

LINN COUNTY CLASSIFICATION

TITLE: LIEUTENANT - CORRECTIONS DIVISION
NUMBER: 691 **APPROVAL ORDER**
PAY RANGE: 20 (SO) **NUMBER: 2014-084**
CATEGORY: MANAGEMENT/EXEMPT (SO) **DATE: APRIL 2, 2014**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs supervisory and professional corrections work in the care and custody of prisoners in the jail. Assists the Corrections Captain with various administrative activities. Assumes responsibility for operation of the facility in the absence of the Captain.

SUPERVISION RECEIVED: Works under the general supervision of the Corrections Division Captain who assigns general duties and reviews work for effectiveness and adherence to proper procedures and regulations.

SUPERVISION EXERCISED: Exercises general supervision over personnel on an assigned shift. Assists in the formulation and implementation of management decisions and policies and assigns and directs duties of subordinate personnel. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates. Other supervisory duties include reviewing written reports and documents, explaining and interpreting laws.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise the work of personnel engaged in the custody and care of prisoners in the jail; assist in scheduling and assigning employees; inspect personnel and equipment; instruct new employees in office policies, procedures and techniques.
2. Supervise the maintenance of proper security, sanitation and prisoner health and welfare standards; investigate complaints and incidents involving prisoners; assist in determining disciplinary actions for prisoners; inspect facilities for safety, contraband and security; notify supervisors of incidents or conditions.
3. Consult with the Programs Captain regarding program staff work performance and training needs.
4. Administer, evaluate and recommend modification of division policies and procedures.
5. Maintain liaison with law enforcement agencies, correctional institutions and courts regarding the custody, care and transportation of prisoners.
6. Supervise the admission and release operation, assuring compliance with the directives of the Courts regarding custody, care, and disposition of prisoners.

7. Assist in development of the Division budget; supervise the preparation and maintenance of required records and reports; order supplies and maintain equipment in proper working order.
8. Perform the duties of a Corrections Deputy as required to insure efficient operation of the facility.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of Sheriff's Office policies, procedures, and modern techniques for the custody and care of prisoners. Considerable knowledge of applicable Federal, State and Local Laws, particularly those pertaining to jail standards. Considerable knowledge and skill in the use of law enforcement equipment including firearms, motor vehicles, radios, and intoxilyzers.

Ability to assign, supervise and train employees in the proper and efficient performance of duties and use of equipment. Ability to interpret laws and regulations and apply them to job situations. Ability to recognize and analyze problems concerning the custody and care of prisoners, and exercise judgment in directing or performing the necessary actions. Ability to supervise various jail functions in an efficient and lawful manner. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies, the courts, prisoners and the general public. Ability to perform the duties of a Corrections Deputy.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two-year college with major course work in Corrections or Law Enforcement plus four years of Corrections experience dealing with the care and custody of prisoners, including at least two years in a supervisory capacity and two years with the Linn County Sheriff's Office. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced Certificate at the time of appointment. Must have Supervisory Certificate within one year of the appointment. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors at the Linn County Jail. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice. Must successfully pass a general physical examination as required by the Department of Public Safety Standards and Training and must pass a comprehensive psychological examination.