

Code: 3295

Title: CORRECTIONS LIEUTENANT

SUMMARY: Manages the operation of a section of the Corrections Bureau. It is distinguished from Corrections Sergeant, which is responsible for supervising the activities of an assigned shift or functional unit of the Corrections Bureau. It is distinguished from Corrections Captain, which is responsible for managing a division of the Corrections Bureau. Corrections classifications are distinguished from commissioned classes which are certified to exercise law enforcement powers.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages the scheduling and assignment of an assigned section of a direct supervision jail, including making effective recommendations for hiring, assigning, evaluating and disciplining employees;
Plans, coordinates and manages all security functions for the corrections facility;
Reviews bureau goals, policies, procedures and post orders, makes effective recommendations for their revision or update, and implements and monitors approved changes;
Acts as the liaison with other criminal justice agencies;
Administers employee and inmate disciplinary programs including complaints, hearings and grievances in accordance with inmates' legal rights and bureau policy;
Reviews financial reports and develops and administers the section budget, including authorizing supply expenditures;
Ensures that the daily operations of the units conform to applicable regulations;
Authorizes the scheduling and transport of inmates for outside appointments, including court appearances and extraditions;
Verifies and coordinates inmate release and probation requirements;
Develops, implements, monitors and recommends changes in inmate programs;
Plans, coordinates and administers inmate work release/work furlough programs for eligible inmates;
Coordinates and administers Corrections Bureau services, which may include security functions, medical, food service and environmental services;
Develops and implements training in safety, security, and inmate supervision in a correction facility for staff and other jurisdictions;
As necessary, responds to emergency situations, including physical confrontation;
Carries and safely employs department approved and issued firearms and other defensive weapons when so directed;
Wears, carries, uses and maintains respirators, protective masks and other personal safety equipment;
Maintains appropriate security and confidentiality of all information and materials encountered in performance of duties;
Oversees construction on projects and ensures sections are maintained;
Recommends personnel actions and composes personnel documents;
Performs as incident commander or in one of several subsidiary roles during incident command situations;
Testifies in hearings and court;
May assume command responsibilities in the absence of a Corrections Captain.

KNOWLEDGE & SKILLS:

Knowledge of:

- relevant administrative and correctional principles, practices, policies and procedures;
- County, department and bureau rules and regulations;
- legal rights and obligations of inmates;
- principles, practices, regulations and methods of effective supervision and training;
- development, implementation and administration of institutional security and emergency plans;
- administration of employee and inmate disciplinary programs including complaints, hearings and grievances in accordance with inmates' legal rights;

- federal, state and local laws, rules and regulations pertaining to adult correctional facilities;
- financial reports and budget administration;
- the development and implementation of adult inmate programs;
- interpersonal counseling techniques including recognizing symptoms of depression, suicidal tendencies and substance abuse;
- safe and lawful handling and use of department approved and issued firearms and defensive weapons;
- use and maintenance of respirators, protective masks and personal protective equipment;
- planning, organizing, leading and coordinating/controlling required for the efficient operation of a section of the Corrections Bureau.

Skill in:

- managing, supervising, training, monitoring and evaluating personnel;
- implementing corrections principles, practices, policies and procedures;
- implementing County, departmental and bureau practices and procedures;
- implementing institutional security plans;
- developing and implementing adult inmate programs;
- interacting with people of varied social, economic and cultural backgrounds;
- preparing manual and computer-based reports, prisoner management and records maintenance;
- performing first aid and CPR within limits of certification.
- safe and lawful handling and use of department approved and issued firearms and defensive weapons;
- managing the use and maintenance of equipment and materials relating to effective operation of a section of the Corrections Bureau which may include, but is not limited to respirators, protective masks and personal protective equipment;
- communicating effectively, both orally and in writing;
- applying federal, state and local laws, rules and regulations pertaining to adult correctional facilities;
- planning and organizing the operations of a section of the Corrections Bureau and its employees;
- communicating agency and bureau goals and expectations to employees;
- evaluating and managing health and safety initiatives for employees.

ESSENTIAL FUNCTIONS:

Ability to:

- react to physical confrontations and emergency situations quickly and effectively;
- stand or sit for long periods of time;
- bend, reach, kneel and crouch;
- climb up and down stairs with speed and agility;
- see clearly and recall visual details;
- hear and understand speech and radio transmissions;
- lift up to 50 pounds;
- drag up to 175 pounds for 60 yards;
- perform multiple tasks simultaneously;
- qualify with and safely use department approved and issued firearms and defensive weapons;
- wear required uniform articles and protective equipment for extended periods of time;
- wear and use respirators, protective masks and related personal protective equipment;
- work in confined spaces for prolonged periods;
- use personal computers/computer terminals;

- drive vehicles including automobile and van;
- speak clearly.

MINIMUM QUALIFICATIONS:

Currently a non-probationary Corrections Sergeant with the Pima County Sheriff's Department.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Class D driver license is required at the time of appointment. Current first aid and cardiopulmonary resuscitation (CPR) certification (American Red Cross or equivalent) must be acquired prior to completion of initial training and must also be maintained as a condition of employment. Certification to wear and maintain respirators and protective masks and related personal protective equipment and department approved and issued firearms and defensive weapons as required by the Appointing Authority.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine, personal protective training and equipment will be provided. All positions require satisfactory completion of a background investigation due to need for access to law enforcement, corrections and courts facilities, property, communications and associated confidential information and documents, databases and evidentiary materials. Pre-/post-appointment drug screening and polygraph examinations are required of all positions due to the need for access as described above.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 5/21/12(gs)
Updated 2/14/14(lg)