

TITLE: Sergeant - Jail

SO-Jail/4

DEPARTMENT: Sheriff's Office - Jail, Fayette County

JOB SUMMARY: This position performs supervises and participates in jail security activities.

MAJOR DUTIES:

- o Supervises the work of assigned personnel.
- o Assumes administrative responsibilities in the absence of the Lieutenant.
- o Resolves inmate behavior problems.
- o Responds to medical and security emergencies.
- o Resolves complaints from inmates, officers, and the general public.
- o Ensures that each shift is adequately staffed.
- o Prepares incident reports.
- o Enters booking information on computer.
- o Writes bonds, collects monies, and issues receipts.
- o Instructs new personnel in their assignments and answers questions.
- o Accounts for inmate funds received.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws.
- o Knowledge of the criminal justice system.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of departmental rules and regulations.
- o Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
- o Knowledge of county geography, streets, roads, and buildings.

- o Knowledge of the procedures used in emergency communications.
- o Knowledge of personnel laws and county and department personnel procedures.
- o Skill in the use of firearms.
- o Skill in planning, directing, and supervising the work of subordinate personnel.
- o Ability to prepare clear and comprehensive reports.
- o Ability to obtain information through interviews, interrogations, and observation.
- o Ability to operate assigned departmental vehicles and equipment, including firearms.

SUPERVISORY CONTROLS: The Lieutenant assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include local, state, and federal laws and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory and jail security duties. Strict regulations, frequent interruptions, and potentially life threatening situations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to perform supervise and participate in the operation of the county jail. Success in this position contributes to the safe and secure operation of the county detention center.

PERSONAL CONTACTS: Contacts are typically with co-workers, representatives of other law enforcement agencies, vendors, inmates, court personnel, attorneys, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over assigned personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.

Sergeant - Jail, Sheriff's Office - Jail

Page 4

- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.

- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.