

Franklin County Position Description

Position Title: Sergeant

Department: Corrections

Reports To: Assistant Jail Administrator

Date: January 2015

GENERAL SUMMARY:

Under the direction of the Jail Administrator, serves as Officer in Charge on an assigned shift. Responsible for the care, custody and control of all inmates and the safe and secure operations of the facility.

ESSENTIAL JOB FUNCTIONS:*

- Maintains safety and security within the facility for all staff, visitors and inmates.
- Supervises and reviews the work of subordinate staff on an assigned shift, and in the absence of superior officers, assumes the responsibility for the operation of the facility.
- Supervises shift changes; participates and/or directs and ensures the correct physical count of inmates.
- Receives newly arrived prisoners; ensures that all admission policies and procedures are followed; ensures proper documentation is received; maintains accurate briefing logs, legal logs, journals and watch sheets.
- Ensures all inmate releases are consistent with facility policies and procedures.
- Ensures the facility is clean and well maintained.
- Supervises and participates in the feeding, medical care and general well-being of inmates; supervises visiting hours and ensures inmates are on work details.
- Verifies inmate headcounts and prepares daily census sheets.
- Initiates inmate watches for suicide, disciplinary and behavioral reasons.
- Notifies the Jail Administrator of medical emergencies.
- Supervises and ensures that all units and/or areas of the facility are manned according to established policies and procedures or post orders.
- Follows all federal, state and local laws; follows all county and department policies and procedures regarding assigned duties.

Continued...

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintains responsive community relations.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Duties require knowledge of correctional facility supervision with three to five years of experience. Completion of Correctional S
- Must possess a valid State of Maine driver's license.
- Must possess required training and/or experience to obtain corrections officer certification.
- Must meet all physical and mental requirements as required by the position.
- Knowledge of the principles of correctional institution management.
- Knowledge of criminal codes.
- Knowledge of correctional facility rules and regulations.
- Knowledge of inmate disciplinary procedures and requirements.
- Knowledge of staff relations and progressive disciplinary procedures.
- Must possess skills in training and instruction.
- Ability to work individually and in a team environment.
- Ability to maintain effective listening and observation skills.
- Ability to use computers.
- Must be able to manage difficult people and stressful situations.
- Ability to communicate effectively both verbally and in writing; to establish positive public relations and to interact effectively with a wide variety of people.
- Ability to observe contraband, avoid injury, check for weapons and view video cameras.

Continued...

SUPERVISORY RESPONSIBILITY:

Supervises Corrections Officers and Support Staff. Carries out supervisory responsibilities in accordance with Franklin County's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assisting and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- May be exposed to outdoor weather conditions.
- Regular risk of personal injury when violent/hostile situations require crisis intervention and emergency response.
- Potential for exposure to infectious disease, blood borne pathogens and mental fatigue.
- Physical demands generally involve standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approval
01/15

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.