

CORRECTION LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS:

This is a responsible position involving the planning, directing and supervising the operating activities of a large number of correction officers in a correctional facility. Incumbents are also responsible for inmate safety and security, and visitors on the assigned shift. Work is performed in accordance with specific policies and guidelines under the general supervision of the Correction Captain, Assistant Correction Administrator or Correction Administrator with leeway allowed for the exercise of independent judgement. Direct and general supervision is exercised over Correction Sergeants and Correction Officers.

TYPICAL WORK ACTIVITIES:

1. Oversees general operation of jail during assigned shift and insures compliance with various laws, regulations and standards;
2. Schedules assignments and approves use of benefit time for Officers;
3. Conducts supervisory tours of facility and monitors operations and performance of Correction Sergeants and Correction Officers;
4. Oversees Officers' and Sergeants' performance and may impose discipline when appropriate;
5. Conducts performance appraisals of Correction Sergeants and Correction Officers;
6. Reviews work orders and insures that they are carried out;
7. Handles inmate complaint and grievance procedures;
8. Prepares and submits a variety of reports;
9. Reports operational problems to administration and recommends solutions;
10. Assists Correction Captain as required;
11. May be temporarily assigned to Correction Sergeant duties when required by insufficient staffing levels driven by unforeseen circumstances;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Minimum Standards and Regulations for Management of County Jail; thorough knowledge of jail procedures, rules and regulations; ability to assign and supervise the work of others; ability to conduct performance appraisals; ability to deal effectively with inmates under a variety of circumstances including periods of emotional disturbances and physical violence; ability to maintain order and discipline; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: One (1) year of permanent competitive class status as a Correction Sergeant.

PS3201

ADOPTED 01/06/83

REVISED: 12/19/84 07/01/91 02/06/96 08/01/97 06/04/15
05/10/19