

# CORRECTIONAL LIEUTENANT

6779

## GENERAL DESCRIPTION OF CLASS

The CORRECTIONAL LIEUTENANT, as Watch Commander in a moderate-service correctional institution or satellite facility, supervises subordinate security staff who monitor, control, and direct inmates; or as Shift Lieutenant in a major correctional institution, supervises and oversees the security operations of the entire shift; or supervises and oversees a specific security program. All positions in this class are excluded from collective bargaining.

## DISTINGUISHING FEATURES

This is the first level of a two-level security management series. Employees in this class are usually assigned to medium or maximum security facilities where the focus/mission is on security, perform administrative duties and are less involved in performing day-to-day security functions. This level is distinguished from the higher level by the absence of responsibility for serving as a Watch Commander in a major, full service Correctional Institution (facilities containing all of the following types of programs: armory, infirmary, maximum security segregation units, mental health programs, academic and vocational programs) requiring an in-depth and wider breadth of knowledge of the interrelationships of programs and security measures.

## DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

### 1. Supervision

Assign security staff, ensuring knowledge and skill levels are compatible with assigned post duties. Monitor and evaluate staff performance and prepare performance appraisals and promotional merit ratings. Assess training needs of staff and recommend appropriate training.

Provide initial orientation to new employees. May review applicants' credentials, conduct background checks, participate in the screening process and effectively recommend hiring staff. Resolve personnel problems and complaints and may respond to informal and formal grievances at the first level and/or provide information for response at higher levels. Effectively recommend disciplinary actions and reward employees. Counsel employees in work-related activities, professional growth, and career development.

### 2. Operations Supervision and Administration

Conduct roll calls (musters) to ensure that sufficient staff are available and informed for upcoming shift. Authorize overtime when necessary to provide adequate security staffing. Ensure that administrative directive manuals are current.

Order emergency inmate counts as necessary. Participate in and/or assign and direct staff in nonroutine cell and area searches for contraband. Recommend, supervise staff, and enforce directives related to the control of keys, tools, knives, contraband, and hazardous equipment or materials. Supervise staff

and enforce directives related to control of firearms, chemical agents, and other security equipment. May inspect electronic perimeter security system, weapons, and equipment used by mobile patrol and other assigned staff to ensure effective operation.

Supervise inmate meals, assessing staff and inmate behavior and the quality and quantity of food served. Inspect infirmary and/or clinic, segregation units, close supervision units, and other special security units. Authorize changes in institutional routine when dictated by operational necessity. Review and investigate reports of security, safety, and sanitation infractions. Direct the operation of segregation units to ensure compliance with security directives by both staff and inmates.

### **3. Inmate Discipline and Control**

Review and endorse all misconduct reports and unusual incident reports prepared by subordinates, investigating to collect additional data, if necessary, and to ensure that corrective action is taken. Authorize inmate visits and terminate, when appropriate. Independently decide to return inmate to the major, full-service parent institution because of major misconduct, need for protection, or other reasons.

May control, direct, and monitor activity and movement of inmates to ensure security and safety (e.g., line movements, showers, recreation or game room, dining area, housing units, segregation, or special management units). Observe for contraband, injuries, illness, assaults, escape attempts or other security violations and intervenes and controls negative behavior and violence. Authorize and/or use physical force as required.

### **4. Emergency Response**

Depending on shift, serve as commander of an emergency until relieved by higher authority, initiating action, assigning personnel, and notifying designated officials. Notify designated officials of unusual incidents which occur during shift and complete necessary paperwork. Secure and maintain chain of evidence in the event of criminal activity and may contact law enforcement agencies regarding searches of visitors and/or other staff for contraband, etc.

### **5. Miscellaneous**

Assist in developing facility procedures and post orders and in budget preparation by projecting staff and equipment needs. May investigate staff/inmate accidents and submit necessary reports.

May serve as Security Manager in his/her absence. Ensure maintenance of security when service vehicles enter and leave the institution perimeter. Use Law Enforcement Data System (LEDS) to verify parole absconders or warrants, issue APB's, and do criminal history checks on prospective employees or volunteers. May supervise assignment of staff to full time posts and monitor use of sick leave, scheduling of vacations, etc.

Supervise the Housing Unit operations to ensure that inmates are appropriately housed and make inmate work assignments and coordinate subprogram functions with other institution program operations.

## **RELATIONSHIPS WITH OTHERS**

Depending upon assignment and shift, employees in this class have periodic contact in person and by phone with representatives of law enforcement agencies regarding internal investigations and issuance of

warrants and APB's. They have regular contact in person and by phone with security staff of other institutions to exchange information and to arrange transport of inmates and with managers and staff of institution program areas regarding operations, security issues and inmate concerns, as well as daily in-person contact with inmates.

### **SUPERVISION RECEIVED**

Employees in this class receive general supervision from the Security Manager or Correctional Captain who reviews work through written reports, discussion of problems, and personal observations to provide progress reports on projects and to identify and develop solutions to problems.

### **SUPERVISION EXERCISED**

The Correctional Lieutenant directly supervises correctional staff involved in maintaining the security of a smaller, limited-service institution or satellite facility and in controlling, directing, and monitoring the inmate population.

### **GENERAL INFORMATION**

Positions are located in correctional institutions. They require the willingness to work in the environment associated with the positions' location and purpose. They require the willingness to work shifts, to remain alert and observant throughout the shift and to report for duty at any time emergencies arise. They require the willingness to withstand verbal abuse, threats and harassment from inmates and to conduct body searches of inmates and take urine samples.

**KNOWLEDGE AND SKILLS (KS)**

Extensive knowledge of security principles and practices.

Extensive knowledge of the principles and tactics governing the use of physical and deadly force.

General knowledge of the principles and practices of corrections as they relate to the criminal justice system.

General knowledge of the social and cultural lifestyle of a variety of ethnic and cultural groups.

Basic knowledge of personnel administration as it relates to the hiring, disciplining, and motivation of employees.

Skill in interpreting inmate behaviors and activities accurately.

Skill in controlling, directing, and instructing inmates individually and in groups.

Skill in reading and understanding written policies, procedures, and post orders.

Skill in observing and understanding the habits and attitudes of inmates.

Skill in writing technical and evaluative reports.

Skill in the use of restraints, firearms, chemical agents, and security devices.

Skill in enforcing institutional rules and regulations with impartiality.

Skill in evaluating emergency situations and taking or recommending corrective measures.

Skill in interpersonal relations and group dynamics.

Skill in managing aggressive behavior and conflict situations.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised 7/93