

CORRECTIONS SERGEANT

DEPARTMENT: SHERIFF'S DEPARTMENT

REPORTS TO: Jail Administrator

STATUS: SALARIED

RANGE:

PAY: 3776/mo. Effective 1/1/2012

JOB OBJECTIVES: To supervise, manage and maintain security in the Okanogan County Corrections Facility. To contribute to the safety and welfare of the corrections staff and county residents.

GENERAL STATEMENT: Serves as a first line supervisor for the Corrections division of the Okanogan County Sheriff's Department. This class is characterized by the responsibility to provide mid-management supervision to the corrections officers on any given shift, and to provide for the care and custody of prisoners in the Corrections Facility. This class is also characterized by its relative independence in and responsibility for supervision of subordinate Corrections staff, admittance of prisoners, maintenance of security and order, and care for the needs of prisoners. It is also characterized by responsibility for shift management, operational decisions, direct supervision of corrections personnel and their evaluations and the enforcement of the Standard Operations Procedures.

CONTROLS OVER WORK: Works under the supervision of the Jail Administrator, Under Sheriff and the Sheriff. Must be aware of and follow the laws and ordinances of the State of Washington and the County of Okanogan, and Department Procedures and Policies pertaining to the safety of the corrections staff and prisoners. The Jail Administrator, Under Sheriff and Sheriff are available to help resolve emergency situations.

ILLUSTRATIVE EXAMPLES OF WORK:

- A. Supervises temporary and permanent members of this division during an assigned shift. Assigns work details and projects for completion on the shift. Assists and advises staff personnel with difficult or unusual problems.
- B. Directs and supervises the training of all new corrections officers.
- C. Directs the serving of meals and post meal clean-up during the shift. Oversees food preparation on week-ends and holidays.
- D. Represents the Corrections officers at supervisors' meetings.
- E. Inspects records and observes practices to assure maintenance of required security standards and enforces the Standard Operations Procedures.
- F. Responsible for shift management, operational decisions, direction supervision of corrections officers and their evaluations.
- G. Inspects inmate cells to maintain desirable standards of cleanliness and health. Authorizes medical attention for inmates when needed. Inspects all area of the correctional facility to

assure sanitary, orderly and healthful conditions.

H. Schedules subordinates to work shifts and assigns specific duties to be performed.

I. Performs all basic functions of a corrections officer.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS AND ABILITIES):

Knowledge of: The operations and procedures of the Corrections Facility to include public relations, telephone procedures, and in-house computer system.

Ability to: Operate the telephones and radio. Maintain effective supervisory relationships with all department staff; act quickly and effectively in emergency situations in the Corrections Facility. Maintain supervisory records and disciplinary records on Correction personnel.

Experience and Training: Two (2) years of continuous employment in the Corrections Facility and completion of the Corrections Academy.

Contact Information:

Rae Lynn Lewis, Chief Examiner
Okanogan County Civil Service Commission

[Rae Lynn Lewis](#)

(509)422-7221 (Fax) 509-422-7106