



DETENTION SERGEANT

Job Code:	Grade 16
Exempt:	No
Department:	Sheriff's Office
Reports To:	Lieutenant
Classification Type:	Safety Sensitive
Primary Worksite Location:	Sheriff's Office

This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible.

- Regular and Reliable attendance required

GENERAL DESCRIPTION OF POSITION

The Detention Sergeant is a critical management position within the Sheriff's Office, serving as a first-line supervisor responsible for overseeing operations within the detention facility. Reporting directly to the Lieutenant (Department Commander) and under the general supervision of the Captain (Division Commander), the Sergeant distinguishes themselves from Corporals and Deputies by their supervisory responsibilities and administrative duties.

In addition to performing the full range of duties typical of a Corporal or Deputy, the Sergeant supervises personnel, manages daily operations, coordinates equipment and staffing, and ensures compliance with legal and procedural standards. This role also requires a working knowledge of law enforcement administration, as the Sergeant supervises sworn and civilian employees, oversees detainee management, prepares special reports, and conducts community presentations. In the absence of the department commander, the Sergeant may be required to act as the acting commander with full responsibility for the division's operations.



To qualify for this position, the incumbent must meet all Commission on Law Enforcement Standards and Training (CLEST) requirements, including jail standards certification. Successful completion of the Criminal Justice Institute's School of Law Enforcement Supervision or equivalent training is mandatory, alongside obtaining general law enforcement certification.

Essential Duties and Responsibilities:

- **Supervision and Coordination:**
 - Oversee the daily operations of the detention facility, ensuring compliance with jail standards and operational procedures. This includes managing shifts, supervising staff performance, and fostering a collaborative team environment.
 - Directly supervise all Corporals, Deputies, and assigned civilian personnel, providing guidance and support to enhance team effectiveness and ensure high-quality service delivery.
- **Incident Response:**
 - Respond promptly to a variety of incidents, including emergencies and complaints, ensuring appropriate action is taken to maintain safety and security. This involves assessing situations, coordinating with law enforcement personnel, and making critical decisions under pressure.
 - Investigate serious incidents within the facility, such as sexual assaults, suicide attempts, and other major crimes, conducting thorough inquiries to gather evidence and prepare reports for internal review and potential legal proceedings.
- **Administrative Duties:**
 - Prepare comprehensive special reports, conduct regular facility inspections, and ensure proper evidence collection for court testimonies. This is essential for maintaining accountability and transparency within the detention facility.
 - Assist in budget preparation and jail planning, ensuring that financial resources are allocated efficiently and effectively while adhering to all fiscal policies and regulations. Timely filing of criminal history petitions is crucial to the operational integrity of the facility.
- **Crowd Management:**
 - Occasionally manage law enforcement activities at mass crowd events within assigned areas, ensuring public safety and adherence to legal protocols.
- **Procurement and Equipment Management:**
 - Oversee the purchasing of community service equipment, fuel, and other essential supplies for departmental operations.
- **Vehicle and Equipment Maintenance:**
 - Coordinate repairs and maintenance for all department vehicles and equipment to ensure operational efficiency.
- **Unclaimed Property Disposal:**
 - Manage the proper destruction and disposal of unclaimed property in accordance with legal guidelines.



WASHINGTON COUNTY
Job Description –Detention Sergeant

- **Groundskeeping for South Campus:**
 - Supervise the upkeep of the South Campus (25 acres), including mowing, weed-eating, and general landscaping.
- **Community Service Work Scheduling:**
 - Develop and manage schedules for community service labor, including highway trash detail, non-profit work, and other assigned projects.
- **309 Inmate Supervision:**
 - Supervise male 309 inmates, ensuring they have necessary uniforms and coordinating their medical needs and furloughs.
- **Invoice and Record Keeping:**
 - Maintain records of vehicle maintenance, repair invoices, and other departmental expenses, ensuring compliance with financial procedures.
- **Special Assignments:**
 - Participate in special assignments that necessitate law enforcement action, demonstrating sound judgment and effective communication during emergency situations.
- **Community Engagement:**
 - Represent the Sheriff's Office at community events, providing education on law enforcement practices and fostering positive relationships with community members. This includes speaking engagements, participation in local initiatives, and outreach programs aimed at building trust and transparency.
 - Coordinate community service projects, collaborating with local organizations and volunteers to provide meaningful engagement opportunities for detainees and promote positive reintegration into society.
- **Training and Development:**
 - Provide ongoing training and mentorship for subordinate personnel, ensuring adherence to self-defense and physical restraint procedures. This is vital for maintaining a safe environment for both staff and detainees.
 - Stay updated on best practices and advancements in law enforcement and detention operations, integrating new knowledge into training programs to enhance the skills and capabilities of the team.
- **Equipment and Facility Maintenance:**
 - Monitor and maintain jail equipment, vehicles, and facility conditions, arranging for necessary repairs and routine maintenance. This responsibility ensures that all operational equipment is functional and compliant with safety regulations.
 - Conduct regular assessments of facility conditions, addressing any issues promptly to maintain a secure and operational environment for staff and detainees.
- **Transportation Coordination:**
 - Arrange for safe and compliant transportation of detainees to medical facilities and other required destinations, ensuring adherence to legal protocols and guidelines throughout the process.



