

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. 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.
2. 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 and to prevent escapes.
 - a. Performs irregular and regular counts of inmates.
 - b. Escorts inmates to various appointments within and outside the facility.
 - c. Leads cell entry teams when inmates are disorderly.
 - d. Accounts for weapons, security keys, radios, locks, certain types of tools and knives.
 - e. Initiates drills and exercises, and provides staff training.
3. 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.

Ability to:

- organize and direct the work of others;
- make decisions that may affect the entire facility;
- communicate information clearly and concisely;
- observe and recall inmate behavior, surroundings, and events;
- explain and apply inmate rules, Department of Correction's policies, correctional institution's operations memoranda and procedures;
- maintain order and discipline among inmates;
- remain calm during stressful situations and respond to emergencies quickly;
- operate and train others to operate firearms, mechanical restraints and chemical agents.