

DESCRIPTION: Under direct supervision of a Corrections Lieutenant or Captain, serves as a team leader in the custody force, as an immediate supervisor to Temporary Corrections Officers or Corporals, or as a Senior Intelligence Analyst. The incumbent is normally assigned to oversee the custody operation taking place in a specific area (usually maximum security areas) of the facility and maybe assigned duties of Acting Lieutenant. Work may be accomplished in a variety of correctional settings; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class serves in one of three ways: 1).as a team leader in maximum security areas of a facility, providing guidance and direction to lower-level custody staff in conducting searches and maintaining security; 2). as an immediate supervisor to lower-level custody staff in a specific area; 3). or as a Senior Intelligence Analyst to assist a Chief Intelligence Analyst (Lieutenant) with the management and development of intelligence related information and practices. It is distinguished from the lower levels in that it functions as a team leader, may be assigned full supervisory functions, or assists with more complex intelligence functions. Persons in this class have completed extensive training and demonstrated a high level of competency in controlling inmate/offender movement and behavior and maintaining security.

The Lieutenant class is distinguished from the Sergeant by having supervisory responsibility for all custody staff and operations of their assigned shift or leading a facility intelligence team. Lieutenants also have the authority to make critical decisions concerning safety issues.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Oversees the work of assigned custody staff providing leadership and assisting with questions or problems.

Assists in the conduct of roll calls, disseminating information to custody staff and inspecting for irregularities among custody personnel.

Monitors inmates/offenders in a wide variety of situations and activities, either directly or indirectly, through subordinate custody staff.

Operates maximum security areas within the facility, i.e., adjustment centers, segregation areas, etc.

Acts as a source of information for inmates/offenders regarding facility policy, regulations, and offender services. May provide counseling for special problem inmates/offenders in areas concerning custody.

Conducts and evaluates on-the-job training (OJT) for assigned custody staff under their direction. Makes recommendations as to quantity and quality of OJT provided.

May be assigned full supervisory functions of evaluating performance and counseling assigned custody staff, including recommending disciplinary and corrective actions to be taken. Plans, assigns, schedules, and directs activities of assigned staff to establish schedules and priorities, to identify and resolve work needs, and to ensure continuity of operations.

P66113 – CORRECTIONS SERGEANT (Continued)

Assists shift supervisor in investigating incidents and logs such incidents for the shift so that reports are made to appropriate offender classification teams.

Ensures the application of all Administration Regulations, Operational Memorandums, Post Orders, etc.; may participate in the development of these policies.

May be asked to participate on a variety of committees and attend various policy setting meetings.

Becomes directly involved in handling incidents involving high security or problem inmates/offenders, i.e., segregation problems, high risk inmate/offender transportation, etc.

Oversees video surveillance activities: selects and assigns staff to perform video surveillance, monitors activities, and evaluates teammates performance.

Assists with security threat assessments for all inmates received at assigned institution; assists the Chief Intelligence Analyst develop STG data files on inmates that pose a threat; prepares intelligence reports.

Coordinates targeted and random search efforts by the Intelligence Team of inmates, staff, contractors, visitors, locations, and vehicles for potential threats to the safety and order of the facility.

Conducts interviews as part of threat assessment investigations involving staff, contractors, inmates, and visitors, as assigned by a higher authority.

Assists other intelligence team members in the execution of Strategic Intelligence Plans.

Maintains limited access to intelligence databases to enter initial reports and/or access data to identify potential threats for the Chief Intelligence Analyst (Lieutenant) and Central Intelligence Unit Captain.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: correctional facility rules and regulations governing the conduct of inmates/offenders; correctional facilities' post orders and regulations; administrative regulations and state regulations governing team leader responsibilities and conduct of state employees; general security and emergency procedures, as well as, operation of security devices within the facility; general and primary facility operations; all communication procedures and operation of equipment available for facility communication; armory, blueprints of security areas and total key control for the facility; any union contract provisions as they apply to assigned custody staff; supervisory or leadership techniques; prison culture and subculture, leadership and security threat groups and issues; intelligence data tools, available information sources, intelligence/investigative techniques and procedures to detect criminal activity and illegal substances.

Ability to: read, understand and enforce rules governing the conduct of the inmates/offenders; control inmates/offenders, via verbal or physical means, in a variety of settings within a correctional facility and in the community; communicate effectively with other staff members, the public and the inmates/offenders; respond quickly and effectively to situations which threaten the security of the facility; utilize proper leadership or supervisory skills in dealing with subordinates.

Skill in: the use of necessary security equipment (some computerized), all forms of weaponry (accurately and effectively); and the use of effective, self-defense methods.

P66113 – CORRECTIONS SERGEANT (Continued)

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

High school education plus two years of corrections experience, and experience or training, in leading or supervising other staff. Must be able to legally possess a firearm and ammunition.

SPECIAL NOTES:

A valid driver's license is required.

Some positions in this class may be required to obtain and maintain certification in security threat resources and investigations and interview techniques.

Employees in this class are subject to random drug testing.

Some positions will require the ability to be available to respond to any facility at any time of the day for emergencies or disturbances.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).