

COUNTY OF SOLANO
CLASS SPECIFICATION
CUSTODY SERGEANT
Effective Date of Revision: XX/XX/XXXX

CLASS SUMMARY:

Under direction, supervises Correctional Officers and inmates at the Sheriff's detention facilities; serves as member of the supervisor team of the Sheriff-Coroner's Office.

DISTINGUISHING CHARACTERISTICS:

Sheriffs Custody Sergeants are peace officers as defined by Penal Code 830.1(c) allocated only to the Sheriff's Office.

This class is distinguished from the:

- Custody Lieutenant, which provides direction to first line supervisors and serves as Facility Commander with overall operational responsibility for one or more detention facilities.
- Correctional Officer, which performs a variety of tasks to supervise and control inmates in a detention facility.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the Custody Lieutenant. **AND**

Employees in this class supervise three or more employees in clerical, technical/paraprofessional, and safety classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs supervisory duties such as:
 - assigning work and planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products, evaluating performance, and developing performance improvement plans;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - proposing disciplinary actions;
 - providing career development and mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
 - providing instruction and/or guidance to employees in handling difficult or complex work problems;
 - briefing Correctional Officers supervised at the beginning of each shift; and
 - communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Supervises assigned program(s) which include: inmate supervision, security, discipline, and recreation; booking and receiving; inmate classification and housing; inmate work programs; alternative custody programs; inmate treatment programs; staff training and development

programs; timekeeping; duty roster preparation and assignment changes; legal processes for booking court appearances and release; and maintenance of facilities, equipment, and grounds.

- Makes inspection tours to ensure Correctional Officers and the facility are in conformance with all current rules and regulations; directs inspections of inmate quarters; ensures new inmates are properly briefed on facility rules; receives and checks periodic counts of inmates; ensures security of the facility; supervises visiting and conducts tours of the facility.
- Reviews and writes reports including presenting findings and recommendations for rectifying problem situations to the officer in charge of the detention facility; testifies in court as required.
- Maintains accurate and detailed information systems and records, reviews and verifies completeness and accuracy of information, researches discrepancies, and records information.
- Develops procedures and posts orders; provides on-the-job training for Correctional Officer staff; maintains records and prepares reports.
- Investigates infractions of rules and regulations and irregular or suspicious occurrences; recommends and/or takes appropriate action; reviews and replies to inmates' written requests, complaints, and grievances; may interrogate inmates or investigate infractions to determine need for further action; conducts disciplinary hearings and administers disciplinary actions for inmates.
- Directs and coordinates responses to emergency situations within a detention facility by using appropriate methods of approved, direct intervention, as needed, to protect the lives and safety of other staff, inmates, or visitors to the detention facility.
- Establishes and maintains working relationships with law enforcement partners.
- Reviews work unit procedures, practices and work methods to increase the effectiveness and efficiency of operations.
- May participate in the administration of program budgets by submitting budget recommendations, monitoring expenditures, contract compliance, and contract scope of work, and verifying routine purchases;
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Education: High School Diploma, GED, or equivalent;

AND

Experience: Five years of full-time experience as a Correctional Officer in Solano County or a comparable agency.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Employees are required to obtain a State of California Peace Officers Standards and Training (P.O.S.T.) Supervisory Certificate or a State of California Standards and Training for Corrections Supervisory Core Certificate within the first year of employment.
- Employees are required to possess and maintain a valid Class C California Driver's License.
- Employees are required to possess and maintain first aid and CPR certifications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.

- Laws, regulations, rules, professional practices, and policies and procedures governing detention program services and operations.
- Operations and programs of a jail including, inmate supervision, security, discipline, and recreation; booking and receiving; inmate classification and housing; inmate work programs; alternative custody programs; inmate treatment programs; staff training and development programs; timekeeping; duty roster preparation and assignment changes; legal processes for booking court appearances and release; inmate rights and discipline; and emergency response.
- Criminal attitudes and behavior patterns.
- Purpose and methods of discipline as applied to persons under criminal confinement.
- Techniques for dealing with individuals from various socio-economic backgrounds in hostile and/or confrontational situations.
- Proper and effective response to emergencies and stressful situations.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize their work.
- Effectively delegate responsibility and authority to others.
- Research, understand, interpret, apply, and ensure compliance with applicable laws, regulations, rules, professional practices, and policies and procedures governing detention program services and operations and use good judgment in their application.
- Read, understand, and implement vague or poorly documented Court documents.
- Interview people to extract information and make evaluations.
- Collect and analyze data to draw logical conclusions and make appropriate recommendations.
- Prepare narrative and statistical reports.
- Make decisions and independent judgments; project consequences of decisions.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Deal firmly and fairly with clients of various socio-economic backgrounds and temperaments.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of information and records per pertinent laws and regulations.
- Administer first aid in emergencies.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing, and Pulling –** Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and review data and figures, view a computer screen, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings in order to describe events in an accurate manner.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- **Work in a Jail:** Employees in this class will be working in a jail environment and thus will be subject to exposure to communicable diseases, disruptive and confrontational people, individuals with mild to severe mental health issues, intense noises, odors, and blood and other bodily fluids.
- **Traffic Hazards:** Employees in this class will and may be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Incumbents in this class must complete training course(s) within specified timeframes as required by Penal Codes 830, 831 and 832 to perform the duties of this class.
- Applicants must meet minimum peace officer standards concerning citizenship, age, character, education, and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.
- Incumbents must meet requirements to possess and carry firearms.
- **Independent Travel:** Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Hours of Work:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Language Proficiency:** Some positions allocated to this class may require the applicant to speak, read, and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION:

For classes requiring CSC approval:

- Date Approved by the Civil Service Commission:
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors:
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: