

Jail Sergeant

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult protective service work supervising and coordinating staff of the Pine County Jail; performing the functions related to the care, custody and discipline of inmates, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator. Continuous direction is exercised over Corrections Officers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Ensures the safety and security of all inmates, staff and public volunteers within the County jail.
- Respond promptly to all threats and situations regarding the safety and security of the jail facility. Analyzing incidents and problems effectively, using good judgment in making decisions.
- Controls inmates by performing Inmate Classifications, routine facility checks and conducting head counts.
- Schedules and revises schedules to ensure proper staffing; delegates weekly work assignments for staff based on staff training and performance.
- Supervises Jail Facility daily operations, maintenance, safety and security measures for effectiveness and adherence to Pine County jail policy and procedures; recommends revisions in policy and procedures as needed; provides recommendations to jail administration in preparing and reviewing budgets; attends Jail administration meetings monthly.
- Supervises the training and instructing of new staff; assists with coordinating the required annual training plan for jail operations; performs staff observation reports and coaching as required; provides recommendations to administration regarding staff promotions; communicates regularly with staff in their continued development
- Supervises the custody of inmates as directed by proper authority; responsible for coordinating and/or transporting them to and from their place of custody and/or confinement; controls inmates by performing routine facility checks and conducting head counts.
- Responds to and resolves all medical incidents, and all major and minor violations inside the jail; investigates incidents, reviews and provides approval of all incident reports; prepares and delivers incident de-briefings.
- Reviews inmate disciplinary actions and inmate administrative segregation documents; resolves grievances officially filed by inmates, following Jail procedures in the Inmate Handbook.
- Monitors all video surveillance inside the jail; monitors and reviews inmate outdates and implements changes, as needed; monitors all Jail program services and Jail visitations.
- Performs other delegated duties and responsibilities as needed and assigned by Jail Administration.

Knowledge, Skills and Abilities

Thorough knowledge of the security, rules, regulations and procedures of the institution; thorough knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; thorough knowledge of criminal attitudes, behavior problems and social factors influencing criminal behavior; general knowledge of evacuation and fire policies and procedures; ability to understand, apply and enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to detect the early symptoms of common health problems; ability to carry out oral and written directions accurately; ability to supervise the activities of large groups of inmates; ability to operate personal computer and appropriate software

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packages; ability to prepare records and reports; ability to establish and maintain effective working relationships with associates, inmates and the general-public.

Education and Experience

High school diploma or GED and 4 years of experience in a correctional facility environment, or equivalent combination of field related education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

CPR & First Aid Certification

Taser X-26 & Chemical Irritant Certification

Within 6 months:

Medical Training

Technical Skills Training

Physical Skills Training

Equipment Training

Minnesota Department of Corrections Training

Valid driver's license in the State of Minnesota