

Corrections Sergeant



Position Description

Status

Full-Time, Non-exempt

Compensation

12% above top step of B23

Bargaining Unit

POLC – Corrections Command

Reports to

Corrections Lieutenant

Supervises

Corrections Officers (level 1 and 2)

Position Category

Manager

Summary

Performs a variety of routine and complex corrections supervisory duties to maintain custody and control and ensure the safety and security of inmates, staff, volunteers and the public. Major duties include supervising Corrections Officers, scheduling and coordination of their shifts, and supervising their training and development. Develops programs, policies and procedures for various corrections operations for the Administrator's review. Manages the transport of inmates and oversees court room security in Circuit Court. Oversees compliance with LEIN requirements, ensures all warrants are cancelled before inmates are released. Participate in screening, interviewing, and processing of new hires. Inspects uniforms, equipment, and the condition of the facility on a daily basis.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. In addition to providing supervision to Corrections Officers, ensure that all laws, policies, and procedures are followed. This includes, but is not limited to: staff, volunteers, vendors, professional visitors such as probation/parole employees, attorneys, law enforcement personnel from all agencies, etc.
2. Provide safety and security to the staff, inmates, and volunteers within the Corrections Facility by completing routines inspections of the facility, security rounds, maintain observation logs, and address all medical issues with inmates through coordination with the medical department.
3. Oversee Criminal Law violation investigations that occur within the Corrections Department by obtaining evidence, compiling information regarding the crime, and testifying in court cases as necessary.

4. Command and supervise correction personnel through on scene management of critical incidents within the facility, training and documentation of these incidents, review of current policies and tactics, budgeting, pre-planning for critical incidents, and selection of team members for specialty units.
5. Supervises the scheduling and coordination of shift coverage through assigning scheduled days to be worked, approving time off requests, and determine if overtime is needed and obtain the proper coverage.
6. Manages the State Community Corrections Advisory Board Grant by completing all monthly invoicing, mid-year reports, year-end reports, and ensure training is completed to meet the qualifications.
7. Oversees the transport and court security team and ensures that all transports are being done in the most efficient, safe, and effective way for all parties involved. Make certain that the security and health risk of the inmate is considered at all times and that restraints are properly being used. Confirm the proper knowledge and paperwork is obtained for the inmate being transported.
8. Assists with internal investigations, the investigation of citizen complaints of misconduct, and participates on disciplinary boards of review. Conducts performance evaluations for Corrections Officers and addresses all negative behavior through a corrective action plan and provides constructive feedback to the employee.
9. Interacts with 57th District and 48th Circuit Courts to ensure Court ordered Bond Conditions are entered and maintained accurately by Correction Officers, make sure all court updates are uploaded to the jail management system and inmates are properly informed of upcoming court dates. Works to make sure all commitments are accurate so sentences are figured correctly to ensure inmates are released on the appropriate day.
10. Manages the faith-based Re-Entry programs and all inmates and volunteers associated with it. This includes running background and warrant checks on all individuals to authorize their entry into the facility.
11. Supervises and manages the CTEP training program for all new recruits. This covers all new employees as well as all Training Officers. This encompasses all monthly cadre meetings, new recruit schedules and daily operating report reviews on a consistent basis.
12. Provides training to department personnel and others in areas including Firearms, CPR, First Aid, Blood Borne Pathogens, Defensive Tactics, and Field Training to keep them up to date on policy and procedures.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position has direct supervisory responsibilities.

Work Environment

The duties of this position take place primarily in a correctional facility which operates 24 hours per day, 365 days per year. The facility includes confined spaces, moderate to high noise levels and encounters in dangerous situations. Persons may be exposed to fumes or airborne particles and infectious diseases. Mandatory overtime is required. Routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, taser, radio, and restraints.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the facility, to operate a computer and other office machinery; and move or transport inmates. Required to climb, reach, sit, stand, stoop, kneel, crouch, crawl, talk, hear, and use hands. Also, required to exert up to 100 pounds of force occasionally, and up to 20 pounds of force frequently.

Travel

Travel is required throughout the County.

Required Education and Experience

1. An Associate's Degree in Corrections, Criminal Justice, or related field preferred.
2. Five (5) years of experience as a Corrections Officer.
3. Valid State Driver's license without record of suspension or revocation in any State.
4. Must meet and maintain department's physical and fitness standards.
5. Completion of Michigan Sheriffs' Coordinating and Training Council Corrections Academy.
6. Local Corrections Officer's Physical Ability Test.
7. LEIN Certified
8. Taser Certified
9. First Aid/AED/CPR/Narcan Certified

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to manage and direct a team or work group.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____