



## CLASS SPECIFICATION

Class Code: 17550  
Date Est: 03/2013  
Last Rev: 06/2018  
Last Title Chg: 06/2018  
FLSA: exempt  
Probation: 12 months

### ALTERNATIVE SENTENCING SERGEANT

#### **DEFINITION**

Under general supervision, schedules, coordinates and supervises personnel assigned to Alternative Sentencing; oversees the supervision and monitoring activities of defendants sentenced as an alternative to incarceration; performs related work as assigned.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university with major course work in criminal justice, social work, psychology, or a related field AND three years of work experience commensurate with the work performed at the Assistant Alternative Sentencing Officer job class; OR five years of experience involving public contact including law enforcement or related experience including two years' experience equivalent to Assistant Alternate Sentencing Officer; OR an equivalent combination of training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

Must possess a POST Certification Category I or II certification at the time of appointment.

Must be able to maintain a POST Certification Category I or II certificate as a condition of continued employment in this classification.

#### **SUPERVISION EXERCISED**

Exercises direct supervision of assigned staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise the activities of staff, which includes scheduling, assigning and reviewing work, performance appraisal, discipline, and coaching and development.

Conduct briefings to ensure flow of information from shift to shift and the orderly change of command.

Document use of force claims; investigate concerns and/or complaints by probationers, the public or any other agencies.

Complete, update and approve mandated reports required for the position.

Monitor different shift activities and the exchange of information between shifts to promote and ensure the flow of information and consistency of operations.

Supervise defendants who, as a condition of suspended sentence, are under the supervision of the Department of Alternative Sentencing by the court; provide defendants with a written statement describing the terms or condition of the suspended sentence and explain those terms or conditions.

Interview incarcerated defendants; evaluate eligibility for consideration for alternative sentencing; conduct field interviews with law enforcement personnel, mental health agencies, employers, family members and friends regarding the defendant; perform background criminal history checks; determine when a specialized program is appropriate and/or necessary; establish, assign and recommend conditions of suspended sentence orders.

Conduct complex investigations including collecting, compiling, verifying and evaluating information regarding defendants; develop and maintain case files; attend court arraignments, hearings, trials and sentencing; provide case information to judges; impose court ordered conditions.

Coordinate case management for assigned defendants including intensive, in-person supervision and tracking; maintain regular contact with defendants in-person and by telephone; supervise and monitor defendants to ensure compliance with court order(s), court dates and other related program conditions; interpret statements of legal and technical terminology; may conduct home visits; prepare reports for judges, attorneys and Parole and Probation regarding progress of defendants; ensure consistent drug and alcohol testing.

Locate defendants who fail to appear for court dates; notify the courts of defendants who fail to comply with conditions and in some cases recommend revocation.

Confer with attorneys, law enforcement personnel, counselors, and social services agencies regarding difficult cases; coordinate placement of defendants into substance abuse, mental health, domestic violence, and related treatment programs as needed; provide counseling for defendants and family members on a limited basis.

Prepare and maintain statistics on defendants including information regarding court appearances, payment of fines, community service and other related matters.

Serve as a resource and information source regarding court policies, procedures, objectives and operational functions in the assigned area.

Conduct periodic inspections to ensure that equipment, uniforms and facilities are maintained, clean and operational at all times to ensure work can be completed effectively and safely.

Train staff in work methods and procedures that promote a safe working environment for themselves and others.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Countywide personnel policies.

Procedures, functions, policies and procedures of alternative sentencing program(s) per NRS.

Operations, services and activities of the alternative sentencing program to include local courts and courtesy supervision on outside jurisdictions.

Organizational structures of Washoe County, the Justice System and associated State agencies.

Programs and operations for alternative sentencing program and related referral sources and service providers including attorneys, law enforcement personnel, counselors and social services agencies, as well as substance abuse, mental health, domestic violence and related treatment programs.

Methods and techniques of investigation and case management related to the assigned area.

### **Ability to:**

Effectively supervise personnel.

Represent the programs, operations and functions of alternative sentencing programs to staff, management, elected officials, the Courts, the public, community organizations and other agencies.

Understand the organization and operation of all court systems as necessary to assume assigned responsibilities.

Identify possible substance abuse problems.

Respond to requests and inquiries from the general public and related court personnel regarding policies and procedures for the assigned area.

**Entry Level** (*Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.*)

**Knowledge of:**

Principles and techniques of organization, management and supervision.

Federal and state laws, rules and regulations pertaining to alternative sentencing programs and treatment referrals.

Government organizations, justice system processes, alternative sentencing principles, and the types of referral programs and services available to program participants.

Community resources, treatment and placement options.

Counseling methods and practices.

Principles of interviewing, investigating and recording pertinent data.

Principles and procedures of record keeping and reporting.

Modern office methods, procedures, and equipment including computer software and applications.

**Skill in:**

The use of defensive tactics, handcuffs, firearms other weapons and physical restraints authorized for use by the Alternative Sentencing Department.

High-performance driving techniques.

The use of defensive tactics, handcuffs, firearms, other weapons and physical restraints authorized for use by the Sheriff's Office.

**Ability to:**

Plan, assign and supervise the work of professional staff.

Analyze information and make sound recommendations.

Analyze the operations, services and activities of the assigned program within all Court systems.

Analyze, interpret, apply, explain and ensure compliance with the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.

Analyze situations or problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Produce written documents with clearly organized thoughts with proper sentence construction, punctuation and grammar.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Collect, compile and analyze information and data and arrive at logical conclusions.

Effectively apply interviewing and investigative techniques.

Exercise emotional control, remain calm, think clearly and act professionally and decisively while dealing with stressful situations and/or difficult clients.

Establish, maintain and foster positive working relationships with those contacted in the course of work.

Communicate effectively, both orally and in writing; adapt communication style to effectively reach intended audience.

Prepare and maintain accurate and complete records and documents.

Plan and organize work to meet schedules and deadlines.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical abilities and work environment.*)

Ability to work in a standard office and courtroom environment with some exposure to volatile situations. Ability to sit, stand, walk, run, kneel, push, pull, bend, crouch, stoop, squat, crawl, twist, climb, drive, lift, use tools requiring dexterity, and distinguish between colors. Ability to tolerate exposure to cold, heat, noise, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, dust, dirt, grease, infectious disease and other environmental conditions in the performance of duties assigned.

*Incumbents are required to:*

Pass the Nevada P.O.S.T. physical fitness standards per Nevada Administrative Code (NAC) 289.300 and maintain P.O.S.T. requirements.

Pass a detailed background investigation.

Pass a Computer Voice Stress Analysis.

Pass a County approved medical examination, including drug screen and psychological examination.

Successfully complete the Field Training Officer Program.

Submit to a complete physical examination annually pursuant to NRS/NAC 617.

Use protective devices (e.g., bullet-resistant vests, masks, goggles, gloves, etc.) in the course of performing duties and responsibilities.

Purchase an approved duty weapon. County will reimburse up to \$500 toward the purchase of approved duty weapon. Any amount that exceeds \$500 will be paid by the employee.

*Incumbents may be:*

Required to work various shifts and days, including Saturdays and Sundays.

Asked to provide a DNA sample for elimination purpose when working a crime scene.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*