



SEPTEMBER MONTH 2024 YEAR

FLSA: EXEMPT

Bargaining Unit: MA

JCN: 5511

SHERIFF'S CORRECTIONAL LIEUTENANT

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general direction, organizes, directs, supervises, and manages the daily activities ~~and of jail operations~~ of and administrative functions ~~of~~; ensures the ~~Jail Facility~~ safety and security of the inmates, staff, visitors, and the public through the enforcement of proper detention policies and procedures of the jail facility within the Sheriff's Office; and performs related duties as assigned.

Distinguishing Characteristics:

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Sheriff's Captain. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is ~~the first~~ a management ~~level position~~ classification in the ~~Custody Division and is~~ Correctional Officer class series. Incumbents are responsible for ~~either supervision, task assignment and performance evaluation of subordinate employees~~ planning, organizing, reviewing, and evaluating the work of staff, or for matters relating to the administration of the ~~Placerville and Lake Tahoe Jail Facilities~~ County's correctional facilities and other administrative matters concerning Custody Operations. ~~The primary emphasis is on the supervising, coordinating or planning staff activities and correctional operations; however, research and evaluation activities are important elements in the scope of responsibility.~~ Incumbents report to the ~~Division Commander (Sheriff's Captain)~~ custody operations. Incumbents serve as jail commanders, assisting the Sheriff's Captain in administrative decisions and overseeing daily jail operations. Responsibilities include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

This classification functions as a public officer within the authority and limits of California Penal Code Sections 831.5 and 832.

EXAMPLES OF **ESSENTIAL** TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, coordinates, schedules, assigns, and directs the work of ~~the~~ correctional sections, either directly or through subordinate supervisors.
- Assists the assigned Sheriff's Captain in administrative decisions pertaining to jail management and operations.
- Manages, supervises, and administers the daily operations of the jail facility.

- ~~Directs, supervises~~ Selects, trains, motivates, and ~~formally~~ evaluates ~~the work of~~ assigned ~~jail personnel; provides or coordinates~~ staff training; works with employees on performance issues; ~~implements discipline and termination procedures.~~
- Monitors and evaluates jail operations and procedures for compliance with established state and federal laws.

~~Recommends and implements disciplinary actions pertaining to assigned personnel. Evaluates and monitors the training needs of the jail staff and ensures that appropriate training is received.~~

- Performs daily inspections of the jail facility to ensure it is maintained in a safe, clean, and proper condition.
- Oversees the booking, custody, and ~~/or~~ release of inmates.
- Oversees the Alternative ~~sentencing~~ Sentencing Program.
- Reviews, prepares, and processes reports related to jail operations and activities; compiles and maintains statistics related to jail operations.
- Coordinates inmate supervision and security with other individuals responsible for a variety of activities, and functions related to purchasing and procurement, food service, medical and dental ~~service~~ services, inmate programs and ~~education~~ education, automated support processes, and related areas.
- ~~Participates in~~ Performs contract management and oversight.
- ~~Conduct and review administrative investigations within the hiring of assigned staff; interprets~~ Sheriff's Office.
- ~~Interprets and ensures consistent application of~~ policies, directives, and personnel regulations ~~and ensures their consistent application.~~
- ~~Monitors and responds to custody division supervisors for emergency situations and critical incidents.~~
- Coordinates the development and submission of the budget for the jails and associated areas; monitors expenditures on an ongoing basis.

~~Acts for the Division Captain on a relief basis if assigned.~~

~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~

- ~~Occasionally participates in the Transportation Unit as non-sworn staff when needed, provided firearms certification is current.~~
- ~~At times, provides temporary coordination of inmate transportation activities when needed and if the Sheriff's Lieutenant is unavailable.~~
- Performs ~~other~~ related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

Experience:

~~Five (5) years experience in jail operations and inmate supervision, two (2) of which were in a supervisory capacity at a level equivalent to the County's class of Correctional Sergeant. Possession of an Associates of Arts degree may be substituted for one year of the required supervisory experience providing that the major course work was in jail management or a related field.~~

Other Requirements:

~~Possession of a Standards and Training for Corrections (STC) approved Supervisory Certificate, completion of a California certified jail operation course; must complete and maintain first aid and CPR certification; must possess and maintain a valid driver's license. Must be willing to work evenings, nights, weekends, holiday shifts and call-ins.~~

Knowledge of:

- Administrative State, principles and practices, including planning, delegating, program implementation, and evaluation.
- Principles, policies, and procedures related to jail operations, including booking, custody, and release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards and codes governing affecting jail operations and reporting requirements-
- Department policies and procedures related to the booking, inmate detention and release, and legal rights of inmates.
- Functions, authorities, and organization of other departments and agencies involved in identification, investigation, and prosecution of criminal cases.
- Modern principles, practices, procedures, and terminology used in law enforcement and crime prevention, including patrol, courthouse operations and security, criminal investigation, arrest and custody, and related peace officer and detective duties.
- Proper safety procedures and practices associated with jail operations.
- Rules of evidence pertaining to search and seizure, and the identification, marking, preservation, and presentation of evidence.
- Principles and practices of employee supervision, including selection, work planning, assignment review and evaluation, discipline, and the training of staff in work evaluation and discipline procedures.

