

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Corrections Lieutenant**

**Class Code: 060342**

**Pay Grade: GI**

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### **A. Purpose:**

Enforces Department of Corrections policies and correctional institution operations memoranda and procedures by scheduling and supervising correctional personnel, and controlling and monitoring inmate activities to maintain security and safety for inmates and employees.

### **B. Distinguishing Feature:**

Corrections Lieutenants supervise an assigned area of a correctional institution and the correctional personnel and inmates assigned to that area. This position makes determinations on immediate disciplinary actions on inmates for policy, operations memoranda, and procedure infractions affecting the security of the institution and serves as institution's ranking officer on night shift and on weekends.

Corrections Sergeants are responsible for maintaining the security of an assigned area or shift within the correctional system. Assigned areas of responsibility may include cell halls, control center, trusty units, identification office, and other sites as directed.

Corrections Captains require the dual responsibility of exercising supervision over correctional personnel and inmates. Daily work activities and schedules are directly monitored by this position. This position is involved in personnel selection, staff scheduling, implementation of performance evaluations and the initiation of disciplinary actions against subordinates.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Schedules correctional staff for all shifts to ensure the security of the facility and safety of employees and inmates.
  - a. Enforces Department of Corrections policies and institution operations memoranda and procedures.
  - b. Determines appropriate action in emergency situations.
2. Supervises subordinate staff to ensure the objectives of the work unit are met.
  - a. Interviews staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary action.
  - e. Conducts performance reviews and completes performance documents.
3. Maintains security by inspecting all posts for appropriate staffing to ensure the safety of inmates and personnel.
  - a. Reviews officers' reports on inmates and inmate activities.
  - b. Keeps a daily, detailed log of inmate activities.
  - c. Authorizes and directs inmate counts.
  - d. Searches inmate property for contraband.
  - e. Arbitrates disputes among inmates and staff.
  - f. Initiates drills, exercises and provides staff training.

4. Determines appropriate action in security breakdown and emergency medical situations by evaluating the situation and informing facility managers to de-escalate potential hazards.
  - a. Authorizes emergency procedures.
  - b. Notifies law enforcement agencies or medical personnel outside the facility.
  - c. Controls handling and immediate storage of contraband.
5. Serves as part of the Special Investigations Unit.
  - a. Investigates crimes involving inmates.
  - b. Obtains information from inmates and facility staff to aid in investigation.
  - c. Stays current on information related to gang activity to aid in the placement and classification of inmates.
  - d. Assists law enforcement officers with investigations of crimes that happened within the facility.
  - e. Assists with investigations of facility employees related to misconduct that violates laws, statutes, or Department of Corrections policies and memorandum.
6. Directs inmate movement into and out of the facility to ensure compliance with operations memoranda and procedures.
  - a. Processes new inmates admitted to the facility.
  - b. Receives personal property and maintains records of transactions.
  - c. Authorizes and plans transportation of inmates.
  - d. Discharges inmates from the facility at the completion of their sentences.
7. Serves as Disciplinary Hearing Officer.
  - a. Supervises inmate disciplinary hearing procedures.
  - b. Issues disciplinary action after hearings if warranted.
  - c. Investigates situations involving inmate violations to aid in disciplinary hearing process.
8. Directs employees in operations of K9 search procedures.
  - a. Works with and cares for a K9 and a K9 vehicle; searches inmate living areas and other areas as needed for contraband; prepares reports of findings.
  - b. Supervises other K9 staff in all facilities.
9. Participates in administrative tasks to support efficient management of the facility.
  - a. Assists in developing operations memoranda and procedures.
  - b. Develops guidelines governing inmate activities.
  - c. Informs subordinates of changes in policies, operations memoranda and procedures.
  - d. Conducts daily shift briefings.
7. Performs other work as assigned.

**D. Reporting Relationships:**

Incumbent may supervise Corrections Sergeants, Corrections Corporals, and Correctional Officers. Incumbent reports to a Corrections Captain, Corrections Major, or Associate Warden.

**E. Challenges and Problems:**

Challenged to ensure the security of the facility by scheduling adequate correctional staff for all shifts. This is challenging because of the necessity to supply 24-hour coverage while accommodating leave requests and avoiding overtime situations. Also challenging is enforcing policies, operations memoranda, and procedures and ensuring that the needs of the inmates are

being met. This is challenging because it calls for on-the-spot decision-making, as in medical emergency situations.

Problems include disputes between inmates and between staff and inmates; policy, operations memoranda and procedures infractions by inmates; inmate requests or complaints; and interpretation of policies, operations memoranda and procedures. This position must maintain an open communication network to identify problem areas within the unit.

#### **F. Decision-making Authority:**

Decisions include the placement of staff in appropriate areas for effective security coverage, staff scheduling, interpretation of rules and regulations, course of action to take in an emergency situation, resolution of conflicts between inmates and staff, placement of inmates in detention for security threats, and whether corrective action is needed for a subordinate. Decisions also include approval and disapproval of a visitor to visit an inmate, reviewing security precautions for the facility to determine their effectiveness, scheduling and canceling inmate activities, and approving outside vehicles and persons to enter the premises.

Decisions referred are disposition of information pertaining to the security of the facility; classification of inmates; disciplinary actions on inmates involving court actions; returning inmates to the main institution; changes in departmental policies and institutional operations memoranda and procedures; final approval of staff discipline action; and inmate problems requiring professional assistance.

#### **G. Contact with Others:**

Daily contact with inmates and other staff members in the operation of the facility; frequent contact with other law enforcement personnel, state agencies and the general public for visits to the institution, transporting of inmates, and tours of the facilities.

#### **H. Working Conditions:**

Incumbent has direct contact with convicted felons. The potential for physical harm is always present. The incumbent is subjected to occasional verbal abuse and threats from inmates. The increase in prison population creates a potentially dangerous and stressful environment. Lieutenants are required to work rotating shifts.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- Department of Correction's policies and institutional operations memoranda and procedures;
- English grammar, spelling, and punctuation;
- the attitudes, problems, and behavior of incarcerated individuals;
- the methods, procedures, and practices of controlling and supervising inmates confined to a correctional institution;
- effective use of physical force;
- investigative techniques;
- effective methods of supervision.

Ability to:

- interpret and apply department policies and institution operations memoranda and procedures;
- plan, assign, and direct the work of others;

- supervise all operations and programs of a correctional institution as the officer-in-charge of a shift;
- establish and maintain effective working relationships with inmates, correctional personnel, subordinate employees, and representatives of public and private agencies;
- effectively analyze situations, conduct investigations, and evaluate findings;
- remain calm during stressful situations and respond to emergencies quickly;
- maintain confidential information;
- operate and direct the employment of firearms, mechanical restraints and chemical agents and control the employment of such devices by subordinates.