



Seminole County Sheriff's Office

SERGEANT (CORRECTIONS)

Class Spec Code: 2100

Established Date: 06/17/2020

Last Revised Date: 08/17/2022

Effective: 11/18/2022

Salary Range

\$26.61 - \$36.68 Hourly

Bargaining Unit

N/A

EEO

EEO4-Protective

Service Workers

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

PHYS

Classified Service

Yes

General Description

Performs supervisory corrections duties in regards to the care, custody, control, and release of inmates at the John E. Polk Correctional Facility or a satellite facility.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Supervises personnel engaged in corrections custody, control and intake/release activities. Conducts daily briefings as required by supervisor.

Ensures that pass down information is disseminated. Inspects appearance and equipment of assigned personnel on a routine basis. Inspects appearance and equipment of the facility as needed.

Assumes the duties of the Watch Commander as required.

Prepares, maintains, and evaluates logs, records, reports, and other information necessary for shift operations.

Responds to inmate grievances as needed.

Reviews the work of subordinates as needed.

Identifies and resolves problems. Makes recommendations for improved efficiency and performance.

Provides technical assistance to subordinates in the performance of their duties. Assigns duties to personnel and reviews their work through personal observation and through reviews of reports.

Initiates and effectively recommends, performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Conducts supervisory inquiries as assigned.

Coordinates training and employee schedules as required. Assist personnel with career development. Develops and recommends operating procedures for unit. May be required to perform the duties of subordinate personnel.

Serves as a liaison to various committees as assigned including, but not limited to,

Inmate Disciplinary Review Boards.

May be assigned special projects as required.

Performs other duties as required or as may be necessary for the efficient and effective performance of the position.

Minimum Qualifications

- Must meet the applicable civil service requirements for the position of Corrections Sergeant as promulgated by the Civil Service Board
- Must meet the minimum qualifications as established by FDLE and those contained in the Detention Deputy job description
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of Florida Model Jail Standards and Sheriff's Office rules and regulations as applied to correctional work.

Knowledge of the application of modern correctional principles and practices.

Knowledge of modern supervisory techniques and practices. Sergeants must also be able to perform all duties of a Detention Deputy and must have the ability to: demonstrate ethical and professional behavior; analyze information

or situations; synthesize information and/or circumstances; solve problems; recall facts and/or information; read and comprehend information; speak clearly; prepare written reports; follow directions; attain and maintain weapons proficiency; maintain personal fitness; demonstrate firearms safety procedures; demonstrate service weapon firing; demonstrate shotgun firing; load ammunition into firearm; demonstrate chemical agent use; operate a motor vehicle; follow telephone procedures; follow intercom procedures; apply listening and comprehension skills. Sergeants may spend up to 50% of their work time performing the same duties of an assigned Detention Deputies.

WORKING CONDITIONS

The work environment is mostly within the confined setting of the John E. Polk Correctional Facility, Seminole County Juvenile Facility or the Seminole County Court System. This position generally works a shift (days or nights) with rotating days off.

PHYSICAL ATTRIBUTES

REQUIREMENTS

Mobility-Frequent standing for extended periods of time, walking for extended periods of time, stooping, bending, climbing stairs, may be required to drive an agency vehicle and/or transport inmates; constant use of a computer; use of a firearm

Lifting-Able to lift 50 pounds

Visual-Constant overall vision; constant color perception, constant eye-hand

coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral

Dexterity-Frequent repetitive motion and reaching

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio

Emotional/Psychological- Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural; must be able to appropriately wear and operate a self-contained breathing apparatus

Environmental-Occasional exposure to varied weather conditions