

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Corrections Sergeant

Class Code: 060341
Pay Grade: GH

A. Purpose:

Maintains custody of men and women in a correctional institution by enforcing the institution's operations memoranda and procedures; serves as lead worker over correctional officers to ensure the safety of inmates and employees and maintains secure confinement conditions. May be assigned to a specialized area within the facility that provides service to all inmates.

B. Distinguishing Feature:

Corrections Sergeants are responsible for maintaining the security of an assigned area or shift within the correctional system. Assigned areas of responsibility may include cell halls, control center, trusty units, identification office, and other sites as directed.

Corrections Corporals are designated as lead workers over Correctional Officers in their units; or are assigned to specific jobs.

Corrections Lieutenants supervise an assigned area of a correctional institution and the correctional personnel and inmates assigned to that area. This position makes determinations on immediate disciplinary actions on inmates for policy, operations memoranda, and procedure infractions affecting the security of the institution and serves as institution's ranking officer on night shift and on weekends.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Participates in and assigns correctional officers to make continuous security rounds of buildings, grounds, and to patrol the outside perimeter fences and walls and wall tower posts to maintain confinement conditions to prevent escapes and to ensure staff and inmate/trusties safety and unit security.
 - a. Assists Correctional Officers with or perform security and transport duties in their place.
 - i. Performs irregular and regular counts of inmates.
 - ii. Performs shakedowns, pat downs, personal, and strip searches.
 - iii. Leads or assists with cell inspections/walkthroughs and forced entries.
 - iv. Inspects inmate/trusty mail and property.
 - v. Conducts stakeouts.
 - vi. Escorts inmates to various appointments within and outside the facility.
 - vii. Performs medical, disciplinary, and emergency transports.
 - viii. Leads cell entry teams when inmates are disorderly.
 - ix. Accounts for weapons, security keys, radios, locks, certain types of tools and knives.
 - x. Initiates drills and exercises and provides staff training.
 - b. Enforces operations memoranda and post guidelines.

- c. Informs Correctional Officers of policy, operations memoranda, rules, guideline changes, and unit current affairs as well as inmate/trusty medical issues.
 - d. Schedules unit staff and adjusts the schedule in the absence of the Corrections Captain and Unit Case Manager.
 - e. Documents unit security activities.
2. Supervises and accounts for inmate location, movement and activity and enforces the institution's operations memoranda and procedures to maintain security, order, and discipline within the institution.
- a. Prevents and breaks up fights between inmates and assists officers in need of help.
 - b. Inspects inmates and inmates' quarters for contraband.
 - c. Prepares the master count book and verifies count.
 - d. Maintains daily logs of incidences and major occurrences.
3. Organizes the schedules, coordinates the activities, and manages events for a caseload of inmates/trusties to ensure the smooth operation of a housing unit.
- a. Helps the Unit Case Manager develop Individual Program Directives.
 - b. Maintains complete and up-to-date unit records on each inmate/trusty.
 - c. Documents and communicates daily observations, information, and decisions.
 - d. Resolves inmate/trusty conflicts on cell/room assignments.
 - e. Ensures medical orders are being followed and that inmates/trusties are transferred to the appropriate facility prior to treatment.
 - f. Approves visits, phone use, commissary and property purchases and use of loaner equipment.
 - g. Responds as a First Responder on Code Red emergencies.
 - h. Issues directives to inmates/trusties to ensure compliance with operations memoranda.
 - i. Reviews inmate/trusty schedules and distributes program, work, and academic evaluation reports to appropriate staff and documents inmates/trusties' program progress.
 - j. Keeps inmate/trusty financial accounts straight by direct intervention.
 - k. Conducts fire, safety, and cleanliness inspections of the living areas.
 - l. Reprioritizes work and case load to complete critical tasks.
 - m. Assists inmates/trusties with adjustment of program directive schedules and parole and transition plans.
 - n. Obtains inmate/trusty UA and DNA samples.
 - o. Review and research responses to inmate/trusty Kites.
 - p. Ensures inmates/trusties are receiving all required programming.
 - q. Ensures that all reports are completed on time and free of errors.
 - r. Assembles lists of inmates/trusties for attorney trips and funeral furloughs.
 - s. Serves as liaison and coordinates services for inmates/trusties among federal, state, local, and private agencies.
 - t. Updates unit policy books.
 - u. Keeps track of loaner and unit equipment.
 - v. Orders unit supplies
4. Monitors and controls the movement of employees, inmates, and visitors throughout the institution by verifying identities and whether access is authorized to maintain security of the institution.

