



# Correctional Sergeant

Class Code:  
4904

Bargaining Unit: Correctional Officers

COUNTY OF SISKIYOU  
Established Date: Mar 28, 2017  
Revision Date: Apr 9, 2022

## SALARY RANGE

\$23.77 - \$28.87 Hourly  
\$1,901.60 - \$2,309.60 Biweekly  
\$49,441.60 - \$60,049.60 Annually



## DESCRIPTION:

*The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer  
We welcome applicants of any race, religion, or ancestry.*

### Definition:

Under general supervision, to supervise an assigned group of Correctional Deputies or Correctional Corporals responsible for the care and custody of inmates at the County Detention Facility, according to laws, regulations, and policies of the State of California and Siskiyou County; to ensure proper training and evaluate the work of assigned personnel; to oversee and perform bailiff duties during court sessions; to perform special assignments; and to do related work as required.

### Distinguishing Characteristics:

This is the first supervisory level in the Correctional Deputy class series. Incumbents exercise full supervisory responsibilities for assigned staff as well as perform the full scope of Correctional Deputy duties. They also perform administrative assignments. This class is distinguished from Correctional Corporal by the exercise of full supervisory responsibilities.

### Reports to:

Jail Lieutenant or Jail Captain.

### Classifications Supervised:

Correctional Deputy Trainee, Correctional Deputy, or Correctional Corporal.

## **EXAMPLES OF DUTIES:**

Plans, schedules, assigns, trains, and evaluates the work of a group of Correctional Deputies; oversees the screening, classification, and processing of inmates; directs and coordinates responses to emergency situations; coordinates activities and communication between various shifts and programs; performs a variety of administrative functions related to processing, housing, moving, transferring, and releasing inmates; plans and conducts inmate counsel meetings; administers, supervises, and evaluates the operation of inmate classification plans and disciplinary procedures; assists Facility management with establishing, implementing, and revising Facility policies and procedures; directs the preparation and prepares a variety of written reports; assists with the development and implementation of programs to motivate inmates in acceptable behavior and attitudes; reviews jail records for completeness and accuracy; ensures that new inmates have been properly briefed on Facility rules and policies; receives and checks periodic inmate counts; directs the inspection of inmate quarters for contraband, sanitary conditions, and orderliness; supervises inmates during activities as necessary; may conduct periodic block checks; may perform searches of inmates; ensures maintenance of discipline among inmates; responds to inquiries regarding inmate detention and Detention Facility policies within constraints of Department regulations; may receive and book inmates; releases prisoners on proper authorization, returning personal property and clothing; testifies in court and before disciplinary boards; delivers pre-packaged medications, according to specific instructions; investigates incidents and violations of rules for disciplinary reports and possible citation or arrest; collects and secures evidence; supervises inmates and visitors during visiting hours; calculates and prepares good time and work time credit reports for the courts; serves warrants to inmates; operates a centralized control system controlling access and movement in Facility.

Correctional Sergeants for the County of Siskiyou have peace officer status only as described in Section 830.1 (c) of the California Penal Code.

## **TYPICAL QUALIFICATIONS:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- One year of previous professional law enforcement experience comparable to that of a Correctional Corporal with Siskiyou County.

## **SUPPLEMENTAL INFORMATION:**

### **Typical Physical Requirements:**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; maintain alertness during periods of inactivity; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing in excess of 100 lbs. with assistance; physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **Typical Working Conditions:**

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with inmates, other staff and the public.

## **SPECIAL REQUIREMENTS:**

- Must be eighteen (18) years old and a citizen of the United States; if a permanent resident alien, must obtain citizenship within three years from date of employment.
- Must not have been convicted of any felony.
- Completion of a Basic Jail Operations Course approved by S.T.C.
- Completion of P.C. 832 and weapons training.
- Possession of a current and appropriate driver's license.

## **KNOWLEDGE OF::**

- Siskiyou County Detention Facility procedures, policies, and regulations.
- States and Federal laws and regulations related to jail operations, booking procedures, and custody of inmates.
- Problems related to the care and custody of inmates.
- Duties and responsibilities of a bailiff.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Good public relations techniques.
- Use and care of Department authorized equipment and firearms.
- First aid methods and techniques.
- Computers and software used by the County Detention Facility.
- Principles of supervision, training, and work evaluation.

## **ABILITY TO::**

- Plan, organize, supervise, and evaluate the work of assigned Correctional Deputies and Correctional Corporals.
- Perform a wide variety of correctional work and administrative assignments.
- Read, understand, and interpret laws and regulations regarding operation of the County Detention Facility and the care and custody of inmates.
- Perform bailiff duties.
- Gather and organize data and information.
- Interview and secure information from people.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear, comprehensive reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Sheriff/Coroner Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.