~~Rules and regulations relating to the care and custody of inmates.~~

~~Administrative practices and methods including planning, delegations and program implementation.~~

~~Safety procedures and practices associated with jail operations.~~

- Principles and procedures of budget preparation development and monitoring administration.

Skill in:

~~Planning, organizing, directing and coordinating the work of others directly or through subordinate supervisors.~~

~~Preparing clear and concise records reports correspondence and other written materials~~

- Court procedures and operations.
- Basic first aid practices and procedures.
- Techniques for dealing with individuals from various socio-economic backgrounds in hostile and/or confrontational situations.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, direct, and coordinate the work of others, either directly or through subordinate supervisors.
- Analyze complex jail ~~operations~~operation problems, develop sound alternatives, and make effective recommendations and decisions under emergency circumstances.
- ~~Interpret~~Recommend and implement goals, objectives, and practices for providing effective law enforcement operations and programs.
- Administer complex and technical law enforcement operations and programs in an independent and cooperative manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, work and standards and management controls relevant to work performed.
- ~~Exercise sound~~Supervise jail operations, including the booking, custody, and release of inmates; inmate rights and discipline; techniques for inmate control; and emergency response.
- Evaluate and develop improvements in law enforcement operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, and other written material.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish ~~and~~, maintain, and foster positive and effective working relationships with those contacted in the course of the work.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

.

Equivalent to graduation from high school, supplemented by 30 college-level semester units from an accredited college or university in areas such as criminal justice, social or behavioral science, jail management, public or business administration, or a closely related field;

AND

Five (5) years of experience in jail operations and inmate supervision, two (2) years of which were in a supervisory capacity at a level equivalent to the County's class of Sheriff's Correctional Sergeant.

Possession of an associate degree may be substituted for one (1) year of the required supervisory experience, providing that the major coursework was in jail management or a closely related field.

Licenses and Certifications:

- Possession of a valid Driver's License and maintenance of a satisfactory driving record.
- Possession of a Standards and Training for Corrections (STC) or POST-approved Supervisory Certificate.
- Proof of completion of a California-certified Standard and Training for Corrections (STC) Adult Correctional Officer Core Course.
- Possession of a First Aid and CPR certification.

PHYSICAL DEMANDS

Must possess mobility, physical strength, and stamina to respond to perform assigned duties. Must possess mobility to work in a jail and standard office setting, and use standard office equipment, including a computer; to operate a motor vehicle to transport inmates, and visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves frequent walking, climbing and descending stairs to access and identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate law enforcement equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 160 pounds as necessary to perform job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS/~~PHYSICAL DEMANDS~~

~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

Environment:

~~Working conditions are primarily in a county jail facility setting; frequently working in confined spaces; performing repetitive and fatiguing duties; infrequent outdoor working conditions in various weather conditions; assignments may be comprised of irregular, long, rotating and emergency shifts.~~

Physical:

~~Primary functions require sufficient physical ability to work in a county jail facility; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** walking and upward/downward flexion of neck. **Occasional** sitting, wrist and arm motions; fine finger dexterity of both hands, ability to grasp and hold; stress due to interpersonal conflict, emergencies, and meeting deadlines; extreme physical exertion to assist with physical altercations. **Infrequent** climbing, reaching, bending, running and jumping; lifting, carrying or pushing objects that weigh more than 15 lbs.~~

HISTORY

JCN: 5511

Created: JAN 1994

Revised: APR 2000

Revised: DEC 2004

Revised: OCT 2007

Revised: JUL 2013—HRD/Dept. Updates

Revised: APR 2015—HRD

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspaces, monitored entry and exit of facility and locations within facility, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in an environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Reasonable accommodations will be made for individuals on a case-by-case basis.

WORKING CONDITIONS

Must be willing to work emergencies and on evenings, nights, weekends, and holidays. Must meet physical, psychological, and background standards established by the California State Commission on Peace Officer Standards and Training and any other pre-employment requirements pursuant to federal, state, and local legislation. Must be willing to work with convicted criminals. Must be able to pass a thorough background investigation. Generally, maintain 24-hour accessibility and/or response to custody division supervisors for emergency situations/critical incidents.