

CORRECTIONS LIEUTENANT

FUNCTION OF THE JOB

Under direction, to perform work involving the supervision of employees maintaining the security and custody of inmates in County Jail and Huber facilities; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Supervises, assigns, coordinates, trains, and evaluates employees in the performance of custody and security duties in a maximum security Jail or Huber facility which utilizes linear, direct or work release correctional principles; handles personnel concerns of the staff and may recommend discipline up to discharge.
2. Provides employees with training, guidance and interpretation of operating policies and procedures in specific incidents with authority to make commitments concerning action to be taken.
3. Schedules employee position assignments and approves requests for time off in order to maintain staffing levels required for a safe and efficient operation of the facility; maintains records of employee attendance and work hours.
4. Participates in special projects such as the development, implementation and revision of standard operating policies and procedures, classification of inmates, development of policies and procedures for inmate programming, in-service training and the enhancement of the jail computer systems.
5. Reviews reports of subordinates for accuracy and completeness and ensures they are provided to the proper officials.
6. Conducts inmate disciplinary hearings concerning incidents that occur in the jail and makes decisions within established guidelines concerning the appropriate penalty to be imparted.
7. Ensures incoming prisoners are properly screened and assessed, including for any medical and mental health concerns; makes certain appropriate housing recommendations and any wellness alerts are established and followed accordingly throughout incarceration.
8. Investigates reports of unusual inmate behavior in order to observe and determine the appropriate course of action to be taken.
9. Ensures staff remain alert, courteous and professional when interacting with inmates, coworkers and visitors.
10. Oversees inmate custody file management; resolves questions on inmate intake and discharge documents, release dates and conditions of confinement, and authorizes release of inmates.
11. Investigates concerns and complaints from staff, inmates, attorneys and the public regarding jail procedures; supplies information to inquirers using discretion within established guidelines to resolve problems and/or satisfy concerns which have been expressed.
12. Identifies training needs; coordinates shift coverage to ensure adequate staffing levels are maintained during training periods.
13. Ensures inmates are provided with proper emergency and routine medical treatment.
14. Conducts routine inspections of all work areas to ensure a secure and clean work environment relative to safety, maintenance and general housekeeping needs.
15. Conducts fire and disaster drills to ensure officer proficiency in critical operational areas of security and emergency situations; provides or directs remedial training as necessary.
16. Supervises the Jail's Correctional Emergency Response Team as it responds to critical jail incidents.
17. May participate in interviews of applicants for positions supervised, evaluate the potential of applicants and make recommendations for hire.
18. Prepares and presents detailed oral and written reports as required.
19. May be responsible for monitoring supply inventory, completing purchases and reviewing supply contracts for accuracy and pricing.
20. Establishes and maintains effective working relationships with Department staff, inmates, law enforcement personnel, other government and private agencies, the business community and the general public.
21. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the operation and purpose of detention facilities and of related care, service and security programs used at such facilities.
2. Comprehensive knowledge of federal and state laws, rules, regulations, and codes governing the secure detention of inmates and the operating policies and practices of a jail detention facility.
3. Considerable knowledge of Department policies and procedures concerning detention and law enforcement, and policies on attendance, payroll, and scheduling.
4. Considerable knowledge of supervisory principles and practices.
5. Considerable knowledge and understanding of various inmate supervision and management philosophies including methodology, application and operation.
6. Considerable knowledge of the automated detention management system.
7. Working knowledge of occupational hazards and safe work practices.
8. Working knowledge of psychological and personality disorders, alcohol and drug abuse and their effect on an individual.
9. Working knowledge of leadership principles, communication skills and group dynamics.
10. Working knowledge of computerized department program software, Internet access, database, spreadsheet and word processing programs.
11. Ability to utilize word processing, database and spreadsheet programs.
12. Ability to effectively supervise, assign, train, coordinate and evaluate the work of other employees, and address any personnel concerns of the staff.
13. Ability to handle difficult incidents occurring in the facility within established legal and procedural guidelines.
14. Ability to recognize various types of inmate behavior, including but not limited to symptoms of acute alcohol and drug abuse and abnormal behavior, and take immediate appropriate action.
15. Ability to establish and maintain effective working relationships with Department staff, inmates, law enforcement personnel, other government and private agencies, the business community and the general public.
16. Ability to multi-task and prioritize workload and assignments for optimum performance.
17. Ability to think and act quickly under pressure and respond to high-stress situations, including emergency management.
18. Ability to maintain accurate records and prepare and effectively present oral and written reports and recommendations.
19. Ability to provide guidance and interpretation of the department policies and procedures, rules and regulations.
20. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Two (2) years of work experience in a civil or military detention facility, law enforcement, social work, or closely related field.
3. Post high school training from a recognized college or university with major courses in criminal justice, police science, sociology, social work, police or business administration, or closely related field may substitute for up to one (1) year of work experience on a year-for-year basis.
4. Valid driver's license.