

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

CORRECTIONS SERGEANT

JOB GRADE: 12

JOB CODE: 713

Department: Sheriff
Reports To: Jail Administrator
Date: August 2015
FLSA: Non-Exempt
DOT Ref: 372.367-014

JOB DESCRIPTION

Supervise corrections officers assigned to the shift, and assist administrator as needed. Review paperwork and actions of subordinates, provide for staff training, review work of assigned corrections officers, and recommend disciplinary action, as needed. Perform a variety of duties involved with the care, custody, and control of inmates. Admit and release inmates in accordance with established procedures. Guard inmates in the County Jail, assuming responsibility for assuring that all needs of assigned inmates are met while under detention in county jail on assigned shift. This includes locking in cells, serving meals, obtaining medical aid, and miscellaneous other needs.

ESSENTIAL JOB FUNCTIONS

- A. Supervise corrections officers, oversee jail operation for assigned shift, and assist administrator as assigned:
1. Plan, organize, and coordinate the work of corrections officers.
 2. Assist the staff by answering questions and handling unusual or difficult situations.
 3. Review logs and other paperwork from shift.
 4. Provide orientation and training of new Correctional Officers.
 5. Interpret and apply personnel policies, departmental policies, and other relevant policies and procedures.
 7. Correct minor work problems and counsel Correctional Officers.
 8. Prepare and review performance appraisal and discuss with subordinates.
 9. Counsel employees regarding job performance and document in accordance with established procedures.
 10. Recommend disciplinary action as needed.
 11. Assist jail administrator with collecting and compiling reports, making schedules, reviewing time and leave reports, compiling payroll data, etc., as needed.
 12. File new warrants.
- B. Perform intake and release of prisoners in accordance with established procedures:
1. Search incoming inmates for weapons, valuables or drugs.
 2. Perform strip search of inmates.
 3. Log and store property in accordance with established procedures.
 4. De-lice incoming inmates.
 5. Fingerprint and photograph inmates.
 6. Classify incoming inmates and assign them to appropriate cells.
 7. Lock inmates in cells after search is complete.
 8. Administer prisoner questionnaires (initial intake, medical, psychological, property etc.).

ESSENTIAL JOB FUNCTIONS (Continued)**C. Maintain custody, discipline and welfare of inmates:**

1. Conduct roll call.
2. Distribute and collect mail from inmates.
3. Supervise general population showers and lockdown showers, as needed.
4. Distribute and pick-up razors, pencils, clothing, etc.
5. Process inmate request forms such as for medical services.
6. Inspect cells for evidence of tampering with locks, bars, doors, etc.
7. Observe inmate activity in person and on circuit monitors.
8. Escort inmates to and from investigation.
9. Organize work details.
10. Serve meals to inmates.
11. Brief oncoming staff on events of shift.
12. Read and sign all log and activities sheets to obtain all instructions.
13. Announce church call.
14. Assist nurse at pill call.
15. Check suicidal inmates and deal with other special needs inmates.
16. Search cells for contraband.
17. Transport inmates to video kiosk on visitation days.
18. Occasionally transport prisoners outside the facility (lawyer visits, court appearances, etc.).
19. Complete any logs or paperwork required, as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Standard Operating Procedures Manual.
- Knowledge of proper use of handcuffs and mace.
- Knowledge of correctional practices and procedures.
- Knowledge of federal, state, and county rules, regulations, policies, and laws related to operation of jails.
- Knowledge of supervisory practices and procedures.
- Ability to read those materials necessary to stay informed and profit from instructions.
- Ability to write to the extent necessary to complete forms and reports.
- Ability to communicate effectively orally.
- Ability to understand oral instructions.
- Physical ability to control/subdue another individual with or without assistance.

MINIMUM QUALIFICATIONS

- Graduation from a senior high school or G.E.D. equivalency and Certified in Basic Jail Management plus three (3) years of experience as a Correctional Officer, or an equivalent combination of education and experience.
- Individuals hired without (in-house) First Line Supervisory training will be required to complete the training.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.