CORRECTIONAL LIEUTENANT III

DESCRIPTION OF WORK
Work in this class involves assisting in planning, supervising, and coordinating activities in a close-custody institution. Employees supervise Correctional Sergeant III’s and may serve as the Officer-in-Charge in absence of the Captain. Employees assist in planning and supervising personnel actions, administrative affairs, officers’ work schedules and coordinating activities involving discipline, security, and the welfare of the inmate population. Employees responsibilities are primarily custodial in nature serving as an assistant shift supervisor because of the large staffing structure. This level is distinguished from Correctional Lieutenant II based on increased staffing totals, supervision for the most dangerous and non-compliant inmates, larger inmate population totals and the complexity of the facility operation which generally includes restrictive and controlled housing. Employees typically report to a Correctional Captain III.

EXAMPLES OF DUTIES PERFORMED
Coordinates actions such as employee leave requests and vacation, reviews applications for employment, monthly reports, inmate concerns or issues, and other activities relative to a correctional institution. Conducts inspections of housing units and other building, grounds, and posts to ascertain that officers are alert, that discipline is being maintained, and that assignments are carried out properly. Exercises increased involvement and decision making authority with medical and mental health inmates. Reviews investigations regarding security issues, incidents, disputes, and complaints. Assists in assessing, evaluating, and implementing employee discipline. Prepares a variety of records and reports. May serve on the inmate classification committee. Serves as incident commander with the authority to make decision to use impact munition. Performs other duties as required.

RECRUITMENT STANDARDS

Knowledge, Skills & Abilities
Extensive knowledge of the methods and procedures of discipline and rehabilitation of inmates confined to a correctional facility. Extensive knowledge of principles of administration involved in various functional activities in correctional facilities. Extensive knowledge of the use and maintenance of firearms. Skilled in the performance of searches of persons, places, and objects. Skilled in emergency response procedures. Ability to plan, coordinate, and supervise the work of subordinate employees. Ability to think clearly and act quickly and efficiently in an emergency. Ability to prepare, review, and follow oral and written instructions.

Minimum Education and Experience
High School or General Educational Development (GED) diploma and three years of experience as a Correctional Sergeant, or two years of experience as a Correctional Sergeant III; or an equivalent combination of education and experience.

Special Note
This is a generalized representation of positions in this class and is not intended to identify essential functions per the Americans with Disabilities Act. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

Necessary Special Requirements
Must be eligible for certification by the N.C. Criminal Justice Education and Training and Standards Commission.