

**POSITION: Lieutenant - Corrections**  
**GRADE: 7C**  
**Code:**

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**FLSA: Exempt**  
**DATE: 7/99, revised 6/09**

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**POSITION SUMMARY:** Performs highly responsible duties related to supervising operations and/or specialized correctional functions within assigned area of responsibility; supervises sworn and non-sworn personnel; performs other duties as assigned.

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**ESSENTIAL FUNCTIONS:**

1. Assist with the overall administration and operation for the position's specific area of responsibility within the Correctional Facility;
2. Make operational decisions for the specific area of responsibility;
3. Ensure assigned area of responsibility is in compliance with State and other standards as mandated;
4. Provide oversight, leadership and mentoring to personnel assigned to the subunits within the position's command;
5. Plan and develop new operational and administrative programs/projects;
6. Evaluate existing practices, programs and projects utilizing system management practices and recommend changes for improvement;
7. Assist in the development of policies and procedures;
8. Investigate and take action, where appropriate, regarding security issues, incidents, disputes and complaints;
9. Perform investigations in resolving formal and informal inmate complaints;
10. Conduct internal inquiries and investigations of subordinate staff;
11. Manage the inmate discipline process and serve as chairman of discipline committee;
12. Oversee the operations of the administrative office, all shifts and units within the division; prepare and maintain duty schedules for assigned personnel; and approve leave and vacation requests;
13. Maintain accurate and complete records as required; serve as custodian of records and ensure that inmate records reflect a legal incarceration;
14. Maintain open lines of communication with the Director, Deputy Director, Courts and other criminal justice agencies as appropriate;
15. Supervise, assign, review, and evaluate the work of assigned personnel;
16. Ensure that calculations for inmate release are performed correctly and that a monthly release list is developed and posted;
17. Review and approve reports submitted by the shift commanders or subordinate staff;
18. Coordinate special assignments;
19. Oversee billing related to revenue for housing inmates;
20. Ensure that inmates are safeguarded from violence and from harming themselves or others;
21. Report to work as scheduled or directed;
22. Meet minimum firearms qualification standards;
23. Work in a para-military environment;
24. Respond to medical emergencies pending the arrival of medical personnel, to include securing the scene and performing first aid;
25. Use radio to communicate; hear and recognize sounds and voices associated with emergency situations and take proper measures to respond and react to audio information; and
26. Perform other duties as instructed and assigned.

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## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Thorough knowledge of all applicable Federal, State, and local laws, ordinances, and regulations pertaining to inmate detention and their application to the facility;
2. Thorough knowledge of the principles, practices, and techniques of penology and criminal justice and their application to the facility;
3. Thorough knowledge of the rules and regulations pertaining to the operation of the facility;
4. Thorough knowledge of corrections operations to include security, discipline, behavioral patterns and attitudes of individuals in custody;
5. Thorough knowledge of court policies and procedures as to criminal law and inmates;
6. Ability to analyze situations quickly, unemotionally, and objectively;
7. Ability to utilize effective leadership skills;
8. Ability to utilize effective People Management skills;
9. Ability to use effective time management and project management practices;
10. Ability to effectively delegate tasks and assignments;
11. Working knowledge of human resource policy and procedures;
12. Working knowledge of industry standards and projected trends;
13. Thorough knowledge of the duties of all sworn uniform positions of subordinate rank;
14. Ability to resolve human conflict;
15. Ability to communicate effectively both orally and in writing for a variety of situations;
16. Ability to supervise, schedule, assign, train and evaluate deputies, deputies first class, corporals, and sergeants in a variety of divisions;
17. Ability to quickly apply knowledge, experience and reason to arrive at prompt and effective decisions for both routine and critical situations;
18. Ability to show sensitivity to the emotions, conditions, and motivations of people with a diversity of sexual, racial, religious, disability and social, cultural, and economic backgrounds;
19. Ability to read, understand and correctly interpret State and local laws and ordinances and court documents and other documents related to incarceration;
20. Ability to establish and maintain effective working relationships with co-workers, supervisors, inmates and the public;
21. Ability to quickly and effectively respond to and participate in situations requiring physical stamina and force;
22. Ability to obtain and maintain certification in the proficient use of restraining devices, firearms and non-lethal control devices to include the TASER® X-26;
23. Knowledge of basic computer operations to include Microsoft Office software;
24. Ability to operate motor vehicles under all conditions; and
25. Ability to effectively delegate tasks and assignments.

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## **REQUIRED EDUCATION AND EXPERIENCE:**

1. High school diploma or GED required, Associates or Bachelors degree in criminology, psychology, sociology, or a related field preferred;
2. Seven (7) or more years experience as sworn corrections personnel with the Cecil County Sheriff's Office;
3. Five (5) or more years experience as a corrections supervisor, Sergeant or Corporal with the Cecil County Sheriff's Office;
4. One (1) year of service and experience at the permanent rank of Sergeant-Corrections;
5. Weapons certification; and
6. CPR/First Aid certification;
7. Valid class C driver's license with no more than 5 violation points.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires occasional strenuous effort. For example:

1. Handling of moderately heavy boxes, moderately heavy tools, equipment, or materials;
  2. Walking/climbing or sitting/standing in a fixed position for extended periods of time up to 12 hours;
  3. Continuous walking/standing and climbing stairs;
  4. Occasionally running short distances;
  5. Wearing of a duty belt weighing approximately 5-10lbs;
  6. Repeated bending, stooping, and reaching above the head;
  7. Push/pull a cart weighing up to 30lb;
  8. Lifting objects weighing up to 50lbs;
  9. Lift and drag individuals in emergency situations;
  10. Occasionally use physical force to subdue aggressive individuals; and
  11. Operate firearm, stun device and security equipment by hand.
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The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, exposure to bloodborne pathogens and other disease factors at a higher rate than many non-correctional environments, or similar situations where conditions cannot be controlled.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.