

# COUNTY OF SOLANO

## CLASS SPECIFICATION

### CUSTODY LIEUTENANT

Effective Date: XX/XX/XXXX OR Effective Date of Revision: XX/XX/XXXX

Date of Draft: 3/4/04/11/2019

#### CLASS SUMMARY:

Under general direction, manages, plans, ~~organizes~~, directs, and ~~supervises-oversees the daily activities, operations, and programs of one or more detention facilities; 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/Watch Commander/~~Programs Lieutenant~~; serves as a member of the department's management team; ~~performs related duties as required.~~ May serve as Division watch commander in the absence of superior officers.

#### DISTINGUISHING CHARACTERISTICS:

Sheriffs Custody Lieutenants ~~are~~ are peace officers as defined by Penal Code 830.1-(c) allocated only to the Sheriff's Office.

#### This class is distinguished from the:

- Captain – Sheriff, which serves as Division commander and performs administrative law enforcement work in directing the activities of an assigned division in the Sheriff-Coroner's Office.
- Custody Sergeant, which plans, organizes, and supervises Correctional Officers and inmates, as well as assigned programs and activities ~~at an assigned detention facility.~~

#### SUPERVISION RECEIVED AND EXERCISED:

~~Supervision-General direction~~ is provided by the Sheriff's Captain. **AND**

Employees in this class supervise two or more supervisors in addition to employees in clerical, technical/paraprofessional, and safety classes.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Exercises management authority as Facility/Watch Commander for assigned activities, operations, and programs at one or more detention facilities, court holding or vocational training facilities and performs managerial responsibilities such as:
  - monitoring purchases and ~~approving non-routine-verify~~ expenditures for workplace improvements, facility operations, training, computer software and hardware, etc.;
  - overseeing the preparation and administration of the budget for activities managed by researching and preparing budget requests, monitoring assigned budget(s), preparing grant applications and monitoring post award funding activities, and controlling expenditures;
  - implementing and monitoring goals and objectives of the unit and taking corrective actions as appropriate;
  - recommending, developing, and implementing new policies and procedures ~~to eliminate or reduce barriers to~~ for efficient or effective production operations;

- writing requests for proposals and reviewing and evaluating responses;
- reviewing and administering contracts including coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract; and
- performing other special tasks and projects such as capital projects, serving on division, departmental, and/or County committees, and a variety of organizational and operational studies.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
  - establishing standards for acceptable work products and evaluating performance;
  - interviewing applicants and making recommending selections;
  - making position/team assignments within authority delegated by the Sheriff;
  - reviewing, approving recommending, and implementing disciplinary actions which may include and terminations;
  - reviews, and recommends, and implements changes in shift schedules to meet the needs of an assigned shift; recommends changes in staffing patterns to provide optimal safety of inmates and security in accordance with regulations and guidelines;
  - reviewing work and recognizing employees' work efforts and accomplishments;
  - providing career development and mentoring and recommending training and career development opportunities;
  - ensuring that employees are properly trained;
  - reviewing and approving timesheets and requests for leave; and
  - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety.
- Consults with the Sheriff, Sheriffs-Captain-Sheriff and other key personnel in formulating policies and goals on programs managed which include: inmate supervision, security, discipline, and recreation; booking and receiving; inmate classification and housing; inmate work programs; alternative custody programs; inmate treatment programs; staff training and development programs; payroll and timekeeping; duty roster preparation and assignment changes; legal processes for booking court appearances and release; support and contract services; and facilities maintenance and capital projects, 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.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as receiving 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.
- Reviews detention facility programs and operations to assure ensure compliance with federal, state, and local laws, codes, rules, professional practices, regulations, and guidelines

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~~policies and procedures related to facility standards and operations; monitors and evaluates changes in laws, regulations, and technology affecting detention activities, operations, and programs; evaluates and recommends changes in operational procedures and/or policies; assists the Sheriff's Captain-Sheriff with the formulation and implementation of institutional policies and procedures.~~

- ~~• 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; ensures that department goals and responsibilities are met.~~
- ~~• Reviews, investigates, and responds to, and makes determination on grievance appeals, complaints, use of force, grievances, and disciplinary matters, and makes final determination on inmate complaints.~~
- ~~• Reviews, coordinates, and makes final determination for inmate Americans with Disabilities Act (ADA) medical/mental health accommodation requests.~~
- ~~• Supervises and coordinates inspections and audits of facilities, operations, and programs.~~
- ~~• Serves as incident commander for emergencies and critical incidents.~~
- ~~• 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.~~
- ~~• Acts as liaison between other County Departments and outside agencies in absence of the Division Commander; serves as Custody Division Facility Commander.~~
- ~~• 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.~~
- ~~• Researches and prepares narrative and statistical reports related to inmate population, workload activities, programs, staff utilization, facility operations, service provision, and related topics; and maintains a variety of records and written correspondence.~~
- ~~• Responds to and resolves inquiries, complaints, and information requests from other law enforcement partners/agencies, other County departments, and the general public.~~
- ~~• Develops and maintains collaborative partnerships with local, regional, and statewide organizations and law enforcement agencies and other County departments to develop, implement, and/or promote a variety of programs and projects consistent with the Department's goals and services.~~
- ~~• Acts as a liaison with the Courts.~~
- ~~• Oversees the preparation and administration of the budget for activities managed by researching and preparing budget requests; monitoring assigned budget(s) and controlling expenditures. Performs other duties of a similar nature or level as assigned.~~

#### EDUCATION AND EXPERIENCE:

Education: High School Diploma, GED, or equivalent;

AND

Either:

~~Experience: Three years of full-time paid experience as a first line supervisor of correctional facility, operations, and programs.~~

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**Experience:** Three years of full-time paid experience in the Solano County class of, equivalent to a as a Custody Sergeant in Solano County or comparable agency.

