



Sheriff Lieutenant, Detention (2710)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 21

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to supervise operations and staff involved in providing and maintaining security, safety, care and control of inmates in the Bulloch County detention center on multiple shifts.

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, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Supervises and solicits communication regarding various duties: takes attendance; provides inspection of officers' uniforms and equipment; ensures that all officers review new posted orders prior to shift change; tracks changes in daily assignments; ensures information is conveyed by previous shifts; and records any new suicide or escape risks and their location.

Controls placement of inmates and documentation: accepts or denies people presented for booking; determines if people need medical attention; notes improper filing of documentation or no documentation; and ensures that protocol is followed when people are referred for mental health treatment.

Ensures that all charges have documentation, all discharges have order of discharge, and all bonds and fines have proper charge amounts: moves about the building to perform the above duties; and rechecks the sergeant's documentation to ensure accuracy and that charges are placed in the proper location.

Ensures disciplinary and medical lockups are monitored every fifteen minutes: monitors frequency of checks made on holding cell inmates.

Oversees the inspection of housing cells for cleanliness: advises whether noncompliance matters require corrective action; oversees the overall operation of shakedowns; and oversees the dispersal of supervising disciplinary actions.

Oversees the sergeant's review of the proper filing of disciplinary actions with the floor jailer: directs sergeants to proofread incident reports and directs paper distribution; supervises and reports what appropriate assistance or action is needed to correct emergency situations arising on the floor.

Oversees the visiting area to assist with the operation and resolve any problems or questions with the public or professional visitors: provides assistance to visitors who requests information regarding family members who are detained.

Reviews any employee disciplinary actions taken by jail sergeants: provides assistance by phone to jail sergeants after working hours if necessary.

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 Georgia Peace Officer Standards & Training (POST) Basic Jail Officer Certification.

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 requiring complex and/or rapid adjustments.

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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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 critical and/or unexpected situations involving high risk to the organization.

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 temperature and noise extremes, fire, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, human attacks/bites, firearms, violence, 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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