

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Detention Lieutenant
Department : Detention Center
Revised : March 2011

Class : Professional
FLSA: Exempt

This job description supersedes any prior description for the Detention Lieutenant classification.

GENERAL DESCRIPTION

Highly responsible supervisory work within the Detention Center. Uses discretion and independent judgment in supervising the day-to-day operations of the detention center and staff. Supervision is given to an assigned number of detention officers and clerical staff. Supervision is received from the Detention Captain; work is reviewed through observation, and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises detention center employees in the daily operation of the Detention Center to assure the proper performance of duties and adherence to established rules, regulations, policies, and procedures.

Maintains discipline without laxity or discrimination; insures proper performance of all duties by personnel within the detention center, and thorough investigation and necessary action on any dereliction of duty brought to attention in any manner.

Uses discretion and independent judgment when investigating and resolving complaints against detention center personnel and any resulting disciplinary action.

Meets with the Detention Captain on a regular basis concerning any situations that affect the welfare of departmental employees and inmates.

Inspects personnel equipment and recommends correction of any inadequacies found in such inspections.

Makes job assignments for subordinate staff.

Evaluates job performance, completes performance appraisals, and counsels subordinates in the performance of their duties, and provides suitable actions in the case of laxity, misconduct, incompetence, inefficiency, or neglect of duty which becomes known.

Assists in departmental planning; disseminates plans of action or activities developed for subordinate staff.

Prepares and maintains a variety of records and reports.

OTHER JOB FUNCTIONS

Serves in a continuous on-call status due to the nature of the work.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of federal, state, and local laws and ordinances.

Ability to communicate both orally and in writing.

Ability to use discretion and independent judgment in investigating complaints against detention staff and executing disciplinary actions for those supervised.

Ability to plan, supervise and participate in a variety of detention center goals and activities.

Ability to instruct, organize, direct, and supervise subordinate staff.

Ability to establish and maintain effective working relationships with fellow employees, the general public, and inmates.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Work may also include use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university, possession of Advanced Detention Officer Certificate, three years of experience as a full-time detention officer with one year as a Detention Sergeant, minimum age of 21, favorable psychological evaluation, background investigation, CVSA, successful completion of physical fitness assessment, favorable completion of medical examination with negative drug screen, and a valid driver's license are required.

**This job description does not create an employment contract,
implied or otherwise.**