

**CLINTON COUNTY, PENNSYLVANIA  
POSITION DESCRIPTION**

**DEPARTMENT:** Clinton County Correctional Facility  
**TITLE:** Lieutenant  
**DATE:** 4/04/2016

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**SUMMARY**

Lieutenant is responsible with assisting the Shift Commander with the overall custody operations of the facility, however **the primary role of a Lieutenant will be to tour the operations to ensure all functions are being completed properly.** This includes the supervision of Sergeants and Correctional Officers. This position also acts as the Shift Commander in the absence of a Captain and will follow the job description of the Captain while functioning in that role.

**SUPERVISION RECEIVED**

This position reports directly to the Captain.

**SUPERVISION EXERCISED**

This position exercises supervision over Sergeants and Correctional Officers.

**ESSENTIAL JOB FUNCTIONS:**

**NOTE:** An employee assigned to this title shall perform a majority, but may not perform all, of the duties listed in this job description. Conversely, minor level duties performed on the job may not be listed.

- Supervises the movement and control of all inmates inside and outside the secure sections of the facility. **This is a key primary function of this position.**
- Conducts a variety of inspections and searches during routine walk-throughs of housing units. **This is a key primary function of this position.**
- Assist with establishing goals and priorities for the custody operations, and plan, implement, manage and evaluate systems, programs, and procedures to achieve those goals.
- Assist with managing, coordinating, and advising Lieutenants, Sergeants, and Correctional Officers.
- Regularly meets with staff to determine needs, disseminate information, and address questions or concerns from staff members. This can be accomplished at roll call, while making rounds or consulting staff in your office.

- Provide leadership, advice and instruction to Sgts. and correctional officers under their supervision regarding their workload or any other department issues.
- Conducts performance evaluations on Sergeants, and Correctional Officers.
- Continually analyze and evaluate the custody operations structure, work flow, guidelines, policies and procedures making recommendation to the Captain.
- Assists with orientating and training correctional staff when requested.
- Reviews the work performance of Sgts. and correctional officers with the Captain and recommends disciplinary action when required.
- Oversees assigned special functions (i.e. tool control, CERT, etc.)
- Oversees assigned annual audits (i.e. PREA, DOC, ICE, etc.)
- Must serve as an example for other staff by maintaining a professional demeanor and appearance.
- Assist with ensuring proper procedures are followed for emergency situations, shakedowns, use of force, use of chemical agents, use of restraint chair; investigates and prepares reports on all incidents.
- When assigned, Investigates incidents and complaints.
- Ensures that inmates assigned to various work details are performing their work.
- Assists with ensuring commitment and release procedures are followed and including documentation, searches, property inventory, preparing receipts, and medical screenings.
- Assist with the uniform application of rules and regulations ensuring that correctional staff are enforcing rule compliance in an equitable manner.
- When instructed, acts as a member of the Disciplinary Committee and may chair the committee in the absence of the Deputy Warden.
- Responds to all emergencies during the shift.
- Responds to serious inmate control problems, and if necessary, directs the use of physical force or employment of weapons to maintain control of inmates.
- Assists with deciding where inmates are to be housed, subsequent to a problem response, including the placement of an inmate in isolation or security lock up.
- Attend conferences, seminars, and workshops for the purpose of maintaining advanced techniques in custody and supervision.
- When necessary, communicates with internal departments and external social and professional entities on behalf of the facility.
- Assist with updating post orders with collaboration of the Captain.

Performs other related duties as required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **REQUIREMENTS:**

- A. EDUCATION:** A Bachelor's degree preferred (preferably major course work in Criminal Justice, Social Service, Sociology, Psychology, Behavioral Social Sciences, Business or a related field) (NOTE: Full time experience as indicated below may be substituted for the education requirement on a year-for-year basis.), **AND**
- B. EXPERIENCE:** Three (3) years of full time experience in corrections. **AND/OR**
- C.** Any combination of education and experience that provides equivalent knowledge, skills and abilities. **AND**
- D. CERTIFICATION/LICENSE:** Must maintain annual certifications in First Aid, CPR (Cardio Pulmonary Resuscitation), AED (Automated External Defibrillation), and any other required certification/license.

Employees assigned to this title will be required to possess and maintain a valid and current motor vehicle operator's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- D. SCHEDULE AND ON-CALL REQUIREMENT:** 12 hour shifts, unless otherwise deemed necessary.
- E. LANGUAGE SKILLS: English.** Ability to read and interpret documents such as rules, regulations, operating and maintenance instructions, and policy procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before the public or employees of the Facility.
- F. KNOWLEDGE, SKILLS, AND ABILITIES:**
- Ability to make critical decisions in order to meet the facility's mission.
  - Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.
  - Ability to initiate and establish new programs, and to work within a team effort to advance management objectives.
  - Good time management skills; highly organized and detail-oriented.
  - Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints.
  - Be polite, patient, and courteous when dealing with staff, clients, or members of the public despite provocative behavior.

- Ability to effectively and professionally communicate verbally and in writing to diverse audiences.
- Pleasant personality with the ability to interact and maintain effective working relationships with all individuals conducting business with the Facility.
- Interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
- Professional appearance and demeanor.
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.
- Ability to develop and implement facility Policy and Procedures.
- Knowledge and understanding of criminal behavior.
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Knowledge of the requirements for PSP Sexual Offender Registration Megan's Law, Act 24.
- Knowledge of Title 37 Standards.
- Knowledge of Collective Bargaining Agreement.
- Ability to establish and maintain records for the facility and to prepare reports from same.
- Ability to testify in judicial and administrative proceedings to activities and findings.
- Ability to remember names and faces.
- Ability to physically defend self and others.
- Ability to maintain confidentiality in regard in inmate information and records.
- Possesses knowledge of behavioral patterns of inmates/Gang affiliations.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

#### **TOOLS AND EQUIPMENT:**

- Computer (with proficiency in jail management software and Microsoft applications), telephone, calculator, portable radio, copy machine, fax machine, first aid equipment.

#### **PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out job duties.

- Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; and torso as necessary to carry out job duties. Medium work with occasional lifting/carrying of objects with a maximum weight of 20 pounds.
- Employee must possess the ability to record, convey and present information, explain procedures and follow instructions. Good observational skills are essential in this environment. Employee must display emotional stability and be able to cope with the physical and mental stress of the position and working inside a correctional setting.

**WORK ENVIRONMENT:**

- Works in adequate work space with adequate temperatures, ventilation and lighting.
- The noise level in the work environment is usually moderate. There is normal indoor/outdoor exposure to dust/dirt.
- Employees work daily with potentially volatile, hostile or aggressive inmates.
- Employee may be subject to work beyond a 12-hour day and may be subject to work on-call or on as-needed basis.

**AT-WILL EMPLOYMENT:**

- Lieutenant is an at-will employee and serve at the pleasure of the Clinton County Government. The Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

**I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

*In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*