

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



SERGEANT-DETENTION AND CORRECTIONS

JOB CODE: 30050	PAY GRADE: S02	PAY RANGE: \$78,367 - \$ 90,351
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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 at the Department of Detention and Corrections. 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. Generally works an assigned shift at an assigned facility, but may be called upon to continue duties or perform work assigned on other shifts and at other times as directed. Most positions require the member to work on rotating shifts, including nights, weekends and holidays. 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.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Care, custody, control, and physical restraint of inmates within a criminal detention facility, while on work detail and while being transported.
- 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.
- Assumes duties as Shift commander in absence of the Lieutenant.
- 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 staff vacation and attendance records; conducts annual performance evaluations.
- Conducts disciplinary hearings, 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.
- Ability to comply with the Drug Free Workplace Act.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

QUALIFICATIONS

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education.
- Certification of completion of correctional training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must be a full-time, certified Deputy Sheriff-Detention and Corrections who has served in that capacity with the Pinellas County Sheriff's Office for a cumulative five (5) years, prior to taking the promotional exam.
- Must possess a valid Florida Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES

- All of the knowledge, skills, and abilities required of a Deputy Sheriff-Detention and Corrections.
- 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 General Orders and standard operating procedures.
- Knowledge of supervisory principles and practices.
- Knowledge of simple clerical procedures and practices.
- Ability to understand and carry out oral and written instructions.
- Ability to cope with stressful situations and perform calmly under stressful conditions
- Ability to work closely with others as a team.
- Ability to prepare and present clear, accurate, concise and objective written and oral reports.
- Knowledge of practical application of first aid.
- 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 comply with the Drug Free Workplace Act.

PHYSICAL ABILITIES

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Requires satisfactory medical standards as stated on FDLE form CJSTC 75A, agency medical physical clearance form, and the following:
 - Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
 - Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Ability to lift 50 lbs. from floor to waist.
- Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens.
- Ability to maintain a level of physical conditioning to be able to physically subdue and restrain inmates.
- Ability to meet the physical conditioning requirements of periodic in-service training in high liability areas (firearms, defensive tactics, A.S.P.).
- Ability to render physical assistance.
- Ability to wear and use a Scott Air Pack on his/her back, which weighs approximately 30 lbs.
- Ability to climb standard stairs, while carrying a 12 gauge shotgun on a sling, which weighs approximately 8 pounds, or Scott Air Pack.

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- Ability to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading.
- Ability to drive a motor vehicle in a safe and efficient manner, if required.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

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