

# LACKAWANNA COUNTY PRISON CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

CORRECTIONS LIEUTENANT

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## PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory work functions associated with overseeing the care, custody, and control of inmates in the prison.

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment and makes hiring recommendations.

Coordinates daily work activities; organizes and prioritizes department workload; prepares work schedules to ensure adequate coverage; maintains attendance records; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Conducts training activities and drills; prepares training materials; conducts training on first aid, CPR, and emergency equipment.

Develops/implements policies and procedures as required; initiates emergency procedures for riots, fires, or escapes as warranted.

Reviews operational problems and recommends changes in procedures and programs.

Investigates/resolves staff/inmate injuries, incidents, grievances, and complaints; conducts disciplinary hearings.

Conducts periodic inspections of correctional facility for to ensure all standards of security, contraband control, sanitation; inspects building, doors, fire/safety equipment, locks, alarms and other security devices.

Coordinates availability of support services, including food service, laundry, facility maintenance, commissary, and medical services.

Interprets and enforces correctional institution rules, regulations and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Supervises receiving/processing of incoming inmates to the facility, including completion of applicable forms, securing of personal property, and explaining of facility rules, regulations and procedures.

Assists in processing release of inmates; reviews inmate files for release; verifies/approves commitments, releases, and supporting documents; logs releases in computer system.

Oversees supervision of a housing unit.

Supervises and assists with continual monitoring of inmate activities, including during meals, exercise, recreation, work detail, cleaning activities, visitation, personal hygiene, and related activities; supervises various functions associated with ensuring the health, safety and

welfare of inmates, which may include issuing meals, providing clothing and supplies, obtaining medical aid, issuing first aid supplies, coordinating visitation, and distributing mail.

Checks accuracy of inmate headcounts taken by staff.

Organizes/conducts searches of inmates, building, cells, ground areas, transport buses, delivery vehicles, and other areas to locate/remove contraband and to maintain security.

Investigates unusual occurrences when needed. Coordinates transport of inmates.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, firearms, radio communications equipment, handcuffs, restraining devices, flashlight, fire extinguisher, fire hose, air pack, shield, body duress alarm, metal detector, camera, camcorder, television, VCR, overhead projector, copy machine, facsimile machine, and telephone.

Supervises and performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking/replacing fluids, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Ensures availability of adequate equipment and supplies; initiates requests for new or replacement items.

Performs first aid or CPR as needed.

Participates/testifies in employment hearings, civil hearings, criminal hearings, or other court proceedings.

Oversees cash receipts/disbursements relating to inmate property/accounts or other financial activities.

Reviews logs, housing unit records, incident reports, and other documentation prepared by assigned staff.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares routine forms, reports, correspondence, logs, schedules, training materials, performance appraisals, counseling forms, incident reports, disciplinary forms, employee retention forms, attendance records, master count sheets, maintenance work orders, inventory reports, administrative segregation orders, and other documents; maintains records.

**Receives various forms, reports, correspondence, logs, incident reports, commitment papers, court orders, bail documents, evidence forms, count sheets, shift information sheets, strip search forms, shakedown forms, roll calls, time cards, union contracts, POST orders, policies, procedures, codes, ordinances, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.**

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, database, prison management system, desktop publishing, e-mail, or other software programs.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, inmates, other departments, law enforcement personnel, court officials, attorneys, visitors, counselors, volunteers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Provides assistance or coverage to other employees as needed. Performs other related duties as required.

## MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in corrections or criminal justice; supplemented by three (3) years previous experience and/or training that includes corrections operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid CPR and First Aid Certification. Must possess and maintain a valid Pennsylvania driver's license.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, toxic agents, violence, firearms, disease, or pathogenic substances.

Lackawanna County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please submit your letter of interest, resume, and application no later than September 26, 2011 to:

Human Resources, Attn: HR Analyst  
Lackawanna County Administration Building  
200 Adams Ave 6<sup>th</sup> Floor  
Scranton PA 18503  
[petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)

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