VACANT POSITION
DEPARTMENT: CORRECTIONAL INSTITUTION
OBTAIN APPLICATION: http://spaldingcounty.com/careers.php
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon St, Room 110
CLOSING DATE: APRIL 29, 2021

Job Title:	Corrections Sergeant (Position #1505)
Salary:	Pay Grade 18; Hiring Rate $42,520
	Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule:	12-Hour shifts, day or night shift, weekends and holidays. Some overtime required.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Must possess a High School diploma or state-awarded GED; must be a P.O.S.T. certified Correctional Officer; must have at least two (2) years' experience as a Correctional Officer or a comparable position; prefer at least two (2) years' experience supervising correctional employees; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must possess a valid Georgia Class C Driver's License.

GENERAL STATEMENT OF JOB: Under limited supervision, performs shift supervisor duties that include performing a variety of activities pertaining to the supervisory functions of the County Correctional Institution operations in accordance with established policies, regulations, and procedures. Performs those prescribed tasks such as supervising Correctional Officers, guarding and directing inmates, patrolling assigned areas, escorting, preparing reports, inspecting property, preventing disturbances, supervising trustees, maintaining facilities, etc. Reports to the Lieutenant on his/her rotation.

PHYSICAL REQUIREMENTS: Must be physically able to operate equipment used to restrain inmates and must be licensed to operate a firearm (firearms are not used in the jail, unless there is an emergency situation) and a variety of other equipment such as flashlight, automobile, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Supervises subordinate staff as assigned. Ensures that subordinate staff is aware of and understand performance standards associated with assigned job responsibilities. Monitors performance and provides feedback to staff on an ongoing basis. Completes performance reports for assigned staff within established time frames. Monitors and approves staff leave usage while ensuring adequate coverage is maintained. Recommends and/or initiates disciplinary actions according to departmental and personnel policies and procedures. Assigns work based on available resources, staff ability and workload. Ensures that staff receives appropriate training according to established guidelines.

Conducts Staff Briefings. Provides shift briefing as required; ensures that officers understand regular and special instructions. Instructs shift of policy changes or any other pertinent information. Inspects subordinate officers for proper personal grooming and uniform. Makes appropriate post assignments or changes in post assignments following established policies and procedures.

Ensures assigned area adheres to security policies and procedures. Demonstrates a thorough knowledge of and adheres to departmental and institutional security policies and procedures. Performs scheduled checks of assigned areas to ensure adequate security. Takes immediate action to control any adverse situations (e.g. tension, disturbances, security problems) and reports action to appropriate staff. Ensures that security reports are filled out within established time frames and in accordance with departmental policies and procedures. Reviews security reports for accuracy and clarity on a daily basis. Makes appropriate recommendations, through established procedures, for corrections and/or modifications to security reports. Ensures changes are made immediately after approval is given.

Oversees safety, maintenance and sanitation inspections for assigned areas. Ensures that assigned areas are sanitary and free from hazards by conducting random inspections on a regular basis. Demonstrates thorough knowledge of applicable public health and departmental policies and procedures. Reviews maintenance requests, forwards requests as appropriate, and ensures changes and repairs meet departmental standard operating procedures. Ensures that safety and sanitation reports are

completed on a daily basis. Reviews safety and sanitation reports for discrepancies and implements corrective action immediately.

Oversees inmates' activities and maintains accountability for inmates. Ensures that subordinate staff verifies the location of all inmates through on-site visits and/or radio checks. Performs required official counts per shift to ensure all inmates are accounted for; ensures subordinate correctional officers perform accurate counts. Ensures that all paperwork related to counts (i.e. count sheets, logbooks, move slips, etc.) is maintained accurately and in accordance with established time frames. Ensures that inmates move to their assigned locations and stay away from unauthorized areas. Checks inmates' identification cards following established policies and procedures.

