

CITY OF RENTON

CLASS TITLE: JAIL SERGEANT

BASIC FUNCTION:

Under the direction of a Commander or Manager, plan, organize, coordinate, and oversee the day-to-day operations of the City of Renton jail facility, requiring extensive skill and experience in communication, management, judgment, and law enforcement; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and oversee the daily operations of the City's jail facilities; analyze the effect of new or revised legislation on jail operations; develop policies and procedures and resolve operational issues.√

Assure the security and welfare of jail inmates; oversee the supervision of inmates' daily activities; supervise screening of items going in and coming out of inmate's cells; supervise routine security checks; assure jail area is maintained in an orderly manner.√

Coordinate and assign personnel under command and delegate work for appropriate and efficient use of resources.√

Monitor training of new employees; evaluate work performance; recommend retention, reassignment, or disciplinary actions as appropriate.√

Assist in the preparation, presentation, and administration of division budgets; assist in setting goals and objectives; evaluate resources and methods available to accomplish goals and objectives.√

Respond to and resolve complaints related to assigned area of responsibility√

Coordinate assigned activities within the division, with outside agencies, attorneys, and other individuals; provide information to other law enforcement agencies, the courts, and other jail personnel.√

Prepare and maintain a variety of statistical and financial reports related to personnel, budget, and jail activities; review and evaluate reports and other documents prepared or maintained by subordinates.√

Assist in developing and implementing policies and procedures consistent with department rules and regulations for area of assigned responsibility.√

Monitor and oversee the storage of inmate property in the possession of the City of Renton jail.

Perform all duties and tasks in the ranks of Jailer and Electronic Home Detention Jailer as required.√

Perform related duties as assigned.

√ *Essential Job Function***KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Police Department policies, procedures, and General Orders.
- Jail management principles and methods.
- Federal, state, and local laws and regulations relating to jail facilities and activities.
- **City ordinances, Civil Service regulations, labor agreements, and related federal and state laws and WAC rules.**
- Health and safety regulations.
- City of Renton policies and procedures.
- Fundamental principles of jail administration.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budget preparation and control.
- Rules of evidence.

ABILITY TO:

- Plan, organize, and coordinate the jail section and auxiliary services divisions.
- Assure the safety and security of City jail inmates.
- Work effectively with potentially hostile and abusive inmates.
- Learn, apply, and explain laws, codes, rules, regulations, policies, and procedures.
- Relate effectively to people of a variety of cultures, languages, handicaps, and socio-economic situations.
- Understand and implement applicable legal requirements impacting jail records and law enforcement.
- Communicate effectively, both orally and in writing.
- Research and analyze data.
- Work effectively with City officials, employees, representatives of other agencies, and the public.
- Establish and direct jail procedures and activities.
- Train, supervise, and evaluate personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalency and three years of increasingly responsible experience in the operations and activities of a jail facility.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State driver's license. Completion of the Washington State Criminal Justice training course in corrections work. **Must be able to qualify for the Access Certification. CPR and First Aid certification.**

WORKING CONDITIONS:

Work is performed in a jail environment and may require physical exertion on occasion.