



CLASS SPECIFICATION FOR:

Sheriff Sergeant and Sheriff Sergeant/Shift

General Statement of Duties:

This is a sworn first-line supervisory position; supervises staff and operational activities on an assigned shift or for an assigned specialized unit or program of the Sheriff's Office; may serve as a working supervisor performing assigned deputies' duties as needed; performs related work as required.

Distinguishing Features of Class:

This is a first-line supervisory position in a detention facility or for an assigned department specific specialized unit which may include: Court Security, Civil Process, Warrant Services, Transportation, Training, Alternative Sentencing, ORBIT Program or Investigations. Primary duties include scheduling, directing and supervising the day-to-day operational activities and services of the assigned facility or operational unit(s) and work activities of assigned staff (sworn and/or civilian); serving as a working supervisor as need to ensure adequate coverage and efficient operations, including performing assigned deputies' duties as needed; conducting daily inspections; conducting investigations; arranging or handling transports; and coordinating or handling security for all public meetings. Exercises some discretion in the daily scheduling, oversight and supervision of operational activities and subordinate sworn and civilian personnel who carry out the activities of the assigned facility or operational unit(s). Work is typically performed under the supervision of a Lieutenant; however, the Sergeant may be assigned to report to a Captain, Major, the Chief Deputy, Under Sheriff or Sheriff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises assigned sworn and civilian personnel including performing related human resources activities including leave and timecard approvals, performance appraisals, coaching, disciplinary actions, supervising assigned staff's daily work activities, and preparing work and training schedules;
- Trains new sworn and civilian personnel, identifies additional training needs, provides ongoing training for assigned personnel or arranges for additional training based on identified needs;
- Creates and maintains training schedules to assist with scheduling and maintaining adequate staffing levels;
- Collaborates on employee scheduling with other operational units to ensure adequate staffing is available to meet all units' daily operational needs;
- Distributes work assignments to assigned sworn and civilian personnel;
- Serves as a working supervisor performing deputy duties as needed to ensure efficient operations and adequate coverage;
- Verifies all job duties performed by assigned staff have been completed in a timely, accurate and appropriate manner and proper service was rendered;
- Reviews incident reports to check for completeness of content relative to each reported complaint, determine appropriate response and takes appropriate action as necessary;
- Ensures all pertinent operational and staffing information is shared between shifts;
- Conducts daily staff inspections to ensure all issued equipment and uniforms are acceptable for duty;
- Assumes role of Watch Commander in the absence of a Sheriff Lieutenant or in an emergency until relieved by a higher ranking sworn personnel;
- May be assigned to or assist with special projects as needed;
- Develops and maintains sound working knowledge of Department of Criminal Justice Services (DCJS), Department of Corrections (DOC), American Correctional Association (ACA) and Prison Rape Elimination Act (PREA) regulations and standards;
- Obtains and maintains all required certifications and license;
- Performs other duties as assigned.

Based on area of assignment may:

- Coordinate transport of prisoners between court, County detention facilities, facilities in other jurisdictions, and medical appointments, may transport inmates as needed;
- Maintain a calendar of scheduled boardroom and court related events to ensure adequate security;
- Conduct facility inspections, including fire safety equipment, for compliance with relevant environmental, DCJS, DOC, ACA and PREA regulations and standards, identifies and reports any identified non-compliance issues;
- Serve as PREA Manager conducting investigations including interviews, reviewing security video and preparing all required documentation for PREA Coordinator's review and determination of findings;
- Supervise deputies responsible for investigating inmate claims, documenting findings and making recommendations based on findings, and collaborate with other public safety agencies investigating inmate claims regarding incidents reportedly occurring during an inmate's incarceration at a facility under the jurisdiction of Henrico County Sheriff's Office;
- Coordinate the scheduling of assigned deputies performing the routine monitoring of offenders sentenced to an alternative sentencing program (Weekender, Home Incarceration, GPS Tracking, Work Release, Drug Court Probations, etc.), investigate



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reported non-compliance and report findings to appropriate authorities;

- Coordinate with County departments and staff requesting work to be completed by ORBIT program participants, determine suitability of requested work for completion by ORBIT program participants, if appropriate and approved, schedule work to be completed by ORBIT program participants, and supervise deputies overseeing the ORBIT program participants' work activities;
- Issue radio, badge and Sheriff identification badges and maintain adequate related inventories;
- Conduct criminal history checks on all volunteer, contractual, contractors entering the facilities;
- Schedule applicant interviews, polygraphs, pre-employment physicals and new employee orientation dates, and perform employment background checks;
- Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

Advanced working knowledge of the principles, practices and techniques of the care and custody of prisoners, management of modern correctional institutions, and personnel management; advanced working knowledge of mandated regulations and standards from the DCJS, DOC, ACA and PREA; advanced working knowledge of the Sheriff's administrative and facility operations; sound working knowledge of available local, state and federal resources and regulatory agencies; sound working knowledge of occupational hazards, safety precautions, safety regulations and other work related precautions related to facility and inmate management as well as County safety and risk management policies and practices; sound working knowledge of courtroom procedures and judicial processes; sound working knowledge of institutional best practices and mandated practices for the care and custody of prisoners; demonstrated ability to work effectively as a team member and leader; demonstrated excellent communication skills with the ability to present ideas and recommendations clearly and concisely both orally and in writing to diverse audiences; demonstrated ability to deal firmly and courteously with the public and prisoners; demonstrated ability to establish and maintain collaborative working relationships with other Public Safety agencies, various levels of County employees and other resources relevant to the department's operations; demonstrated ability to cooperate with and to accurately interpret and apply regulations and practices to County staff, judicial authorities, regulatory agencies, inmates and the general public as needed; demonstrated ability to collaborate effectively to achieve department and County goals; demonstrated sound political savvy; demonstrated ability to multitask and effectively manage competing priorities; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to quickly and accurately analyzing situations, making rapid hazard assessments, problem solving and making sound decisions under pressure and in emergency and/or high risk situations; basic supervisory and leadership skills including the ability to foster and maintain positive morale and engagement; demonstrated ability to accurately assess training needs and to effectively train assigned staff; physical condition that permits the activities necessary in and inherent to the management of the department's operations, including the use of firearms and the performance of corrections/security and transport duties as needed; demonstrated ability to develop and maintain accurate detailed records and to prepare required reports; basic financial skills to assist with the development of budgets, manage day-to-day expenditures in accordance with County Finance policies and manage operations effectively within an approved budget; sound working knowledge of personal computers and/or automated systems and the ability to enter, retrieve and analyze data using common business software as well as assignment specific software; excellent judgment; excellent customer service skills; tact; and courtesy. May require working evenings, weekends, and some holidays.

Minimum Education and Experience:

Education: Completion of high school with the successful completion of relevant college level coursework; possession of a four (4) year degree in a relevant public administration or justice field preferred;

Experience: Four (4) years of correctional experience, with some experience in a lead worker or supervisory role preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Completion of the required training for correction officers- Criminal Justice Officers Training and Standard Commission.
- Obtains and maintains all certifications required by the Virginia Department of Criminal Justice Services Commission (VA DCJS).
- Valid driver's license issued by the State of Virginia.
- Must be a citizen of the United States.
- Requires a pre-employment physical examination/or medical test administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.
- Serves at the will of the Sheriff (Elected Constitutional Officer).
- Serves as essential personnel and may be required to work when other County closures are declared by the County Manager.