



Sheriff Sergeant, Detention (2720)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 18

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to supervise operations and staff involved in providing and maintaining security, safety, care and control of inmates in the Bullock County detention center on an assigned shift.

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, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Coordinates daily work activities: organizes, prioritizes, and assigns patrols, special assignments, or other shift tasks; assists detention officers with complex situations and cases; reviews and approves reports and case files; distributes information and relays special instructions received during shift; and provides progress and activity reports to management.

Coordinates training and development of assigned personnel: instructs and directs subordinates regarding proper procedures and protocol of the department, detention methods, etc.; schedules and conducts in-service training; and inspects personnel for compliance with guidelines, uniform requirements, and other departmental regulations.

Ensures the security and safety of the inmates: 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; and provides inmates with information regarding charges, bonding, attorneys, and personal interactions.

Supervises and receives/processes incoming inmates: explains jail rules, regulations and procedures; searches prisoners, conducts property inventory, and secures personal property; prepares in-processing documentation; makes photographs and fingerprint records; obtains Georgia Crime Information Center (GCIC) background reports; conducts book-in interviews; documents personal histories; and answers questions from prisoners.

Supervises and monitors and accounts for the inmates: monitors and ensures that all inmates are accounted for and are secured in their cells; conducts intermittent security checks inside and outside facility; conducts head counts; patrols control tower; and monitors video surveillance system.

Supervises and provides inmates with daily living needs: issues clothing and personal care items; performs inmate meal, commissary, and mail distribution; searches mail for contraband; oversees recreation activities and religious services; and oversees operation of cafeteria and laundry services.

Supervises and monitors inmate health status: monitors and conducts basic evaluations of health status; involves healthcare professionals as needed; and monitors inmates and medical staff while receiving health care, medication distribution, etc.

Supervises and transports inmates to different locations: and transports or escorts inmates to different locations within the facility or to locations outside the facility.

Supervises and ensures the security and safety of facility staff and visitors: logs visitors upon arrival; monitors visitor access to facilities; conducts searches for contraband materials; and escorts visitors within the facility.

Supervises and performs reception duties: answers the phone and greets visitors; provides information and assistance regarding jail services, forms, inmates, or other issues; responds to routine questions, complaints, or requests for service; and initiates problem resolution.

Prepares and monitors list of inmates eligible and/or scheduled for court appearances: coordinates inmates' meetings with defense attorneys; notifies other County departments of inmates appearing in court; attends court; and documents, maintains and updates records of court proceedings.

Supervises and conducts release of prisoners per established procedures: prepares out-processing documentation; runs GCIC reports on inmates; and releases prisoners upon bonding out, for termination of cases, or for placement on probation.

Provides related administrative support: prepares and monitors list of inmates eligible and/or scheduled for court appearances; corrects and/or updates criminal histories in computer systems; prepares and maintains legal request forms; schedules and fingerprints individuals for law enforcement agencies as requested; logs and records release paperwork; and notarizes documents for inmates and jail staff.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Criminal Justice or a related field required; supplemented by three years of experience in jail or detention center operations and supervising inmates; 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 Jail Officer and Peace Officer Standards and Training (POST) certifications. Must possess and maintain Notary Public 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 requiring complex and/or rapid adjustments

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 critical and/or unexpected situations involving high risk to the organization.

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 ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 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 odors, temperature and noise extremes, heights, confined spaces, traffic hazards, bright/dim lights, toxic agents, animal/human bites, explosives, firearms, violence, disease, pathogenic substances, or rude/irate customers.

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

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