- a. Conducts tours and escorts visitors inside the institution.
 - b. Opens all incoming packages for inmates, checking for contraband.
 - c. Approves and denies special visits and phone call requests.
 - d. Fingerprints new employees and checks their background for any criminal charges.
4. Responsible for general maintenance and cleanliness of the assigned work area to ensure sanitary and effective operating conditions.
 - a. Assigns inmates to work crews.
 - b. Orders supplies necessary to maintain assigned areas.
 5. Maintains daily logs of incidents and major occurrences and writes disciplinary reports of inmate rule infractions to ensure an accurate account of events and inmate behavior for security and parole purposes.
 - a. Serves disciplinary action reports.
 - b. Places inmates on administrative detention, protective custody and suicide watch.
 - c. Conducts and records drug screening tests for inmates.
 6. Conducts formal disciplinary hearings to determine the guilt or innocence of an inmate.
 - a. Completes disciplinary facts and finding reports.
 - b. Determines disciplinary sanction to be imposed.
 7. Responds to emergencies such as fights, behavioral incidents, and medical emergencies.
 - a. Operates communication equipment to obtain needed assistance.
 - b. Provides backup to other staff as needed.
 - c. Provides emergency medical assistance such as CPR and first aid.
 - d. Accompanies inmates to medical facilities.
 - e. Employs firearms, mechanical restraints, and chemical agents.
 - f. Participates in cell entries and other use-of-force activities with unruly inmates.
 8. Works in an assigned specialty position to assist in maintaining security.
 - a. Functions as a K9 instructor and inspector, working with and caring for a K9 and a K9 vehicle; searches inmate living areas and other areas as needed for contraband; prepares reports of findings; certifies other K9 officers; conducts inspections and audits pertaining to K9 searches and procedures.
 - b. Functions as a property officer and intake officer.
 - c. Functions as ID officer for inmate and employee identification procedures.
 - d. Assists with maintaining doors and locks; maintains a key control system for key holders, cuts keys and chits.
 - e. Assists with maintaining an armory of weapons, cell entry gear, special team apparel, and ammunition.
 - f. Assists with maintaining an inventory tracking system for tools.
 - g. Supervises Correctional Officers in H unit (remote Location) by scheduling and assigning duties.
 9. Performs other work as assigned.

D. Reporting Relationships:

Incumbent serves as a lead worker over Correctional Officers and Corrections Corporals. May serve as the Officer in Charge (OIC) and provide work direction to additional staff.

E. Challenges and Problems:

Incumbent is challenged to work with and to maintain the safety and security of inmates. This is difficult because inmates will react unpredictably. There are day-to-day conflicts with inmates over institutional operations memoranda and procedures.

Problems include conflicts between inmates, staff shortages, inmate rule infractions, attempted escapes, contraband, overcrowding, and inmate complaints.

F. Decision-making Authority:

Decisions include the need for and content of disciplinary reports; whether an inmate should be put in detention; when to make irregular counts or room shakedowns; need for maintenance; if an area is cleaned properly; when property is allowed in the institution; the need to transfer an inmate to a different cell or unit; how to handle situations when serving as the OIC; and when to use force in restraining an uncooperative inmate.

Decisions referred include scheduling of Correctional Officers; the type of disciplinary action to be taken with an inmate; changes in institutional operations memoranda and procedures; whether an inmate can be authorized to leave the institution; and any inaccuracies in the count.

G. Contact with Others:

Daily contact with inmates, other staff members in the operation of the facility, medical/mental health staff, the public to conduct tours or as they visit inmates, and state and local law enforcement officials to receive inmates and to exchange information regarding inmates.

H. Working Conditions:

Incumbent works in a correctional facility with convicted felons with various types of personality disorders. The incumbent receives verbal abuse and there is potential for inmate violence even to the point of death.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- Department of Correction's Inmate Living Guide;
- English grammar, spelling, and punctuation;
- correctional institution's operations memoranda and procedures;
- the appropriate use of force;
- basic human physical and psychological needs;

- basic social skills;
- concepts, principles, and practices related to the rehabilitation of criminal offenders;
- attitude problems and behaviors of incarcerated individuals;
- programs available for rehabilitation of prison inmates;
- general knowledge and psychological factors effecting human behavior.

Ability to:

- plan, organize, schedule, and direct the work of others;
- make proper responses to safety and security problems;
- make decisions that may affect the entire facility;
- communicate and document logically, accurately, and concisely all pertinent information and decisions;
- observe and recall inmate behavior, surroundings, and events;
- review and summarize social, psychological, and inmates/trusties personal background reports;
- relate to and establish rapport with inmates/trusties and to assist them in their initial adaptation to prison life;
- explain and apply inmate rules, Department of Correction's policies, correctional institution's operations memoranda and procedures for the assigned program;
- maintain order and discipline among inmates;
- remain calm during stressful conditions or tense situations to de-escalate the situation(s) and respond to emergencies quickly;
- operate and train others to operate firearms, mechanical restraints, and chemical agents.