



COUNTY OF NYE

CLASS TITLE: DETENTION SERGEANT

BASIC FUNCTION:

Under direction, supervises Detention Deputies assigned to the Detention Facility, in accordance with policies and procedures, and manages the maintenance and operation of the facility.

REPRESENTATIVE DUTIES:

(Performance of these functions is the reason the job exists.

Assigned job tasks/duties are not limited to the representative duties).

1. Supervises Detention Deputies in the performance of their duties in the booking, care and transportation of inmates.
2. Maintains inmate files, daily logs, medical records, other paperwork, and orders supplies.
3. Books and releases inmates, handles inmate grievances, and schedules their transportation to and from court.
4. Schedules Detention Deputies and prepares employee evaluations.
5. Conducts investigations regarding inmate complaints.
6. Orders required maintenance for the Detention Facility.
7. Prepares memos and posts orders and policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or a G.E.D. equivalency and/or work experience directly related to the duties and responsibilities of the class.

Mandatory Certification: Employees in this class must be certified by the Peace Officers' Standards and Training (POST) Committee per NRS 289.550 or successfully complete POST training within one (1) year of date of hire.

LICENSES:

Valid Nevada Class C driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Detention Deputies.

CONTACTS:

Detention Deputies, vendors, inmates, inmate visitors, other law enforcement agencies, medical staff, dispatchers, patrol Deputy Sheriffs.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Law enforcement setting—subject to transporting and physically subduing prisoners.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer. Law enforcement detention facility environment—subject to assault, injury and disease from prisoners.