



CLASSIFICATION NO. 122
Established: 5/77
Revised: 2/88, 5/90, 6/14, 7/15, 6/19
FLSA: Non-Exempt
EEO: 4

JAIL SERGEANT

CLASS CHARACTERISTICS

Under general supervision, to provide lead work supervision of Deputies maintaining security and discipline at the Sheriff's facilities; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities, which contract for law enforcement services.

The Jail Deputy classification series is used within the Sheriff's Office jail facilities. Positions in these classifications are primarily oriented to inmate control and overseeing inmates in all phases of incarceration.

Within the Sheriff's Office, the Sergeant is the lead worker level in the Deputy classification series and provides lead work supervision and direction to the lower level Deputies and Deputy, Recruits. Jail Sergeants are responsible for the general day to day safe and efficient operations of the facility. Incumbents rotate through the Sergeant posts (Booking and Housing) and may be selected for special assignments.

The Jail Sergeant differs from the higher level Jail Lieutenant who supervises the staff and operation of a major shift and/or program in the jail facility. It also differs from the lower level Jail Deputy who supervises inmates and maintains jail security. The Jail Deputy classification series differs from other law enforcement classifications in that work performed is normally confined to the Sheriff's jail facilities and is not typically involved in any field activities such as patrol.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads the work of, trains, coaches, assigns, monitors and evaluates the daily work of Deputies and Deputy Recruits assigned to a shift; reviews and approves reports submitted by Deputies.
2. As Housing Sergeant, ensures all Deputies are at their assigned posts and are performing their assigned tasks; supervises all planned use of force incidents; leads roll-call, prepares payroll information; reviews reports, and fills vacant shifts.

3. As Booking Sergeant, supervises all planned inmate use of force situations in the booking area, oversee the intake of inmates, the placement of inmates into the booking holding cells and all other activities in the booking area.
4. As Administrative Sergeant, responsibilities include money handling, review of written and verbal communications from inmates, inmate program oversight, and jail investigations as directed.
5. As Operations Sergeant, responsibilities include supervision of inmate work crews; inmate program oversight, work contract management; oversight of electronic home monitoring; review of jail reports; coordination of inmate transport, and jail investigations as directed.
6. As Civil Sergeant, responsibilities include oversight of courthouse security; ensuring all Deputies are at their assigned posts in the court house and are performing their assigned tasks; supervision of all courthouse movements; preparation of payroll information, report review and shift assignments.
7. Assigns shift schedules for employees; conducts roll calls and briefings; writes performance evaluations; responds to inmate request forms; provides counseling to employees; investigates internal complaints involving personnel.
8. Maintains order, discipline, and security of inmate population in the County jail facilities, at mental health commitment hearings, during transports and court proceedings; supervises the security and conduct of inmates in cells, during group meetings, meals, bathing, recreation, visitations, and on work assignments.
9. Conducts interviews of witnesses and victims; seizes evidence; makes arrests; writes reports; prepares cases; testifies in judicial proceedings and hearings; investigates inmate grievances and complaints involving corrections staff as assigned.
10. Schedules and conducts facility tours; greets the public on phone and in person; answers questions and informs the public about inmate welfare, jail procedures, visitations, the court, and legal procedures.
11. Performs the typical tasks of Jail Deputy classifications as required including, but not limited to: follows orders/instructions from doctors or nurses in the care of ill inmates; transport inmates to and from court, medical facilities, work locations, or other detention facilities; maintains complete and accurate records; processes inmates admitted and discharged from correctional facilities; records personal data, makes inventories of belongings, makes cell assignments, examines inmates for injuries, drugs and weapons; takes fingerprints and booking photographs; issues clothing and supplies to new inmates; receives and maintains personal property of inmates; returns personal property to inmates on discharge; inspects living quarters of inmates for contraband; inspects and monitors for sanitary conditions and orderliness of living quarters; instructs inmates regarding jail regulations, sanitation, and behavior.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Modern corrections practices in the care and treatment of inmate population; policies and procedures and industry best practices; techniques of interrogation and identification and preservation of physical evidence; the judicial system and statutes on jails;

legal procedures related to penal commitment; detention and correctional institution security requirements and techniques; basic techniques of supervision and instruction.

Skill to: Provide effective training and supervision of staff; maintain legal and effective control and security of a large number of inmates; prepare and maintain a variety of records, reports and files in a thorough and accurate manner; deal firmly and tactfully with inmates; withstand verbal abuse; act quickly and assume command in stressful or emergency situations; communicate effectively, both orally and in writing; perform establish and maintain cooperative working relationships with the public, co-workers and a variety of criminal justice officials and personnel; apply physical restraints, operate firearms and perform self-defense; successfully fingerprint; operate photographic equipment; basic mathematical computations.

WORKING CONDITIONS

Clackamas County Jail is a 24 hour per day, 7 days per week operation requiring availability to work any and all shifts. Duties are performed in a variety of settings which may involve the physical restraint of inmates.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Certified as a Basic Corrections Officer by the Oregon Department of Public Safety Standards and Training (DPSST).

PRE-EMPLOYMENT REQUIREMENTS

Possession of a valid driver's license. Incumbents must possess and maintain an acceptable driving record throughout the course of employment.

Some assignments require passing special assignment or mission specific physical agility/fitness or firearms proficiency test(s).

OTHER INFORMATION

Promotional opportunity within the Sheriff's Office for Jail Sergeant positions. Minimum standards in order to be eligible to compete in the recruitment process are: Five years of experience as Jail Deputy/Officer of which two years are with Clackamas County Sheriff's Office as a Jail Deputy or Recruit. The two most recent performance evaluations must document performance that meets Sheriff's Office minimum acceptable standards.

Edited: 10/19