

PENOBSCOT COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

TITLE: Program Sergeant

DATE: January 12, 2013

APPROVED BY: *Sheriff Glenn Ross*

REPLACES: **DATED: July 27, 2012**

I. IDENTIFICATION

Job Title: Program Sergeant

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Assistant Jail Administrator

Supervises: Classification/Programs Corporal, Administrative/Programs Corporal;
coordinates with contracted program providers and volunteers

II. JOB SUMMARY

This is a supervisory position that requires coordination with various department heads. This position's primary role involves coordinating and establishing all in-house and community-based programs for inmates incarcerated. Work includes developing and coordinating programs in conjunction with other criminal justice agencies. Position requires directing the activities of subordinate personnel. Work is performed under general supervision.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Manages work release program, to include processing of inmates.
2. Perform weekly on-site checks of work detail inmates.
3. **Complete Corrections Schedule.**
4. Establish and assign inmates to new work detail sites.
5. Maintain weekly contact with all in-house and community-based program providers.
6. Manages Jail Industry Programs (Signs Project).
7. Manages Alternative Sentencing Programs (OUI Weekends).
8. Oversees inmate classification process.
9. Must be able to fill in for Classification Corporal as needed.
10. **Completes checklists in accordance with State standards.**

11. Coordinate with the District Attorney's Office, Courts, Administrative or other agencies on any issues concerning the Programs Division.
12. Researches funding sources for community-based and in-house programs.
13. Recommend corrective action/discipline and commendations.
14. Documents incidents, write reports and recommendations via chain of command.
15. Ensure staff has proper tools and equipment to perform job functions.
16. Schedule personnel for OUI weekends.
17. Complete budgetary reports for all programs.
18. Establish, develop, and evaluate community-based and in-house programs.
19. Manages the Self Inspection Compliance Program by reviewing, writing, developing and implementing policies and procedures to ensure compliance with the Maine Jail Standards.
20. Completes corrections schedule.
21. Performs other duties as requested by higher authority.

B. Other Related Duties / Responsibilities

1. In addition to the above essential job functions, other required job duties and functions will be expected to be performed by the Program Director. These duties will include, but are not limited to, the following:
 - a. Participates in inmate disciplinary Hearing Committee.
 - b. If qualified, will carry out shift commander and corrections officer's duties when needed, as outlined in the Penobscot County Sheriff's Office Service Manual.
 - c. Participates in department staff meetings, and sits on various boards and panels.
 - d. Participates in mandatory training.
 - e. Reviews and updates policies, regulations, and memos.
 - f. Completes evaluations on subordinate employees.
 - g. Hear, evaluate, and act upon any staff complaints as outlined by policy.
 - h. Act as liaison to the citizens of Penobscot County.
 - i. Performs all other duties prescribed by Policies and Procedures and orders by the Sheriff, Chief Deputy, Jail Administrator, and Assistant Jail Administrator.
 - j. Oversees inmate public works programs.
 - k. Validates inmate medical bills for payment.
 - l. Coordinates volunteers and all programming.
 - m. Coordinates inmate helpers and assigns various functions.
 - n. Reviews medical invoices for appropriate referral payment
 - o. Review schedules for correctness pursuant to Monday payroll preparation.
 - p. Track, collect medical co-pay of indigent inmates.
 - q. Meets weekly with home release program personnel for review of fees, qualifications etc.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent.
2. Prefer 2-year Associate Degree in Law Enforcement or equivalent.
3. Maine Criminal Justice Academy Corrections Certified or equivalent required.

B. Job Related Experience (Minimum Required and Preferred)

1. Two years experience as full-time Corrections Officer with the Penobscot County Sheriff's Office preferred.
2. Two year supervisory experience preferred.
3. Minimum two year full-time law enforcement or correctional experience. (Required)

C. Special Skills

1. Must have basic personal computer knowledge and skills.
2. Must be able to perform and prioritize multiple tasks efficiently while under stress.
3. Must be able to demonstrate leadership abilities.

D. Special Job Requirements

1. Minimum 21 years of age.
2. Successful completion of departmental testing.
3. Successfully pass a full criminal and motor vehicle background check.

E. Cognitive Requirements

1. Must be able to read, write, and comprehend the English language, to include performing basic math functions.
2. Ability to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, state, and federal laws, rules, and regulations.
4. Knowledge of Penobscot County Sheriff's Office Policies and Standard Operating Procedures.
5. Knowledge of general police methods.
6. Knowledge of laws regarding inmate's rights.

F. Physical Requirements

1. Must be able to successfully pass departmental physical.

G. Work Environment

1. Majority of time spent within Correctional Facility, several duties require work outside of the secure perimeter.

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.