

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONAL SERGEANT

POSITION CODE: 09717
Effective: 6-1-75

DISTINGUISHING FEATURES OF WORK:

Under supervision, performs guard duty in a state penal or security institution; receives assignments to the more difficult, hazardous and responsible posts requiring experienced, work tested guards; refers disciplinary cases and nonroutine decisions to a superior officer; supervises a number of directly assigned guards or is in charge of a gate; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Acts as keeper of a cellhouse, gate tower, sally port or other special posts where independent judgment and responsibility are required; instructs and supervises detailed guards.
2. Maintains constant surveillance as a turnkey or gate keeper; searches for contraband; passes properly authorized inmates, visitors, vehicles and employees; maintains cleanliness and sanitation of buildings; posts guards; supervises counts; supervises properly prescribed medication; makes detailed reports concerning inmates and employees.
3. Requisitions and supervises issuance of supplies, assuring economical usage of same; responsible for tools and equipment on assignment; maintains inventory.
4. Records the receiving and issuance of firearms, ammunition, gas supplies, keys and hazardous tools from arsenal to authorized personnel; maintains and repairs firearms and locks; cuts keys.
5. Acts as officer in charge of an isolation or segregation ward, a detention hospital or in charge of a ward for the mentally ill in a security hospital; inspects safety and security devices; reports irregularities.
6. May escort visitors and civilian employees through institution; may assume duties of Correctional Officers or Correctional Lieutenants in their absence.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONAL SERGEANT (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer training program.

Requires one year experience as a Correctional Officer in a penal or security institution.

Knowledges, Skills and Abilities

Requires thorough knowledge of institution's physical layout and prison operation.

Requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates.

Requires elementary knowledge of purposes, methods and practices of modern correctional institutions.

Requires ability to effectively supervise and direct inmates and correctional officers.

Requires ability to maintain satisfactory working relationships with others.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees and inmates.

Requires ability to enforce disciplinary, safety, security and custodial measures.

Requires ability to train and supervise employees or inmates.

Requires ability to train other employees for relief duty on days off, vacation, sick leave and other absences.

Requires ability to understudy and to assume duties of immediate supervisor in the event of vacation, sick leave or emergency.

Requires ability to keep abreast of progress, study, read books and periodicals covering new operations.

Requires sufficient mental maturity to report fellow employees for violations of rules that could endanger the institution.

Requires ability to create and maintain public attitudes that reflect favorably on the institution program.

Requires ability to recognize the importance of sanitation, and to apply regulations as directed.

Requires ability to understand the use of firearms.