



**Lieutenant - Corrections**  
Correctional Institute

**CI/4**  
Grade 18/Non-Exempt

**JOB SUMMARY**

This position is responsible for performing supervisory and administrative functions at the county correctional institute. This position may perform any combination of the duties listed below.

**MAJOR DUTIES**

- Supervises and monitors staff at the Correctional Facilities and maintains set standards for security. Ensures daily shift activities are completed including sick call, resident recreation, barber shop etc.
- Assumes command of the Corrections facility and exercises authority over the facility, personnel and activities on the assigned shift. Serves as Administrative Duty Officer.
- Conducts briefings at the start of each shift to inform subordinates of pertinent facts or resident incidents which may affect shift work.
- Reviews or performs staff scheduling to ensure appropriate security at the facilities on all posts.
- Administers random drug tests on inmates.
- Assists in administering and supervising all aspects of the institution's inmate care and treatment services.
- Oversees tool inventory control system; ensures all tools are accounted for, marked, and stored securely; discards broken tools according to SOP; investigates lost or stolen tool incidents; prepares tool inventory report monthly; replaces and orders tools as necessary.
- Oversees the general inventory control system, including monitoring, counting, storing, and ordering barber room items, cleaning chemicals, supplies, materials, toilet articles, soap, toothpaste, etc.
- Inspects dormitory, kitchen, hallways, bathrooms, and other indoor areas to ensure areas are cleaned and maintained properly.
- Investigates all incident reports, disciplines unruly inmates according to established guidelines and procedures.
- Inspects inmate appearances to ensure proper hygienic care and dress code adherence.

- Attends department meetings, seminars, and training sessions.
- Identifies staff training needs.
- Performs other related duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of correctional institution administration, including safety and security.
- Knowledge of supervisory techniques and procedures.
- Knowledge of inmate care and treatment services and procedures.
- Knowledge of applicable federal and state laws, local ordinances, and department rules and regulations.
- Knowledge of Georgia Department of Corrections Standard Operating Procedures.
- Knowledge of inmate rights.
- Knowledge of Key Control procedures.
- Knowledge of detention practices.
- Knowledge of record keeping principles and practices.
- Skill in interviewing and interrogation techniques.
- Skill in supervisory techniques.
- Skill in observing and supervising inmates.
- Skill in performing basic mathematical calculations.
- Skill in observing, gathering, and preserving evidence.
- Skill in preparing various reports.
- Skill in decision making.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Deputy Warden assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include Guidelines Georgia Department of Corrections policies and procedures, federal and state laws, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, administrative, and detention officer duties. The unique needs associated with each inmate contribute to the complexity of the position.
- The purpose of this position is to assist in supervising correctional institute personnel and operations. Successful performance helps ensure the efficient operation of the county's correctional institute.

## CONTACTS

- Contacts are typically with coworkers, public safety and law enforcement personnel, representatives of the court system, representatives from county and state agencies, inmates, vendors, health care providers, and the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office or detention center. The employee may be exposed to noise, dirt, contagious or infectious diseases, and life-threatening situations. The work requires the use of protective devices such as gloves.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of an associate degree in a course of study related to the occupational field.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with two to four years experience or service.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain certification by the Georgia Department of Corrections.