

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Correctional Sergeant		<b>Class Code:</b> 005LB0
	<b>FLSA Status:</b> Non-exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 4-30-13
	<b>Summary:</b> Incumbent is responsible for work involving the supervision of offenders in a correctional facility.		

**Duties:**

Incumbent supervises Correctional Officers on an assigned shift in an assigned area. Incumbent reports directly to a Correctional Lieutenant.

Representative duties include:

- Maintains order and security of offenders in facility;
- Assists supervisor in appropriate administration of security related operations (key control, count, shakedowns, searches, inventory, equipment maintenance, radios, security systems, etc.);
- Supervises offenders in various work details including both within the facility and outside the facility;
- Escorts offenders both inside the facility and on various trips away from the facility;
- Assists in identifying offender treatment needs and supports treatment programs;
- Maintains records and writes reports on offender movement, offender progress, and violations of policies and procedures;
- Remains alert for signs of disorder or tension;
- Counsels offenders in an informal and unofficial capacity;
- Follows and insures compliance with established security procedures;
- Supervises a Correctional Officer or a group of Correctional Officers;
- Encourages offenders to accept professional assistance from staff;
- Performs related duties as required.

**Job Requirements:**

- Working knowledge of the methods, procedures and practices utilized in a correctional environment;
- Extensive knowledge of department policies and procedures involving custody operations;
- Ability to control and direct activities of offenders;
- Ability to effectively provide leadership and supervision over staff;
- Ability to react quickly and effectively to a situation jeopardizing the health or safety of an offender or staff person;
- Ability to work well with supervisor, subordinates, offenders, facility and department staff and, on occasion, members of the public.

**Difficulty of Work:**

Work follows strict policies and procedures. Some situations can be complex, requiring quick analysis of a situation and plan of action.

**Responsibility:**

Incumbent makes some decisions regarding disbursement of assignments and ensures that work performed by subordinate staff is performed satisfactorily, following all applicable policy and procedure. In a small facility, incumbent may, at times, be the highest-ranking custody staff on grounds. In the event of an emergency, effective leadership must be immediately exhibited. Errors in judgment could result in injury to staff or offenders or escape of an offender.

**Personal Work Relationships:**

Incumbent works primarily with offenders, supervisors and subordinates. Problem solving ability must be demonstrated in maintaining control and security over offenders. Incumbent must communicate well and provide good leadership to all staff.

**Physical Effort:**

Work requires an extensive amount of standing, walking and checking on work of staff. Above average strength is required when defending against one or more irate inmates. Incumbent is continually exposed to potential physical hazards due to the work environment.

**Working Conditions:**

Work is performed indoors in a cell house and/or dormitory atmosphere or outside in various weather conditions while patrolling the institutional grounds and performing normal custodial duties. Possibility of injury from offender altercations and assaults are present. Infectious disease exposure may be possible. Incumbent may be required to use restraint techniques as per departmental policies and procedures.