

CORRECTION LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: This is work of a complex nature which involves the supervision of activities related to the custody, security, and general welfare of incarcerated individuals of a jail in the County correctional facility during an assigned shift. The work also involves specific responsibility for guarding incarcerated individuals, enforcing federal, state and local rules and regulations, supervising a variety of incarcerated individual activities, maintaining order and may also involve the physical restraint of incarcerated individuals as needed. Incumbents of this position are sworn Peace Officers as defined in the New York State Criminal Procedure Law. All Correction Lieutenants are required to carry a firearm and other necessary equipment (e.g., handcuffs). The work is performed under the general direction of an officer of higher rank and in accordance with policies and procedures of the department with latitude for independent judgment. Supervision is exercised over a number of Correction Sergeants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises correctional staff, provides guidance, support and direction to ensure the effective functioning of a unit or shift;
Maintains the safety and security of the facility by enforcing rules, regulations and procedures;
Conducts regular inspections and security checks to identify and address potential risks and breaches in security;
Responds to incidents, emergencies, and disturbances within the facility promptly and effectively, ensuring the appropriate course of action to take;
Conducts staff training and development programs, ensuring officers are well-equipped with the necessary skills and knowledge to perform their duties effectively;
Maintains accurate records and generate reports on incidents, inmate activities, and staff performance;
Stays informed about evolving trends and policies in corrections, recommends considerations for new policies and procedures, and implements changes to enhance operational efficiency;
May act in place of higher-ranking officers when necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of inmate custody and security practices and procedures; thorough knowledge of record-keeping practices within the correctional facility; thorough knowledge of the New York State Penal Code, Correction Law and Code of Criminal Procedures or comparable as they relate to a County correctional facility; ability to supervise the work of others; ability to lead, direct and train subordinate personnel; ability to communicate effectively with incarcerated individuals especially in times of emotional disturbance and physical violence; ability to communicate effectively with other law enforcement agencies and agents, attorneys and the public; must possess good judgment and observation; must possess excellent moral character, honesty, integrity, tact, courtesy, initiative and leadership.

PROMOTION: Two (2) years of permanent full-time competitive class status as a Correction Sergeant immediately preceding the examination date.

SPECIAL REQUIREMENTS:

1. Completion of the Commission of Corrections Basic Training Program for Correction Officers and the Commission of Corrections Supervisory Training Course is required prior to permanent appointment.
2. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

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3. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency.
4. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment.