Pennington County Sheriff’s Office Job Description

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

Job Summary
The Sergeant at the Pennington County Jail is responsible for the overall safety and security of the facility in the absence of the Jail Commander and the Security and Support Lieutenants; charged with the care and custody of the inmates and staff supervised. This requires close and courteous interaction with inmates under normal and potentially volatile circumstances. The Sergeant is responsible to oversee daily operations of the jail in multiple capacities. Many tasks require daily contacts with both staff and inmates. The Sergeant is responsible for evaluating line level staff and entry level supervisors on an annual and quarterly basis.

Essential Duties and Responsibilities
- Performing annual employee evaluations, quarterly employee reviews and overseeing employee discipline.
- Overseeing facility security and shift supervision.
- Assisting administration with establishing and carrying out facility goals.
- Evaluating and approving inmate discipline.
- Assisting in the collection of American Corrections Association (ACA) documentation as well as enforcing facility standards.
- Performing 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.
- South Dakota Driver’s License within 90 days of moving to South Dakota.

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.
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Physical Requirements
The Correctional Officer 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 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.