

# MARSHALL COUNTY, ALABAMA

## Job Description

### CORRECTIONS SERGEANT

**Department:** Jail

**Job Code:** 713

**Pay Grade:** 108

**FLSA Status:** Non-Exempt

**Reports To:** Jail Administrator

#### JOB SUMMARY

The Corrections Sergeant supervises corrections officers assigned to the shift, and assists administrator as needed. Reviews paperwork and actions of subordinates, provides for staff training, reviews work of assigned corrections officers, and recommends disciplinary action, as needed. Performs a variety of duties involved with the care, custody, and control of inmates. Admits and releases inmates in accordance with established procedures. Guards 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, including locking in cells, serving meals, obtaining medical aid, and miscellaneous other needs.

#### ESSENTIAL JOB FUNCTIONS

- Supervises Corrections Officers, oversees jail operation for assigned shift, and assists administrator, as assigned.
- Plans, organizes, and coordinates the work of corrections officers.
- Assists the staff by answering questions and handling unusual or difficult situations.
- Reviews logs and other paperwork from shift.
- Provides orientation and training of new Correctional Officers.
- Interprets and applies personnel policies, departmental policies, and other relevant policies and procedures.
- Corrects minor work problems and counsels Correctional Officers.
- Prepares and reviews performance appraisal and discusses with subordinates.
- Counsels employees regarding job performance and documents in accordance with established procedures.
- Recommends disciplinary action, as needed.
- Assists jail administrator with collecting and compiling reports, making schedules, reviewing time and leave reports, compiling payroll data, etc., as needed.
- Files new warrants.
- Performs intake and release of prisoners in accordance with established procedures.
- Searches incoming inmates for weapons, valuables, or drugs.
- Performs strip search of inmates.
- Logs and stores property in accordance with established procedures.
- Delouses incoming inmates.
- Fingerprints and photographs inmates.
- Classifies incoming inmates and assigns them to appropriate cells.
- Locks inmates in cells after search is complete.
- Administers prisoner questionnaires (initial intake, medical, psychological, property etc.).
- Maintains custody, discipline, and welfare of inmates.
- Conducts roll call.
- Distributes and collects mail from inmates.
- Supervises general population showers and lockdown showers, as needed.
- Distributes and picks up razors, pencils, clothing, etc.
- Processes inmate request forms such as for medical services.

- Inspects cells for evidence of tampering with locks, bars, doors, etc.
- Observes inmate activity in person and on circuit monitors.
- Escorts inmates to and from investigation.
- Organizes work details.
- Serves meals to inmates.
- Briefs oncoming staff on events of shift.
- Reads and signs all log and activities sheets to obtain all instructions.
- Announces church call.
- Assists nurse at pill call.
- Checks suicidal inmates and deals with other special needs inmates.
- Searches cells for contraband.
- Transports inmates to video kiosk on visitation days.
- Occasionally transports prisoners outside the facility (lawyer visits, court appearances, etc.).
- Completes any logs or paperwork required, as needed.
- Fingerprints the public for permits.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

High school diploma or equivalent and three (3) years of experience as a Correctional Officer, or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

- Certification in Basic Jail Management.

#### **Special Requirements:**

- Individuals hired without (in-house) First Line Supervisory training will be required to complete the training.

#### **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.
- Ability to control/subdue another individual with or without assistance.

### **PHYSICAL DEMANDS**

The work is very heavy and requires exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force to move objects. Brief periods of intense physical exertion are required when physical engagement with non-compliant or disruptive inmates occurs. Additionally, the following physical abilities are required: balancing, crouching, crawling, walking, standing, stooping, kneeling, manual dexterity, grasping, handling, feeling, lifting, pulling, pushing, reaching, repetitive motion, mental acuity, speaking at a level to convey information, talking at a level to exchange ideas, hearing at normal speaking levels. Visual acuity at a level to view computer terminal, analyze data, read extensively, and at a level to determine accuracy and thoroughness of work assigned.

### WORKING CONDITIONS

Work is performed in a secured facility with an inmate population that includes working in enclosed spaces for extended periods of time, and around high noise areas. Work is performed in a physically threatening environment that may involve crisis situations requiring major decisions involving people, resources, and property. Work may expose employees to communicable disease and blood borne pathogens. Work includes rotating shifts, weekends, holidays and may require unforeseen overtime.

***Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or Personnel) Signature

\_\_\_\_\_  
Date

***Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.***