WASHINGTON COUNTY
Job Description –Detention Sergeant

- Act as a liaison between various legal entities, including judges, attorneys, and family members, facilitating effective communication and coordination related to detainee transport.
- **Documentation and Reporting:**
 - Ensure all interactions with the Sheriff's Office are conducted with professionalism and respect, maintaining accurate documentation in accordance with the Freedom of Information Act. This includes preparing reports that are clear, concise, and well-organized.
 - Manage the documentation of incidents, detainee interactions, and operational reports, ensuring that all records are up-to-date and accessible for review.
- **Performance Management:**
 - Conduct regular performance appraisals for subordinate staff, providing constructive feedback and maintaining detailed records of officer performance. This is essential for fostering professional development and ensuring accountability within the team.
 - Address performance issues proactively, providing support and resources to help team members improve and succeed in their roles.
- **Operational Oversight:**
 - Manage scheduling and timekeeping for personnel, ensuring adequate coverage while minimizing overtime. This involves assessing staffing needs, approving time off requests, and making necessary adjustments to schedules.
 - Oversee the proper handling of property and evidence, ensuring compliance with all storage and release procedures, including the destruction of unclaimed property as per legal guidelines.
- **Additional Responsibilities:**
 - Perform any other related duties as required or assigned, contributing to the overall mission of the Sheriff's Office and adapting to evolving operational needs.

QUALIFICATIONS:

To be successful in this role, candidates must demonstrate the ability to effectively perform each essential duty outlined. The following qualifications reflect the necessary knowledge, skills, and abilities required for this position.

Education and Experience:

- Bachelor's degree (or equivalent) to a four-year college degree in fields such as Criminal Justice, Public Administration, Business Administration, or a similar discipline, along with four years of related experience and/or training.
- At least two years of related management experience or an equivalent combination of education and experience is required.



Communication Skills:

- Strong ability to effectively communicate with individuals and small groups, including patrons, clients, and employees, both verbally and in writing.
- Capable of producing reports, business correspondence, and policy/procedure manuals.
- Experience in presenting information and responding to questions from diverse groups.

Mathematical Skills:

- Proficient in calculating figures such as discounts, interest, commissions, and percentages, and applying concepts such as fractions practical situations.

Critical Thinking Skills:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Experience interpreting technical instructions in both mathematical and diagram form while dealing with various variables.

Supervisory Responsibilities:

- Supervise a team of 16-30 employees engaged in similar activities, ensuring adherence to the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training, planning, assigning, directing work, appraising performance, and addressing complaints.

Decision-Making:

- Regularly involved in decision-making processes that impact the operations of the facility. This includes minor and major decisions affecting the work environment and clientele.

Mental Demand:

- Role involves close mental demand, requiring attention to detail and the ability to select the most appropriate methods for handling various administrative and operational situations.

Physical and Environmental Conditions:

- Work may expose the employee to dangerous detainees, hazardous materials, and life-threatening situations, including fire and electrical hazards.
- Regularly required to use hands for handling or feeling objects, talk, hear, and occasionally lift/move objects over 100 pounds.



WASHINGTON COUNTY

Job Description –Detention Sergeant

- Must possess the physical ability to respond to emergencies effectively and wear duty equipment weighing up to 20 pounds.

Accountability and Responsibility for Funds/Property:

- Occasionally responsible for the organization's property, with the potential for moderate financial loss or damage.
- Errors in judgment could significantly affect the organization's relationship with patrons and necessitate re-work or additional expenditures.

Additional Skills and Abilities:

- Familiarity with operating the Automated Fingerprint Identification System (AFIS) and certified to use the Arkansas Crime Information Center (ACIC) and National Crime Information Center (NCIC) systems.
- Must pass a comprehensive background investigation, polygraph examination, and physical/mental evaluation.

Impact and Public Contact:

- Regular interaction with patrons, with responsibilities that include maintaining tact and judgment to avoid issues.
- Engage frequently with middle-level officials and other departments to facilitate cooperation and problem-solving.

Working Conditions:

- The work environment may involve high levels of physical, emotional, and mental stress, particularly when dealing with hostile or uncooperative individuals.
- Must be prepared to handle verbal abuse and threats of violence in the line of duty.
- Enforcement Standards and Training is preferred.

A comprehensive understanding of areas such as accounting, marketing, business administration, and finance is essential. Candidates should possess a minimum of a four-year college degree, accompanied by four years of relevant experience and/or training, including two years in a management capacity. Alternatively, a comparable combination of education and experience may be considered.

Disclaimer

This job description is intended to outline the general duties and qualifications for the position. It should not be construed as an exhaustive list of responsibilities or requirements. The County Sheriff's Office reserves the right to assign or reassign duties and responsibilities at any time.

Washington County Courthouse, 280 North College Avenue, Fayetteville, Arkansas 72701 ■ phone: (479) 444 – 1700 ■ fax: (479) 444 – 1731

■ Website: <https://www.washingtoncountyar.gov/>



WASHINGTON COUNTY
Job Description –Detention Sergeant

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____