

COUNTY OF SOLANO

LIEUTENANT-CORRECTIONS

Rev. 10/06

DEFINITION

Under general direction, commands a major subdivision/bureau of the Sheriff-Coroner's Department; serves as Facility Commander/Programs Lieutenant; serves as a member of the department's management team.

CLASS CHARACTERISTICS

The incumbent is directly responsible to a Captain or as otherwise designated by the Undersheriff or Sheriff, for the overall function of an assigned facility or major program within the department. This is the first management level position in the correctional series and has command responsibility for its assigned facility or program. This class is distinguished from that of Sergeant - Corrections in that Sergeant is the first line supervisory class with limited ability to act independently. This class is distinguished from Sheriff's Captain, in that Sheriff's Captain serves as the Division Commander.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- 1) Plans, assigns, coordinates and supervises activities of corrections and clerical personnel in assigned facility; consults with the Sheriff and other key personnel in formulating policies and goals; ensures that department goals and responsibilities are met.
- 2) Reviews and conducts employee performance evaluations; acts as a mediator in more complex personnel issues; assists Sheriff's Department personnel activities including grievances, disciplinary action, transfers, recruitment, final selection, departmental training and labor relations.
- 3) Acts as liaison between other County Departments and outside agencies in absence of the Division Commander; serves as Custody Division Facility Commander.
- 4) Review and evaluates reports and recommends changes in operational procedures and/or policies, including POST orders; assists the Sheriff's Captain in formulation and implementation of institutional policies and procedures.
- 5) Reviews and recommends changes in shift schedules to meet the needs of an assigned shift; recommends changes in staffing patterns to provide optimal safety of inmates in accordance with regulations and guidelines.

EXAMPLES OF DUTIES (Continued)

- 6) Prepares narrative and statistical reports related to inmate population, workload activities, programs, staff utilization, facility operations, service provision and related topics.
- 7) Coordinates a variety of inmate support activities such as food, laundry, commissary and other inmate related support programs.
- 8) Research and prepares budget requests; monitors facility budgets.

QUALIFICATION GUIDELINES

Education and/or Experience

Extensive detention facility experience including some first line supervisory experience which demonstrates possession of and competency in requisite knowledge and abilities. Qualifying experience would be:

Three years of full-time experience as a first line supervisor equivalent to a Sergeant - Corrections in Solano County or comparable agency.

Possession of a Baccalaureate degree from an accredited college or university may be substituted for one year of the required experience

Knowledge/Abilities

Thorough knowledge of departmental general orders, policies and procedures; local, state and federal laws applicable to detention facilities; inmate classification and living area assignments; criminal attitudes and behavior patterns; purposes and methods of discipline as applied to persons under criminal confinement; principles and practices of personnel supervision and training.

Considerable knowledge of: public personnel management principles, practices and procedures; principles and practices of Sheriff's department administration; public administration including budgeting and program planning/evaluation.

Ability to understand and explain laws, regulations and policies governing detention program operations; make decisions and independent judgments; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; maintain liaison with the Courts, counsel and representatives of other departments; read, understand and implement vague or poorly documented Court documents such as Court Commitments; determine the appropriate course of action in emergency or stressful situations; demonstrate tact and diplomacy; collect and analyze data to draw logical conclusions and make appropriate recommendations; prepare narrative and statistical reports; comply with laws, regulations and professional practices governing detention program services and operations; supervise the work of others engaged in correctional activity; secure cooperation and teamwork among support staff; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments; maintain accurate records and document actions taken; interview people to extract information and make evaluations; organize and prioritize work assignments; make

routine arithmetical calculations; research regulations, procedures and/or technical reference materials; learn and make referrals to local and regional providers of social, medical and/or other specialized services; project consequences of decisions; determine and evaluate levels of achievement and performance of subordinate personnel.

SPECIAL REQUIREMENTS

Completion of a Correctional Officer Basic Jail Operations course is required.

Possession of or ability to obtain a valid Class C California Driver's License is required.

Public officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must be able to perform heavy manual labor associated with inmate control tasks.

Incumbents must be able to work in a jail environment which may include lifting persons weighing more than 100 pounds.

Incumbents must be able to work in an environment which may include exposure to communicable disease.

Incumbents may be required to work outside normal business hours.

Work may include working with the full range of body movements involving reaching, bending, grasping and climbing.

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Positions allocated to this class may require bilingual skills.

Donald W. Turko
Director of Human Resources

Est. Date: November 1988
CSC Date: October 11, 2006
BOS Date: December 9, 1998