

Civil Division: Oneida County
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 12/11/2017

CORRECTION OFFICER - LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform higher level supervisory and correctional work involving responsibility for the custody, security, and general well-being of inmates during an assigned shift. Work is performed under the general supervision of a Correction Officer-Captain, or Chief Deputy. At times, a Correction Officer-Lieutenant may be the highest-ranking employee on duty and will have full charge of the Correctional Facility. Supervision is exercised over lower ranking Correction Officers. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Ensures that all security posts are covered during a shift;
Makes reassignments as needed to provide proper coverage;
Makes periodic rounds of the institution;
Oversees inmate activities during the shift;
Deals with emergency situations such as inmate illnesses, suicide attempts, disturbances, attempted escapes, etc.;
Takes periodic counts of inmates;
Provides training to Correction Officers;
Supervises and participates in inmates' rehabilitation;
Prepares and submits reports on inmate counts and activities occurring during the shift;
Supervises the escorting of prisoners and overseeing of meals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge and understanding of methods and techniques used in enforcing institutional discipline; thorough knowledge of regulations, practices and procedures employed in a modern penal institution; good knowledge of the techniques used in inmate rehabilitation; ability to supervise the work of others; resourcefulness and good judgment in dealing with emergencies; ability to maintain personnel and inmate status reports; initiative; industry and dependability.

MINIMUM QUALIFICATIONS: Thirty-six (36) months of experience as a full-time Correction Officer-Sergeant or an equivalent rank and title in any Correctional facility.

SPECIAL REQUIREMENT: Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of a valid license at time of appointment. This license must be maintained throughout appointment.

Adopted: 01/15/76

Revised: 10/03/90; 12/18/91; 07/14/95; 9/27/96; 09/01/04; 04/19/11; 07/08/11; 12/11/2017

Title in Promotional Series: Correction Officer, Correction Officer-Sergeant, Correction Officer-Lieutenant, Correction Officer-Captain