

## Edited KSAPC LISTING

**CLASSIFICATION: CORRECTIONAL SERGEANT**

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of principles and practices of correctional administration, rehabilitation and methods of discipline, as it applies to persons under restraint, to effectively provide public safety and comply with Federal and State laws, court mandates, regulations, etc.
K2.	Comprehensive knowledge of principles and practices of personnel supervision, training and discipline to effectively supervise the daily operation within facility/work site.
K3.	Comprehensive knowledge of First Aid/Cardio Pulmonary Resuscitation to effectively provide first responder/emergency medical care.
K4.	Comprehensive knowledge in the use and care of firearms for the safety of staff, inmates and the public.
K5.	Basic knowledge of the Department's Equal Employment Opportunity (EEO) objectives to ensure a discrimination-free work environment.
K6.	Basic knowledge of a supervisor's role in the EEO Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
K7.	<b>Comprehensive knowledge of training (e.g., Coleman, Armstrong, Clark, Use of Force, Plata, Valdivia, etc.) to ensure staff fulfill the operation requirements of the department and the development needs of the employee.</b>
K8.	<b>Basic knowledge of the various prison gangs and disruptive groups (e.g., behavior, activities structure, etc.) in an effort to minimize disruptions that impede the orderly operation of the institution.</b>
K9.	<b>Comprehensive knowledge of the inmate appeal process (e.g., Form 22, Inmate/Parolee Appeal Form [CDCR 602], Reasonable Accommodation Request Form [CDCR 1824], etc.) in order to review and respond within specified time constraints.</b>
K10.	<b>Basic knowledge of computer usage (e.g., software programs, etc.) to maintain accurate records, communicate effectively, contribute to the department's needs, etc.</b>

## Edited KSAPC LISTING

**CLASSIFICATION: CORRECTIONAL SERGEANT**

**NOTE: Each position within this classification may perform some or all of these KSAPCs.**

<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Plan, assign, and direct the work of others to effectively supervise an area of responsibility and provide for the safety of staff, inmates and the public.
A2.	Control, direct and instruct inmates, individually and in groups, to maintain the orderly operation of the facility, the safety of staff, inmates and the public
A3.	Interpret and enforce institutional rules and regulations with firmness, tact, and impartiality to ensure compliance.
A4.	Promote socially acceptable attitudes and behavior of inmates or parolees and rate their conduct and productivity accurately and impartially to assist with the rehabilitation process.
A5.	Think and act quickly in emergencies in order to determine and implement effective and appropriate courses of action.
A6.	Make arithmetic computations in order to account for inmates and manage resources.
A7.	Analyze situations accurately and adopt an effective course of action.
A8.	Keep records and prepare reports in order to provide information and maintain historical data.
A9.	Effectively contribute to the department's EEO objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
A10.	<b>Use computer to retrieve/update database information and monitor/track assignments.</b>

## Edited KSAPC LISTING

CLASSIFICATION: CORRECTIONAL SERGEANT

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b><i>Personal Characteristics:</i></b>	
PC1.	Emotional maturity and stability to effectively make decisions and lead by example.
PC2.	Professional and objective understanding of persons under restraint to meet the mission of the Department.
PC3.	Satisfactory record as a law-abiding citizen in order to improve public perception and increase credibility.
PC4.	Tact in order to effectively communicate while maintaining respect and dignity of others.
PC5.	Courage, agility, and alertness in order to be aware of your surroundings and handle an emergency situation.
PC6.	Willingness to work all shifts to include weekends, holidays, or any time emergencies arise to meet the mission of the Department.
PC7.	Sound physical condition to perform effectively on the job.
PC8.	Compliance with Departmental uniform and grooming standards in order to demonstrate a neat and professional appearance when representing the department
PC9.	Leadership and command presence in order to effectively manage day to day operations/programs.