

DEPARTMENT: NIAGARA COUNTY SHERIFF'S OFFICE
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 23, 2015

CORRECTION LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing supervisory and administrative level corrections work under the supervision of a Correction Captain. An employee in this class may be assigned as the ranking officer on assigned tours of duty. A significant amount of interaction with superiors, peers and subordinates is involved at the Lieutenant level. The incumbent ensures that all shifts and posts are properly staffed by Correction Sergeants, Officers, and civilian employees. Direct supervision is exercised over all assigned subordinate personnel. 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:

1. Directs security programs, activities and operations of an area of or the entire correctional facility;
2. Conducts shift briefings, records inmate headcounts, reviews and approves reports, and makes required log entries and referrals;
3. Ensures that all security posts are covered during a shift;
4. Works with Correction Captain to develop and adopt new procedures and initiate such procedures;
5. Discusses specific security, operational, and programmatic problems with superiors and carries out the appropriate remedial action;
6. Issues orders to subordinate personnel;
7. Continually observes and supervises assigned subordinate staff of all ranks in performing their duties for compliance with orders, regulations, standards and procedures by making routine, periodic tours of the facility;
8. Makes continual observations of activities throughout assigned areas with regard to security, operations, general inmate well being, sanitation, and safety;
9. Reports violation of law, standards and policy to superiors;
10. May be required to initiate action in disciplinary matters involving assigned subordinates, make recommendations on final action to be taken, and/or assist Correction Captain in administering same, as required;
11. May be the ranking officer on assigned tours of duty in command of the correctional facility;
12. Directs emergency action procedures involving inmate illnesses, suicide attempts, disturbances, assaults, attempted escapes, contraband, etc.;
13. Administers all County and Sheriff's Office rules and regulations, policies, procedures and standards, including those related to employee time and attendance;
14. Prepares written and oral reports;
15. May supervise inmate booking, records, inmate schedules, transportation, property and valuables as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of Office policies, procedures, standards, goals and objectives; good knowledge of modern correctional practices and procedures especially those related to the day-to-day operations of a correctional facility; good knowledge of the principles and methods of supervision and management; good knowledge of the laws relating to pre-trial and post-trial detention of inmates, inmate security, parole and probation; good understanding of the laws, rules, regulations and standards applicable to the secure operations of a correctional facility; ability to facilitate professional and career development among subordinate staff; ability to organize and supervise operations within a correctional facility; ability to establish and maintain an effective working relationship with peers, subordinates and supervisors; ability to speak effectively to peers, subordinates and supervisors; ability to prepare and communicate clear, concise and comprehensive oral and written reports and directives; ability to observe, record and evaluate activities against Office goals, objectives, policies, procedures and standards, and recommend remedial action as appropriate; ability to evaluate subordinate staff in the performance of their prescribed duties and take remedial action where appropriate; ability to accept and take appropriate action on verbal direction from superiors; sound judgment; physical condition commensurate with the demands of the position.

PROMOTIONAL QUALIFICATIONS:

Eligibility for participation in promotional examination:

Two (2) years of permanent competitive status as a Correction Sergeant; or six (6) years of permanent competitive status as a full-time Correction Officer with the Niagara County Sheriff's Office immediately preceding the date of written examination.

Eligibility for permanent appointment from eligible list:

Four (4) years of permanent competitive status as a Correction Sergeant; or eight (8) years of permanent competitive status as a full-time Correction Officer with the Niagara County Sheriff's Office by time of appointment.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.