



Pennington County  
Sergeant  
(Non-Exempt B32)

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**Position Objective:**

Reports to the Lieutenant; the Sergeant serves as the shift Supervisor and coordinator for day-to-day operation of the facility by directing the activities of correctional staff and providing for the safe and secure detention of juveniles.

**Essential Functions:**

- Maintaining the safety and security of juveniles and staff through assuring policies and procedures are followed.
- Ensuring proper issue, use, and turn-in of all security keys.
- Managing shift assignments for Correctional Staff.
- Ensuring daily programming is followed and documenting deviation.
- Ensuring the States Attorney is notified to schedule detention hearings as necessary.
- Ensuring availability and accountability of documentation authorizing detention.
- Completing the intake process with all incoming detainees and communicating with parents and outside agencies.
- Arranging for hearings, appointments, and transportation for detainees.
- Ensuring timely orientation of new detainees to the facility rules and programming.
- Keeping Administration informed of total population, outside inquiries, unusual behavior of detainees, and safety/security concerns.
- Completing or verifying completion of all necessary documentation.
- Administering or coordinating administration of detainee medications in the absence of Medical staff.
- Assisting with On-The-Job training and recurring evaluations of assigned staff.
- Assisting staff in the proper performance of their job tasks and completing quality control checks of job performance.
- Identifying staff performance weaknesses and providing coaching/mentoring for improvement.
- Assisting Administration with the overall growth and development of staff.
- 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.

*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 meet global policy promotional standards within the Correctional Officer Ranks.
- 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.