

# Clinton County

Jurisdictional Class: Competitive  
Adopted: September 28, 1994  
Revised: May 3, 2010

## CORRECTION LIEUTENANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing the operation, maintaining safety and security of staff and property, and for the care, custody, and well-being of inmates in a County Correction facility. A Correction Lieutenant is responsible for insuring that all shifts and posts are properly staffed by Correction Sergeants and Officers. An incumbent implements an on-the-job training program for subordinate staff to both orient new personnel and improve skills of existing staff. The work is performed under the general supervision of the Jail Administrator with leeway allowed for exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises facility operation by issuing orders and disseminating required information to subordinate correction staff to insure a secure facility at all times;  
Oversees and coordinates social, rehabilitation, educational, and recreational activities and program for facility inmates;  
Observes and supervises subordinate correctional staff in performance of their duties by making periodic rounds of the facility;  
Assigns facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;  
Performs employee appraisals on correction staff, reviews marginal employees and counsels them in an effort to improve performance;  
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, on-site inspection, and consultation with employees;  
Assists in formulating facility procedures for control of contraband and orders searches as required;  
Oversees the safe and secure transport of inmates;  
Assists in developing security plans for the facility including access, issuance and use of keys, weapons, and other equipment;  
Assists in developing procedures to facilitate employee training, use of weapons, chemical restraining agents, and other safety and emergency procedures;  
Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment, and two-way radio equipment;  
Prepares a variety of records and reports related to the work;  
May assume temporary command of the Department in the absence of the Sheriff, Undersheriff, Chief Deputy and Jail Administrator.

Correction Lieutenant

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the rules, regulations, and requirements of the Correction Law governing the treatment of inmates, safety, and security of the facility and department employees;
- Thorough knowledge of the layout and location of security personnel post assignments throughout the facility;
- Good knowledge of the problems of correction facility inmate supervision;
- Good knowledge of search and frisk methods;
- Good knowledge of the proper function of correction facility security equipment, devices, and safe use of chemical restraining agents;
- Good knowledge of the use of defensives and restraining physical techniques;
- Good knowledge of human behavior in relation to correction facility inmates;
- Good knowledge of the principles and practices of supervision;
- Ability to plan for and train subordinate correction staff in work situations;
- Ability to read, understand, and interpret reports, rules, and regulations governing the operation of a correction facility;
- Ability to take charge and determine appropriate action in emergency situations;
- Sound judgment;
- Maintains a professional standard and interpersonal skill when relating to supervisors, subordinates, inmates, and the general public.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as a Correction Sergeant.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State driver's license at time of employment.