



## **Sergeant - Corrections**

Correctional Institute

**CI/5**

Grade 16/Non-Exempt

### **JOB SUMMARY**

This position supervises and participates in assigned Institute functions.

### **MAJOR DUTIES**

- Serves as Administrative Duty Officer.
- Supervises institution staff and inmates on an assigned shift; ensures compliance with institution operating procedures and inmate rules.
- Conducts roll call and shift briefings.
- Responds to medical and behavioral emergencies; resolves situations in accordance with policies and procedures.
- Directs the work of personnel; makes work and duty assignments.
- Ensures the safety and security of the prison by monitoring inmate location, movement, and behavior; coordinates and conducts inmate counts.
- Oversees safety, maintenance, and sanitation inspections.
- Oversees the discovery and control of contraband.
- Trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern corrections facility operations principles.
- Knowledge of supervisory principles and practices.
- Knowledge of departmental and county policies and procedures and federal, state and local laws and regulations.

- Knowledge of Georgia Department of Corrections rules and regulations.
- Knowledge of building security principles.
- Knowledge of inmate labor laws and county work detail policies and procedures.
- Skill in planning, organization and decision making.
- Skill in maintaining records and preparing reports.
- Skill in oral and written communication.
- Skill in the use of firearms and restraint equipment.

## SUPERVISORY CONTROLS

The Captain – Corrections assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include Guidelines Georgia Department of Corrections policies and procedures, federal and state laws, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, administrative, and detention officer duties. The unique needs associated with each inmate contribute to the complexity of the position.
- The purpose of this position is to supervise and participate in assigned Institute functions. Successful performance helps ensure the efficiency and effectiveness of those functions.

## CONTACTS

- Contacts are typically with coworkers, inmates, family members, contractors, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed an office and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain certification by the Georgia Department of Corrections.