

Champaign County Job Description

Job Title: Lieutenant - Corrections

Department: Sheriff

Reports to: Jail Administrator

FLSA Status: Exempt

Grade Range: I

Prepared Date: May, 2017

SUMMARY Performs responsible supervisory and administrative functions on a shift at the County Correctional Facilities.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises and monitors a shift at the Correctional Facilities and maintains set standards for security. Ensures daily shift activities are completed including sick call, resident recreation, court appearances, scheduled medical/dental appointments, resident programs, trustee duties, clothing and clean linen exchange, commissary and daily cell inspection.

Receives direction from the Captain and exercises authority over the facilities, personnel and the activities on the assigned shift.

Conducts briefings at the start of each shift to inform subordinates of pertinent facts or resident incidents which may affect shift work.

May assume command of the Corrections Division when so ordered by his superiors.

Reviews or performs staff scheduling to ensure appropriate security at the facilities on all posts.

Reviews staff reports, ensures investigation of resident incidents, determining causes and resolves problems following established policies and procedures. Oversees the maintenance of prisoner funds and property as well as facility equipment and supplies.

Identifies staff training needs and participates in training programs as required.

Makes decisions regarding matters such as interpretation of applicable policies and procedures.

SUPERVISORY RESPONSIBILITIES Directly supervises 3 to 15 Correctional Officers in the Corrections Facilities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Must be a Correctional Officer with a minimum of five years of related law enforcement coursework and experience and meet all criteria for Lieutenant.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, police regulations, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups or employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and climb; or balance. The employee must occasionally lift and/or move up to 200 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Correctional facility. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.