

## CLASS SPECIFICATION



**CLASS:** Correctional Lieutenant  
**ALLOCATION:** Sheriff's Department  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** Management/Supervisory Assoc. (MSA)

**ESTABLISHED:** September 2012  
**REVISED:** January 2020

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### **JOB SUMMARY:**

Plan, organize, coordinate, supervise, review and evaluate the work of staff assigned to the County Jail division; provide for the protection of life and property, the enforcement of laws and ordinances; provide oversight of a correctional facility and court security unit; direct and perform specified staff assignments; responsible for the accomplishment of assigned objectives; perform the full range of correctional officer work as required and perform related duties as assigned.

This is the first management level in the correctional officer series.

### **CLASS CHARACTERISTICS:**

This is a peace officer classification pursuant to 830.1(c) of the Penal Code. This position reports directly to Sheriff's Captain. This class is distinguished from Sheriff's Captain in that the latter has management and budgetary responsibility for a major functional area of the department.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Supervise, plan, coordinate, schedule, train, review and evaluate the staff and activities of the Jail Division of the Sheriff's department.
- Supervise the inmate disciplinary and grievance process.
- Respond to and investigate complaints regarding staff conduct or activities, irregular or suspicious occurrences; investigate the validity of such complaints and implement resolution.
- Recommend selection of staff; train staff in work procedures; administer discipline as required.
- Provide input into the development and implementation of goals, objectives, policies, procedures and the budget for the Jail Division; direct and evaluate the effectiveness of correctional programs and services.
- Prepare a variety of administrative or operational studies and reports related to the division.
- Organize, oversee and monitor the safety, security, treatment, recreation, personal hygiene and other activities for prisoners at the County jail; provide for the safety and security of inmates and staff.
- Organize and supervise the implementation of programs to motivate inmates to modify attitudes and behavior; review and evaluate inmate care and treatment programs.
- Monitor and enforce County jail rules and regulations; search visitors and inmates for contraband, weapon and other prohibited materials.
- Monitor, oversee and direct staff and activities in a custodial facility and court security unit.
- Interpret laws, codes, policies, regulations and procedures to staff; ensure legality and consistency of application.
- Direct the preparation and review of correspondence, records and reports; prepare a variety of correspondence, reports, and other written materials.
- Work with outside agencies to coordinate response plans, resources and operational issues; assist in the development and implementation of community relations and public education programs.
- Provide counsel and technical advice to staff; personally coordinate the handling of difficult or sensitive cases.
- May respond to emergency situations and fill a command role; may participate in the work of multi-agency task forces or committees.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use radio equipment, various computers and standard office equipment in the course of the work; use a variety of law enforcement specific equipment, including a motor vehicle.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Principles and practices of budget administration.

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Behavior patterns of incarcerated persons, techniques of detainee control and defensive tactics, discipline protocols and grievance procedures.
- Principles and practices related to law enforcement activities, investigation, and evidence collection and preservation and case preparation.
- Principles and practices of corrections and security at the County level, including the care and custody of inmates.
- Laws, codes and regulations related to the work.
- Computer operations related to the work.
- Record keeping and report preparation practices.
- Safety principles, practices and equipment related to the work; principles and practices related to corrections and law enforcement; principles and practices related to facility and court security.
- Techniques for understanding and effectively communicating with individuals of various cultures and socio-economic status, occasionally in hostile or confrontational situations.

**Skill in:**

- Administering programs and staff through subordinate supervisors.
- Planning, organizing, supervising, reviewing and evaluating the work of staff; training others in policies and procedures related to the work; motivating, developing, and directing people as they work, identifying the best people for the job.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Assisting in developing and implementing goals, objectives, policies and procedures for the section.
- Administering the division's budget.
- Analyzing administrative and law enforcement and correctional problems; evaluating alternative solutions and making sound recommendations.
- Interpreting, applying and explaining laws, regulations and procedures.
- Investigating complaints and developing effective solutions.
- Preparing accurate and effective reports, correspondence and other written materials.
- Directing the maintenance of and maintaining accurate records, logs and files.
- Exercising sound independent judgment within general procedural guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, occasionally where relations may be confrontational or strained.

**Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Work any scheduled shift as assigned.
- Read, understand, interpret, follow, apply and communicate departmental policies, procedures, rules and regulations; Enforce departmental rules, policies and procedures.
- Enforce laws firmly, tactfully, and with respect for the rights of others.
- Instruct and manage supervisors and staff engaged in correctional work.
- Analyze situations accurately and make effective decisions.
- Exercise good judgment and make sound decisions in a variety of conditions.
- Provide appropriate first aid.
- Restrain individuals without causing physical harm.
- Remain alert at all times and react quickly and calmly in emergency situations, and deal with situations requiring diplomacy, understanding, fairness and sound judgment.
- Interact effectively and maintain relationships with clients, the general public and representatives of other agencies in a variety of situations which may be emotional, dangerous and/or difficult; work in a typical detention or public safety setting.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group I) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for

prolonged periods of time.

- Independent body mobility sufficient to work in a typical locked corrections setting, including stamina to stand and/or walk for an extended period of time, and strength to restrain, arrest and/or eject individuals; stand, sit, walk, stoop and bend to access the work environment and a standard office environment.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift and/or drag heavy objects, equipment or injured or unconscious persons); defend oneself, and pursue, disarm, subdue and/or restrain prisoners and inmates which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds.
- Physical and psychological characteristics to meet and maintain appropriate State standards.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Typical office environment and adult detention facility; involves the potential for high stress levels and exposure to loud noises and hostile situations.
- Must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- Possess a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Have successfully completed an 80 hour Standards and Training for Corrections (STC) or Peace Officer and Standards Training (POST) approved supervisory course.
- Successful completion of an 80 hour STC or POST approved management course within one year of appointment to classification.
- Possess and maintain firearm certification.
- Possess and maintain first aid certification.

**Special Requirements:**

- Must be willing to work off-hours, weekend and holiday shifts.
- May be called-out in emergency situations.
- Must meet the State of California requirements for public officer status pursuant to CA Government Code §1031, including passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US Citizen or a permanent resident alien who is eligible for and has applied for citizenship. DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Completion of sixty (60) semester units (90 quarter units) from an accredited college or university with major course work in corrections, criminal justice, administration of justice, law enforcement, criminology or a field related to the work and four (4) years of experience in law enforcement or corrections, two years of which should be at a supervisory level.

Candidates with strong experience who lack the college units are encouraged to apply.

**PREFERRED:** In addition to the minimum, an Associate's degree in a related field, additional work experience in a correctional facility or court setting and possession of an STC Jail Operations Certificate.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Sheriff Approval:  
Date:

EEOC: B  
WC: 7720

Human Resources Approval:  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_