

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Correctional Lieutenant		<b>Class Code:</b> 005LC0
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 4-30-13
	<b>Summary:</b> Incumbent is responsible for work involving the supervision of offenders in a correctional facility. Incumbent maintains the security of the facility as well as the safety of staff and offenders while ensuring daily activities and programs proceed on schedule. Incumbent supervises Correctional Sergeants and Correctional Officers on an assigned shift in an assigned area under the general supervision of a Correctional Captain.		

**Duties:**

- Maintains order and security of offenders in facility;
- Assists supervisor in appropriate administration of security related operations (key control, count, shakedown, searches, inventory, equipment maintenance, radios, security systems, etc.);
- Supervises subordinate staff to include performance evaluations, training and discipline (up to the reprimand level);
- Provides input to supervisors concerning post assignments and discipline;
- Provides supervisor with input concerning specific security issues;
- Assists in identifying offender treatment needs and supports treatment programs;
- Maintains records and writes reports on offender movement, offender progress, and violations of policies and procedures;
- Remains alert for signs of disorder or tension;
- Counsels offenders in an informal and unofficial capacity;
- Follows and insures compliance with established security procedures;
- Supervises Correctional Officers;
- Performs related duties as required.

**Job Requirements:**

- Thorough knowledge of the methods, procedures and practices utilized in a correctional environment;
- Extensive knowledge of department policies and procedures involving custody operations;
- Ability to control and direct activities of offenders;
- Ability to qualify and maintain weapons certification and operate security equipment;
- Ability to obtain and maintain a valid Driver's License;
- Ability to act as a custody supervisor;
- Ability to effectively provide leadership and supervision over staff;
- Ability to react quickly and effectively to a situation jeopardizing the health or safety of an offender or staff person;
- Ability to work well with supervisor, subordinates, offenders, facility and department staff and, on occasion, members of the public;
- Ability to attend, participate and complete annual training;
- Ability to remain current on all mandatory certifications.

**Difficulty of Work:**

Work follows strict policies and procedures. Some situations can be complex, requiring quick analysis of a situation and plan of action. Incumbent must be able to react to emergency situations including the ability to determine the need to use deadly force.

**Responsibility:**

Work is diverse and varied. Incumbent is responsible for the management, supervision and safety of the facility, offenders, coworkers and the general public. Incumbent must remain vigilant to all breaches of security and threats. In the event of an emergency, effective leadership must be immediately exhibited. Errors in judgment could result in injury to staff or offenders or escape of an offender.

**Personal Work Relationships:**

Incumbent works primarily with offenders, supervisor and subordinates. Problem solving ability must be demonstrated in maintaining control and security over offenders. Incumbent must communicate well and provide good leadership to all staff. Occasionally, the incumbent may come into contact with the general public while escorting offenders to various sites.

**Physical Effort:**

Work is physically, emotionally and mentally demanding. Work requires an extensive amount of standing, walking and checking on work of staff. A variety of physical abilities will be required in order to supervise and participate in custody functions. Keen observation and hearing skills are necessary in order to ensure the safety and security of the facility. Above average strength is required when defending against one or more irate offenders. Incumbent is continually exposed to potential physical hazards due to the work environment.

**Working Conditions:**

Work is performed indoors in a cell house and/or dormitory atmosphere or outside in various weather conditions while patrolling the institutional grounds and performing normal custodial duties. Possibility of injury from offender altercations and assaults are present. Infectious disease exposure may be possible. Incumbent may be required to use restraint techniques as per departmental policy and procedure.