

*** VACANT POSITION***

DEPARTMENT: CORRECTIONAL INSTITUTION

OBTAIN APPLICATION: <https://www.spaldingcounty.com/careers>

SUBMIT APPLICATION, PROOF OF EDUCATION, DD214 (IF APPLICABLE), AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION TO:

employment@spaldingcounty.com or 119 E. Solomon St, Room 110

CLOSING DATE: POSITION WILL REMAIN OPEN UNTIL FILLED

Job Title: Corrections Lieutenant (Position #1508)
Salary: Pay Grade PS19; \$55,619.20
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: 40 hours per week; Flexible hours-days, nights, weekends and holidays.
Occasional overtime required.

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: High School Diploma or state-awarded GED and P.O.S.T. certification training which includes Basic Correctional Officer Training and First Aid CPR certification plus three to five years as a Sergeant or experience in an equivalent position; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must maintain valid P.O.S.T. Certification. Must possess and maintain a valid Georgia driver's license.

GENERAL STATEMENT OF JOB: Under limited supervision, coordinates and administers at a medium to large correctional facility, the security operations on an assigned shift. Serves as member of the facility classification committee; assists in the establishment and/or modification of facility security policies and procedures. Serves as a disciplinary investigator. Serves as the facility Tool Control and/or Key Control and/or Hazardous Materials Control Officer and/or Fire Inspector as directed and assigned by the facility Warden. Assumes duties of on-call officer as required. Reports to the Captain/Chief of Security.

PHYSICAL REQUIREMENTS: Must be physically able to operate equipment used to restrain inmates and must be certified to operate a firearm (firearms are not used in the Institution, unless there is an emergency situation) and a variety of other equipment such as flashlight, automobile, radio, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to thirty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to sixty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Supervises assigned correctional staff – to include Shift Supervisors (Sergeants) and their subordinates - and ensures conformity with department and institutional security policies and procedures. Demonstrates a thorough knowledge of and adheres to departmental and correctional institution policies and procedures. Conducts daily inspections of all posts to ensure correctional staff follow/carry out institution policies and procedures. Ensures that security reports are filled out within the established time frame and in accordance with departmental policies and procedures. Reviews all security reports for accuracy and clarity on a daily basis and prepares written summaries of security reports weekly. Makes appropriate recommendations for corrections/modifications to security reports and ensures corrections are made immediately. Ensures that employees are aware of and understand performance standards associated with assigned job responsibilities. Monitors performance and provides feedback to staff on an ongoing basis. Completes performance reports for assigned staff within established time frames. Monitors and approves staff leave usage while ensuring adequate coverage is maintained. Recommends and/or initiates disciplinary actions according to

departmental and personnel policies and procedures. Assigns work based on available resources, staff ability and workload. Ensures that staff receives appropriate training according to established guidelines.

Coordinates inmate movement and inmate headcount procedures. Ensures that correctional staff verifies the location of all inmates on call-outs through on-site spot visits, radio or telephone checks. Ensures that the required official counts per shift are conducted to ensure all inmates are accounted for. Ensures that correctional staff accurately counts actual inmates following established policies and procedures. Authorizes emergency counts at any time an operational need arises. Ensures that master count sheets, count sheets, logbooks, move slips and sign in and out sheets are appropriately maintained.

Manages the Key Control program. Establishes a daily routine for checking all emergency entrance and exit keys to ensure keys are functioning properly and checks are documented. Collects all reports on lost or misplaced and defective keys from shift officers in a timely manner. Ensures lock changes and record, storage, inventory, duplication, and destruction of keys are accurate and in accordance with departmental policies and procedures. Responsible for training in key control.

Oversees the inventory and use of firearms and restraint equipment. Reviews detailed inventory report of equipment on hand daily to ensure accountability and serviceability. Maintains strict confidentiality of the information contained in the monthly inventory report. Ensures all correctional staff under his/her authority is certified annually on the weapons stored in the armory. Appropriately authorizes the use of restraint equipment as required. Conducts inspections of equipment. Checks mechanical components for malfunction in emergency situations.

Implements applicable institutional emergency plans and procedures. Demonstrates thorough knowledge of pertinent evacuation plans and procedures. Ensures all institutional and departmental fire and life safety rules are followed and enforced by all staff. Ensures area evacuation routes are prominently posted. Maintains strict confidentiality of emergency evacuation plans from inmates and non-departmental employees. Ensures all assigned prison employees are aware of the emergency response plans. Conducts emergency simulated drills according to established procedures. Schedules fire drills; conducts fire drills according to established procedures; ensures each shift drills submits fire drill reports. Reviews emergency and fire reports prepared by shift officers for accuracy, clarity and completeness. Ensures monthly inspection of fire extinguishers and correction of any defects. Conducts regular inspections and submits reports.

Oversees the institution's safety and sanitation inspection programs in assigned area(s). Ensures that all assigned areas of the institution are sanitary and free from hazards by conducting weekly random inspections with the assigned shift sanitation officer. Ensures safety and sanitation inspection reports are completed daily prior to end of shift. Reviews safety and sanitation reports for discrepancies and implements corrective actions immediately. Demonstrates thorough knowledge of applicable Georgia Department of Corrections and Spalding County C.I. policies and procedures.

Establishes a plan for and oversees correctional staff in the control of contraband. Ensures searches are made in accordance with facility and departmental guidelines. Oversees the collection and proper disposal of all contraband found during searches. Assists in conducting daily and weekly formal searches to control contraband. Assists in conducting inmate drug screenings. Ensures that proper security reports are completed concerning confiscated items. Ensures that written reports of searches are accurately completed by assigned correctional staff within established time frames.

Oversees assigned correctional staff in the issuance and control of all tools. Immediately and thoroughly investigates reports of lost tools and takes appropriate corrective action. Ensures that the tool control officer adheres to departmental policies and procedures by making periodic spot checks. Ensures that appropriate tool reports are completed accurately.

Serves as Disciplinary Hearing Officer and/or Security Threat Group Investigator as needed. Conducts investigations handed down from Administration regarding staff wrongdoings and inmate complaints. Identifies and interviews any inmate assigned to the Correctional Institution who may be a gang member.

Serves as Administrative Duty Officer, on a rotating basis, for the institution during non-regular works hours, holidays and weekends as scheduled, checking all shifts at least one time, checking all scheduled visitation periods and checking isolation/segregation inmates seven (7) days a week.

ADDITIONAL JOB FUNCTIONS

Performs general tasks in support of the department as needed; transports inmates as assigned; runs errands or picks up supplies; checks inmate road/work details.

Provides back up coverage or assistance for other positions when needed.

Performs other related duties as required.

March 25, 2024

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