

## **CORRECTION LIEUTENANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and supervisory position responsible for overseeing, coordinating, and directing the staff, operation, and activities of the County Jail. Correction Lieutenant functions as facility supervisor to ensure compliance with facility operating rules and regulations. At times the Correction Lieutenant may be the highest-ranking employee on duty and will have full charge of the Correctional Facility. The work is performed under the direct supervision of the Jail Administrator / Captain and general supervision of the Sheriff and/or Undersheriff with leeway allowed for the exercise of independent judgment in the performance of their duties. Supervision is exercised over all other correctional staff employed at the Jail. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Supervises, directs, and evaluates the work of subordinate correctional staff;
- Deals with problems and disciplining of staff under their command;
- Makes proposals regarding budgetary needs, and staff needs;
- Coordinates and directs the scheduling and utilization of departmental personnel;
- Supervises and coordinates, and participates in the training of correctional staff;
- Interprets federal, state, and local rules and regulations governing the operation of the jail and ensures compliance with the same;
- Participates in the development and implementation of department policies and operating procedures for the jail;
- Assists in maintaining the overall security of the jail and ensure that maintenance is adequate within the facility;
- Oversees the coordination of established programs and activities for inmates such as mental health services, educational activities, recreational activities, medical services, and religious services;
- Coordinates arrangements for housing of inmates in other correctional facilities and transportation of inmates to other facilities;
- Prepares, complies, and maintains a variety of administrative records and reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge and understanding of federal, state, and local rules and regulations governing the operation of a county jail; thorough knowledge of the policies and operating procedures of the local jail; thorough knowledge of the methods, practices, and techniques used in the care and supervision of incarcerated individuals and the maintenance of discipline in a correctional facility; thorough knowledge of the principles, practices and techniques used in maintaining jail security; ability to supervise, direct, and train subordinate staff; ability to understand and interpret complex written material; ability to function effectively in high stress situations; good judgment; alertness; integrity; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either**

- (A) Twenty-four (24) months of permanent competitive experience as a Correction Sergeant
- OR
- (B) Ten (10) years of permanent competitive experience as a Correction Officer

Competitive Class

Adopted 12/18/06 Personnel Associate

Revised 12/3/2021 PO