

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



DETENTION SERGEANT

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| JOB CODE: 30050 | PAY GRADE: S02 | PAY RANGE: \$71,000 - \$81,857 |
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GENERAL DESCRIPTION

Under the direction of a Detention Lieutenant or designee, performs work of ordinary difficulty and responsibility in directing and instructing members in the confinement, care, custody and restraint, when necessary, of inmates, and in other related routine and specialized work as directed or by assignment. Incumbent exercises latitude of judgment and initiative in carrying out assigned routine duties to insure effective custody and security of inmates. Supervises subordinates through oral and written reports and personal observation. Work is reviewed as to conformity and attainment of desired results through observation, oral and written reports, discussions and inspections. Performs other work as requested.

This position requires that the member be certified by the Florida Criminal Justice Standards and Training Commission in compliance with Chapter 943 F.S.S as well as meet the minimum vision requirement of 20/30 corrected, in each eye.

The primary duties and responsibilities in this position are the custody and physical restraint, when necessary, of prisoners or inmates within a prison or other criminal detention facility, or while on work detail outside the facility, or while being transported.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Instructs, assigns and supervises subordinate members in the proper performance of their assigned duties, and advises and assists them in their work; conducts read-offs to brief staff, and reviews squad activity.
- Coordinates staff assignments to coincide with courts, sick call, and transportation of inmates to other facilities.
- Makes regular and periodic checks and inspections of the squad and the assigned area of responsibility for contraband control, security, accountability of inmates and assigned tools and equipment.
- Ensures the cleanliness, good order and general sanitary conditions throughout the jail area of assigned responsibility; ensures adherence to policies and procedures and to the requirements of the Florida Model Jail Standards.
- Applies established policies governing the activities of inmates and for carrying out court orders, booking procedures, required records, fingerprinting and searching and releasing of prisoners.

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- Conducts periodic reviews of work of subordinates and their materials, equipment, personal appearance and work methods and procedures. Maintains close supervision, appraising and evaluating conditions of performance for adherence and conformity to duties and methods as prescribed by policy, rules and regulations, special or general orders.
- Initiates corrective action and/or disciplinary action as necessary.
- Reviews staff reports; inspects detention areas; supervises inmate movement; maintains vacation records; conducts annual performance evaluations.
- Conducts inmate cell representative meetings, disciplinary hearings and attends classification meetings regarding problem inmates.
- Supervises periodic fire drills and maintenance of fire equipment.
- Maintains good rapport with local police agencies, visitors and staff.
- Assists in the training of Personnel.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

QUALIFICATIONS

- Must be full-time, detention and corrections deputies who have served in that capacity with the Pinellas County Sheriff's Office for a five (5) year period prior to taking the promotional examination
- No discipline, which resulted in suspension or demotion, for a one (1) year period prior to the date of the promotional exam
- Must have taken the Detention and Correction Certified Sergeant Promotional Exam prior to the date of appointment to the rank of Sergeant

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state statutes, laws, ordinances and regulations applicable to corrections.
- Knowledge of county and state court functions and practices.
- Knowledge of security procedures, behavior of inmates, and the methods for maintaining order and supervising persons under restraint.
- Knowledge of the requirements and practical application of the provisions of the Florida Model Jail Standards.
- Knowledge of supervisory principles and practices.
- Knowledge of simple clerical procedures and practices.
- Knowledge of practical application of first aid.

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- Ability to receive orders from superiors and to transmit them to subordinates in a firm and tactful manner.
- Ability to react quickly and calmly and direct the work of subordinates in an emergency.
- Ability to perform all the essential duties and requirements of the Detention Deputy position.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.