



FLSA: COVERED
EEO: 4
DECEMBER 2025

CORRECTIONAL DEPUTY SERGEANT

DEFINITION

Under general supervision, to provide lead, work coordination, and training for other Correctional Deputies during an assigned shift; to supervise incarcerated persons at the County Jail, according to laws, regulations, and policies of the State of California and Amador County; to enforce Jail rules and maintain Jail security; to be responsible for the care, custody, and confinement of incarcerated persons; to oversee work details and leisure activities; and to do related work as required. Serve as a force multiplier in county emergencies, natural disasters, and other county incidents as directed by the Sheriff or his designee.

DISTINGUISHING CHARACTERISTICS

This is the advanced working and lead supervision level in the Correctional Deputy series. Incumbents are expected to coordinate the activities of other Correctional Deputies and perform the full scope of corrections work. Will have responsible charge of the Facility in the absence of the Correction Deputy Lieutenant.

This classification functions as peace officers within the authority and limits of California Penal Code Sections 830.1(c) and 832 once training and qualifications are met.

REPORTS TO

Correctional Deputy Lieutenant, Correctional Deputy Captain, Undersheriff, and Sheriff.

CLASSIFICATIONS SUPERVISED

Provides lead supervision for Correctional Deputy I/II.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Provides lead direction, work coordination and training for an assigned group of Correctional Deputies.
- May have the responsibility to be in charge of the Jail in the absence of the Correctional Deputy Lieutenant.
- Assists with evaluations of staff work performance.
- Conducts roll call of incarcerated persons.
- Supervises incarcerated persons during leisure time activities and on work details.
- Checks work areas to insure that incarcerated persons are working on assigned projects.
- Assures that cells, facilities, and grounds are kept sanitary.
- Supervises periodic block security checks.
- Performs strip searches of incarcerated persons.
- Performs searches of cells and other areas for contraband.
- Maintains discipline among incarcerated persons.
- Opens and censors incoming mail.
- Maintains and updates inmate and Jail records.
- Responds to inquiries regarding inmate detention and Jail policies within the constraints of Department regulations.
- May be assigned to assist with teletype communications and other law enforcement areas.
- Receives and processes incarcerated persons.
- Performs fingerprinting and takes photographs.
- Assigns prisoners to cells.
- Releases prisoners from the Jail on proper authorization.
- Returns articles of clothing.
- Receives and reviews surety bonds for correctness, legality, and appropriate costs before releasing prisoners to the custody of bond makers.
- Makes felony arrests; testifies in court and before disciplinary boards.
- Delivers insulin and other pre-packaged medications.
- Investigates crimes and incidents within the Jail.
- Collects and secures evidence.
- Supervises incarcerated persons and visitors during visiting hours.
- May transport prisoners to and from court, medical appointments, and other institutions.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Amador County Jail and Corrections procedures, policies, and regulations.
- Problems related to the care and custody of incarcerated persons.
- Laws and regulations related to jail operations, booking procedures, and custody of incarcerated persons.

- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Development of police records and reports.
- First aid techniques.
- Principles of work direction, work coordination, and training.

Ability to:

- Provide work direction, work coordination, and training for an assigned group of Correctional Deputies.
- Maintain responsible charge of the Jail in the absence of the Correctional Deputy Lieutenant.
- Be responsible for the care and custody of incarcerated persons at the Amador County jail during an assigned shift.
- Perform a wide variety of corrections work, including supervision of Transportation.
- Understand and interpret laws and regulations relating to arrest, booking, and the retention and treatment of prisoners and jail operations.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance, and agility.
- Effectively represent the Sheriff Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationships with those contacted during the course of work.

TYPICAL PHYSICAL REQUIREMENTS

Meet and maintain standards of adequate physical stature, endurance and manipulative abilities as determined by the department.

Sit for extended periods in one position; frequently stand, walk, climb stairs, and ladders and on slopped or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; Physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office, the Jail and outdoor environments, continuous contact with staff, the public and incarcerated persons.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

A high school diploma or GED equivalent.

Experience

Experience and Training equivalent to Correctional Officer II with Amador County.

SPECIAL REQUIREMENTS

- Possession of a completed Adult Correction Officer Core course certificate mandated by the Corrections Standards Authority of the California Board of Community Corrections.
- Possession of First Aid and CPR certificates.
- Possession of a valid California Penal Code 832 certificate, for appointment to Peace Officer.
- Possession of a valid California driver's license.
- Must have passed the 832 PC course for Arrest, Search and Seizure, and Firearms. Must meet and maintain department standards for firearms proficiency.
- Must be able to successfully complete a thorough Sheriff's Department background investigation.