



CORRECTIONAL LIEUTENANT

Department: Sheriff Department
Job Class: 485000
Pay Range: Public Safety 10

FLSA Status: Non-Exempt
Represented: Yes
CSC Approved:

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is responsible supervisory and mid-management work for the Pierce County Sheriff's Department in adult maximum and medium security detention facilities operated on a 24-hour a day, 7-day a week basis. Work is performed with clear understanding and support of the Sheriff's Department mission statement and with a belief and support in providing service to the community.

ESSENTIAL FUNCTIONS:

- Plan, organize, and supervise shifts and/or special programs within the Pierce County Sheriff's Corrections Bureau.
- Serve as Shift Commander in command of all units of one or both jails when on duty; serve as commander of specialized units in the jail; assume incident command responsibilities when necessary.
- Insure consistent supervisory practices and policies throughout the jail.
- Review and evaluate work of subordinate staff; make disciplinary recommendations.
- Oversee and complete staffing-related activities; determine and assign daily work, prepare time sheets, prepare monthly work schedules; coordinate training programs for all correctional staff; investigate personnel matters and make recommendations for resolution.
- Resolve physically confrontational or combative situations including use of reasonable force up to and including deadly force.
- Research, prepare, interpret, and implement policies and regulations.
- Research and recommend new or revised inmate programs.
- Gather, evaluate information and prepare preliminary budget for area(s) of responsibility.
- Participate in special assignments or projects when assigned; special assignments may include a broad range of supervisory and administrative tasks or subject matter.
- Assess, investigate, and respond to public, staff, or prisoner complaints.
- Act as a liaison between contract vendors and their employees in the Jail and Corrections Bureau staff.
- Effectively persuade, inform, educate, train, solicit information and motivate a wide variety of individuals or groups.
- Establish and maintain constructive and effective working relationships, both within and outside the Corrections Bureau.
- Effectively handle multiple priorities, especially during emergency situations, coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform all essential functions as required of the Corrections Deputy classification.
- Meet travel requirements of the position, if any.
- Work a flexible schedule which may include shift work, evenings, weekends, holidays and overtime.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under the general supervision of a Correctional Captain and/or Bureau Chief with the employee expected to plan and assign work independently. Work is reviewed for timeliness, thoroughness, compliance with regulations, policies and procedures, through observation, conferences, reports and evaluation of results obtained. Correctional Lieutenants provide direct supervision to subordinate staff.

WORKING ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. A Correctional Lieutenant works indoors on a regular basis, in an office, within inmate detention areas (clusters) or in close proximity to inmates and detention areas, within the confined space of a maximum security adult correctional facility. Travel to various work sites and/or meeting locations may be required. Work is subject to frequent interruptions and higher than average levels of noise within enclosed areas. A Correctional Lieutenant may be exposed to physically confrontational situations, personal danger and bio-hazardous materials. Shift work, work on holidays and overtime are routine.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The classification of Correctional Lieutenant has physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing and seeing. A Correctional Lieutenant must be able to clearly distinguish and identify colors, be able to safely drive a vehicle, accurately discharge a firearm (either hand), be able to successfully discriminate electronic, mechanical and human sounds and operate required equipment in a safe and lawful manner for the protection/safety of the public, inmates, of self and of other employees. A Correctional Lieutenant will assist in emergency situations, and must maintain physical ability to deal with physical confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical activities during those times are running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern corrections methods, procedures and philosophies.
- Rules and regulations of the Sheriff's Department, including the Pierce County Sheriff's Department Manual and the Pierce County Detention and Corrections Center Operations Manual
- Pierce County Codes, laws and ordinances affecting jail operations.
- Modern and generally-accepted principles of employee supervision.
- Provisions of applicable collective bargaining agreements.
- Disciplinary procedures for staff and inmates.
- Inmate grievance process.
- Inmate classification plan.
- Basic personal computing principles, keyboard, and corrections automated systems.
- Basic principles of safety, risk management, labor and industries issues, and reporting.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Skill in:

- Determining priorities, assigning and delegating work and evaluating results.
- Creating a team atmosphere.
- Effective communications orally, in writing and interpersonally.
- Applying required knowledge and abilities.
- Conflict resolution; defensive tactics; and de-escalation techniques.
- Use of emergency response equipment, i.e. CEW, cap stun, pepper ball launcher.

Ability to:

- Coordinate activities of all support and commissioned staff and ensure compliance to specific instruction.
- Apply effective supervisory, leadership and management techniques and practices.
- Evaluate, assign work, train employees and recommend appropriate disciplinary action.
- Communicate clearly, implement and apply policies and procedures.
- Assume responsibility for the welfare of those incarcerated.
- Handle situations firmly, tactfully and fairly.
- Research and make written recommendations regarding policies and specific incidents.
- Enforce and support management policies and procedures while maintaining positive relationships with jail staff, outside agencies, vendors, courts, attorneys, other criminal justice professionals and the general public.
- Communicate effectively, both verbally and in writing, with the public, co-workers, law enforcement personnel, employees of other agencies, inmate family members and attorneys, including audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Analyze situations quickly and objectively and determine a proper course of action.
- Represent the Corrections Bureau and/or the Sheriff in the community; may interact and deal with the news media in specific situations.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Work effectively and productively with others.
- Physically perform the essential functions of the position.
- Meet the traveling requirements of the position.

MINIMUM REQUIREMENTS TO APPLY:

Applicant must be currently employed as a Pierce County Correctional Sergeant and must have successfully completed a one-year probationary period and two additional years in continuous service in the rank of Correctional Sergeant, for a total of three (3) years continuous service. Employee must be in good standing to participate in the promotional examination process.