

Class Code: 2710
Grade: D-25/D-26

**CORRECTIONAL OFFICER SERGEANT/
MASTER SERGEANT**

NATURE AND VARIETY OF WORK

This is first line supervisory work. Incumbents assign and supervise the activities of Correctional Officers on an assigned shift and participate in maintaining order and discipline among inmates in general and/or specialized areas. Work involves inspecting and patrolling the County Detention center for security and safety, and performing administrative duties as required. Work is performed within a rank structure hierarchy under the general supervision of a higher rank Correctional Officer and is evaluated through inspections and observation of work. Positions in this class may substitute for a Correctional Officer Lieutenant in his/her absence. Incumbents exercise considerable independent judgment within a framework of established policies, procedures and regulations and may act in the absence of a Correctional Office Lieutenant.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate Correctional Officer positions.

Conducts or assists in conducting subordinates' performance evaluation and counseling;

Conducts or assists with on-the-job training.

Writes and reviews incident reports.

Works at a control center or at assigned posts and observes and supervises the activities of inmates to maintain discipline and order and to protect inmates from possible physical violence from other prisoners or from doing physical harm to themselves.

Checks the activities of the inmates for any unusual happenings.

Conducts/supervises scheduled head counts and roll calls of inmates to ascertain accurate accountability.

Checks inmates for personal cleanliness and conformance to the rules and regulations of the County Detention Center.

Coordinates/supervises the recreational activities (i.e. recreation and transportation) of inmates, utilizing interpersonal skills and techniques to maintain discipline and order.

Supervises the transportation of inmates to and from courts, institutions and medical facilities.

Controls access and egress through gates, doors, and passageways of the Correctional Center to prevent the escape of prisoners and to regulate the admission of visitors.

Conducts roll calls, safety operating drills (i.e. housing shakedowns, and security of housing units).

Assists in classifying inmates in terms of risk and determines housing assignment.

Processes inmates for intake and other purposes (i.e. work release, meals, physical searches, clothing issuance, court appearances, and medical treatments).

Inspects security and safety devices of the County Detention center for correct operation.

Serves as Zone Supervisor providing coverage over one of the designated zones within the facility.

Provides direct supervision to inmates employing interpersonal skills and techniques.

Directs the receiving and inspecting of inmates, the collection and inspection of personal articles of the inmates and issuing inmates' clothing.

Supervises routine or special searches of all parts of the County detention Center and of prisoners for contraband articles and for evidence of attempted breaks.

Completes daily inspection reports, writes/reviews reports and supervises the preparation and maintenance of various records regarding the activities of the County Detention Center and inmates.

Conducts several inspections of the County Detention Center during his/her tour to determine if it is secure and to ensure compliance with security regulations by personnel and inmates.

Assumes the duties of the Assistant Shift Commander (Correctional Officer Lieutenant) in his/her absence.

Ensures through daily inspections of the County Detention Center during his/her tour to determine if it is secure and to ensure compliance with security regulations by personnel and inmates.

Reports any unusual happenings to the Assistant Shift Commander (Correctional Officer Lieutenant).

Resolves informal complaints of employees and refers others to supervisor.

Uses firearms, chemical agents, restraining devices and batons to control inmates and assists in training subordinate Correctional Officers with these weapons and devices.

Assists in investigating inmate complaints and grievances.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles of modern penology especially in the areas of institutional security and discipline, behavior patterns and attitudes of individuals or groups of persons in custody, the social factors which result in institutionalization and methods employed in committed offender rehabilitation.

Knowledge of the correctional atmosphere or setting and its effects on correctional personnel.

Considerable knowledge of the physical configuration of the facility.

Considerable knowledge of the rules and regulations pertaining to the County Detention Center and the inmates therein or the ability to rapidly acquire such knowledge.

Knowledge of investigatory techniques and procedures.

Good observational skills.

Skill in the use of firearms, and other restraining equipment.

Ability to stand for long periods under varying working conditions.

Ability to use good judgment in controlling inmates.

Ability to act quickly, calmly and effectively in emergency situations.

Ability to deal tactfully, effectively and equitably with people.

Ability to apply appropriate rules, regulations and policies to specific situations.

Ability to plan, coordinate and supervise the duties and responsibilities of subordinate personnel.

Ability to prepare reports and review the reports of subordinate officers.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to thoroughly understand and carry out complex oral and written instructions.

Ability to provide leadership and correctional instruction to groups and subordinate officer.

Ability to use automated systems.

Ability to apply the techniques and procedures of preserving evidence for use in criminal investigations.

Proficient in the use of firearms, chemical agents, restraint devices and batons.

MINIMUM QUALIFICATIONS:

Applicants must have satisfactorily completed one (1) year at the current rank of Correctional Officer Corporal at the Prince George's County Department of Corrections and must pass a written examination with a score of 70% or better and must achieve a composite score of 70% or better on the written examination and the Oral Board.

WORKING CONDITION/ENVIRONMENT:

The job usually requires night/evening shift work or rotating shift work; some travel; some work outdoors; exposure to physical/health hazards.

SPECIAL REQUIREMENTS FOR MASTER SERGEANT

Upon the satisfactory completion of ten (10) years at the Correctional Officer Sergeant level, and with the approval of the Director, the incumbent will be moved to the Master Sergeant, grade D-26, and receive a two percent (2%) increase in their base rate of pay.