

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CORRECTIONS SERGEANT

TITLE ABBREVIATION: CORR SERGEANT **TITLE NO.:** 6197

JURIS.CL: C **SALARY CODE:** 04 **UNIT:** _____ **EEO CODE:** PS **FLSA CODE:** NE

DEPARTMENT: SHERIFF **DIVISION:** CORRECTIONS

SUPERVISOR'S TITLE: CORRECTIONS LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the direct supervisory control of line operations maintaining the custody and security of residents at a maximum security, short term correctional facility with Orange County Government. The work involves immediately responding, answering, and/or finding solutions to problems experienced and/or questions asked by line staff and residents of the Facility. The work is carried out in accordance with established policies and procedures with some leeway allowed for independent judgment. Work is performed under the general supervision of the Corrections Lieutenant or other Correction Officer(s) of higher rank. Direct supervision is exercised over the work of a number of lower ranking Correction Officers. Corrections Sergeants supervise other assigned functions and are expected to assume supervisory control of the Facility in the absence of the regular supervisor. Subject to 24 hour call for riot, escape or other duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises Correction Officers as assigned by superior officer(s);
2. Monitors and ensures the adherence of all departmental orders and legal directives pertaining to the operation of the Orange County Correctional Facility;
3. Ensures the proper use of equipment, security devices, as well as other property and supplies of the facility;
4. Visits and inspects all housing unit posts at least twice during the tour and properly logs and reports to the Lieutenant all pertinent information;
5. Ensures that housing unit logs are maintained in accordance with Correctional Law. Review of logs will be indicated by log entry and signature on all tours and all tour visits;
6. Supervises housing unit operations including Medical, Counseling, Visiting, Recreation, Feeding, Court, Transports, Processing and all Hallway movement;
7. Ensures that Correctional Officers are supervising residents in the maintenance of proper standards of cleanliness in accordance with Orange County Correctional Facility Rules and Regulations;
8. Ensures that key control security standards are observed, logged and secured properly;

9. Responds to emergency calls, notifies Lieutenant(s), and assists in response actions per orders of a superior officer;
10. Initiates reports regarding exceptional/improper staff job performance;
11. Informs superior officers to facilitate disciplinary reports or cases of alleged abuse of prisoners;
12. Participates in inspection activities and ensures that correctional deputies receive all pertinent communications;
13. Respects and maintains the confidentiality of problems or matters involving subordinates;
14. Assures that all data and court sheets, maintenance requests, financial statements, inventory and supply sheets are properly and accurately accounted for and submitted to the Lieutenant;
15. Reads all daily logs and knows all general and standing orders, emergency and operational policies and procedures of the Facility and the Department;
16. Participates in roll call activities and communicates all pertinent information to officers on duty tour;
17. Performs all related jobs, tasks, and assignments as ordered by the Sheriff, Corrections Administrator and other corrections supervisory or management personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operating policies, rules and regulations of the Corrections Department; good knowledge of all phases of penal treatment; good knowledge of rules and regulations of the State Correction Commission pertaining to penitentiaries and jails; working knowledge of the parts of the Correction Law and Penal Law as they apply to the handling of inmates; ability to supervise and evaluate subordinate personnel; ability to command respect of employees and inmates supervised; ability to understand and to carry out complex oral and written instructions; ability to get along well with others and use the team approach in working with treatment staff, teachers, clergyman, medical staff and other specialists; ability to analyze rapidly and act quickly in emergencies; good insight into the characteristics of prisoners; good powers of observation and memory; good judgment and resourcefulness in handling institutional problems; excellent moral character; possession of an even temperament; physical strength and agility; mental alertness; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

Candidates must be permanently employed in the competitive class in the Office of the Sheriff/Corrections Division and must have served continuously on a permanent basis for three (3) years in the title of Correction Officer.

SPECIAL NOTE: All promotion appointments are contingent upon a satisfactory background investigation.

REVISED: 05/10/10 AT