



CLASSIFICATION NO. 126

Revised: 11/89, 1/93, 12/07

Retitled: 7/15

FLSA: Exempt

EEO: 4

## **JAIL LIEUTENANT**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize, supervise and manage the staff and operation of a major section of the County Jail; to maintain discipline, population control, and enforce security measures; and to perform other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, provides courthouse security, serves civil process, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the county and within the cities which contract for law enforcement services.

The Jail Lieutenant is responsible for the management or direction of activities and personnel in the Medical Section, Food Service Section, Maintenance Section and the Operations Sections of the County Jail facility. Incumbents review the work and performance of subordinates through daily reports, direct and indirect observation, inspections and conferences.

The Jail Lieutenant differs from the higher level Captain who determines policies and objectives for the County Jail facility. It also differs from the Jail Sergeant who leads the work of lower level jail staff.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, schedules, coordinates and supervises activities of assigned sections within the jail facilities; monitors and evaluates operations; directs or prepares reports detailing operations and activities; recommends and assists with developing and/or revising policies, programs and philosophy of the Sheriff's Office and the Jail.
2. Reviews case status of inmates to ensure compliance with statutory requirements and the mandates of the court system; reviews inmate misconduct reports filed by Corrections Officers and determines disposition or refers to Hearings Officer in accordance with departmental, state and federal rules; evaluates inmates' special requests and acts upon them or refers to the Captain for disposition.
3. Assists in coordinating activities with other divisions of the Sheriff's Office, local courts, state corrections agency and other law enforcement agencies regarding corrections policies, inmate population control and facility operational activities.

4. Directs supervisory staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
5. Participates in budget preparation and administration; prepares cost estimates; monitors and controls expenditures within an assigned division or section.
6. Conducts initial investigation of citizen and inmate complaints against members of the Jail staff; completes reports and recommends corrective action as necessary to resolve complaints; responds to labor grievances and interacts with union representatives.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of corrections administration and institution management; methods and procedures of conflict management in corrections; corrections law; methods and practices of contraband control; Sheriff's Office policies and procedures.

Working knowledge of: The Oregon court system and criminal code; methods and procedures of physical restraining force in the jail setting, transportation and restraints; emergency health care in jails; principles and practices of personnel management, including employment law; budget preparation and monitoring; methods of interviewing and investigative procedures; recordkeeping and reporting procedures; crisis management techniques; project management techniques.

Skill to: Supervise, direct, manage and evaluate assigned staff; oversee the maintenance of discipline and security among a large number of jail inmates; maintain a variety of records; review and prepare reports; analyze situations quickly and objectively and carry out a proper course of action; interpret court documents; use and care for assigned equipment; communicate effectively, both orally and in writing; establish and maintain effective working relationships with County employees and other agency personnel; obtain information through research, data extrapolation, interviews and observation; respond to requests and complaints from inmates, staff and the public.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Certification as a Corrections Officer.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

## **POST-EMPLOYMENT REQUIREMENTS**

Within two years of appointment, possess Middle Management Certification from the Department of Public Safety Standards and Training (DPSST).

## **OTHER INFORMATION**

Promotional opportunity within the Sheriff's Office for Jail Lieutenant positions. Minimum standards in order to be eligible to compete in the recruitment process are: Five years of experience as a Jail Deputy/ Officer of which the most recent three years are with Clackamas County Sheriff's Office. Must have successfully completed initial probationary period in the classification of Jail Sergeant (Job Code # 122). The two most recent performance evaluations must document performance that meets Sheriff's Office minimum acceptable standards.

Edited: 5/21