

**Sergeant: Corrections**

**GENERAL SUMMARY**

Primary functions of the job are to supervise, schedule, and train corrections officers; review and complete paperwork and reports; evaluate jail population needs; and handle inmate grievances, discipline, and complaints.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. May be required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Acts as first line supervisor for designated corrections staff, including training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with Sheriff's Office objectives.
- Reviews all daily reports, incident reports, grievance responses, and/or other applicable documentation and overall activities of unit/shift.
- Develops, implements, and evaluates training programs for new and existing Correctional Officers.
- Supervises inmates, ensuring compliance with jail rules and maintaining an orderly facility.
- Communicates with inmate families to address and respond to problems, concerns, collect inmate funds, and/or perform other related activities.
- Collaborates with other governmental agencies in coordinating the pickup or transfer of inmates, address security issues with courts, discuss inmate charges, and/or perform other related activities.
- Remains available during on-duty hours to assist staff, if needed.
- Participates in and collaborates with a variety of committees, professional associations, Boards, and/or other related groups.
- Gathers and reviews intake and release documents, ensuring information is complete and accurate; implements corrective measures as appropriate.
- Coordinates court activities, ensuring inmates listed on dockets are included on the jail's court activity sheet, ensuring the review of the inmate arraignment list, and pulling inmate files and providing them to the court.
- Completes reviews of fingerprints and submits to the FBI and the State.
- Checks results of all complaints and supplemental investigations conducted during the shift.
- Serves as Appeals Officer for the Inmate Disciplinary and Classification Procedures.
- Assists other shift members in the investigation of complaints, traffic policing, and calls for service as necessary.

**Grand Traverse County, MI**  
**Job Description**

- Maintains open communication with fellow officers and supervisors and follows all policies and procedures of the Sheriff's Office, including the general policing philosophy of the Sheriff.
- Performs special duties/assignments as directed by Administrative Command Staff.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Associate degree in law enforcement, criminal justice, corrections, or related field
- Two to four years directly related experience
- Additional related experience may substitute for the college requirement if there is demonstrated knowledge, ability, and skills to perform the work

**CERTIFICATIONS, LICENSES**

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the County's Vehicle policy.
- Certified as a Corrections Officer in MI (MCOTC)
- Specialized training, such as National Institute of Corrections and/or the Michigan Department of Corrections for corrections Administrator; Police Staff and Command School; and/or FBI national Academy graduate, dependent upon the functions of the assignment

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation
- Must be in good health and able to perform police duties, free from chronic disease and any physical deformities, and able to pursue, apprehend, restrain, and control potential suspects/inmates
- May be required to successfully pass a physical readiness test yearly, per contract requirements
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision regarding both the application of these requirements and the hiring of an appropriate applicant for this position within the department
- Required to serve in an "on-call" capacity in an emergency

### **DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles, infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move over 100 pounds.
- Must be able to work all shifts, weekends, and holidays for this 24-hour operation and be able to work mandatory overtime.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation
- Knowledge of applicable State laws and departmental orders, rules, regulations, and policies
- Knowledge of self-defense techniques
- Ability to operate equipment utilized in the work
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, co-workers, and representatives of other agencies
- Knowledge of basic supervisory and employee management principles
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment, and separation of employees
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Ability to understand managerial policies and prioritize the needs of the unit
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment

## Grand Traverse County, MI Job Description

- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently