

CENTRAL FALLS DETENTION FACILITY CORPORATION

Donald W. Wyatt Detention Facility

POSITION DESCRIPTION LIEUTENANT

POSITION DESCRIPTION

Second in command in Security on shift to provide support and assistance to the Captain (Shift Commander) responsible for the execution of the planned procedures and activities on the shift. Review all logs and daily recordkeeping records for accuracy and timeliness. Assure the proper documentation for detainee movement is accurate. Assure all communications and security is functional. Monitor all alarm panels, video and perimeter security systems. Provide support and assistance to first line supervisors (Sergeants) and Officers in their daily activities.

As a part of the Management structure, shall be available to serve on internal committees to review the work environment; and shall serve as liaisons for the Warden and other officials to front-line staff, and support staff, as appropriate.

Lieutenants have the authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, and responsibility to direct them, or to adjust their grievances, or effectively to recommend such action. Such authority is not merely routine or clerical in nature, but requires the use of independent judgment.

EXAMPLES OF DUTIES

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Under general supervision; performs corrections work of supervising an assigned shift or functional unit ensuring the welfare of detainees, maintains security, control and custody of those detainees in our charge; and performs related work as required.
- Supervises, evaluates, schedules and monitors the activities of an assigned unit of corrections personnel and recommends personnel and discipline actions to command officers;
- Conducts shift briefing, schedules officers to duty posts and makes regular inspections to ensure proper staffing;
- Coordinates transport and security of detainees to various locations;
- Supervises checks of detainee housing and cell searches for detainee census and detection of contraband;
- Monitors and schedules detainees for activities in various work areas in coordination with other supervisors;
- Conducts safety checks, fire checks, fire and security drills;
- Prepares lesson plans, instructs recruits, supervises corrections training programs and assists with in-service training;
- Verifies supply requisitions are complete and ensures detainee property is properly tagged and stored;
- Ensures locks and security equipment are functional;
- Reviews the preparation of disciplinary and incident reports;
- Provides counseling, and crisis intervention for staff;
- Conducts investigations of incidents involving staff and/or detainees as directed;
- Detailed knowledge of and the ability to implement facility emergency contingency plans;

CENTRAL FALLS DETENTION FACILITY CORPORATION

- May act as Shift Commander.

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

A: KNOWLEDGE REQUIRED:

Considerable Knowledge of:

- Federal, state and local laws, rules and regulations pertaining to adult correctional facilities;
- The security practices and procedures used in a direct supervision jail;
- Relevant correctional principles, practices, policies and procedures;
- Rules and regulations governing the direct supervision jail;
- Fire, emergency, and evacuation procedures;
- Report preparation and records maintenance.
- The principles, practices and methods of effective supervision;
- Transportation of detainees;
- Facility policies;
- Understanding of the Spanish language preferred.

Some knowledge in:

- Criminal justice system;
- Security practices and procedures used in a direct supervision jail;
- Varied social, economic and cultural background;
- Report preparation, record keeping and report writing;
- Spanish language.

B: QUALIFICATIONS

Working skill in:

- Maintaining security, control and custody of detainees;
- Responding to emergency situations quickly, calmly and decisively;
- Observing situations and recalling facts;
- Interacting with people of varied social, economic and cultural backgrounds;
- Communicating effectively, both orally and in writing;
- Establishing and maintaining effective working relationships with others;
- Listening effectively;
- Maintaining records and preparing reports;
- Identifying normal and abnormal patterns in behavior
- Performing tasks requiring manual dexterity.

Ability to:

- React to physical confrontations and emergency situations quickly and effectively;
- Stand and sit for long periods of time;
- Bend, reach, kneel, and crouch;
- Climb up and down stairs and ladders with speed and agility;
- See clearly and recall visual details;
- Hear and understand speech and radio transmissions;
- Lift up to 50 pounds;
- Drag up to 175 pounds for 60 yards;
- Perform multiple physical tasks simultaneously;

CENTRAL FALLS DETENTION FACILITY CORPORATION

- Drive vehicles including automobile and van;
- Speak clearly.

C: LICENSE & CERTIFICATIONS REQUIRED

- Possession of a valid state driver's license at the time of appointment.
- Ability to carry a firearm.

FACTOR 2 – SUPERVISORY CONTROL

- This position reports directly to the (Captain) Shift Commander.
- Reporting to this position is:
 - Sergeants
 - Correctional Officers

FACTOR 3 – GUIDELINES

- Donald W. Wyatt Detention Facility policies and practices, the Collective Bargaining Unit Agreement and Federal, State and local laws primarily convey guidelines.

FACTOR 4 – PERSONAL CONTACTS

- Contract agencies such as United States Marshals Service in the absence of the Chief of Security and/or Captain
- Various vendors and volunteer organizations as directed
- Law enforcement and Mutual Aid partners as directed

FACTOR 5 – ESSENTIAL FUNCTIONS

- Ability to manage and direct subordinates
- Prioritize
- Sound moral and legal character
- Computer literate
- Knowledge of budgets
- Knowledge of sound correctional policies and procedures

FACTOR 6 – PHYSICAL DEMANDS

Ability to:

- React to physical confrontations and emergency situations quickly and effectively
- Stand and sit for long periods of time
- Bend, reach, kneel and crouch
- Climb up and down stairs and ladders with speed and agility
- See clearly and recall visual details
- Drag up to 175 pounds for 60 yards
- Perform multiple physical tasks simultaneously
- Drive vehicles including automobile and van
- Speak clearly
- Hear and understand speech and radio transmissions
- Lift up to 50 pounds

CENTRAL FALLS DETENTION FACILITY CORPORATION

FACTOR 7 – WORK ENVIRONMENT

- This position is an essential component of the Security staff.
- The Lieutenant must possess a professional work ethic and work well under pressure in a security environment
- Working conditions may be stressful to some individuals

TRAINING AND EXPERIENCE:

High school diploma or G.E.D. certificate

I HAVE READ AND ACKNOWLEDGE FULL UNDERSTANDING OF THIS JOB DESCRIPTION.

Lieutenant _____ **Date**

Major _____ **Date**

Revision date: February 22, 2011

Warden _____ **Date**

Human Resource Director _____ **Date**