

CORRECTION LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the operation, maintaining safety, security of staff, property and for the care, custody and well-being of inmates in a County Correction facility. A Correction Lieutenant is responsible to insure that all shifts and posts are properly staffed. An incumbent implements an on-the-job training program for subordinate staff to both orient new personnel and improve skills of existing staff. The work is performed under general direction with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of Correction Sergeant and Correction Officers. The incumbent is directly responsible to the Chief Correction Officer for the proper safety and sanitary care of prisoners assigned. An employee in this class is a peace officer and may be required to affect an arrest and carry a firearm in the performance of duties when authorized by the Sheriff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

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

Observes and supervises subordinate correctional staff in performance of their duties by making periodic rounds of the facility;

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

Performs employee appraisals on corrections staff, reviews marginal employees and counsels them in an effort to improve performance;

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 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 from a county facility to State correctional institutions;

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

Assists in developing procedures to facilitate employee training, use of weapons, chemical restraining agents and other safety and emergency equipment;

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

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

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FULL PERFORMANCE KNOWLEDGES, 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 proper function of correction facility security equipment, devices and safe use of chemical restraining agents; good knowledge of the use of defensive and restraining physical techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the principles and practices of supervision; ability to plan for and train subordinate correction staff in work situations; ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility; ability to take charge and determine appropriate action in emergency situations; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Two years of permanent competitive class status as a Correction Sergeant in the Office of Sheriff.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: September 21, 1994

REVISED: November 17, 2015

CIVIL SERVICE CLASSIFICATION: COMPETITIVE