

COUNTY OF SOLANO CLASS SPECIFICATION

CUSTODY SERGEANT

Effective Date: XX/XX/XXXX OR Effective Date of Revision: XX/XX/XXXX

Date of Draft: 3/4/04/11/2019

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.

~~This is a first line supervisory class in the Correctional Officer series. Incumbents supervise the activities of Correctional Officers and other support personnel on an assigned work shift. In the absence of the Watch Commander/Facility Commander, incumbents have full operational responsibility for a detention facility on an assigned shift. This class is distinguished from that of Custody Lieutenant in that the latter provides direction to first line supervisors and has overall operational responsibility in the absence of the Facility Commander.~~

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, and 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;

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- 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; payroll and timekeeping; duty roster preparation and assignment changes; legal processes for booking court appearances and release; and maintenance of facilities, equipment, and grounds. Supervises the work of Correctional Officers engaged in insuring the safe custody, discipline and welfare of inmates on an assigned watch; supervisory duties include: evaluating performance; interviewing applicants and making selections; providing career development mentoring; ensuring that employees are properly trained; supporting and ensuring compliance with County and Department policies; initiating and changing, as needs require, duty assignments of all supervised employees; inspecting and preparing evaluation reports on Correctional Officers; preparing duty roster; and briefing Correctional Officers supervised at the beginning of each shift.
- 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; writes reports that present findings and recommendations for rectifying problem situations to the officer in charge of the detention facility; reviews and makes recommendations on Officers' and inmates' complaints and requests; reviews jail records for completeness and accuracy; assures the security of the facility and may serve warrants on inmates in custody; supervises visiting and conducts tours of the facility for visitors.
- 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.
- Classifies and assigns inmates to quarters; assures new inmates are properly briefed on facility rules; receives and checks periodic counts of inmates; directs the inspection of quarters of inmates for contraband, sanitary condition and orderliness.
- 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; and recommends and/or takes appropriate action; takes or recommends appropriate action; reviews and replies to inmates' written requests, complaints, and grievances and makes appropriate reply; may interrogate inmates or investigate infractions to determine need for further action; and conducts disciplinary hearings of and administers disciplinary actions for inmates.
- Directs and coordinates responses to emergency situations within a detention facility by using. Uses 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.
- Assists management in the administration of the unit by:

- ~~participating in the administration of program budgets by submitting budget recommendations, monitoring expenditures, and approving routine purchases;~~
- ~~coordinating contract services; and~~ Reviewing 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, and contract compliance, and contract scope of work, and verifying routine purchases;~~
- Performs other duties of a similar nature or level as assigned.

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EDUCATION AND EXPERIENCE:

Education: High School Diploma, GED, or equivalent;

AND

~~Either~~ Experience: Three ~~Five~~ years of full-time paid experience in a detention setting;

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

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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 ~~Completion of a Correctional Officer Basic Jail Operations course.~~
- Employees are required to ~~obtain~~ possess and maintain a valid Class C California Driver's License. ~~Class C, within the first year of employment, and maintain a valid California Driver's license throughout their employment in this classification.~~
- Employees are required to ~~obtain~~ possess and maintain first aid and CPR certifications ~~within the first year of employment, and maintain these certifications throughout their employment in this classification.~~
- ~~Employees are required to obtain a valid California Driver's License, Class C, within the first year of employment.~~ Possession of or ability to obtain a valid Class C California Driver's License.
- ~~Employees are required to obtain first aid and CPR certification within the first year of employment.~~
- ~~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.~~
- ~~Public officers must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and Section 4034 of the California Government Code.~~
- ~~Incumbents must be able to carry and possess firearms.~~

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- ~~The procedures, rules and regulations governing the detention facilities;~~

- 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 Local, state and federal laws applicable to governing detention program services and operations facilities;
- 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; payroll and timekeeping; duty roster preparation and assignment changes; legal processes for booking court appearances and release; inmate rights and discipline; and emergency response.
- Inmate classification and living area assignments;
- Criminal attitudes and behavior patterns;
- Purposes 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.
- Principles and practices of personnel supervision and training.

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~~Understand and explain laws, regulations and policies governing detention program operations;~~
- 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 emergency or stressful and/or emergency situations;
- Make decisions and independent judgments; communicate effectively both verbally and in writing;
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner~~Communicate effectively with people of diverse socio-economic backgrounds and temperaments;~~
- Establish and maintain cooperative working relationships;
- Maintain liaison with the Courts, counsel and representatives of other departments;
- Read, understand and implement vague or poorly documented Court documents such as Court Commitments;
- Determine the appropriate course of action in emergency or stressful situations;

- ~~• Demonstrate tact and diplomacy;~~
- ~~• Collect and analyze data to draw logical conclusions and make appropriate recommendations;~~
- ~~• Prepare narrative and statistical reports;~~
- ~~• Comply with laws, regulations and professional practices governing detention program services and operations;~~
- ~~• Supervise the work of others engaged in correctional activity;~~
- ~~• Secure cooperation and teamwork among support staff;~~
- Deal firmly and fairly with clients of various socio-economic backgrounds and temperaments;
- Maintain accurate records and document actions taken;
- ~~• Interview people to extract information and make evaluations;~~
- ~~• Organize and prioritize work assignments; make routine arithmetical calculations;~~
- ~~• Research regulations, procedures and/or technical reference materials;~~
- ~~• Learn and make referrals to local and regional providers of social, medical and/or other specialized services;~~
- ~~• Project consequences of decisions; determine and evaluate levels of achievement and performance;~~
- 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.
- ~~• Recognize and respect limit of authority and responsibility;~~
- ~~• Work effectively with others who have objectives counter to assigned role;~~
- ~~• Effectively delegate responsibility and authority to others.~~ 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. ~~Heavy work: Positions in this class require exerting up to 100 pounds of force.~~
- 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.

- ~~• Incumbents must be able to perform heavy manual labor associated with inmate control tasks.~~
- ~~• Incumbents must be able to work in a jail environment which may include lifting persons weighing more than 100 pounds.~~
- ~~• Work may include working with the full range of body movements involving reaching, bending, grasping and climbing.~~
- ~~• 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.~~

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.~~
- ~~• Disruptive/Confrontational Human Contacts: Employees in this class may be subject to disruptive and confrontational people.~~
- ~~• Incumbents must be able to work in an environment which may include exposure to communicable disease.~~

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OTHER REQUIREMENTS:

- ~~• Incumbents~~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.~~
- ~~• Public officers must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and Section 1031 of the California Government Code.~~
- ~~• Incumbents must be able to carry and possess 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.~~Independent travel is required.
- ~~• Incumbents must be able to work in an environment which may include exposure to communicable disease.~~
- ~~• Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.~~Incumbents may be required to work outside normal business hours.

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- 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.
- ~~Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.~~
- Language Proficiency: Some positions allocated to this class will may require the applicant to speak, read, and write in a language other than English~~Positions allocated to this class may require bilingual skills.~~

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:

~~OR, for classes not requiring CSC approval:~~

Director of Human Resources

- ~~Date Approved by the Director of Human Resources:~~
- ~~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:~~