



**DETENTION SERGEANT (NON-SWORN)**  
**Classification Specification**  
**City of Springfield, Oregon**

*A classification specification defines the general character and scope of responsibilities of all positions within a job classification. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.*

<b>General Information</b>	
<b>Classification Title</b>	Detention Sergeant (Non-sworn)
<b>Classification Code:</b>	372233
<b>Effective Date:</b>	01/01/2009
<b>Pay Grade:</b>	235
<b>FLSA Status:</b>	Non-Exempt

**Classification Summary**

Controls, directs and monitors inmates within the Springfield Municipal Jail. Is regularly assigned to the most critical posts and/or shifts, and in the absence of higher level authority provides immediate direction in case of emergency. The employee is assigned administrative duties and responsibilities in the maintenance of the security of the facility.

**Distinguishing Characteristics**

Detention Sergeants administer the day-to-day operations of jail activities including responsibility for detention officers and other detention staff.

The Detention Lieutenant is primarily responsible to establish policy, handle staffing issues, and ensure that the Jail is in compliance with federal and state regulations.

**Essential Duties**

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Makes staffing assignments and coordinates shift staff activity under the general direction of the Jail Operations Lieutenant; prepares and manages work schedules and assignments of jail staff; reviews and approves time cards; instructs employees in department and facility policies, procedures and techniques; conducts shift briefings; writes periodic performance reviews of staff; reviews and approves reports of subordinate staff; oversees and new detention officer training utilizing the Field Training & Evaluation Program (FTEP).
- 2 Screens new inmates to determine whether they should be accepted into the jail; determines how inmates should be classified and housed based on medical, mental and prior sentencing history and the potential impact to jail operations and inmate and staff safety; photographs and fingerprints personnel and inmates;

### Essential Duties

	completes book-in and release processes for inmates including inmate property intake and record entry in the jail management computer system; reviews sentencing information for accuracy; calculates and enters sentencing information in compliance with state statutes; prepares reports, book-in sheets, property sheets and detainers when needed; organizes and plans the safe transport of inmates to and from court, medical facilities, other correctional institutions and other agencies as required.
3	Oversees the intake of cash, checks and money orders; processes bail and other credit card transactions; reconciles till/cash box; responsible for financial reporting of inmate accounts.
4	Conducts and reconciles inmate listings and counts to ensure accuracy; maintains inmate movement records to show current location of inmates; examines incoming and outgoing mail for contraband; enforces established standards of safety and sanitation; monitors fire drills; recommends modification of institution directives; responds to inquiries from inmates and the public regarding institution procedures, rules, regulations, and procedures of the facility; performs or directs random and specific frisk searches, strip searches, and security inspections of inmates; searches holding cells, buildings, areas, supplies, and inmate personal property for weapons and/or contraband; monitors electronic surveillance equipment.
5	Resolves and supervises the resolution of inquiries, problems, conflicts, complaints, and emergencies; investigates inmate complaints including Prison Rape Elimination Act (PREA) complaints; preserves and protects crime scenes and evidence within jail facilities; conducts disciplinary hearings for inmates; independently determines what discipline will be applied based on the outcome of the disciplinary hearings; writes memos and incident or disciplinary reports detailing inmate behavior.
6	Responds to major and minor disturbances, restores order and maintains inmate discipline; restrains inmates, forcibly if necessary, using handcuffs, restraint chair and other restraints; subdues resisting inmates using maneuvers, aerosol spray restraints, pepper ball, beanbag shotgun, pepper spray, electronic immobilization device, and other approved devices in self-defense; exercises independent judgment in determining when force may be used and to what degree; supervises all planned use of force situations including the housing, rehousing and cell extraction of uncooperative and hostile inmates.
7	Maintains professional working relationships with other law enforcement agencies and correctional institutions and assures compliance with directives of other courts regarding custody, care and disposition of inmates.
8	Operates communications equipment; uses a paging system to communicate with other staff/posts or to call inmates; inspects the facility for safety, contraband and security; inspects keys and locks, alarm devices, windows, bars, doors, gates, fences, walls, ceilings, for damage or possible breaches of security; operates manual, electric, and/or pneumatic locking devices; manages, tracks, inventories and orders jail equipment, cleaning supplies and equipment.

<b>Essential Duties</b>	
9	Performs the duties of a Detention Officer as needed.
10	Actively supports an inclusive and respectful work environment.
11	Performs other duties of a similar nature or level.

<b>Qualifications</b>	
<i>An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.</i>	
<b>Training &amp; Experience:</b>	
<ul style="list-style-type: none"> <li>• Three years Corrections Officer experience or any satisfactory equivalent combination of experience and training.</li> </ul>	
<b>Degree and Licensing and/or Certification Requirements:</b>	
<ul style="list-style-type: none"> <li>• DPSST Corrections Officer Certification.</li> <li>• Supervisory Certification per DPSST requirements and timelines.</li> <li>• Valid State of Oregon Driver's license at the time of appointment.</li> </ul>	
<b>Knowledge of:</b>	
<ul style="list-style-type: none"> <li>• Supervisory principles</li> <li>• Inclusive and respectful work place practices</li> <li>• Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes</li> <li>• Thorough knowledge of court procedures and processes, police operations and the criminal justice system</li> <li>• Thorough knowledge of municipal jail operations, intent and philosophy</li> <li>• Customer service principles</li> <li>• Department policies and procedures</li> </ul>	
<b>Skills in:</b>	
<ul style="list-style-type: none"> <li>• Supervising jail functions in an efficient and lawful manner</li> <li>• Prioritizing, assigning, monitoring and evaluating the work of subordinate staff</li> <li>• Establishing and maintaining effective working relationships</li> <li>• Developing and monitoring safe work practices, and managing hazards in accordance with best practices</li> <li>• Maintaining a respectful and inclusive work environment</li> <li>• Supervising inmates in an unbiased manner regardless of offense</li> <li>• Meeting and dealing with a wide range of people</li> <li>• Analyzing problems, identifying alternative solutions, and recommending improvements</li> <li>• Compiling and analyzing information</li> <li>• Preparing clear and concise reports and presenting findings in an objective and professional manner</li> <li>• Maintaining complete and accurate records</li> <li>• Effectively dealing with behavior and adjustment problems of adult offenders</li> <li>• Communicating effectively orally and in writing.</li> <li>• Making decisions independently in accordance with established policy and</li> </ul>	

## Qualifications

procedures

- Using initiative and good judgment in completing tasks and responsibilities
- Administering basic First Aid and CPR

### **Special Qualifications:**

- United States citizenship;
- 21 years of age or older;
- Must have no convictions that could have resulted in a sentence to a federal or state penitentiary;
- Must meet minimum physical and psychological requirements as determined by a physician.
- Must pass the Oregon Physical Abilities Test (ORPAT)

## Physical Requirements

This position is located in a secure detention facility with regular face-to-face contact with inmates. Detention Sergeants are confronted with individuals, materials, and job content that may be considered violent, graphic or offensive and are exposed to verbal abuse, threats, and harassment from inmates; and are required to conduct body searches of inmates.

Incumbents must use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing, apprehending, or subduing inmates; incumbents are required to listen for alarms, screams, or other suspicious and unusual noises that may require investigation and lift and carry injured or intoxicated persons short and long distances.

Incumbents are required to work rotating shifts and assignments to report for duty at any time emergencies arise and to work overtime with little or no notice.

## Classification History

2009.01 – Creation

2017.05 – Revision by HR