

PENOBSCOT COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION

TITLE: Transport Sergeant

DATE: February 19, 2013

APPROVED BY:

REPLACES:

DATED: January 1, 2012

I. IDENTIFICATION

Job Title: Transport Sergeant

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Assistant Jail Administrator

Supervises: Transport Officers

II. JOB SUMMARY

This is a supervisory position that requires coordination with Shift Commanders, Assistant Jail Administrator, and other agencies. This position's primary role is to monitor the day-to-day functions of the Transport Division. Work includes directing the activities of subordinate personnel, to ensure complete and proper transport of inmates to and from other facilities, courts, appointments etc. The Transport Sergeant is responsible for the coordination of appointments and completion of necessary paperwork to include payroll, transports, and statistical data.

The Transport Sergeant is in charge of the Northern Regional Hub Transportation Network (HUB) as adopted by the Board of Corrections in 2009. The supervisor, in addition to the above stated duties is responsible for coordinating inmate movement for outlying jail facilities into the HUB system for long distance transports to other jails and prisons. This shall include scheduling of staff and inmate movement, coordinating with other agencies statewide, and maintaining reports and statistical data.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Schedules and sets up transports as needed;

- a. Court ordered;
- b. Warrants;
- c. Blue papers;
- d. Medical appointments;
- e. Miscellaneous
2. Coordinates transport with intake and courts.
3. Ensures that the Transport Officers are qualified and transports are set up in advance with the Penobscot County Sheriff's Office Transport Policy D-250 and Collective Bargaining Agreement.
4. Ensure that the transport vehicle fleet is in good running condition, i.e.:
 - a. Maintaining accurate service records.
 - b. Scheduling necessary service.
 - c. Clean transport vehicles as needed and thoroughly at least weekly.
 - d. Properly equipped vehicles at all times.
5. Prepare and forward weekly transport payroll to the Administrative Assistant.
6. Complete monthly mental health transport records if/as required.
7. Forward completed transport/court paperwork to designated areas.
8. Participate in departmental Fleet Safety Board meetings.
9. Identify high risk transports and plan accordingly.
10. Participate in transports when necessary.

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 Transport Sergeant:
 - a. Revise and/or update Policies and Procedures that pertain to Transports as needed.
2. Coordinate the HUB transportation system.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High school graduate or equivalent.
2. Require Maine Criminal Justice Academy corrections or law enforcement certification or equivalent.
3. Prefer 2 years Associate Degree in Law Enforcement or equivalent.
4. 100 Hour Maine Criminal Justice Academy training preferred.

B. Job Related Experience (Minimum Required and Preferred)

1. Three years experience as a full-time Corrections Officer with the Penobscot County Sheriff's Office preferred.

2. One year supervisory experience preferred.
3. Successful completion of Transport Officer training.
4. Minimum 3 year part-time or full-time law enforcement experience preferred.
5. Certification and experience in inmate transportation preferred.

C. Special Skills

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

D. Special Job Requirements

1. Minimum 21 years of age.
2. Successful completion of Departmental testing and oral boards.
3. Successfully pass a full criminal and motor vehicle background check.
4. No criminal history or significant motor vehicle record.
5. Successful completion of a polygraph examination.

E. Cognitive Requirements

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

F. Physical Requirements

1. Must have the ability to successfully pass departmental physical required.
2. Must have ability to operate cruisers, transport vehicles, manage and restrain unruly inmates and complete administrative duties, to include typing required.

G. Work Environment

1. Majority of time spent within Correctional Facility, Courts or operating transport vehicle. Occasional duties required outside 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.