

CORRECTIONS LIEUTENANT

DEFINITION

The Correction Lieutenant is a ranking command officer in the Sheriff's Office. Under direction, plans, coordinates, organizes and manages the overall operations of the County Jail; to ensure the safety and security of the inmates, staff and the citizens of Amador County through the enforcement of proper detention policies and procedures; to perform routine to complex administrative and supervisory work; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position supervises, through subordinate supervisors, all jail personnel, and is a public officer not a peace officer. This individual is expected to apply mature judgment and sound administrative practices in coordinating the day-to-day functions of Adult Detentions.

REPORTS TO

Sheriff's Captain, Undersheriff, and Sheriff.

CLASSIFICATIONS DIRECTLY SUPERVISED

Corrections Sergeant, Corrections Officer, Corrections Assistant.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Manages, plans, assigns, and coordinates the activities of the custodial and clerical personnel in the assigned division.
- Oversees the receipt, care, and release of inmates and their belongings.
- Oversees the application of Title 15 and Title 24 of the California Code of Regulations.
- Oversees department policies and procedures.
- Makes recommendations on training, assignments, and discipline of staff and inmates.
- Insures proper preparation of materials for court.
- Conducts daily inspections of the facilities to insure proper maintenance and cleanliness.
- Prepares reports, studies and grants.
- Maintains effective relationships with departmental divisions, other agencies, and the community.
- Serves in the position of a facility commander.
- Performs related duties as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Meet and maintains standards of adequate physical stature, endurance and manipulative abilities as determined by the department.

TYPICAL WORKING CONDITIONS

Work is performed in, but not exclusive to, jail, courts, office and outdoor environment. Member will have continuous verbal contact with other staff, inmates and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Must be able to view responsibilities with maturity and a broader perspective than is expected of a lower ranking officer;
- Management principles, budget development and administration, organization, functions, procedures and responsibilities of the Sheriff's Office;
- Title 15 and Title 24 of the California Code of Regulations;
- Personnel supervision in a law enforcement agency;
- Custodial laws and court decisions, in particular, those that reference the function and operation of custodial facilities and inmates;
- Criminal law with particular reference to apprehension, arrest, search and seizure; and,
- Civil laws, codes and ordinances, with particular reference to the administrative functions of the Sheriff's Office particularly the Adult Detentions Division.

Ability to:

- Manage, instruct, plan, and coordinate the work of others.
- Organize and maintain accurate records and files.
- Prepare and present reports and statistics.
- Develop and maintain effective community relations.
- Implement policies, procedures, and functions of the Adult Detentions Division.

Training and Experience:

- Must meet the standard educational requirements to hold the position of Corrections Sergeant.
- Must presently hold permanent status in the rank of Corrections Sergeant with the Amador County Sheriff's Office.
- Must have passed the 832 PC course for Arrest, Search and Seizure, and Firearms. Must meet and maintain department standards for firearms proficiency.

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Special Requirements:

This position is subject to overtime, standby, callback, shift, weekend and holiday assignments.

Possession and maintain First Aid and CPR certificates.

Possession and maintain a valid California driver's license

Must successfully complete the Standards and Training for Corrections Manager Core Course within one year of appointment, or the POST Management Course.

Mental/cognitive abilities as required by the department.