



Corrections Sergeant, Detail Supervisor (2062)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 16

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to supervise Corrections Detail Officers performing security and work functions associated with overseeing the safety and security of inmates assigned to work detail. Incumbents in this classification also directly oversee inmates assigned to work detail.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Supervises and participates in the directing and overseeing of inmates on assigned work details: picks up inmates assigned to work detail; monitors activities and behavior of inmates on continual basis; maintains inmate discipline; enforces established correctional facility rules and regulations; conducts head counts of inmates; and searches inmates, vehicles and grounds to locate/remove contraband or weapons.

Supervises and participates in the overseeing of inmates performing work detail: escorts inmates to area of assignment; assigns and reviews work; monitors status of work in progress; inspects completed work; and returns inmates back to correctional facility upon completion of work detail.

Supervises and participates in adherence to established safety procedures: evaluates safety and security of work area; monitors work environment and use of safety equipment to ensure safety of inmates, employees, and other individuals; ensures safety of crew and the traveling public; and follows safety practices and wears protective gear.

Supervises and participates in the performance of various functions associated with ensuring the health, safety and welfare of inmates: distributes meals, beverages, protective gear, and work tools and supplies; provides CPR and first aid as needed; and obtains medical aid, if needed.

Supervises and participates in the maintaining of inventory of assigned work tools and supplies: gathers appropriate materials to complete assigned work projects; distributes tools and supplies to inmates; monitors use of tools and equipment; and ensures all distributed tools and supplies are collected at end of work detail.

Supervises and participates in performing the duties of Corrections Officer at the Bulloch County Correctional Institute as assigned: monitors inmates in and around facility; ensures that inmates are not

injured by themselves or by other inmates; responds to alarms; conducts inmate and cell searches to remove contraband materials and weapons; monitors and ensures that all inmates are accounted for and are secured in their cells; conducts walkthroughs and body counts; monitors the control towers and video surveillance system, etc.

Performs other related duties as required.

Minimum Qualifications

High School Diploma or GED required, supplemented by three years of experience as a Corrections Detail Officer; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Basic Correctional Officer certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling,

crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, animal/human bites, firearms, violence, disease, and pathogenic substances.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019