

PENOBSCOT COUNTY SHERIFF'S OFFICE

JOB DESCRIPTION

TITLE: Corrections Sergeant

DATE: July 27, 2012

APPROVED BY: *Sheriff Glenn Ross*

REPLACES: **DATED:** March 8, 2010

I. IDENTIFICATION

Job Title: Corrections Sergeant

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Assistant Jail Administrator

Supervises: Corrections Corporal / Corrections Officers

II. JOB SUMMARY

This is a supervisory position. Position includes investigative and protective services work in monitoring and overseeing the security functions at a correctional facility for an assigned shift. Work includes directing the activities of subordinate personnel, implementing operational procedures, directing the handling of emergencies, and ensuring adequate staff coverage is maintained.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Observe situations and behaviors in detail and communicate these observations effectively both orally and in writing.
2. Communicate with inmates, staff and other supervisors, i.e. shift briefing.
3. Direct and evaluate the performance of the routine activities of staff in order to assure the daily work requirements of the facility are accomplished.
4. Investigate inmate/officer disciplinary actions, to determine what disciplinary procedures should be taken.
5. Inspect facility in order to ensure that rules and regulations are being followed and inmates are housed properly and secured.
6. Recommend corrective actions/discipline and commendations.
7. Delegates special tasks.

8. Ensure staff has proper tools and equipment to perform job functions.
9. Documents incidents, write reports, and recommendations via the chain of command.
10. Hear, evaluate, and act on shift complaints as outlined by policy.
11. Reviews and finds errors and omissions in the facility logs and Corrections Officer paperwork.
12. Address inmate requests/grievance forms.
13. Complete various logs, i.e. standard check lists, radio logs.
14. Performs other duties as assigned 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 Corrections Sergeant. These duties will include, but are not limited to, the following:
 - a. Will carry out Corrections Officer's duties when needed, as outlined in the Penobscot County Sheriff's Office Service Manual.
 - b. Participation in departmental shifts, supervisors meetings, and may sit on various boards and panels.
 - c. Participate in mandatory training.
 - d. Oversees facility shake downs and evacuations.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent.
2. Prefer 2 year 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 a full-time Corrections Officer with the Penobscot County Sheriff's Office required.
2. One year supervisory experience required.
3. Five years public safety experience (post-high school degrees may be credited as experience).

C. Special Skills

1. Must have personal computer knowledge and skills.
2. Must be able to prepare and prioritize multiple tasks efficiently while under stress.
3. Must be able to demonstrate leadership abilities.
4. Must have overall knowledge and familiarization of PCLES.

D. Special Job Requirements

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

E. Cognitive Requirements

1. Must be able to read, write, and understand 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.
7. Basic knowledge of applicable Collective Bargaining Agreement.

F. Physical Requirements

1. Successfully complete physical assessment based on the Departmental Functional Job Description – Corrections Sergeant.

G. Work Environment

1. Majority of time spent within Correctional Facility, occasional 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.