



# LASSEN COUNTY SHERIFF'S OFFICE

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Dean F. Growdon  
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Dean F. Growdon, Sheriff

Date: March 23, 2017

Agenda Date: April 11, 2017

A handwritten signature in black ink, appearing to read "D. Growdon", is written over the "From:" line and extends into the "Date:" line.

**Subject:**

Change in classification of one Sergeant position to a Correctional Sergeant position.

**Discussion:**

The Lassen County Sheriff's Office would like to expand opportunities for correctional personnel to occupy leadership positions in the Adult Detention Facility (ADF). Current ADF leadership includes four Correctional Corporals who serve as first line supervisors, two Sergeants who serve as mid-managers, and a Captain who serves as the facility Commander. The Correctional Corporals are part-time peace officers pursuant to 830.1(c)PC, while the Sergeants and Captain are full-time peace officers pursuant to 830.1(a) PC. Transitioning the Sergeant positions in the ADF to Correctional Sergeants will provide an additional promotional opportunity for corrections personnel, will provide the option to specialize in corrections, and support the Sheriff's Office goal of developing a separate career tract for the ADF.

In December of 2016 the Lassen County Board of Supervisors approved a job description for the position of Correctional Sergeant. Since that time, three of the Correctional Corporals have served limited periods of time as "acting Sergeants" in the ADF. The Corporals demonstrated the ability to perform the additional responsibilities associated with the position of Sergeant. There is a current Sergeant vacancy in the ADF that the Sheriff's Office would like to fill with a Correctional Sergeant.

Sheriff's Office Administration has consulted with the POA Supervisor bargaining unit as well as the POA B bargaining unit. Neither Unit has expressed any concern about the proposed change in classification.

**Fiscal Impact:**

There will be limited cost savings based on the difference in the salary scales of the two bargaining units.

**Recommendation:**

That the Board of Supervisors approve the change in classification of one Sergeant position in the POA Supervisors Unit at range 21, to a Correctional Sergeant position in the POA Unit B at range 21.



## COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Correctional Sergeant	CLASS CODE	SJ15
DEPARTMENT:	Sheriff	UNIT	LCPOA
REPORTS TO:	Sheriff's Captain	FLSA STATUS	Non Exempt
BOARD APPROVAL	12/16	RANGE	21

### **JOB SUMMARY**

This is the 2<sup>nd</sup> line supervisory level class in the County Jail. The primary responsibility is to supervise, evaluate and train Correctional Corporals, Correctional Deputies and support personnel in order to ensure the safe and orderly operation of the County Jail.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Jail Commander or assigned management staff.

Supervises Correctional Corporals, Correctional Deputies and support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Ensures that policies, procedures and general orders pertaining to jail operations are followed by subordinates.

Reviews, researches, and reconciles problems, grievances and other complaints within and against the correctional facility.

Ensures Correctional Corporals, Correctional Deputies, and support staff maintain a safe and secure environment within the correctional facilities to ensure the safety of the inmates, the officers, and the public.

Ensures Inmates are cared for in accordance with the Constitution, state laws and regulations, and department policy.

Supervise Correctional Corporals, Correctional Deputies, Program Coordinator, and support staff to ensure inmate access to all of the following:

- Courts and counsel
- Mail
- Clothing, bedding, and hygiene
- Recreation
- Visiting
- Telephone
- Commissary
- Education
- Grievances



- Other inmate programs

Assists in the maintenance and development of unit and/or divisional policies, procedures and operations.

Monitors and assists in the enforcement of discipline over the correctional facility inmates.

Transports inmates to and from court or other locations as required.

Performs routine clerical work as required.

Performs other duties as assigned.

Understand and implement PREA guidelines; complete necessary duties to enforce PREA guidelines and audit procedures

Supervises and trains subordinate personnel.

Analyzes situations accurately and adopts effective courses of action.

Interprets and applies laws and regulations to specific incidents that occur on assigned shift.

Establishes and maintains a cooperative working relationship with Public Officials, Department employees and the public.

Helps determine correctional staff training needs and assists in the development of the division's annual training plan.

Serve as the division training coordinator.

Supervise the Facility Training Program for newly appointed Correctional Deputies including:

- Ensure trainees are properly equipped prior to beginning FTO program
- Review daily observation reports to monitor trainee progress
- Host Supervisor Weekly reviews for trainees / FTOs
- Host end of phase meetings to advance trainees through the FTO program
- Keep command staff apprised of trainee needs, progress, or deficiencies.
- Make recommendations on Trainee's progress measured against "end of program" standards.

Assist with local, state, and federal inspections, including:

- Lassen County Grand Jury
- Lassen County Environmental Health
- Lassen County Public Health
- California State Fire Marshal
- California Board of State and Community Corrections
- California Standards and Training for Corrections
- United States Marshal's Service
- Prison Rape Elimination Act



### **MINIMUM QUALIFICATIONS REQUIRED**

Must meet the minimum standards to be a peace officer as defined in California Government Code Section 1031.

Must have successfully completed the POST 832 PC course and the Adult Corrections Officer Core Course.

Must meet all hiring, continuing employment, and promotional requirements as defined in the Prison Rape Elimination Act. 28 CFR part 115.

Must be able to possess a handgun in accordance with State and Federal Laws

**MUST BE ABLE TO MEET AGENCY FIREARM QUALIFICATION STANDARDS**

### **Licenses and Certifications**

Possession of, or ability to obtain, a California Class C driver's license may be required by the position.

### **Education / Experience / Training**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Three (3) years of responsible related experience as a Correctional Supervisor with the Lassen County Sheriff's Office.

#### Education:

Equivalent to the completion of the twelfth grade.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

Supervision of a correctional facility, including the proper care and treatment of inmates.

Supervisory principles and practices, including goal setting and implementation.

Supervision of staff and activities.

First aid methods and techniques.

Applicable state, Federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

PREA guidelines and regulations.

#### **Ability to:**

Assign and review the work of others.



## COUNTY OF LASSEN JOB DESCRIPTION

Maintain records related to daily activities.

Prepare clear and concise reports, correspondence and other written materials.

Organize work, set priorities, meeting critical deadlines and follow assignments with a minimum of direction.

Maintain discipline and orderly conduct among inmates and correctional employees.

Make quick, effective and reasonable decisions in emergency situations, and to take appropriate action to include physically restraining violent inmates.

To define problems, collect data, establish facts and draw valid conclusions.

Understand and follow oral and written instruction.

Establish and maintain effective working relationships with those contacted in the course of work.

Evaluate and produce a work schedule to meet daily staffing levels.

Ability to work cooperatively with other employees.

### **Physical Demands and Working conditions:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors in both quiet and noisy environments with occasional work performed in cramped confined spaces. The employee is regularly exposed to fumes or airborne particles. The employee has regular contact with individuals with communicable diseases such as AIDS, HIV, hepatitis, tuberculosis, etc.

Officers are regularly subjected to threats of violence or physical harm to themselves and their families. Officers will be in situations where uses of force are necessary to overcome resistance, prevent escape, or effect an arrest. Officers may have to use physical force, chemical agents, impact weapons, electronic control devices, or firearms in the protection of life. Correctional officers may be placed in situations where their personal safety is threatened at any given time during a work shift.

Working time will require irregular hours, shift times, and/or on-call status. Officers may work any combination of an 8-hour, 9-hour, 10-hour, or 12-hour per day shift schedule depending upon assignment. Officers will be required to work weekends and holidays.

Hearing: adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction the sound is coming from. Vision: adequate to meet DMV criteria for required licensing.

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance; and stoop, kneel, crouch or crawl.

While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds.