



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Corrections Sergeant</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Corrections Lieutenant</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>06/08</u>
<b>DEPARTMENT:</b> <u>Corrections</u>	<b>JOB CODE:</b> 4031	

**DEFINITIONS:**

Under general supervision, supervises and coordinates the activities of Corrections Officers and Corrections Support Officers on an assigned shift to maintain the safety and security of staff and inmates in the jail facility.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Reviews bookings and releases for compliance with policies and procedures; reviews bonds for accuracy; reviews and coordinates disciplinary actions taken by officers; monitors incarcerated individuals with 20 hours depleting; ensures adherence to proper procedures of individuals being processed into the jail; monitors individuals' release times; remains current on law enforcement issues; ensures proper paperwork is received upon receipt of arrested individuals

Reviews, discusses, and approves officers' reports; enforces rules, regulations, and policies and procedures to be executed by officers.

Coordinates the transportation of inmates; supervises trustee staff assigned to the facility; contacts the on-call judge or prosecutor regarding bonds and charges; classifies inmates in reference to housing assignments; commits inmates to mental facilities; conducts key counts for detention area and performs inmate counts on a regularly scheduled basis.

Performs floor checks by entering different areas of the jail in order to ensure safety of both the inmates and facility; monitors fire, video, audio, and air handling systems to ensure proper functioning; performs outside perimeter checks.

Coordinates the distribution of prescribed medications; responds and triages medical emergencies; separates and restrains individuals; counsels and mediates inmates; responds to inmates' requests and grievances; conducts follow-ups on reviews and disciplinary issues; conducts inmate pat down and strip searches; performs cell searches and extractions.

Accepts and records bail and fine payments, issue receipts, and arranges for release of inmates; accepts and monitors inmates' personal property and money; coordinates recreational, legal, personal, medical, and clergy activities for inmates; performs walk-in arrests of individuals possessing outstanding warrants.

Ensures inmates receive meals three times per day; monitors and assists with work release participants; assists with the inmates incentive program; retrieves information about previous shift's activities; advises officers of pending and pertinent information; compiles and writes incident reports; prepares proper applications for warrant or on-view arrests; observes, documents, and repairs equipment.

**KNOWLEDGE AND SKILLS:**

1. Good knowledge of the principles and practices of correctional institutions.
2. Considerable knowledge of the policies and practices of the Boone County Detention Facility.
3. Good knowledge of Boone County Human Resources policies and practices.
4. Good knowledge of the criminal justice system in the State of Missouri.
5. Good knowledge of the court system in the State of Missouri.
6. Skill in interacting with people of different social, economic, and ethnic backgrounds.
7. Skill in maintaining objectivity and confidentiality in dealing with inmates.
8. Skill in communicating with inmates and mediating difficult situations.
9. Skill in writing reports and correspondence.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED and three years of law enforcement experience; must be at least 21 years of age, possess a clear criminal records (excluding traffic violations), and visual of at least 20/100 correctable to 20/20.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)