

## **CORRECTION LIEUTENANT**

STANDARD NO(S):

NYSSA 1,2,46

DATE:

August 25, 2009

REFER TO:

Gary S. Sullivan

**I. OBJECTIVE:** In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

**II. POLICY:** To establish a job description for Correction Lieutenant in the Seneca County Correctional Facility.

**III. DETAILS:**

### **A. Employment Criteria – Correction Lieutenant**

#### **PROMOTIONAL QUALIFICATIONS:**

Twelve (12) months of permanent competitive status, and currently serving as, a Sr. Correction Officer in Seneca County immediately prior to the date of the examination to participate in the examination. Eighteen (18) months of permanent competitive status as a Sr. Correction Officer in Seneca County to be eligible for appointment.

#### **SENIORITY RATING:**

Seniority credits will be added to the raw score of passing candidates as follows: Seniority is credited at 1 point for each appropriate 5-year period or fraction:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points
Over 26 years up to 31 years	6 points

**B. TYPICAL WORK ACTIVITIES:** (Illustrative Only):

1. Supervises facility operation by issuing orders and disseminating required information to subordinate correction staff to insure a secure facility at all times;
2. Oversees and coordinates social, rehabilitation, educational and recreational activities and program for facility inmates;
3. Observes and supervises subordinate correctional staff in performance of their duties by making periodic rounds of the facility;
4. Assigns facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;
5. Performs employee appraisals on corrections staff, reviews marginal employees and counsels them in an effort to improve performance;
6. Adapts and develops new or revised practices for security, inmate custody and control in response to changing situations in the facility by evaluation of problems by on-site inspection and consultation with employees;
7. Assists in formulating facility procedures for control of contraband and orders searches as required;
8. Oversees the safe and secure transport of inmates from a county facility to State correctional institutions;
9. Assists in developing security plans for the facility including access, issuance and use of keys, weapons and other equipment;
10. Assists in developing procedures to facilitate employee training, use of weapons, chemical restraining agent and other safety and emergency equipment;
11. Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
12. Prepares a variety of records and reports related to the work;
13. Assists in formulating facility procedures for control of contraband and orders searches as required;
14. Oversees the safe and secure transport of inmates from the county facility to State correctional institutions.

**C. Subjects of examination:**

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Minimum standards for management of county jails and pertinent NYS Correction Law and Penal Law**

These questions test for knowledge in such areas as: the Minimum Standards for county jails promulgated by the Commission of Correction concerning the admission/discharge, care, custody, movement, activities, behaviors, correctional treatment, supervision, and discipline of all persons confined to local correctional facilities, as well as pertinent NYS Correction Law and Penal Law.

**2. Coordinating appropriate responses to emergencies, disturbances and other unusual situations**

These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed;

notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.

### **3. Custody, security and building maintenance procedures in correctional facilities**

These questions test for knowledge in such areas as: supervisory inspections of correctional facility for cleanliness, order, potential safety and health hazards, and risks to security; checking security and safety equipment; observing and evaluating actions and behavior of individuals; notifying appropriate individuals when corrective action is required; building maintenance as it relates to the security of buildings and the safety of facility inmates and employees; maintaining overall security.

### **4. Supervising inmate correctional programs, services, visitation areas and correctional staff**

These questions test for knowledge in such areas as: coordinating programs with civilian staff; ensuring that all employees relate well to visitors and guests and answer their questions in accordance with facility rules; organizing and supervising special programs involving outside groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) and insuring full cooperation from employees.

The questions may also deal with such areas as: understanding new concepts and developments in the field of Corrections, and evaluating employees' capabilities and limitations on the job.

### **5. Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

- D. The position of a Correction Lieutenant must meet all civil service requirements.
- E. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.
- F. Seneca County is an Equal Opportunity Employer (EOE).