

CORRECTIONS 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 and, as assigned, civil and special deputy responsibilities. A Corrections Lieutenant is responsible to insure that all shifts and posts are properly staffed by Corrections Sergeants and Officers. 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. This class differs from that of Corrections First Sergeant by virtue of increased supervisory and overall facility security responsibilities. Supervision is exercised over the work of Corrections First Sergeant, Corrections Sergeants and Corrections Officers. 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 programs 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 correction 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 measures; 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; May perform civil functions; May be assigned to perform duties of a special deputy as directed by a superior officer.

FULL PERFORMANCE KNOWLEDGE, 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; Thorough knowledge of the problems of correction facility inmate supervision; Thorough knowledge of search and frisk methods; Good knowledge of the proper function of correction facility security equipment, devices and safety 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 correctional 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: Either;

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in police science, law enforcement administration, criminal justice, business management or a related field AND (3) three years of corrections or juvenile correctional facility experience, (2) two years of which shall have been in a supervisory title; OR
- (b) Completion of at least 60 credit hours of study at a regionally accredited or New York State registered college or university with major course work in police science, law enforcement administration, criminal justice, business management or a related field AND (5) five years of corrections or juvenile correctional facility experience, (2) two year of which shall have been in a supervisory title; OR
- (c) Graduation from high school or possession of a high school equivalency diploma AND (7) seven years of corrections or juvenile correctional facility experience, (3) three years of which shall have been in a supervisory title; OR
- (d) Any combination of education, training and experience equal to or greater than that defined in (a), (b), or (c) above.

SPECIAL REQUIREMENTS:

1. Possession of an appropriate level New York State driver' license at the time of appointment and maintained during employment.
2. Incumbents in this position are required to reside within the County of Delaware at all times during their employment in this title.
3. Successful completion of an agility test, background investigation, medical examination and/or psychological test will be required prior to appointment.
4. Completion of New York State Commission of Corrections training prior to completion of the Probationary period.
5. Incumbents in this position must abide to policies and procedures of the Delaware County Sheriffs Office.

Adopted 8/22/90

Revised 10/10/90; 2/10/12; 8/4/16; 12/20/18; 2/11/19

Reviewed 10/27/98