

CORRECTION LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and supervising the operating activities of a large number of correction officers in a correction facility. Work is carried out in accordance with principles and practices of modern corrections administration, with specific policies and guidelines. Additionally, the work involves responsibility for the safety and security of inmates and visitors on the assigned shift. Work is performed under the general supervision of the Warden and the Corrections Superintendent with leeway allowed for the exercise of independent judgment. Direct and general supervision is exercised over Correction Sergeants and Corporals. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees general operation of jail during assigned shift and ensures compliance with various laws, regulations, and standards;

Establishes work schedules and assigns Correction Sergeants, Corporals, and Officers to shifts;

Conducts supervisory tours of the facility and monitors operational performance of all Correction Officers and NCO's;

Oversees Officer's and NCO's performance and may impose discipline when appropriate;

Conducts performance appraisals as appropriate;

Coordinates the transfer of inmates between institutions;

Reviews the classification of inmates as required by law;

Prepares and submits a variety of reports;

Acts as Warden in his/her absence;

Reports operational problems to administration and recommends solutions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of New York State Minimum Standards and Regulations for Management of County Jails; thorough knowledge of jail procedures, rules and regulations; ability to assign and supervise the work of others; ability to conduct performance appraisals; ability to deal effectively with inmates under a variety of circumstances including periods of emotional disturbances and physical violence; ability to maintain order and discipline; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: For Promotion: Two (2) years of permanent competitive class status as a Correction Sergeant OR three (3) years of permanent competitive class status as a Correction Corporal OR an equivalent combination of both.

ULSTER COUNTY
1805 CORR LT
Classification: Competitive
Union: UCSEA

Adopted: December 22, 1997
Revised: August 8, 2000