

**HENDRICKS COUNTY**  
**JOB DESCRIPTION**

**Title:** Work Release Sergeant

**FLSA:** Non-Exempt

**Department:** Work Release

**Pay Band:** SAM 7

**Supervisor:** Director of Work Release

**PURPOSE OF POSITION:**

Incumbent is responsible for following post orders, maintaining order and supervising offenders and their activities. Incumbent works on an assigned shift under general supervision of the Facility Director. Incumbent maintains the security of the facility as well as the safety of staff and offenders while ensuring daily activities and programs proceed on schedule. In addition, the incumbent may supervise a work release officer or group of work release officers. Employee will be trained in cognitive behavioral management techniques for daily interactions.

**ESSENTIAL FUNCTIONS:**

- Maintains order and security of offenders in the facility.
- Assists in appropriate administration of security related operations (key control, count, shakedowns, searches, inventory, equipment maintenance, security systems, etc).
- Supervises offenders in various work details including both inside and outside of the facility.
- Escorts offenders both inside the facility and on various trips away from the facility.
- Assists in identifying offender treatment needs and supports treatment programs.
- Maintains records and writes reports on offender movement, offender progress, and violations of policies and procedures.
- Remains alert for signs of disorder or tension.
- Counsels offenders in an informal and unofficial capacity.
- Follows and insures compliance with established security procedures.
- Supervises individual or groups of work release officers.
- Performs related duties as assigned by supervisor.
- Successfully completion of physical restraint training.
- Remain calm in stressful situations.
- Operate security equipment.
- Possess customer service skills when dealing with public, employers, visitors and staff.
- Successful completion of annual training.
- Create and maintain clear and definite boundaries with offenders.
- Perform Urinalysis Testing for Drug Court/Probation/Home Detention and Parole as needed.
- Remain current on all mandatory trainings such as CPR/First Aid/Defibrillator.
- Supervise subordinates in a firm, fair and consistent manner.

### **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High School Diploma or GED
- Minimum of 2 years correctional experience
- Minimum of 1 year supervisory experience
- Valid driver's license
- At least 21 years old
- Moderate computer skill
- Must pass urinalysis test

### **RESPONSIBILITY:**

Incumbent is responsible for the management, supervision and safety of the facility, offenders, coworkers, and the general public. Incumbent is directly accountable for knowing the location and status of an offender or a group of offenders. In addition, the incumbent must apply the Hendricks County Work Release rules, policies and procedures in a firm, fair and consistent manner to both offenders and subordinate staff. The incumbent supervises all aspects of residents activities of daily living. Incumbent acts as a shift/custody supervisor. In addition, the incumbent may act as an on the job trainer. The following are additional duties that may be required: responsible for sanitation of the building, custody supervisor in the absence of other administrative staff, locksmith duties and must have a valid driver's license and/or CDL license.

### **WORKING RELATIONSHIPS:**

Incumbent is responsible for demonstrating a cooperative, efficient work relationship with all staff and offenders. Incumbent interacts primarily with offenders, coworkers and supervisors. Occasionally, incumbent may come in contact with the general public. Incumbent must communicate well and portray a positive, professional image in all contacts with others, including offenders, staff, the public, vendors, volunteers and staff representing regulatory agencies. As a supervisor of staff, this person will provide measurable feedback to subordinates through monthly fact file entries. Incumbent will utilize motivational interviewing techniques for maintaining and initiating behavioral change. Staff will use positive reinforcement as a tool for optimal behavior change results.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Incumbent will be required to stand and/or walk for extended periods of time in order to provide staff and offender supervision or sit for an extended period of time. A variety of physical abilities will be required in order to supervise and participate in custody functions. Keen observation and hearing skills are necessary in order to ensure the safety and security of the facility. The incumbent will be required to stoop, kneel, crouch and/or crawl. In addition, the incumbent may be required to climb stairs and/or ladders and walk on uneven ground. Physical effort may include restraining offenders, driving, running and lifting and carrying up to 100lbs. The incumbent must be able to work up to sixteen (16) hours. Workplace environmental conditions may include: continuous noise conditions; heat—high temperatures that may result in body discomfort; cold—low temperatures that may result in body discomfort. Infectious disease

exposure may be possible. Incumbent may be required to use restraint techniques as per agency policy and procedure. The work is physically, emotionally and mentally demanding. The incumbent must maintain constant vigilance for periods of up to sixteen (16) hours at a time. The environment is highly stressful with a threat of physical harm or death present. Errors in judgment could result in injury or death to oneself, coworker, offender and/or the general public. The incumbent must be able to react to emergency situations. In addition, the incumbent must be able to recognize suicidal behavior.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of Work Release Sergeant in the Work Release Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_ No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name