

DETENTION CENTER LIEUTENANT

DEFINITION OF WORK

Employees in this class perform administrative and supervisory duties in the detention center during an assigned shift or serve as the Booking and Release Lieutenant. Employees in this class direct and supervise subordinate supervisors in coordinating the activities associated with a shift or direct and oversee the booking and release function within the detention center. Employees participate in the planning and budgeting process within the management team; review and recommend changes to policies and procedures. Employees also serve as the Detention Center Administrator in his/her absence. Work requires the application of modern detention center techniques, sound judgment, and independent initiative in pursuit of work objectives. Employees in this class supervise and perform inmate detention, care, security, and booking and release work in accordance with established Sheriff's Office policies and procedures. Employees must exercise initiative and judgment in making decision regarding inmates with suicidal, violent, or mentally unstable tendencies, and in dealing with attorneys, families, and others. Work involves exercising tact, firmness, and decisiveness in handling routine and emergency situations. Work is performed in accordance with Departmental policy and State and federal law, supplemented with specific directions from superior officers. Work is performed under the supervision of the Deputy Detention Administrator and is reviewed for adherence to regulations and procedures, accuracy of paperwork, adherence to schedules, and effective interpersonal skills and decision-making in dealing with inmates and co-workers.

EXAMPLES OF WORK

Employees direct the daily work activities of an assigned shift platoon; coordinate activities of the detention center with other Sheriff's Office operations, police departments, and State and local agencies; perform and coordinate investigations of personnel actions; perform studies and evaluations of new products and equipment for possible future use; participate in committee assignments; prepare operational and procedural guidelines; perform inspections of the entire facility; supervise the staff and training of the division operations; perform the duties of the Detention Center Administrator in his/her absence; coordinate the shipment or safekeeping of inmates committed to various institutions and agencies; coordinate medical treatment for inmates with local and State agencies; monitor daily inmate observations systems; participate in personnel related functions such as interviewing, discipline, and performance management; determine appropriate response situations involving inmates and staff; determine and adjust work assignments based upon need; inspect facilities and operations to ensure adherence to laws, regulations, policies and procedures; take corrective action on the spot and makes recommendations to senior level officers; perform assigned investigations and complaints; assist in the development and implementation of policies, procedures, rules, etc; provide technical advice on how to respond in certain situations to detention center supervisors; ensure proper approach on sensitive work assignments; review reports and records; ensure efficiency and effectiveness of detention activities; ensure accuracy and completeness of all booking and release procedures and records; perform related duties as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school and four years of progressive supervisory detention work experience; or an equivalent combination of education and experience, supplemented by detention officer certification training.

Knowledge, Skills, and Abilities:

Thorough knowledge of federal, State, and local laws and regulations pertaining to inmate detention; thorough knowledge of policies and procedures covering inmate security, booking and release, classification, care, and security; thorough knowledge of the practices and standards related to detention work; thorough knowledge of supervisory functions and skills; thorough knowledge of all the operating systems within the detention center; ability to lead and inspire confidence in others; ability to exercise sound judgment in routine and emergency situations; ability to work in a hazardous and confining environment; ability to deal tactfully and firmly with inmates, law enforcement personnel, and the general public; ability to prepare, review, and maintain accurate records manually and in a computerized environment; ability to establish and maintain effective work relationships with the supervisors, other employees, law enforcement and court personnel, and the general public.

SPECIAL REQUIREMENTS

Compliance with minimum standards for training and certification as set by the State of North Carolina for detention center personnel. Background check with local law enforcement agency required. Must have and maintain a valid North Carolina driver's license with an acceptable driving record. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards detention work which includes working inside a jail environment and exposure to various hazards such as dangerous persons, loud noises, and hazards such as cleaning chemicals, close quarters, and narrow passages. Work is also subject to the final OSHA standards on bloodborne pathogens.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to prepare records and reports; observe people and things for security purposes, and operate electronic control panels and view computer screens.