County of Humboldt Job Specification
CORRECTIONAL LIEUTENANT
Classification 0419 (Class Number)
FLSA: Exempt

DEFINITION

Under general direction, plans, organizes, and manages the day-to-day operations of an assigned section within the correctional facilities; ensures the safety and security of the inmates, staff, visitors, and the public through the enforcement of proper detention policies and procedures of the jail facility within the Sheriff's Office; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Correctional Captain or higher ranks. Exercises direct supervision over law enforcement, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a mid-management level classification in the sworn series responsible for planning, organizing, reviewing, and coordinating the day-to-day operations of an assigned functional section of the County correctional facilities. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include implementing policies and procedures for assigned programs, budget monitoring and reporting, and program evaluation. Incumbents coordinate shift scheduling and operational management of bureau activities, staff, programs, and equipment. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Correctional Captain in that the latter has overall supervisory and budgetary responsibility for correctional facility activities and operations.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, coordinates, schedules, assigns, and directs the work of the sections, either directly or through subordinate supervisors.
- Manages, supervises, and administers the daily operations of the jail facility; assists the Correctional Captain in administrative decisions pertaining to jail management and operations.
- Monitors and evaluates jail operations and procedures for compliance with established state and federal laws; interprets and ensures consistent application of policies, directives, and personnel regulations.

- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures; provides recommendations for selection and other personnel decisions.
- Determines work schedules and authorizes leaves, ensuring necessary coverage for shifts and adequate completion of program assignments.
- Directs the maintenance of daily logs and records; reviews, prepares, and processes reports related to jail operations and activities; compiles data related to jail operations.
- Directs staff in emergency or unusual situations; develops and implements emergency action plans; ensures jail facilities are maintained in safe, clean, and functional condition.
- Oversees the classification of inmates into appropriate housing and programs; reviews and authorizes or denies participation in furlough programs.
- Monitors the disciplinary process for inmates to ensure fairness and consistency; ensures adherence to legal and policy considerations in disciplinary matters.
- Represents the Sheriff's Office in meetings and conferences pertaining to jail facilities and correctional issues.
- Directs shift change briefings; ensures the efficient flow of information from shift to shift and an orderly change of command according to established schedules.
- Testifies in court as subpoenaed; may serve as an informational resource for other organizational units and governmental agencies.
- Ensures compliance with Federal, State and Local laws and policies.
- Coordinates and schedules annual training to ensure compliance with state mandated regulations.
- May act as the divisional Correctional Captain on a relief basis.
- Performs related duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership to include knowledge of situational leadership.
- Principles, policies, and procedures related to jail operations, including booking, custody, and release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting jail operations, reporting requirements, inmate detention, release, and legal rights of inmates.
- Proper safety procedures and practices associated with jail operations.
- Rules of evidence pertaining to search and seizure, and the identification, marking, preservation, and presentation of evidence.
- Principles and procedures of budget development and administration.

- Techniques for dealing with individuals form various socio-economic backgrounds in hostile and/or confrontational situations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for an assigned correctional section or function.
- Analyze jail operation problems, develop sound alternatives, and make effective recommendations and decisions under difficult or emergency circumstances.
- Administer complex and technical law enforcement operations and programs in an independent and cooperative manner.
- Supervise jail operations, including the booking, custody, and release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Prepare clear and concise reports, correspondence, and other written material.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Represent the Sheriff's Office at various community events or assignments to various boards/committees/etc.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12^{th}) grade

and

two (2) years of increasingly responsible supervisory experience in correctional operations and inmate oversight at a level equivalent to the County's class of Correctional Sergeant.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.
- Possession of a California Penal Code 832 certificate.
- Completion of a California State Commission on Peace Officer Standards and Training (P.O.S.T.) or Standards and Training for Corrections (STC) management course within one (1) year of appointment.
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

- Mobility, physical strength, and stamina to respond to and perform assigned duties; to climb, reach, bend, run and jump; to lift, carry or push objects that weigh up to 160 pounds.
- Vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment.
- Hear in the normal audio range with or without correction.
- Repetitive and fatiguing duties including frequent walking, upward/downward flexion of neck, wrist and arm motions, and sitting.
- Fine finger dexterity of both hands, ability to grasp and hold.
- Extreme physical exertion to assist with physical altercations is required.

ENVIRONMENTAL CONDITIONS

- Employees work in a county jail facility setting and are exposed to loud noise levels, hazardous physical substances, confining workspaces, monitored entry and exit of facility and locations within facility, cold and hot temperatures, and varying weather conditions.
- Employees may be exposed to vermin, insects, and parasites.
- The duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.
- Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

- Must be willing to work during evenings, weekends, and holidays.
- Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).