Assists in managing the key and tool control programs, including control of chemicals and cleaning supplies. Ensures adherence to tool control policies. Ensures all paperwork and reports related to keys and tools is accurate and in accordance with departmental policies and procedures. Coordinates orders for institutional tools. Marks tools for identification purposes. Issues tools to assigned individuals/locations. Maintains master inventory list reflecting current location of all items. Conducts key and tool inspections for assigned areas on a regular basis. Checks keys for proper functioning according to established schedules and documents appropriately. Collects reports on lost, misplaced, and/or defective keys and tools in a timely manner. Immediately and thoroughly investigates reports of lost keys and tools and takes appropriate corrective action.

Coordinates custodial, laundry, and related activities. Orders chemicals, clothing, and janitorial supplies for the institution; restocks supplies; maintains inventory levels and inventory records. Issues various chemicals and supplies for daily cleaning. Assigns bunks for inmates transferred in/out of facility. Makes and replaces inmate identification cards; orders film and cards as needed. Conducts inmate drug screenings; takes and tests specimens; maintains monthly counts of test results. Issues clothing/uniforms for new employees; replaces worn clothing of officers. Maintains laundry detail accountability; oversees cleaning/drying of inmate clothing, dispensing of laundry machine solutions, and cleanliness of laundry/shakedown area. Replaces inmates' worn/torn clothing and boots. Stores janitorial, clothing, bedding, and administrative supplies in warehouse.

Oversees staff in the control of contraband. Ensures searches are performed in accordance with departmental guidelines. Ensures the proper collection and disposal of all contraband found during searches. Conducts formal and informal searches to control contraband. Assists in conducting drug screening of inmates. Ensures that proper security reports are completed concerning confiscated items. Ensures that written reports and disciplinary reports resulting from searches are accurately completed by staff prior to the end of the shift.

Assists with shakedown process of new arrivals. Fills out intake forms and ensures signature by inmates. Ensures any and all contraband is confiscated, properly stored, and inventoried.

Oversees the inventory and use of firearms and restraint equipment. Completes and/or reviews detailed inventory report of equipment on hand daily to ensure accountability and serviceability. Maintains strict confidentiality of the information contained in the inventory report. Ensures all subordinate officers are certified for equipment as needed. Ensures subordinate officers use firearms and restraint equipment in accordance with established policies and procedures. Appropriately authorizes the use of restraint equipment. Ensures that all paperwork related to firearms and restraint equipment is accurate and up to date. Checks mechanical components for malfunction in emergency situations.

Assists in implementing emergency plans and procedures. Immediately notifies appropriate staff in emergencies. Demonstrates thorough knowledge of the institution's evacuation plans and procedures. Conducts fire and emergency drills on a regular basis and submits proper documentation to the appropriate staff. Maintains strict confidentiality of emergency evacuation plans. Ensures that assigned subordinate officers are aware of emergency response plans. Reviews emergency reports prepared by shift officers for accuracy, clarity and completeness.

Processes incoming and/or outgoing mail. Collects, processes, and stamps outgoing inmate mail. Collects and sorts outgoing administrative mail and delivers to front office. Delivers outgoing mail to post office. Opens/screens inmate mail/packages for contraband, money orders, or other inappropriate items. Ensures proper completion of forms to report contraband. Conducts various errands, such as picking up and delivering supplies, packages, documentation, or banking transactions.

Maintains inventory of barber shop tools and supplies. Submits tool reports. Coordinates orders for tools and supplies. Evaluates work of barbers. Ensures proper sanitary conditions are maintained in barber shop.

Assists in coordinating inmate transport activities. Assists in ensuring transport of inmates to medical appointments, court appointments, discharge or transfer activities, or other scheduled activities are conducted on time.

ADDITIONAL JOB FUNCTIONS

Performs general tasks in support of the department as needed; transports inmates as assigned; runs errands or picks up supplies; monitors inmate activities as assigned; assists in preparing meals for special events of functions.

Provides back up coverage or assistance for other positions when needed.

Performs other related duties as required.

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