

## CORRECTIONS LIEUTENANT

### KIND OF WORK

Professional supervision of a group of Corrections Officers or an identifiable program or living unit emphasizing inmate control.

### NATURE AND PURPOSE

Employees in these classes are responsible for all phases of the supervision of Corrections Officers in a designated unit or on a particular work shift. These employees determine staff coverage and plan the implementation of programs as developed by higher administrative staff. The employee must solve problems of staff deployment, motivation, and direction on a daily basis. Responsibility includes a coordination of all security and program functions performed by the Corrections Officers under his/her direction. This employee is directly accountable for policy development and interpretation such that institution resident behavior is positive and program goals are achieved. The employee receives continuing training in the principles of correctional administration and supervision. Direction is received from a higher level administrator. The employee is given considerable latitude for directing the counseling force with review on the basis of results achieved. Day-to-day security and treatment policy making authority is final, but program policy regarding major changes that reflect goals not previously established is subject to review; performs related work as required.

NOTE: During the job analysis the subject matter experts saw no distinguishable difference between the Corrections Officer Supervisor and the Corrections Officer 4. Therefore, the written and promotional rating portion of the examination are the same for both classifications.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervise staff by monitoring, directing and counseling staff in the performance of their assigned position responsibilities; monitoring staff compliance with established policies and procedures; monitoring and evaluating staff performance and preparing reviews; makes recommendations regarding certification, hiring, salary adjustments, promotions, and achievement awards; conducts or assists others in conducting investigations of alleged staff misconduct; dispense or recommend appropriate corrective disciplinary action so that employees receive training/orientation and quality staff levels are maintained. Responsibility entails supervision, monitoring and management of budget expenditures so that the fiscal integrity of the facility is assured.

Provide inmate management by monitoring and evaluating unit climate, inmate interaction and morale; facilitate resolutions to problems related to inmate or inmate/staff interaction; monitor compliance with scheduled inmate activities so that problems are averted or minimized and a rapport is established and maintained with the inmates.

May plan, organize and facilitate training of immediate unit staff supervised, by assessing staff needs and scheduling training so that mandatory training, including initial orientation for new employees, is available to all staff.

Maintain key and tool control by keeping records, releasing keys/tools and developing/refining systems of accountability and security so that institution security is maintained.

Responds to institution emergencies, assessing the situation and acting to minimize/control the situation so that security and safety of inmates and staff is maintained and institution policies and procedures are followed.

Supervise the institution transportation system to ensure staff, inmate and public safety and security are maintained.

Conducts security inspections, instructs staff in safety and security techniques and responds to emergencies to ensure that staff implement safety and security policies and procedures to maintain security.

Monitors potential breaches and/or investigates breaches of security to ensure that staff implement safety and security policies and procedures so that security is maintained and corrective action is implemented.

Supervise and direct procedures for the control and seizure of contraband to ensure that security is maintained.

Conducts safety, sanitation, and maintenance inspections of buildings and grounds; monitors emergency response/security equipment and inventory; orders supplies and records inventory to ensure that security, facility operations, and equipment function properly and are maintained and to identify and implement corrective action.

Facilitate communication and disseminate information by advising assigned staff of facility and unit philosophies, goals, and objectives; interpreting as necessary, policies and procedures governing unit operations; recommending policy and procedure development or revision; and monitoring the quality and timeliness of assigned staff's written reports to assure compliance with DOC and ACA standards and so that staff understand and comply with institution policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Union contract provisions related to hours of work, overtime and discipline sufficient to effectively schedule staff, assign work and implement corrective action.

Personnel policies/selection techniques, affirmative action policies and bargaining unit requirements necessary to interview, select, promote, supervise staff and effectively make hiring recommendations.

Security techniques and procedures sufficient to evaluate and give instruction in conducting accurate inmate counts, search for contraband, direct or coordinate shakedowns, monitor inmate movement and inspect buildings and grounds.

Emergency response procedures sufficient to deploy staff and intervene to minimize/control situations while maintaining the security and safety of inmates and staff.

The facility sufficient to search for contraband and identify and determine actual/potential security breaches.

ACA standards sufficient to recommend and assist in the revision of policies and procedures and to direct subordinates in their implementation.

Skill in:

Verbal and written communications sufficient to communicate with staff and inmates.

Human relations sufficient to gain cooperation and effectively direct staff.

Human relations sufficient to gain respect and confidence of subordinates and inmates to establish effective working relationships.

Leadership sufficient to coordinate activities and direct and encourage appropriate conduct.

Ability to:

Monitor and direct the work of others sufficient to meet job performance and institution standards.

Assess training needs of staff sufficient to identify and address performance deficiencies and enhance career development goals.

Monitor and direct staff in the use of force sufficient to take control of inmates in an emergency situation and to instruct staff in tactical responses in advanced methods of responding to the emergency situations.

Establish effective relationships with inmates, subordinates, peers and superiors.

Read, understand and explain policy and regulations sufficient to direct and counsel staff and inmates on rules and regulations.

Understand and convey the meaning and application of written policies and procedures sufficient to direct and counsel staff and inmates on rules and regulations.

Communicate orally sufficient to direct staff and inmates, counsel inmates and explain rules and regulations.

Write organized and detailed reports sufficient to assure compliance with DOC and ACA and to maintain appropriate documentation of issues relating to the reports.

Est.: 11/17/71  
Rev.: 2/74; 6/78; 7/91  
Ckd.: 3/81

T.C.: 4/84; 7/91; 7/93, 11/98  
Former Title(s): Correctional  
Counselor Supervisor/4,  
Corrections Counselor 4,  
Corrections Officer 4