

Polk County Sheriff' Office Job Description

2715 Sergeant-Detention

February 10, 2011, Revised October 5, 2011

Position Concept:

The Sergeant-Detention is a certified member who possesses all the requisite knowledge, skills and physical abilities incumbent upon an entry level Detention Deputy. Periodic assignments to certain specialty assignments may require certificates to ensure a minimum level of proficiency necessary to perform the assignment. Refer to the individual Job Task Analysis to determine the knowledge, skills, duties and certificates required for the position. The Sergeant-Detention may be assigned to the following areas: Housing/Platoon, Food Service Section, Transportation Unit, Inmate Services, Inmate Work Program, Court Security or Inmate Intake Section.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Sergeant - Detention may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

Platoon Sergeant

- Conduct Daily Briefing
- Review Incident Reports
- Inspect Facility
- Prepare and Conduct Briefing
- Deposit Inmate Money
- Counsel and Discipline Members
- Review Training Records
- Verify Inmate Identity
- Conduct Internal Investigations
- Review Inmate Discipline
- Distribute Mail

Judicial Security

- Conduct courthouse security checks
- Conduct BoCC security rounds
- Prepare reports
- Serve court process documents/warrants
- Assist contracted security personnel
- Maintain security for first floor stations
- Document criminal offenses
- Report unusual/emergency situations
- Testify in court
- Direct evacuation in emergency situations
- Control civilian traffic in restricted areas
- Interact with general public/law enforcement
- Conduct escorts of problem individuals
- Conduct escorts of inmates

Echo Platoon Sergeant

- Supervise Visitation
- Interact with the public
- Resolve problems/conflicts
- Compile statistics
- Supervise recreation

- Manage resources
- Clear inmates for* JASA Program
- Submit move lists
- Maintain/archive/dispose records
- Conduct records search

Inmate Transportation Unit

- Maintain Records/Reports
- Maintain Appointment Calendar
- Prepare Schedule for Corrections Officers
- Maintain Vehicles/Restraints
- Conduct Crash Accident Investigation
- Prepare Evaluations
- Assist Transportation Officers

Inmate Services

- Ensure Compliance with Standards
- Review Inmate Requests for Work Program
- Select Work Program Inmates
- Coordinate Inmate Work Crews
- Coordinate with Medical Personnel
- Process Inmate Move Lists
- Conduct Civilian Security Classes
- Respond to Inmate Grievances
- Supervise jail mailroom operations
- Supervise/coordinate jail farm projects
- Supervise jail Facilities Counselors

Inmate Intake Section

- Oversee Admission/Release of Inmates
- Count Money for Time-Served Inmates

Food Service Section

- Supervise Officers
- Conduct Business Communications
- Order Food Products

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Inmate Work Program

- Supervise Inmate Work Program inmates
- Collect and deposit supervision fees
- Perform inspections
- Generate Failure to Appear warrant requests
- Coordinate work projects
- Prepare and maintain inmate files
- Work in unison with the Clerk of the Courts
- Coordinate inmate work crews
- Perform inmate headcounts
- Oversee admission/release of Inmate Work Program inmates
- Conduct escorts
- Conduct rules/regulations briefings for Inmate Work Program inmates
- Maintain records and reports
- Interact with public school officials and other county agencies
- Verify identity of Inmate Work Program inmates
- Manage resources
- Compile statistics
- Respond to grievances of Inmate Work Program inmates

Primary Functions:

- A detention deputy in this position is required to meet the primary duties and responsibilities of the custody and physical restraint, when necessary, of prisoners, inmates and trustees within a detention facility to include times of supervision during transportation to and from facilities.

Education, Professional Certification or License:

- State of Florida, Basic Recruit, Certificate of Compliance
- Four (4) year Bachelor's degree from an accredited college or university
- Completion of a *CJSTC-approved, 80 hour line supervision course
- Valid Florida driver's license

Professional Experience:

- Minimum four (4) consecutive years experience as a full time certified Detention Deputy with Polk County Sheriff's Office or
- Completion of the Floor Training Instructor, Boot Camp Drill Instructor, Special Needs Unit or Book-in Officer Training Program and a minimum of three (3) consecutive years experience as a full time detention deputy with the Polk County Sheriff's Office

Status: [] Civilian [] Sworn [X] Certified

Blood and Viral Pathogen Risk: [] Minimal Risk [X] Foreseeable Risk

Environmental Conditions:

- Works primarily in an office environment
- At times subject to inclement weather conditions
- May have to endure acts of physical endurance

Required Skills and Knowledge:

Knowledge of:

- Inmate rules and regulations
- Resources
- PCSO policy and procedures
- Florida State Statute
- County Ordinances
- Radio codes and signals
- *DOC rules and regulations
- Administrative orders
- Geographical area
- Criminal justice system

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- Appropriate forms
- Filing system
- Health and Rehabilitative Services policy and procedures (100-7 & 13)
- *FMJS
- Business ethics
- Government food programs

Ability to:

- Count U.S. currency
- Inspect and identify discrepancies
- Recognize a problem
- Operate a motor vehicle
- Read and write English
- Operate office equipment
- Read a map

Skills:

- Management
- Photography
- Clerical
- Estimating
- Communication
- Evaluation
- Keyboarding
- Telephone
- Supervisory
- Decision-making
- Basic mathematical
- Analytical
- Organizational
- Interpersonal
- Computer
- Basic English grammar
- Observation
- Mechanical
- Weapon proficiency

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Run 100 yards
- Stoop
- Taste

*CJSTC: Criminal Justice Standards Training Commission

*DOC: Department of Corrections

*JASA: Jail Alternative Substance Abuse

*FMJS: Florida Model Jail Standards