

## CORRECTION LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves maintaining the safety and security of staff and property, as well as overseeing the care, custody and well-being of inmates in the County Correction Facilities. Responsibilities include ensuring that all shifts and posts are properly staffed by Correction Sergeants and Officers, as well as implementing on-the-job training programs for subordinate staff to both orient new personnel and improve skills of existing staff. This class differs from that of Correction Sergeant by virtue of the increased supervisory and facility security responsibilities. Work is performed under general direction of the Correction Captain with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of Correction Sergeants and Correction Officers. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises corrections facility security and operation by issuing orders and disseminating required information in subordinate correction staff to insure a secure facility at all times;

Supervises the on-line direct booking of inmates into the computerized jail management system;

Oversees and coordinates social, rehabilitation, educational and recreational activities and programs for inmates;

Observes and supervises subordinate correctional staff in performance of their duties by making periodic tours of correctional facilities;

Assigns facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;

Adapts and develops new or revised practices for security, inmate custody and control in response to changing situations in the facility by evaluation of problems and by on-site inspection and consultation with employees;

Assists in formulating facility procedures for control of contraband and orders searches as required;

Oversees the safe and secure transport of inmates to and from the correctional facilities;

Assists in developing security plans for the corrections facility including access, issuance and use of keys, weapons and other equipment;

Coordinates and supervises mandated and non-mandated training of personnel;

Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-ways radios and equipment;

Prepares a variety of records and reports related to the work.

Performs employee appraisals of correction staff;

CORRECTION LIEUTENANT (cont'd)

Directs the purchase, within budgetary limitations, of supplies and equipment necessary to maintain the operation of the facility and to meet the legal requirements to provide for the health and safety of staff and inmate population; Keeps an accurate inventory of all supplies and equipment for the facility; Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees; thorough knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of the problems of correction facility inmate supervision; good knowledge of search and frisk methods; good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents; good knowledge of the use of defensive and physical restraining techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; good knowledge of the budgeting process to identify personnel and equipment needs for a security facility program; ability to plan for and train subordinate correction staff in work situations; ability to read, understand and interpret complex reports, rules and relations governing the operation of a correction facility; ability to take charge and determine appropriate action in emergency situations; sound judgment.

MINIMUM QUALIFICATIONS: Two years of experience as a Correction Sergeant.