



Corrections Lieutenant (2061)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 19

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to supervise operations and staff on multiple shifts at the Bulloch County Correctional Institute (BCCI) and to conduct training activities.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; makes shift and detail assignments and maintains related logs; ensures that subordinates have the proper resources needed to complete the assigned work; inspects uniforms, keys, tools, vehicles and other equipment to ensure security and safe and proper operation; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Supervises the enforcement of and enforces BCCI rules, regulations and procedures: maintains security of facility; monitors and directs inmate activities; takes headcount of inmates as required; reports unusual observations to superiors; conducts security inspections and searches of inmates and living quarters for contraband items; supervises and escorts inmates from one area of the facility to another; receives/releases inmates transferred to/from the facility and processes all related documentation; and restrains violent/unruly arrestees and prisoners.

Conducts training for new and existing BCCI staff: plans, implements, and instructs mandated corrections and law enforcement training and in-service activities; conducts training in BCCI policies and procedures, harassment, GCIC utilization, security and integrity, de-escalation, restraint and related issues and topics; administers online courses and database coordinates facilities, materials and personnel for training programs; establishes equipment needs, conducts periodic inventory and provides purchase recommendations for necessary materials, supplies and equipment; maintains documentation regarding all training activities; and prepares and submits documentation to appropriate authority to ensure certification requirements are met.

Supervises safety and sanitation of facility: conducts regular inspections to ensure that all assigned areas of the facility are sanitary and free from hazards; completes safety and sanitation reports; and implements corrective action as needed.

Implements facility emergency plans and procedures: maintains a thorough knowledge of plans and tactics to be utilized during an escape, attempted escape, internal disturbance, evacuation, fire drill, etc.; monitors daily operations to ensure a safe working environment; monitors fire safety and corrects any staff member not adhering to established policies; ensures staff members are aware of guidelines regarding the use and storage of hazardous materials; conducts and reviews drills and implements changes to plans and procedures as needed; prepares emergency and fire reports and other required documentation and submits to proper authority within established timeframe.

Performs inventory control functions: monitors inventory of clothing, hygiene supplies, tools, equipment, training equipment and supplies, and other items; prepares and submits purchase orders; monitors expenditures for compliance with budget; and ensures keys, tools and equipment are appropriately inventoried and controlled in a corrections environment.

Investigates incidents involving inmates and/or Correctional Officers: receives, investigates, and resolves complaints; processes inmate grievances; conducts interviews and determines policy violations; processes use of force incident reports; participates in disciplinary review committees; and responds to citizen complaints.

Performs administrative functions: prepares and maintains work logs, inventory counts, key and tool inventory control sheets, training logs and documentations, etc.; assists in developing and implementing policies and procedures; evaluates and makes recommendations regarding policies, procedures, equipment, manpower and budget issues; ensures completion of and completes all required reports and documentation; maintains attendance and personnel records, etc.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Law Enforcement or Criminal Justice required; supplemented by five years of progressively responsible experience in law enforcement, to include lead and supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain Basic Correctional Officer certification and Georgia Peace Officer Standards & Training (POST) Instructor certifications.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as, odors, human bites, violence, disease, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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