RECOMMENDED ACTION AND JUSTIFICATION:

Approve an amendment to the Jail Sergeant job description to appropriately define the minimum qualifications. The existing job description states that a Jail Management certification issued by the State of California is required to qualify for the Jail Sergeant position. This no longer applies. A candidate must be in the position of Jail Sergeant before participating in the training to obtain a Jail Supervisory certification according to the Standards and Training for Corrections (STC). Amending the job description to require that the successful candidate have the ability to obtain the Jail Supervisory certification within twelve months will appropriately follow the State’s training standards.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board amends job descriptions as needed.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Financial Impact? ( ) Yes (X) No Current FY Cost: $ Annual Recurring Cost: $
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded
Amount in Budget: $ Additional Funding Needed: $
Source:
Internal Transfer
Unanticipated Revenue 4/5’s vote
Transfer Between Funds 4/5’s vote
Contingency 4/5’s vote
( ) General ( ) Other

Job Description

List Attachments, number pages consecutively

CLERK'S USE ONLY:
Res. No.: 15 Ord. No. ______
Vote – Ayes: ______ Noes: ______
Absent: ______
Approved
Minute Order Attached No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: ____________
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: ____________
Deputy

COUNTY ADMINISTRATIVE OFFICER:
Requested Action Recommended
No Opinion
Comments:

CAO: ____________
TO: RICH INMAN, County Administrative Officer

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: APPROVE AN AMENDMENT TO THE JAIL SERGEANT JOB DESCRIPTION TO APPROPRIATELY DEFINE THE MINIMUM QUALIFICATIONS RESOLUTION 06-15

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on January 10, 2006

ACTION AND VOTE:

Consent Agenda item 7 – amendment to the Jail Sergeant job description. Supervisor Bibby asked that the job description include supervision being received from or as directed by the Sheriff; and she asked that all of the job descriptions reflect this for the appropriate department head. (M)Bibby, (S)Fritz, item 7 was approved with the change in the supervision/Ayes: Unanimous.

CA-7 Approve an Amendment to the Jail Sergeant Job Description to Appropriately Define the Minimum Qualifications (County Administrative Officer); Res. 06-15, with change to the job description

Cc: Jim Allen, Sheriff
    File
JAIL SERGEANT

DEFINITION
To supervise the day-to-day operations and activities of jail officers working an assigned shift at the County jail facility and to supervise and participate in jail operations as required. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification train, schedule, supervise and formally evaluate the work of assigned personnel. This job class functions at a first-line supervisory level of classification and exercises responsibility for supervising and participating in all aspects of jail operations to include the booking, fingerprinting, and processing of suspects and prisoners into and out of the county jail facility.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Jail Facility Manager or the Sheriff.

Exercises lead direction and/or supervision over Jail Officers.

EXAMPLES OF ESSENTIAL FUNCTIONS
Supervises county jail operations and jail officers involved in the processing, care and detention of prisoners.

Supervises and participates in the booking, fingerprinting, photographing, and processing of prisoners into and out of the county jail facility.

Trains, assigns, schedules, supervises and formally evaluates the work of jail officers.

Inspects the jail for proper security and supervises the proper maintenance of jail facilities.

Assists in establishing and implementing systems and procedures for the booking, care, detention, release and transport of prisoners.

Acts as property clerk and work furlough supervisor.

Conducts and/or supervises the conduct of cell searches.

Coordinates the transport of prisoners to and from jail, doctor's appointments, hospital, court, and other agencies.

Performs all duties of a Jail Officer as required.

Acts as information source regarding jail operations.

Reviews, prepares, and processes a variety of reports related to jail operations.
Testifies in court.

Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
- Care and custody of prisoners.
- Federal, state, and local laws regarding jail operations.
- Supervisory principles and practices.
- Record keeping and report writing methods.

**Ability to:**
- Train and supervise the work of subordinates in the secure and safe processing, care and handling of prisoners.
- Communicate effectively in both oral and written forms.
- Establish and maintain accurate records and prepare reports.
- Maintain discipline and orderly conduct among inmates.
- Read, interpret, understand and apply laws, rules, and other policies with sound judgment.

**TYPICAL WORKING CONDITIONS**
Work is performed in a smoke-free jail environment and correctional facility and external environments with exposure to inclement weather and varying temperatures. Work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, exposure to noise, chemicals, bodily fluids, infectious diseases and potentially hostile, violent, uncontrollable, and life-threatening situations.

**TYPICAL PHYSICAL REQUIREMENTS**
Ability to sit, stand, walk, run, kneel, crouch, bend, stoop, squat, twist, lift, and climb, physically restrain persons, conduct activities on uneven surfaces under various environmental conditions, lift and move with help objects weighing over 100 pounds, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; use of office equipment including computers, telephones, calculators, typewriters, copiers, and fax machines; may require ability to use special equipment including transport vans, cameras, two-way radios, handcuffs and waist/leg chains, firearms, special locks and keys, protective body gear, impact batons, and pepper spray.
MINIMUM QUALIFICATIONS

Education:
Graduation from high school or GED equivalent.

Experience:
Two years of work experience in a jail system requiring daily supervision of prisoners.

Additional Requirements:
Possession of a valid California driver’s license.

Possession of a certificate of completion of P.C. 832 class.

Possession of a valid CPR/first aid certificate.

Ability to obtain a valid Jail Supervisory certificate as issued by the State of California within a period of twelve months.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Revision date: 1/06 (B/S Res. 06-15)