

COUNTY OF SOLANO

CUSTODY LIEUTENANT

Rev. 06/12

DEFINITION

Under general direction, , plans, organizes, directs and supervises a wide variety of complex and technical administrative, program, operational or service-related corrections/custody activities; commands a major subdivision/bureau of the Sheriff-Coroner Office; serves as Facility Commander/Programs Lieutenant; serves as a member of the department's management team; performs related duties as required.

CLASS CHARACTERISTICS

Sheriff's Custody Lieutenants are peace officers as defined by Penal Code 830.1(c) allocated only to the Sheriff's Office. The incumbent is directly responsible to a Captain or as otherwise designated by the Undersheriff or Sheriff, for the overall function of an assigned facility or major program within the department. This is the first management level position in the correctional series and has command responsibility for its assigned facility or program. This class is distinguished from that of Custodial Sergeants in that Sergeant is the first line supervisory class with limited ability to act independently. This class is distinguished from Sheriff's Captain, in that Sheriff's Captain serves as the Division Commander.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- 1) Plans, assigns, coordinates and supervises activities of corrections/custodial, technical, blue-collar and clerical personnel in assigned facility;
- 2) Consults with the Sheriff and other key personnel in formulating policies and goals on programs managed which include: inmate supervision, security, discipline and recreation; classification of inmates for housing assignments; inmate work programs; legal processes for booking court appearances and release; maintenance of facilities, equipment and grounds; automated support processes; food service; inmate treatment programs; custodial tasks outside the jails to meet emergency needs; suppression of jail riots; and reduction of inmate assaults, suicides or attempted escapes in or about the jails; ensures that department goals and responsibilities are met.
- 3) Performs supervisory duties to direct reports and to others through subordinate supervisors such as reviewing and conducting employee performance evaluations; acting as a mediator in more complex personnel issues including proposing disciplinary actions; assisting Sheriff's Office personnel activities including grievances, disciplinary action, transfers, recruitment, final selection, departmental training and labor relations; providing career development mentoring; ensuring that employees are properly trained; supporting and ensuring compliance with County and Departmental policies.
- 4) Reviews detention facility programs and operations to assure compliance with federal, state and local laws, codes, regulation and guidelines related to facility standards and operations; develops,

identifies and resolves administrative and operational problems within the activities managed related to facilities, programs, services, procedures, forms, work flow, and equipment through research, analysis and evaluations.

- 5) Reviews and evaluates and recommends changes in operational procedures and/or policies, including POST orders; assists the Sheriff's Captain the formulation and implementation of institutional policies and procedures; ensures that department goals and responsibilities are met.
- 6) Acts as liaison between other County Departments and outside agencies in absence of the Division Commander; serves as Custody Division Facility Commander.
- 7) Reviews and recommends changes in shift schedules to meet the needs of an assigned shift; recommends changes in staffing patterns to provide optimal safety of inmates in accordance with regulations and guidelines.
- 8) Prepares narrative and statistical reports related to inmate population, workload activities, programs, staff utilization, facility operations, service provision and related topics.
- 9) Oversees the preparation and administration of the budget for activities managed by researching and preparing budget requests; monitoring assigned budget(s) and controlling expenditures.

QUALIFICATION GUIDELINES

Education and/or Experience

Extensive detention facility experience including some first line supervisory experience which demonstrates possession of and competency in requisite knowledge and abilities. Qualifying experience would be:

Three years of full-time experience as a first line supervisor equivalent to a Custody Sergeant in Solano County or comparable agency.

Possession of a Baccalaureate degree from an accredited college or university may be substituted for one year of the required experience

Knowledge/Abilities

Knowledge of:

- Departmental general orders, policies and procedures;
- Local, state (to include Title 15 and Title 24 of the California Code of Regulations) and federal laws applicable to detention facilities;
- Principles and practices of modern adult institutional discipline and facility management for persons under criminal confinement;
- Inmate classification and living area assignments;
- Criminal attitudes and behavior patterns;
- Purpose and methods of discipline as applied to persons under criminal confinement;

- Principles and practices of personnel supervision and training;
- Public personnel management principles, practices and procedures;
- Principles, general orders, policies, procedures and practices of Sheriff's department;
- Public administration including budgeting and program planning/evaluation.

Ability to:

- Understand and explain laws, regulations and policies governing detention program operations;
- Make decisions and independent judgments to include analyzing emergency situations and making effective personnel and equipment deployment decisions;
- Communicate effectively both verbally and in writing;
- Communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships;
- Maintain liaison with the Courts, counsel and representatives of other departments;
- Read, understand and implement vague or poorly documented Court documents such as Court Commitments;
- Determine the appropriate course of action in emergency or stressful situations;
- Demonstrate tact and diplomacy; collect and analyze data to draw logical conclusions and make appropriate recommendations;
- Prepare narrative and statistical reports; comply with laws, regulations and professional practices governing detention program services and operations;
- Supervise the work of others engaged in correctional activity; secure cooperation and teamwork among support staff;
- Deal firmly and fairly with clients of various socio-economic backgrounds and temperaments;
- Maintain accurate records and document actions taken;
- Interview people to extract information and make evaluations;
- Organize and prioritize work assignments;
- Make routine arithmetical calculations;
- Research regulations, procedures and/or technical reference materials;
- Learn and make referrals to local and regional providers of social, medical and/or other specialized services;
- Project consequences of decisions;
- Determine and evaluate levels of achievement and performance of subordinate personnel.

SPECIAL REQUIREMENTS

Completion of Supervisory core course certified by the California Board of Corrections Standards for Training in Corrections.

Possession of a valid Class C California Driver's License.

Public officers must meet minimum peace officer standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1029 and 1031 of the California Government Code.

Incumbent must be able to carry and possess firearms.

SUPPLEMENTAL INFORMATION

Independent travel is required. Incumbents must be able to perform heavy manual labor associated with inmate control tasks.

Incumbents must be able to work in a jail environment which may include lifting persons weighing more than 100 pounds.

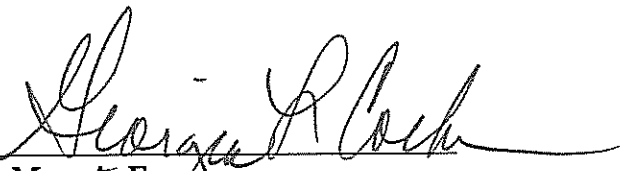
Incumbents must be able to work in an environment which may include exposure to communicable disease.

Incumbents may be required to work outside normal business hours.

Work may include working with the full range of body movements involving reaching, bending, grasping and climbing.

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Positions allocated to this class may require bilingual skills.



Marc A. Fox
Director of Human Resources

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