Pennington County Sheriff’s Office Job Description

Job Title: Sergeant, Booking
Division: Jail
Reports To: Lieutenant - Security
Grade: 20
FLSA Status: Non-Exempt
Approved Date: 2/28/12

Job Summary
The Sergeant – Booking at the Pennington County Jail is responsible for the overall management of the Booking Division and all staff directly assigned to this area. This requires close and courteous interaction with inmates under normal and potentially volatile circumstances. The Sergeant – Booking is required to handle multiple tasks simultaneously while being mindful of security operations.

Essential Duties and Responsibilities
- Supervising all personnel within the booking area to ensure the safe and effective operations, including selecting, training, scheduling, and managing performance.
- Maintaining current property procedures while identifying, documenting and correcting any property issues;
- Overseeing the effective operations of the Print Track System, including researching and documenting all discrepancies and holding staff accountable to expected practices and protocols.
- Identifying and organizing all inmate trips by preparing the necessary detainers and background forms.
- Organizing in-house moves lists as needed and in the absence of the Classification Officer.
- Periodically auditing booking files, officer procedures and all other booking tasks for discrepancies.
- Maintain the Booking Technician schedules, vacation bids and any leave requests.
- Complying with all policies and procedures of the Pennington County Jail.
- Performs other duties as assigned.

Minimum Requirements
- Must be within the Correctional Officer ranks, in good standing, and beyond the probationary period.
- HS Diploma or GED required.
- None required except which is otherwise stated in promotional requirements.
- Possession of or ability to readily obtain a valid South Dakota Driver’s License within 90 days of moving to South Dakota.

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Working Environment
The work is typically performed in an office and outdoors, occasionally in cold inclement weather. The work requires the use of specialized law enforcement equipment.

Physical Requirements
The Sergeant – Booking can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit. Other physical demands include periodic high levels of exertion in the form of unarmed self-defense and lifting and/or moving more than 100 pounds. Correctional Officers and Supervisors must possess sufficient physical capability to overcome and restrain a combative or resistive detainee and are required to demonstrate compliance with physical fitness standards annually.

Pre-Employment/ Internal Promotional Requirements
Applicant will undergo a background investigation and pre-employment drug as outlined in Global Policy 2-23.

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