JOB DESCRIPTION

CORRECTIONS SERGEANT

Department:	Police	**Classification/Grade:**	25
Division:	Corrections	**FLSA Status:**	Non-Exempt
Reports to:	Captain	**Safety Sensitive:**	Yes
		Bargaining Unit:	MPOA
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Actively support and uphold the stated mission and values of the City of Mesquite and the Police Department. Responsible for the overall operation of the Detention Facility and supervise the corrections officers assigned to the Detention Facility in absence of Corrections Commander.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Act as a first-line supervisor over the Corrections Officers assigned to the Mesquite Detention Center, and ensure the officers' activities are conducted in conformance with department rules and regulations.
3. Responsible for the operations of the Detention Facility.
4. Responsible for the care and control of prisoners in the Mesquite Detention Center, including booking procedures, disturbance control, fire control, suicide watch, use of the Intoxilyzer 5000, inmate medical needs and any law enforcement related issues related thereto.
5. Supervise the transport of prisoners to and from various courts and other Correctional Facilities.
6. Transport mental patients to various locations within Clark County.
7. Ensure all computer data entries are true and correct.
8. Ensure all inmate meals are within the guidelines of the National Dietary Guidelines.
9. Responsible for daily routine of feeding inmates, ensuring hygiene needs are complied with, laundry, cleaning, etc.
10. Responsible for maintenance/janitorial needs for Criminal Justice Facility.
11. Ensure all equipment within the Detention Center is in good working order; requesting repairs or replacements as necessary.
12. Supervise the inventory and ordering of food, clothing, personal hygiene items and supplies.
13. Ensure all the pre-sentenced inmates are arraigned as per federal and state statutes.
14. Responsible for timely release of inmates.
15. Responsible for service and maintenance of transport vehicle(s).
16. Supervise inmate work programs.
17. Act as a bailiff for various courts within the City of Mesquite.
18. Ensure inmate files and records are properly maintained.
19. Ensure the safety and security of Detention Facility is maintained at all times.
20. Act as the senior Field Training Officer (FTO) for Corrections Division and update and maintain the FTO program as needed.
21. Ensure all policies and procedures of the Corrections Division.

22. Assume the duties of a Corrections Officer when on duty. (See the City of Mesquite's "Corrections Officer" Job Description, under "*Job Functions and Responsibilities*" for a list of those duties.)
23. Act as bail commissioner after court hours.
24. Assign tasks to the Corrections Officers, set time frames for completion and follow-up on the tasks given.
25. Review prisoner complaints and problems. Handle inmate grievances by following departmental policy and procedures.
26. Ensure compliance with established policies and procedures regarding standards for detention staff on an ongoing basis.
27. Be dependable and meet acceptable attendance requirements at all times.
28. Follow all Federal and State safety rules and regulations, including but not limited to court decisions and statutes governing the responsibilities and liabilities of Correctional Facilities.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
B. Perform all duties of a corrections officer when needed.
C. Perform other related duties as assigned.
D. Disseminate information as it is given by the Department's Administration.
E. Complete yearly Job Performance Evaluations on all Corrections Officers.
F. When applicable, commend and/or follow disciplinary actions for all Corrections Officers.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Standard police practices, methods and procedures.
- Modern office procedures, methods and computer equipment, programs, applications and uses.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- All forms of communication skills.
- Federal, state, county and city laws, regulations, and ordinances.
- Methods of apprehension and correctional procedures.
- The safe and appropriate use of firearms and other police related tools.
- Use of force techniques and ability to use force when applicable.
- Self-defense tactics.
- Principles of supervision, instruction and training of personnel.
- Standardized policies and procedures from National Organizations; i.e. American Jail Association, National Institute of Corrections, National Sheriff's and Chief's Association and others…
- Budget, planning and problem solving techniques.
- Detention terminology and practices.

Ability to:

- Apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and all other aspects of law enforcement.
- Use all forms of communication; verbal, written, non-verbal, etc…
- Skillfully and safely use firearms and other police-related tools.
- Physically handle persons through the lawful use of force when applicable.
- Read and comprehend complex laws, ordinances, plans and orders.
- Maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Establish and maintain effective working relationships with other employees, officials, and citizens from a variety of racial, ethnic, and economic backgrounds.

- Present evidence in court effectively; skillful in observation and remembering details such as names, faces, and incidents.
- Maintain physical condition to perform essential duties as specified by Nevada Peace Officers Standards in Training (POST) certification and meet City and Department medical and physical fitness standards.
- Supervise, organize, and review the work of subordinates.
- Supervise and train corrections officers.
- Interpret and explain law enforcement policies and procedures.
- Act rationally and calm under stressful situations.
- Utilize good public relations skills.
- Communicate effectively verbally and in writing.
- Use good leadership skills.
- Prioritize tasks
- Frequently use printer, telephone, fax
- Properly operate assigned city vehicle and equipment
- Analyze situations quickly and objectively and determine proper course of action.
- Understand legal rights of inmates, maintain inmate safety and security.
- Supervise emergency situations and maintain control of inmate population.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Subdue resisting individuals
- Perform life-saving and rescue procedures
- Make sound decisions
- Give and follow commands, following through when needed.

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence. Must live in Clark County within 6 months of hire date.

Experience, Education and Training:

Applicant must have any equivalent combination of training, education and experience which would provide the individual with the required knowledge, skills, and abilities to perform the job as outlined. A typical way to obtain the required knowledge, skills and abilities would be:

Education**:** Graduation from high school or have obtained a GED. Associates degree from an accredited college or university with major course work in police science, public administration or a related field preferred.

Experience: Must have completed at least two (2) years of post-probationary employment as a Corrections Officer with the Mesquite Police Department prior to time of appointment.

Training Speak and write Spanish fluently preferred

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license. Must possess a Nevada P.O.S.T. Category III Certification or ability to obtain within 6 months of employment. Current on all department training.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are performed both in the detention facility and in the field. In the field the employee is exposed to varying and extreme weather conditions. Must have the capability to hear, speak and see to communicate with the general public. Must have the strength and ability to apprehend, subdue and restrain criminal offenders. Physical exertion may be required to climb stairs and over walls, run, bend, twist, reach, crawl through tight spaces, kneel in confined areas; sit for prolonged periods of time; move/push/pull or lift heavy objects exceeding 50 lbs; Subject to 24-hour call back for emergencies; great mental ability is required daily.

Job Hazards/Risk Factors:

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved September 2002
April 2004
August 2012 (Residency)
April 2013 (Safety Sensitive)