

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CORRECTIONS LIEUTENANT

TITLE ABBREVIATION: CORR LIEUTENANT **TITLE NO.:** 6196

JURIS.CL: C **SALARY CODE:** 02 **UNIT:** **EEO CODE:** PS **FLSA CODE:** NE

DEPARTMENT: SHERIFF

DIVISION: CORRECTIONS

SUPERVISOR'S TITLE: CORRECTIONS CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for assisting and supervising shift operations at a maximum security, short term correctional facility with Orange County Government. The work involves other special assignments usually involving the custody, security and general well being of residents and staff. Work is performed under the general supervision of the Corrections Captain or other senior ranking official, with some leeway allowed to exercise independent judgment in carrying out details of the work. The incumbent may be required to be on emergency call at various hours. Direct supervision is exercised over the work of a number of lower ranking Correction Officers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Ensures that Sergeants and Correction Officers perform their duties in accordance with all post orders, Facility policies and procedures, Department general orders and NYS Commission of Correction Minimum Standards;
2. Ensures the proper use of equipment, security devices and other property of the Facility;
3. Ensures that all supervisory logs are maintained properly (i.e. manpower log, radio log, overtime log, razor log, key log, classification log, daily log, keeplock log, shakedown log, etc.);
4. Reviews and answers all incidents involving staff and residents which occur during the shift and renders appropriate reports and recommendations to the administrative staff;
5. Directs and coordinates staff response in emergencies and notifies the Correctional Administrator and/or his designees;
6. Oversees cell/area shakedowns on a regular basis and maintains accurate records of such searches;
7. Ensures that all procedures relative to attendance are carried out properly (i.e. medical leaves, tardiness, vacations, personal leave, etc.);
8. Participates in committees, hearings, staff training as required and directed;

9. Reviews assigned level of disciplinary reports and takes appropriate actions;
10. Supervises housing unit operation and the conduct of activities including counseling, visiting, recreation, feeding, etc. and associate programs and operations in the Facility;
11. Coordinates, with the Corrections Captain, court movement and outside transport;
12. Respects and maintains the confidentiality of problems or matters involving inmates;
13. Performs all related jobs, tasks, and assignments as ordered by the Sheriff, Corrections Administrator and other corrections supervisory or management personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices in penal administration; thorough knowledge of the philosophy governing the operation of a maximum, short-term correctional institution; thorough knowledge of the role of the custodial force in such a program; good knowledge of New York State correctional laws and regulations as they apply to prisoners and those aspects of the penal law that apply to penitentiary; good knowledge of the problems and behavior associated with alcoholism, drug addiction, and psychopathic prisoners; good knowledge of Facility's fire control prevention program and its implementation; skill in supervision both of security staff and inmates; ability to make quick and correct decisions and to act promptly in an emergency; ability to command respect of employees and inmates; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

Candidates must be permanently employed in the competitive class in the Office of the Sheriff/Corrections Division and must have served continuously on a permanent basis for eighteen (18) months in the title of Corrections Sergeant.

SPECIAL NOTE: All promotion appointments are contingent upon a satisfactory background investigation.