



Pennington County
Sergeant
(Non-Exempt B32)

Position Objective:

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.

Sergeants may be assigned to oversee housing, booking and/or work release assignments and personnel.

Essential Functions:

- Supervising all personnel within the booking area to ensure the safe and effective operations, including selecting, training, scheduling, and managing performance
- Overseeing facility security and shift supervision.
- Assisting administration with establishing and carrying out facility goals.
- Managing high risk inmates to include potential use of force, restraint application, and/or monitoring suicidal behaviors.
- 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.
- Periodically auditing booking files, officer procedures and all other booking tasks for discrepancies.
- Responding to facility incidents as requested
- Attending meetings and trainings as required.
- Complying with all policies and procedures of the Pennington County Jail.
- Performs other duties as assigned.
- Performing other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- 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.

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.