

LACKAWANNA COUNTY PRISON
CLASSIFICATION TITLE: SECURITY LIEUTENANT

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. Provides clerical and office support within the Security Department to ensure its operations are conducted efficiently and effectively. Serves as the Institutional Construction / Security liaison, Key Control Officer. Provides assistance to the Intelligence Captain in administering security programs, assigning and supervising members of the search teams and conducting investigations of staff and inmates.

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.

Serves as institutional security liaison for maintenance and contractors for on-site projects. Conducts CLEAN checks and security / gate clearances. Conducts security orientations for all contractors and their employees. Responsible for contractor tool inventories. As Key Control Officer, ensures that the institution is in full compliance with LCP Key & Tool Control Policies.

Serves as Security Level Supervisor to ensure that the institution's phone monitoring operates within LCP Policy.

Ensures that inmate drug screenings are conducted in accordance with LCP Policy. This also includes investigative, new receptions, parole and inmate tracking drug screens.

Assists the Intelligence Captain to coordinate and / or supervise area searches of the entire facility at least twice each year for each area, provides security orientations for new employees and volunteers and helps to coordinate K-9 team searches of the institution. Directs and assigns search teams as necessary.

Inspect Post Orders in area of responsibility to verify that officers are reading, signing and fully understanding said Post Orders and conducts investigations of alleged Department and Institution rules infractions by both staff and inmates as assigned by the Intelligence Captain.

Participates in post sexual assault reviews, employee administrative hearings, as directed and performs the duties of the Corrections Lieutenant as 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 and consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations and ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

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. And reviews operational problems and recommends changes in procedures and programs.

Investigates/resolves staff/inmate injuries, incidents, grievances, and complaints; conducts disciplinary hearings and 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 and assists in processing release of inmates; reviews inmate files for release; verifies/approves commitments, releases, and supporting documents; logs releases in computer system.

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 and coordinates transport of inmates. Investigates unusual occurrences when needed. Performs first aid or CPR as needed. 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. 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. Ensures availability of adequate equipment and supplies; initiates requests for new or replacement items.

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.

Processes cash receipts/disbursements relating to inmate property/accounts, petty cash funds, 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 and 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. Participates/testifies in employment hearings, civil hearings, criminal hearings, or other court proceedings.

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.

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 successfully complete Jail Officers Training Manual. Must possess and maintain valid CPR and First Aid Certification. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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.

Please submit your letter of interest, resume, and application no later March 17, 2011 to:

Human Resources, Attn: HR Analyst
Lackawanna County Administration Building
200 Adams Ave 6th Floor
Scranton PA 18503
petersens@lackawannacounty.org
EOE