



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Detention Sergeant</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Detention Captain</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>01/24</u>
<b>DEPARTMENT:</b> <u>Detention</u>	<b>JOB CODE:</b> <u>400</u>	

### **SUMMARY:**

Under general supervision, supervises and coordinates the activities of Detention Officers and Control Room Officers on an assigned shift to maintain the safety and security of staff and detainees 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 being released within 2 hours; 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. Investigates complaints and recommends disciplinary action as appropriate.

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

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

Responds and triages medical emergencies; separates and restrains individuals; counsels and mediates detainees; responds to detainees' requests and grievances; conducts follow-ups on reviews and disciplinary issues; conducts detainee pat down and strip searches; performs cell searches and extractions.

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

Ensures detainees receive meals as required; assists with the detainee incentive program; retrieves information about previous shift's activities; advises officers of pending and pertinent information; compiles and writes incident reports; observes, documents, and requests equipment repairs.

Performs notable tasks and/or responsibilities (i.e. collateral assignments) above that which are required as part of the basic duties of a Detention Officer.

**KNOWLEDGE & SKILLS:**

1. Good knowledge of the principles and practices of correctional institutions.
2. Considerable knowledge of the policies and practices of the Boone County Jail.
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 detainees.
8. Skill in communicating with detainees and mediating difficult situations.
9. Skill in writing reports and correspondence.
10. Also responsible for the knowledge and skills required of a Detention Officer, to include:
  - a. Good knowledge of the principles and practices of correctional institutions.
  - b. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
  - c. Some knowledge of the criminal justice system in the State of Missouri.
  - d. Some knowledge of the court system in the State of Missouri.
  - e. Skill in interacting with people of different social, economic and ethnic backgrounds.
  - f. Skill in maintaining objectivity and confidentiality in dealing with detainees.
  - g. Skill in communicating with detainees and mediating difficult situations.
  - h. Skills in writing reports and correspondence.
  - i. Good knowledge of the layout of the Boone County Jail (BCJ).
  - j. Good knowledge of the policies and practices of the BCJ.
  - k. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
  - l. Skills in communication with people under temporary or prolonged emotional distress.
  - m. Ability to communicate effectively and concisely, orally and in writing.

- n. Skills in writing reports and correspondence.
  - o. Strong multitasking skills, along with the ability to prioritize tasks are required.
  - p. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
  - q. Ability to deal professionally and courteously with the public and city and county officials.
  - r. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
  - s. Ability to monitor, both visually and auditorily, of detainees.
  - t. Ability to receive and relay information accurately.
  - u. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
11. Also responsible for the knowledge and skills required of a Control Room Officer, to include:
- a. Good knowledge of the layout of the Boone County Jail (BCJ).
  - b. Good knowledge of the policies and practices of the BCJ.
  - c. Ability to communicate with people effectively and efficiently from all cultural, social, economic, and diverse backgrounds in varying situations.
  - d. Skills in communication with people under temporary or prolonged emotional distress.
  - e. Ability to communicate effectively and concisely, orally and in writing.
  - f. Skills in writing reports and correspondence.
  - g. Strong multitasking skills, along with the ability to prioritize tasks are required.
  - h. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
  - i. Ability to deal professionally and courteously with the public and city and county officials.
  - j. Ability to function efficiently under stress, temporary and prolonged, and handle several functions simultaneously.
  - k. Ability to monitor, both visually and auditorily, of detainees.
  - l. Ability to receive and relay information accurately.
  - m. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.

**PHYSICAL DEMANDS:**

Ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions: perform multiple physical tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons, as required; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

**WORK ENVIRONMENT:**

This position regularly operates in a professional environment and is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; risk of civil litigation due to the performance of duties.

Work may be performed in various settings and weather conditions (e.g., extreme temperatures and precipitation).

Duties are generally performed on an assigned shift, but the Detention Sergeant may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best contribute to the efficient and effective operations of the jail.

May be required to wear uniform or plain clothes in performance of assigned duties.

Position requires the ability to work overtime when necessary, as well as the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

- Must meet the minimum qualifications for the position of Detention Officer.
- Minimum of three (3) years' experience with the Boone County Sheriff's Office, specifically the jail.
- Two (2) letters of recommendation by a Lieutenant or above.
- No written reprimands in the previous two (2) years.
- Must pass a pre-employment drug screen as well as physical and psychological examinations.
- Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skills that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skills may change at any time with or without notice.*