

CORRECTIONS LIEUTENANT

DEFINITION: Under general supervision, performs work of moderate difficulty in planning, organizing and analyzing operational and special services programs for a district correctional/detention facility; responsibilities include program development and evaluation, inmate classification, inmate appeals and specialized training for employees; oversees functional activities of facility; develops, implements and monitors operating policies and procedures for facility; ensures that all policies, rules, regulations, orders, procedures and directives are enforced and implemented; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Oversees functional activities of correctional/detention facilities such as security and inmate services; develops and implements operating policies and procedures; plans and evaluates the work of assigned staff; develops and implements specialized staff training plans; assists in the recruitment and selection of staff; recommends discipline, staff development, and other personnel matters; conducts employee performance appraisals; monitors and evaluates program operations and services provided to inmates; participates in the development of budget; monitors expenditures, responsible for the fiscal status of operations, including managing accounts receivable and payable.

Supervises and monitors the work of correctional/detention facility staff; prepares duty and shift assignments and performs inspections of correctional officers; prepares, updates and maintains training plan for corrections officers; conducts briefing of staff; resolves technical or work procedure problems and questions presented by staff; assists staff with conflict resolution and mediation; observes staff interaction with inmates; confers with superior to present and resolve difficult problems or questions, discuss plans and actions to be taken and making decisions; inspects and requests maintenance on facilities; maintains supplies, linens, uniforms and other materials as needed.

Monitors and participates in booking, intake, classification, visitation, and releasing procedures; oversees maintenance and updating of inmate's files and records; assures resident safety and security in accordance with established policies and procedures; provides paraprofessional counseling or crisis intervention to inmates and staff to defuse a situation or assist in the coordination and collaboration of rehabilitative programs; monitors community and group sessions; interprets rules and procedures of facilities to inmates; participates in discussions to update plans, policies and procedures.

Receives and provides information concerning inmates; prepares and submits activity and/or required reports; attends meetings, in-service training and court hearings; supervises fire drills, shake downs, searches and lock downs; develops, implements and maintains disorder management and prevention plans, crisis intervention, suicide intervention and central control unit; may transport inmates to courts, prosecutors, hospital, educational facilities and other correctional facilities and entities as necessary.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of federal, state and Navajo Nation laws, regulations and policies governing incarceration. Knowledge of supervisory principles and practices, leadership and training.

Knowledge of modern principles and practices in correctional administration and criminology, including the principles and procedures of inmate classification, assignment and transfer.

Knowledge of methods and techniques of self-defense and use of weapons and related defense/control equipment and language used by inmates.

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Knowledge of methods, techniques and practices of paraprofessional counseling for inmates.
Knowledge of principles and applications of effective budget preparation and control, personnel management, supervision, public and business management.
Skill in interpreting federal, state and Navajo Nation laws, regulations, policies and procedures governing incarceration.
Skill in maintaining composure under stressful or dangerous conditions.
Skill in providing paraprofessional counseling and crisis intervention with inmates.
Skill in providing training for staff in the proper methods of security, use of force, paraprofessional counseling and crisis intervention and basic first aid measures.
Skill in establishing and maintaining effective working relationships.
Skill in verbal and written communication.
Ability to plan, organize, evaluate and coordinate a multidisciplinary program.
Ability to use and apply effectively the required technical knowledge; analyze situations accurately and take effective action.
Ability to supervise, train and motivate staff to achieve maximum effectiveness.
Ability to communication both verbally and in writing so instructions can be clearly understood and carried out in emergency situations.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass an annual physical agility test. Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Shift work and exposure to hazards associated with duties in maintaining security, order and discipline of inmates in and outside of correctional/detention facility; exposure to hazardous, uncontrollable and life threatening situations can occur.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Criminal Justice, Psychology, Sociology or related field; and five (5) years of work experience managing a corrections/detention facility or as a lead corrections/detention officer.

PREFERRED QUALIFICATIONS:

- A Bachelor's degree in Criminal Justice, Psychology, Sociology or a closely related field
- Corrections Officer Supervisory Training Certificate.

SPECIAL REQUIREMENTS:

- A favorable background investigation; and no dishonorable military discharge.
- Successful completion of drug screening, physical agility test and physical examination prior to date of hire.
- Possess a BIA Basic Corrections Officer Training, a General Instructor's Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, and a First Aid Certificate.
- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and obtain Corrections Officer Supervisory Training Certificate within one (1) year of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.