

CORRECTIONS SERGEANT

DEFINITION: Under general supervision, performs work of moderate difficulty in providing care, supervision and custody of incarcerated persons in a correctional/detention facility, crimes range from misdemeanor offenders to violent felons awaiting transfer to federal courts/prisons; serves as shift supervisor and lead correctional officer; reviews and monitors inmate case management system activities; trains for new correctional officers; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Serves as shift supervisor and lead correctional officer; conducts shift briefings; reviews shift and daily activity reports; trains new correctional officers; monitors inmate case management system activities through approval of case plans, referral and documentation; conducts performance appraisals for assigned staff; generates statistical and other required reports; interacts with inmates to provide guidance and crisis intervention; develops recreation/activities schedule to meet the needs, interests and abilities of inmates; monitors and evaluates recreation/activities programs on a regular basis to assess effectiveness; participates in discussions and problem-solving processes; confers with superior to present and resolve difficult problems and questions; supervises inmate activities and work programs; keeps track of inmates through head counts, visitor logs and inmate-scheduled activities; releases prisoners after inspecting release documents and verifying information.

Receives and books inmate in correctional/detention facility; classifies inmates according to sex, age, offense and assigns to housing areas; stores prisoner's personal belongings or property; informs inmates and visitors of rules, safety and security procedures and responsibilities; supervises and controls inmate's behavior; patrols cell, corridors and other areas within facility; observes inmates' behavior; escorts and monitors inmate movement within the facility and in special cases outside the facility; transports inmates to courts, medical facilities or other correctional facilities, as required; monitors and observes inmates during visiting hours, meal times, recreation and inmate programming, such as alcohol anonymous (AA) counseling, traditional counseling, church services and health related training; conducts searches of inmates and inmates' property and cell; seizes contraband and weapons; maintains general security of facility; takes corrective action to stop escapes; restrains prisoners as needed to maintain order and protect life and property.

Provides paraprofessional counseling or crisis intervention to inmates to defuse a situation or assist in rehabilitative programs; refers inmates to service providers, such as medical, mental health, substance abuse and related programs; refers inmates to special services needs such as emergency leave, education, medical or mental health needs; responds to emergency situations within the facility; handles and corrects immediate problems; maintains fire safety; participates in testing for safety and security; evacuates prisoners as needed; administers first aid as required; dispenses and supervises intake of medication as required by medical prescription; maintains daily logs and activity reports as needed; responds to inquiries from public, other staff, inmates and visitors; prepares incident and other required reports; maintains proficiency with weapons and other related defense and control equipment; attends in- service training and meetings; may be delegated in the absence of the Corrections Lieutenant; may prepare and/or assist in the preparation of meals for inmates.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, regulations and policies governing incarceration.
Knowledge of the methods, practices and procedures used in the care and custody of inmates.

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Knowledge of methods and techniques for maintaining control over inmates.
Knowledge of the principles and practices of interpersonal communication, dynamics of human behavior, crisis intervention and inmate classification system.
Knowledge of self-defense and use of weapons and related defense and control equipment.
Knowledge of methods, techniques and practices of paraprofessional counseling for inmates.
Knowledge of cardiopulmonary resuscitation (CPR) and first aid.
Skill in analytical, objective observance of situations and quick decision making.
Skill in maintaining composure under stressful or dangerous conditions.
Skill in paraprofessional counseling and crisis intervention with inmates.
Skill in developing and presenting training for new correctional officers.
Skill in maintaining accurate records.
Skill in establishing and maintaining effective working relationships.
Ability to provide guidance, direction and crisis intervention in a timely and productive manner.
Ability to meet physical demands of corrections work.
Ability to influence the attitudes and motivation of offenders towards socially acceptable behavior and in adapting to the correctional/detention environment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass an annual physical agility test. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Shift work and exposure to hazards associated with duties in maintaining security, order and discipline of inmates in and outside of correctional/detention facility; exposure to hazardous, uncontrollable and life threatening situations can occur.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years or work experience as a correctional/detention officer.

PREFERRED QUALIFICATIONS:

- An Associate's degree in Criminal Justice, Psychology, Sociology or related field.
- Experience as a supervisor or lead correctional/detention officer.

SPECIAL REQUIREMENT:

- A favorable background investigation; and no dishonorable military discharge.
- Successful completion of drug screening, physical agility test and physical examination.
- Possess a BIA Basic Corrections Officer Training Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certificate, a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit and a Food Handler's Permit within 90 days of date of hire. Incumbents must obtain a General Instructor's Certificate, Corrections Officer Supervisor Training, Jail Management Training within one (1) year of date of hire and complete required 40 hour training annually. Additional certification or training may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.