; inspect packages for contraband; admit authorized visitors; enforce visitor regulations;

Operate communication devices such as two-way radio, telephone, etc., to convey information among personnel and to refer callers to appropriate areas;

Supervise and assist correctional officers in the transport of offenders; provide security and custody for offenders on authorized leave, hospital or medical appointments, court orders, between state and county facilities, etc.;

Monitor, assist, and direct Field Training Officers (FTOs), correctional Officer 2s, and Correctional Officer 1s (CO 1s) participating in the Correctional Officer Achievement (COACH) program; track, record, and evaluate all phases of the CO 1 permanence; develop, provide, oversee, and evaluate curriculum and the delivery of continuous training;

Supervises custody and non-custody staff during academy (CORE) attendance and respond to student issues; clarify and answer questions regarding logistics, course content, and individual student concerns; be available before, and after instruction and schedule time specifically to meet with students; maintain

attendance and testing records; oversee the preparation of class rosters, schedules and the timely updating and securing of student files;

Assist in writing field instructions, post orders, etc.; complete special projects as assigned; may serve as shift commander at minimum security facilities;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: policies, procedures and laws governing correctional procedures; security, custody and control of offenders; offender behavior; principles and practices of correctional and rehabilitation programs; methods and techniques of supervising and enforcing discipline of offenders; individual and group habits; attitudes, problems, and behavior of offenders; work requirements of institutions; record keeping; the care and use of firearms, weapons and restraints; drug and contraband identification; methods of physical control, self-defense, first aid procedures, evidence seizure and radio communications.

Ability to: supervise and train correctional officers; control and direct offenders individually and in groups; use firearms, gas and other weapons; remain calm in stressful situations; think and act quickly in emergencies; enforce regulations with firmness, tact, and impartiality; read and follow detailed procedures contained in policies, directives, field instructions, and post orders; write concise, accurate reports; effectively communicate with offenders, co-workers, supervisors, and those you supervise; establish and maintain effective working relationships with others; follow written and oral orders.

#### Minimum Qualifications

Graduation from high school or GED

#### AND

Three years of experience as a correctional officer in adult corrections.

#### OR

Two years of experience as a correctional officer in adult corrections and successful completion of 30 semester or 45 quarter hours of accredited college-level course work.

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Note: A valid driver's license may be required. For some positions a Commercial Drivers License (CDL), with appropriate endorsements may be required.

Revise definition, minimum qualifications and typical work:

5-13-96 (effective 7-1-96)

Revised definition: 9-14-01