CITY OF TAFT

CLASS TITLE: CORRECTIONAL LIEUTENANT

SALARY RANGE 42.5
$1803.84-$2192.58 Bi-weekly

BASIC FUNCTION:

The Correctional Lieutenant acts as Facility Watch Commander and is responsible for the management and supervision of Correctional Sergeants, Senior Correctional Officers, Correctional Officers and related support staff. Handles, controls, and oversees inmates; performs related duties as required.

Incumbents in this classification are designated as Sworn Peace Officers while on duty and all incumbents will perform related work and other duties as required. Specific duties and/or assignment areas may be assigned to positions in this classification by the Facility Manager.

Work performed by the incumbents in this class is confined to the Correctional facility and work crews for contracting agencies and while it may involve interrogations and arrests within the facilities or contracting agencies work crews it does not involve field activities such as patrol and investigations.

REPORTS TO

Correctional Captain

SUPERVISES

Correctional Sergeants, Senior Correctional Officers, Correctional Officers; Correctional Program Instructors; and related support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting. Employees are expected to perform a variety of other duties as assigned:

- Serves as facility watch commander manager and plans, directs and coordinates the work and shift schedules of assigned personnel.
- Reviews and evaluates work of Correctional Sergeants, Senior Correctional Officers, and Correctional Officers, and issues instructions and procedures.
- Issues appropriate disciplinary actions to subordinate staff as necessary.
- Confers with superiors on security and maintains time and attendance records.
- Maintains proper staffing levels in compliance with applicable laws and regulations.
- Reviews complaints and recommends appropriate action.
- Participates in law enforcement and jail management conferences as required.

- Establishes and maintains functional working relationships with other City department and governmental agencies; attends meetings and participates in committees.

- Prepares comprehensive and specialized reports as required.

- Assists in the review and update of policies and procedures and confers with command staff.

- Assists in training Correctional and related support staff.

- Oversees various prisoner activities including but not limited to the following: work assignments, meals, bathing, dressing, recreation, and sleeping.

- Locks and unlocks secured areas; takes and verifies inmate counts, location and status of inmates; counts and logs keys.

- Maintains prisoner control and discipline through visual checks, facility and body searches, audio and video monitoring of activities, and the use of physical force when necessary.

- Prepares appropriate documentation and performs procedures involving the intake, transfer, and release of inmates.

- Receives, accounts for, and releases inmate cash and property; maintains inmate property records as needed.

- Answers inquiries for information, in person or over the telephone, concerning inmates and general facility procedures.

- Searches articles left by visitors for inmates; watches for potential disturbances, reports emergencies, dispatches assistance and investigates disturbances.

- Writes reports dealing with inmate behavior and officer response; admits, releases and logs inmate visitors; screens visitors and supervises visits.

- Inspects inmate mail, checks for contraband, and prepares receipts for money and property.

- Per doctor's orders, dispenses medicine and maintains security of medication as necessary.

- Escorts prisoners to and from assigned activities and transports records and files as needed.

- Verifies identity of individuals entering and leaving the facility.

- Administers first aid and C.P.R.; extinguishes small fires; deals with evacuating inmates; searches for missing or escaped inmates;

- Attends meetings and reads logs, reports, memos and court documents.

- Handles complex and difficult cases involving inmate supervision, custody, and security.

- Responds to emergency radio calls and investigates incidents, crimes, disturbances, disputes, fights, abuse of drugs, etc., among prisoners. Takes appropriate law enforcement action.

- Coordinates and supervises activities with other officers and other law enforcement agencies, as needed.

- Maintains assigned equipment, supplies and facilities.

- Maintains contact with general public, court officials, and other City officials in the performance of operating activities.

Necessary Knowledge, Skills and Abilities:

- Knowledge and ability to supervise and train other personnel.

- Knowledge of inmates behaviors in a custody setting and of the principles of corrections.

- Knowledge of the rules, regulations and guidelines applicable to a correctional facility.

- Ability to supervise and perform using considerable independence and judgment.

- Ability to plan and direct an even flow of work and to maintain effective working relationships with fellow employees, officials and the public.

- Ability to apply applicable laws, ordinances, and department rules and regulations.

- Ability to communicate effectively orally and in writing.

- Ability to exercise sound judgment in evaluating situations and in making decisions in emergency and non-emergency situations.

- Identify, analyze and solve problems in a correctional setting;

- Instruct and direct subordinates in all phases of jail operations.

- Effectively deploy personnel and train, supervise and evaluate the performance of subordinates.

- Effectively direct and control staff in emergency situations.

- Establish and maintain working relationships with subordinates, the public and other agencies.

- Prepare and maintain accurate reports.

- Analyze and interpret data from a variety of sources and formulate appropriate conclusions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

One (1) year experience as a Correctional Sergeant with a City, County or State Agency, or three (3) years experience as a Sworn Peace Officer with a City, County, or State Agency.

Must have successfully completed, or complete within one year from time of hire, a BOC/STC Certified Correctional Officer Core Course (minimum 116 hours) and a minimum of 24 hours of training pursuant to Section 832 of the California Penal Code.

Must possess and maintain valid State of California driver's license.

Physical Requirements:

Must be at least 20 years of age

Vision correctable to 20/30.

Must successfully complete a pre-employment physical with the City physician.

Special Requirement:
Applicants for this classification will be required to pass a Background and Physical Agility Tests.

TOOLS AND EQUIPMENT USED

Operates a variety of office and facility equipment including audio and video devices, calculators, typewriters, word processors and other computer-related equipment, telephone/intercom equipment, first aid equipment, copy machine.

POSITIONS IN THIS CLASSIFICATION WILL BE SUBJECT TO PRE-EMPLOYMENT, POST-ACCIDENT, REASONABLE SUSPICION, RANDOM AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING PURSUANT TO THE PROVISIONS OF THE CITY OF TAFT DRUG AND ALCOHOL TESTING POLICY

Incumbents in this classification serve a twelve (12) month Probationary Period during which they may be dismissed at any-time without reason or cause