

CORRECTION LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervision of the care, custody and well being of inmates, and the safety, performance and compliance of officers and civilians in a County Correctional Facility. A Correction Lieutenant is responsible to guarantee that all shifts and posts are properly staffed by Correction Sergeants, Officers and Civilian employees. An incumbent insures that all posts are covered by properly trained personnel and that misconduct or incompetence is addressed according to policy. The work is performed under general direction from superiors with leeway allowed for exercise of independent judgement, based on policy, in carrying out details of the work. This class differs from that of Correction Sergeant by virtue of increased supervisory, facility security and operational responsibilities. Supervision is exercised over the work of Correction Sergeants, Correction Officers and Civilian employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises facility operation by issuing orders and disseminating required information to subordinate staff to insure a safe and secure facility at all times;

Supervises and coordinates social, rehabilitation, educational, religious and recreational activities and programs for facility inmates;

Supervises and oversees subordinate staff in performance of their duties by continual and routine tours of the facility;

Responds to facility incidents and reviews all verbal and written reports;

Conducts performance appraisals on subordinate staff making and implementing recommendations regarding marginal or sub-standard performance; counsels subordinate staff to correct problems;

Implements new or revised policies and practices for security, inmate custody and control response to situations in the facility by evaluation of problems by on-site inspection and consultation with staff;

Implements facility procedures for control of contraband, orders searches and other security procedures as required;

Supervises transport of inmates to courts, medical and psychiatric appointments, state facilities and other destinations as required;

Implements facility security plans regarding access, weapons, keys and emergency procedures;

Operates and supervises subordinates use of restraint devices, communications equipment, intermediate weapons and other safety and emergency equipment;

Supervises inmate records, property and valuables;

Requires policy compliance from subordinate staff;

Monitors and reports on standard and law compliance issues affecting the facility;

Reports violations of law, standards and policy to superiors;

Prepares a variety of written and verbal reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Complete knowledge of the rules, regulations and requirements of Correction Law, Executive Law and facility policies governing the treatment of inmates, safety and security of the facility and Department employees;

Complete knowledge of the layout and locations of security personnel post assignments and duties in all areas of the facility;

Superior knowledge of the problems and solutions to correction facility inmate supervision problems;

Superior knowledge of contraband control, search, frisk, counts and other security procedures;

Complete knowledge of the proper function and use of restraint equipment, intermediate weapons, security devices, emergency equipment, safety equipment and other issued items;

Superior knowledge of defensive and restraint techniques;

Superior knowledge of the principles and practices of supervision;

Ability to plan for, correct and recommend training solutions for subordinate correction staff and civilians in a work situation;

Ability to assess staff performance for compliance with laws, regulations and policy;

Ability to objectively assess staff response to emergency situations including situations when force is used;

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;

Ability to accept and take appropriate action on verbal direction from superiors;

Sound judgment.

MINIMUM QUALIFICATIONS:

Three (3) years of experience as a Correction Sergeant.

SPECIAL REQUIREMENT:

- 1) Possession of an appropriate valid NYS driver's license at the time of appointment.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.