

Department: Essex County Sheriff's Department

Classification: Competitive

Grade: Ungraded

SPEC DISK CB

DOCUMENT 23

FLSA Non Exempt

CORRECTION LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing, coordinating and directing the staff, operation and activities of the County Correctional Facility on a daily basis. Correction Lieutenants usually function as facility supervisors to insure compliance with facility operating rules and regulations. The work is performed under the general supervision of a higher level officer with leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over all lower level correctional staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises, directs and evaluates the work of subordinate correctional staff;

Coordinates and directs the scheduling and utilization of departmental personnel;

Supervises, coordinates and participates in the training of correctional staff;

Interprets federal, state and local rules and regulations governing the operation of the jail and ensures compliance with the same;

Participates in the development and implementation of operating procedures for the jail;

Assists in maintaining the overall security of the jail and implements policies and procedures to ensure the maintenance of adequate security;

Coordinates established programs and activities for inmates such as mental health services, educational activities, recreational activities, medical services and religious services;

Coordinates arrangements for the housing of inmates in other correctional facilities and the transportation of inmates to other facilities;

Prepares, compiles and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the rules, regulations and requirements of the New York State Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; thorough knowledge of the layout and location of security personnel and post assignments throughout the facility; thorough knowledge of booking procedures; good knowledge of search and frisk methods; good knowledge of the proper function of correction facility security equipment and devices; good knowledge of the safe use of chemical and physical restraints; working knowledge of first aid procedures; ability to plan and supervise the work of others; ability to observe, interpret and report on inmate activity; ability to verbally communicate rules and regulations of the facility to staff and inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations; ability to organize and maintain accurate records and files; sound judgement; good powers of observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years of permanent competitive status as an Essex County Correction Sergeant.

Adopted: 02/14/2011