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

#### LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Employees are required to obtain a State of California Peace Officers Standards and Training (P.O.S.T.) Management Certificate or a State of California Standards and Training for Corrections (STC) Management Core Certificate within the first year from date of employment assignment to this class.
- Employees are required to obtain possess and maintain a valid Class C California Driver's License, Class C, within the first year of employment, and maintain a valid California Driver's license throughout their employment in this classification.
- Employees are required to possess and maintain obtain first aid and CPR certifications within the first year of employment and maintain these certifications throughout their employment in this classification.
- 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.

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#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

##### Knowledge of:

- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Laws, regulations, rules, professional practices, departmental general orders, and policies and procedures governing detention facilities, programs, services, and operations.
- 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;
- Operations and programs of a jail including, inmate supervision, security, discipline, and recreation; booking and receiving; inmate classification and housing; inmate work programs; alternative custody programs; inmate treatment programs; staff training and development programs; payroll and timekeeping; duty roster preparation and assignment changes; legal processes for booking court appearances and release; support and contract services; and facilities maintenance and capital projects; inmate rights and discipline; and emergency response; 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 budgeting, cost analysis, and fiscal management.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, request for proposals, contracts, policies, procedures, and narrative reports.
- Basic mathematics for developing, preparing, and completing numerical, budgetary, and/or statistical reports.
- Techniques for dealing with individuals from various socio-economic backgrounds in hostile and/or confrontational situations.
- Principles and techniques of working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Proper and effective response to emergencies and stressful situations.
- Standard office procedures, practices, equipment, personal computers, and software.
- 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

**Skill and/or Ability to:**

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Recommend and implement goals, objectives, and practices for providing effective detention operations and programs.
- Administer complex and technical detention operations and programs in an independent and cooperative manner.
- Research, understand, interpret, apply, and ensure compliance with applicable laws, regulations, rules, professional practices, and policies and procedures governing detention program services and operations and use good judgment in their application.
- Interview people to extract information and make evaluations.;
- Learn about and make referrals to local and regional providers of social, medical, and/or other specialized services and make appropriate referrals to providers of services.
- Analyze, evaluate, and interpret operational problems; gather data; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations, negotiate satisfactory solutions, and implement the resultant change effectively.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Administer contracts and grants according to designated guidelines and regulations.
- Prepare a variety of written communications to include reports, policies, and procedures.

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- Serve as a liaison and represent the division in meetings with representatives from various County and non-County organizations, with local businesses, and/or with the general public.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Deal firmly and fairly with clients of various socio-economic backgrounds and temperaments.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Maintain accurate records and document actions taken.
- Effectively use, understand, and manage modern office equipment to include technology, computers, and related software applications.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- ~~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.~~

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#### PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing, and Pulling – Heavy work: Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and review data and figures, view a computer screen, read, etc. Positions in this class also required employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.
- ~~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.~~
- ~~Work may include working with the full range of body movements involving reaching, bending, grasping and climbing.~~
- ~~Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.~~
- ~~Lifting, Carrying, Pushing and Pulling: Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and /or up to 20 pounds of force constantly to move objects.~~

#### WORKING CONDITIONS:

- Work in a Jail: Employees in this class will be working in a jail environment and thus will be subject to exposure to communicable diseases, disruptive and confrontational people, individuals with mild to severe mental health issues, intense noises, odors, and blood and other bodily fluids.
- Traffic Hazards: Employees in this class will and may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- ~~Incumbents must be able to work in an environment which may include exposure to communicable disease.~~

#### OTHER REQUIREMENTS:

- Incumbents in this class must complete training course(s) within specified timeframes as required by Penal Codes 830, 831 and 832 to perform the duties of this class.
- Applicants 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.
- Incumbents must meet requirements to possess and carry firearms.

- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Language Proficiency: Some positions allocated to this class ~~will~~may require the applicant to speak, read, and write in a language other than English.
- ~~Independent travel is required.~~
- ~~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.~~
- ~~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.~~

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#### CLASS HISTORY AND CLASS INFORMATION:

##### ***For classes requiring CSC approval:***

- Date Approved by the Civil Service Commission:
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors:
- Date(s) Revised:
- Date(s) Retitled and Previous Titles of the Class:
- Class Code:

##### ***OR, for classes not requiring CSC approval:***

##### **Director of Human Resources**

- ~~Date Approved by the Director of Human Resources:~~
- ~~Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors:~~
- ~~Date(s) Revised:~~
- ~~Date(s) Retitled and Previous Titles of the Class:~~
- ~~Class Code:~~