



## CORRECTIONAL SERGEANT

**Department:** Sheriff  
**Job Class:** 260900  
**Pay Range:** Public Safety 09

**FLSA Status:** Non-Exempt  
**Represented:** Yes  
**CSC Approved:**

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** Employees in this classification perform responsible, first-line supervisory work of employees providing for the care and custody of adult prisoners in the Pierce County Detention and Corrections Center, a 24-hour, 7 day-a-week, maximum-security facility. A Correctional Sergeant uses appropriate judgment interpreting and applying established guidelines and rules in a continually changing environment.

### **ESSENTIAL FUNCTIONS:**

- Assign, supervise, mentor and evaluate work of subordinates, including determining and making shift assignments, evaluating, counseling and developing assigned staff, take corrective action and/or make recommendations for discipline; and complete written evaluations of subordinate employee job performance.
- Provide first-line supervision to any unit within the correctional facility.
- Review, edit, critique and approve incident and general reports; take appropriate action as necessary based on the information found in the reports; and ensure that the reports are distributed properly.
- Develop and implement training for new and current staff.
- Monitor movement within the facility.
- Evaluate the effectiveness of specialized work and units.
- Enforce and ensure effective enforcement of applicable laws, regulations, policies and rules.
- Plan, organize and effectively utilize administrative skills to assure assigned objectives are met.
- Effectively persuade, inform, educate, train, solicit information and motivate a wide variety of individuals or groups.
- Effectively develop professional working relationships to ensure accomplishment of goals and objectives.
- Coordinate activities with other criminal justice agencies or support agencies.
- Respond to, assist in and supervise emergency situations.
- Take appropriate action and complete necessary documentation and notifications for on-the-job injuries.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Perform the functions of all shifts in all required areas of the facility.
- Perform all Primary and Essential Functions as required of the Corrections Deputy classification.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

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**SUPERVISION RECEIVED AND EXERCISED:** The Correctional Sergeant works under general supervision and is responsible to independently plan, organize and supervise work to ensure assigned objectives are met. Work is assigned in terms of established objectives and resources available. Work is regularly performed under the general direction of a Correctional Lieutenant and may be performed at the direction of any administrative superior. Correctional Sergeants keep their supervisors informed of progress, potentially controversial matters or issues with far-reaching implications. Correctional Sergeants are responsible to supervise Corrections Deputies and other Corrections Bureau employees in the operation of the jail.

**WORKING ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Correctional Sergeant works indoors on a regular basis, in an office, within inmate detention areas (clusters) or in close proximity to inmates and detention areas, within the confined space of a maximum security adult correctional facility. Travel to various work sites and/or meeting locations may be required. Work is subject to frequent interruptions and higher than average levels of noise within enclosed areas. A Correctional Sergeant may be exposed to physically confrontational situations, personal danger and bio-hazardous materials. Shift work, rotating schedules, work on holidays and overtime are required.

**PHYSICAL REQUIREMENTS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The Correctional Sergeant has physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing and seeing. A Correctional Sergeant may be exposed to physically confrontational situations, personal danger and bio-hazardous materials. A Correctional Sergeant must respond to, assist in and supervise in emergency situations, and must maintain physical ability to deal with physically confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical activities during those times are running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people. A Correctional Sergeant must be able to clearly distinguish and identify colors; be able to safely drive a vehicle; accurately discharge a firearm (either hand); be able to successfully discriminate electronic, mechanical and human sounds and/or operate required equipment in a safe and lawful manner for the protection/safety of the public, inmates, of self and of other employees.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Knowledge of:**

- Modern corrections methods, procedures and philosophies.
- Current supervisory practices and principles.
- Rules and regulations of the Sheriff's Department.
- Blue Team Application
- Policies, procedures, laws and Pierce County Code governing correctional procedures, security, custody and control of offenders and correctional facility operations.
- Career rotation functions and operations
- Sheriff's Department manual, Corrections Bureau policies and procedures, applicable collective bargaining agreements, Civil Service Rules and related disciplinary procedures.
- Inmate grievance process and disciplinary procedures.

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#### **KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

##### **Knowledge of: (continued)**

- Basic personal computing principles, keyboard, and corrections automated systems.
- Basic principles of safety, risk management, labor and industries regulations, and reporting.

##### **Skill in:**

- Determining priorities, assigning and delegating work and evaluating results.
- Building, fostering and maintaining an effective staff operations team.
- Effective communications verbally, in writing and non-verbal behaviors.
- Application of required knowledge and abilities.
- Conflict resolution, defensive tactics, and de-escalation techniques.
- Use of emergency response equipment, i.e. CEW, cap stun, pepper ball launcher.

##### **Ability to:**

- Apply effective supervisory, leadership and management techniques and practices.
- Evaluate, assign work, train employees and recommend appropriate disciplinary action.
- Mentor, foster teamwork, guide career progression and provide information regarding appropriate resources.
- Assume responsibility for the welfare of those incarcerated.
- Work independently as the highest ranking supervisor on duty in the facility for extended periods.
- Handle situations firmly, tactfully, respectfully and fairly.
- Analyze situations quickly and objectively and determine a proper course(s) of action.
- Enforce management policies while maintaining positive relationships with outside agencies, courts, attorneys, jail staff, other criminal justice professionals and the general public.
- Establish and maintain constructive and effective working relationships, both within and outside the Corrections Bureau; represent the Corrections Bureau and/or the Sheriff in the community.
- Work as part of a team under the command of Sheriff's supervisory personnel.
- Understand the relationship between area of assignment and the overall department vision.
- Communicate effectively verbally and in writing, with people of all ages and from all social, cultural, ethnic and economic backgrounds.
- Read, comprehend and integrate complex written materials.
- Effectively handle multiple priorities, especially during emergency situations, coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Meet travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** Must have at least two (2) years of current, continuous service as a Corrections Deputy and have successfully completed the one year probationary period for a minimum total of three (3) years continuous service. Employee must be in good standing to participate in the promotional examination process.