

LINN COUNTY CLASSIFICATION

TITLE: LIEUTENANT – PROGRAMS DIVISION

NUMBER: 700

APPROVAL ORDER NUMBER: 2016-238

PAY RANGE: 20

DATE: JULY 19, 2016

CATEGORY: MANAGEMENT/EXEMPT (SO)

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervises and advises field deputies and office staff assigned to this Division and supervises work of the Inmate Work Crew. Assists the Programs Captain with various administrative activities. Assumes responsibility for operation of the Division in the absence of the Captain.

SUPERVISION RECEIVED: Works under the general supervision of the Programs Division Captain who assigns general duties and reviews work for effectiveness and proper procedures through observation, conference, and analysis of reports.

SUPERVISION EXERCISED: Exercises general supervision over personnel in the Division. Assists in the formulation and implementation of management decisions and policies. Assigns and directs duties and prepares written evaluations of subordinate personnel in the Programs Division. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates. Other supervisory duties include reviewing written reports and documents, explaining and interpreting laws.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Assign and review the work of subordinate deputies and support staff. Schedule and assign specific daily tasks. Assign prisoners in the jail to Inmate Work Crew; inspect personnel and equipment; instruct new employees in office policies, procedures and techniques.
2. Coordinates work crew contracts and prepares reports pertaining to contracts and revenue generated by contracts.
3. Maintain knowledge of deputies work locations and respond to questions from deputies and clerical staff concerning contract or procedural issues.
4. Consult with the Programs Captain regarding program staff work performance and training needs.
5. Administer, evaluate and recommend modification of division policies and procedures.
6. Maintain liaison with law enforcement agencies, courts and State Parole and Probation regarding the custody, and selection of prisoners assigned to Inmate Work Crew.
7. Manage jail population by participating in weekly meetings with State Parole and Probation, Programs Division Captain and other jail staff.

8. Respond to public inquiries regarding service and job requests from public organizations' requests for inmate labor.
9. Manage classification and reclassification of inmates lodged in the jail. Supervise Classification Officer assigned to this Division.
10. Assign inmate workers to work inside the jail. Direct jail staff to facilitate inmate worker assignments.
11. Supplement Corrections Deputies in supervising Inmate Work Crews during personnel shortages or emergencies.
12. Prepare annual, probationary, and special evaluations of employees.
13. Investigate citizen complaints against division employees or as directed by the Sheriff or Programs Division Captain.
14. Provide input to the Division Captain pertaining to budgetary, training, and equipment needs and participate in the planning process as requested by the Division Captain.
15. Purchase supplies and equipment for Inmate Work Crew
16. Develop and maintain effective, harmonious and reasonable work relationships with others.
17. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of an ability to interpret applicable Federal, State, and local laws and ordinances. Thorough knowledge of standard operating rules and procedures which govern law enforcement practices. Thorough knowledge of the use of law enforcement equipment including firearms, vehicles, and radios. Knowledge of First Aid and CPR procedures. Considerable knowledge of office management and the principals of supervision, human relations, organization, and administration as applied to the position.

Ability to exercise leadership skills in the assignment and supervision of work, guidance of subordinate deputies concerning the proper interpretation of laws and ordinances. Ability to apply Sheriff's Office Policies and procedures. Ability to understand complex oral and written instructions and to act upon them accordingly. Ability to plan and organize work independently. Ability to maintain good public relations.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a two-year college with an Associate Degree in Law Enforcement plus four years of progressively responsible law enforcement work, including at least two years in a supervisory capacity and two years with the Linn County Sheriff's Office or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic, or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriffs Office. Be willing to work weekends, holidays, varying shifts, and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced Certificate within one year of employment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card including instruction of the operation of Automatic External Defibrillators.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination, and peripheral vision must be normal). Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop, and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools, or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moments notice.