

DESCRIPTION: Under direct supervision of a Corrections Captain or Major, serves as a shift supervisor for a custody force within a correctional facility. The incumbent is normally assigned to supervise the custody operation of the entire facility during an assigned shift, or, in a larger facility, a section of the facility for an entire shift. Monitoring of the inmates/offenders will normally be accomplished indirectly through the work of subordinate Corrections Officers, Corporals and Sergeants. Work may be accomplished in a variety of correctional security settings; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the fourth of six levels in the corrections custody series (Officer, Corporal, Sergeant, Lieutenant, Captain and Major). The Lieutenant class is distinguished from the Sergeant class by having responsibility for all custody staff and operations of their assigned shift. Lieutenants also have the authority to make critical decisions concerning safety issues. These positions will immediately assume control of any emergency/hostage situation occurring during an assigned shift, until higher level authorities have been notified and are on-site in the command center. Positions in this classification directly supervise Officers, Corporals and Sergeants. This class is distinguished from the Captain and Major levels in that it is responsible for a single shift versus oversight of all shifts.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Responsible for a specific shift of the custody force. Supervises the performance of all assigned Corrections Officers, Corporals and Sergeants, providing leadership and assisting custody/security staff with questions or problems.

Ensures maintenance of custody for all inmates/offenders within the facility, either directly, but more often, indirectly through subordinate staff.

Conducts special investigations, particularly concerning incidents which occur during the assigned shift.

Resolves problems which occur between inmates/offenders and between inmates/offenders and staff.

Evaluates assigned custody staff performance, counsels with the custody staff and disseminates information regarding the performance report to individuals as required.

Recommends disciplinary and corrective action to be taken against custody staff.

Conducts and evaluates on-the-job training for assigned custody staff under their supervision. Documents OJT training.

Applies Administrative Regulations, Operational Memorandums and Post Orders to custody operations. Assists in the development of these policies.

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Acts as a source of information for inmates/offenders regarding facility policy, regulations and inmate/offender services. Provides counseling for special problem inmates/offenders in areas concerning custody.

Becomes directly involved in handling incidents involving high security or problem inmates/offenders, i.e. segregation problems, high risk inmate/offender transportation, threats of insurrections, etc.

Conducts roll call and handles all administrative paper work involved in operation of the shift, i.e. custody staff assignment, vacation scheduling, time sheets, daily logs, inspections, etc.

Formulates and writes necessary reports involving incidents and activities during assigned shift, i.e. counts, log sheets, incident reports, disciplinary actions, etc.

Participates on specific committees and planning groups as requested.

Supervises the conduct of special custody activities, i.e. searches, disturbance control, facility tours, etc.

Transport high security risk inmates/offenders on transportation out of the facility and into the community.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: correctional facility rules and regulations governing the conduct of inmates/offenders; correctional facility post orders; agency administrative regulations and state regulations governing supervisory responsibilities and conduct of state employees; general security and emergency procedures, as well as, operations of security devices within the facility; facility operations within the security areas; all communication procedures and operation of equipment available for facility communication; armory, blueprints of security areas and total key control for the facility; department administrative regulations, operational memorandum; any union contract provisions as they apply to subordinate custody staff; supervisory and leadership techniques.

Ability to: understand and enforce rules governing the conduct of the inmate/offender; control inmates/offenders in a variety of settings within a correctional facility and in the community; communicate effectively other staff, the public and the inmate/offenders; respond quickly and effectively to situations which threaten the security of the facility; utilize proper supervisory and leadership skills in dealing with subordinates; effectively administer all provisions of the union contract.

Skill in: the use of all necessary security equipment (some computerized), all forms of weaponry (accurately and effectively); the use of effective self-defense methods; applying sound supervisory and leadership techniques.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post-high school coursework/training in Criminal Justice or related Behavioral field and three years of progressively responsible corrections experience. Experience or coursework/training in supervision and leadership. Must be able to legally possess firearms and ammunition.

SPECIAL NOTES:

Possession of a valid driver's license is required.

Employees in this class are subject to random drug testing.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).