

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003234
Grade C6**

CORRECTIONAL SUPERVISOR - SERGEANT

DEFINITION OF CLASS:

This is correctional work supervising, during a shift, the work of Correctional Officers at a cluster of posts or in a specified area within a unit of the correctional facility. Contacts are with subordinate Correctional Officers, to brief them on special conditions, issues and other matters concerning the supervised confinement of an inmate population, issue work instructions, answer questions and resolve problems, and to discuss work performance; and, on a limited basis, with a variety of visitors and/or representatives from other County departments or various local and state public and private organizations (e.g., law enforcement agents, school and library staff, health and human service workers, attorneys and public defenders, chaplains and volunteers) for the purpose of exchanging information, explaining procedures, and coordinating activities. Employees in this classification are focused primarily on operations at assigned posts/areas during their shift, staff performance, and maintenance of safety and security within their unit; they are also responsible for direct custody, care, and safety of inmates/arrestees.

An employee in this class supervises all inmate confinement and control activities exercised by subordinate Correctional Officers at several posts within close proximity or at a central post location (e.g., cluster post). The employee is responsible for maintaining the security and well being of the inmate population which they and their subordinates supervise, and the safety of staff and visitors. This assignment requires employee to be present at all times the subordinate group of Correctional Officers is on duty. The employee proceeds to coordinate coverage in the assigned area and/or the assigned post in accordance with established guidelines and training. Work is subject to review through established inspection/observation protocol and review of written reports initiated by or passed through the employee.

Operations are governed by a variety of Federal and State regulations and standards; national association standards; County laws and regulations; and departmental policies, rules, instructions, and procedures. The employee works in compliance with these established guides but has some latitude to seek guidance from source documents or other sources or from operational experience and recommend appropriate changes in departmental policies and procedures to address problems or deficiencies. The complexity of this class of work is characterized by the number and variety of posts for which the employee has responsibility and the level and immediacy of problem solving that is required to maintain smooth operations at multiple posts. The employee must determine a course of action within a very short timeframe to address a variety of circumstances where the facts and conditions may not be readily apparent. At this level, the employee's work impacts a group of Correctional Officers within a cluster of posts or an assigned area in the correctional facility and the inmate population covered by those posts. The purpose of the work is the secure confinement, control, and movement of part of the inmate population and the resolution of work and inmate problems and issues. The work of this class requires employees to spend almost all of their work day on their feet to patrol, observe, inspect, investigate, accompany inmates, and otherwise be aware of activities taking place throughout that area of the correctional facility to which they are assigned. Work continuously performed amidst an inmate population places employees at considerable risk. An employee in this class is assigned to shifts on an established rotational basis.

EXAMPLES OF DUTIES: (Illustrative Only)

- Supervises the work of a group of Correctional Officers who maintain security, custody and control of a portion of the inmates in a correctional facility to include: assigning, instructing and providing direction to Correctional Officers patrolling assigned work areas (i.e., posts); ensuring compliance with standard operating procedures; ensuring that subordinates are knowledgeable of and follow/enforce post requirements; and observing inmate behavior and the actions of Correctional Officers in responding to/controlling inmate actions/behaviors.
- Reviews activities of previous shift to include reports, information from pass-on log, and verbal reports from the posts within assigned cluster or area; briefs subordinate staff of problem areas and status of that portion of the institution to which assigned.
- Participates in roll call; conducts uniform inspection of officers; provides input to briefings/instructions given during roll call.
- Monitors supervision, control, and discipline of inmates within assigned cluster/area. Observes inmate behavior, assesses institutional moods and sources of tension, and responds to disciplinary problems; serves as first point of contact in responding to and investigating major incidents/problems within assigned area.
- Recommends changes in operational and personnel procedures based on experience and problem areas encountered during daily operations.
- Supervises count of inmates, patrols and inspections, shakedowns, and all other security duties to prevent inmate escapes, disorders, suicide, fires, or other actions affecting the safety and security of the correctional facility, its' staff, inmates, and visitors.
- Supervises provision of security measures related to meeting inmates' needs - i.e., phone calls, visiting, feeding, exchanges of clothing and bedding, canteen, etc; takes action on inmate requests/grievances that have not been satisfied by subordinates; transmits to superiors resolved and unresolved written grievances.
- Monitors movement of inmates throughout that portion of the facility to which assigned, and coordinates with other personnel to ensure that all inmate programs are conducted in a secure and orderly manner.
- Ensures that the correctional facility has proper legal authority to receive and discharge assigned inmates.
- Prepares and submits appropriate reports concerning unusual incidents occurring during a shift and reviews written reports of shift members for accuracy, clarity and content.
- Participates regularly in decisions or actions regarding officers within assigned area on a variety of personnel matters involving orientation, training, annual leave, performance appraisal, promotion, rewards, and adjustment of minor complaints.
- Supervises and conducts on-the-job and in-service training for team members. Occasionally conducts briefings on operational problems, policy changes, and special management concerns.
- Confers with outside maintenance contractors to effect emergency repairs.
- Testifies in court as required.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of the principles and practices of corrections (i.e., institutional security and discipline), including standards and guidelines of the Maryland Correctional Training Commission.
- Comprehensive knowledge of the rules, regulations, and requirements pertaining to the various posts

within assigned zone of the correctional facility unit to which assigned; and, ability to provide supervision of subordinate Correctional Officers within assigned zone or in other zones in order to meet demands for coverage.

- Knowledge of the direct supervision method of controlling an inmate housing unit. Knowledge of County, State, and Federal regulations governing occupational safety and emergency management.
- Knowledge of and ability to use self-defense techniques and actions; knowledge of the parameters of the appropriate use of force.
- Ability to exercise good judgment, interpersonal skills, and positive reinforcement techniques in directing subordinate Correctional Officers in the appropriate methods, procedures, and techniques for controlling offenders and diffusing negative actions/behaviors.
- Familiarity with selected portions of the County Code, County personnel regulations, and County collective bargaining agreement pertinent to employees supervised.
- Skill in the use of specialized emergency, security, and safety equipment and techniques (e.g., CPR/first aid, self contained breathing apparatus, automatic external defibrillator, firearms, radio transmitter and codes, rescue tool, pepper spray, etc.).
- Comprehensive understanding of various computerized data systems to obtain data and security, alarm, and communication systems common to correctional facility operations.
- Ability to lead and train Correctional Officers.
- Ability to stand and walk for long periods under varying working conditions.
- Ability to identify, to analyze, and to react appropriately in emergency, sensitive, or crisis situations.
- Ability to administer first aid quickly, calmly, and effectively.
- Ability to deal tactfully, effectively, and equitably with people of diverse backgrounds.
- Ability to report to work as ordered for emergencies and to meet operational staffing.

MINIMUM QUALIFICATIONS

Experience: Two (2) years satisfactory experience as a Montgomery County Correctional Officer III - Corporal.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: None.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Possession of State of Maryland Correctional Officer Certification.
- Firearms Certification.
- First Aid, CPR, and Automatic External Defibrillator (AED) Certification.

Note: There will be no substitutions for this section.

CITIZENSHIP AND AGE:

Individuals appointed to this position must be at least eighteen (18) years of age on the date of appointment and be either a citizen of the United States or a resident alien.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of twelve (12) months. Performance will be carefully evaluated during the probationary

period. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core I Exam with a Drug/Alcohol Screen.

Class Established: April, 2005

Revised: June, 2005

April, 2010

August, 2013

January, 2015

(Probationary Period) February 2020

Revised: Medical Protocol per OMS Review: April, 2022