



JOB DESCRIPTION

Bedford
County
Bedford, PA

Job Title: Lieutenant (Shift supervisor)
Reports to: Captain of Shift Operations

Status: Full-time

Pay Scale/Grade/Salary: \$20.00

JOB SUMMARY:

The Lieutenant will oversee daily operations of the Bedford County Correctional Facility. This will include working with The Captain of Shift Operations to carry out and apply facility directives. The Lieutenant will directly supervise Correctional Officers, handle Officer scheduling, concerns, and leave use. The Lieutenant will professionally interact daily with outside agencies and the public. Lieutenants will oversee facility protocols and ensure they are being upheld according to the Pennsylvania Department of Corrections (DOC) Guidelines.

ESSENTIAL FUNCTIONS OF THE JOB: (Illustrative Only)

1. Will have direct supervision of correctional officers.
2. Will maintain and update the daily post assignment schedule, as well as shift schedules.
3. Conducts daily security inspections of the facility and properly documents deficiencies.
4. Takes action to correct any crisis, such as block disturbances, unruly inmates, medical emergencies, etc. as well as notifying the Warden and Deputy Wardens as directed.
5. Counsel inmates on personal and institutional concerns.
6. Resolve staff conflicts, grievances, and any other staff issues that may arise in accordance with the collective bargaining agreement.
7. Professionally Interacts with other criminal justice agencies and the general public.
8. Serve as team leader during a planned use of force, ensuring all facility standards are met and staff sufficiently briefed.
9. Attend meetings, seminars and training sessions as required or as directed by the Warden or designee
10. Will conduct staff evaluations as directed.
11. Will ensure the Daily operations schedule is met.
12. Will ensure facility policy and procedures are being followed by staff, reporting deficiencies appropriately.
13. Will collect, view, and file all Officer reports accordingly.
14. Assumes responsibility and verifies all inmate releases and new intakes.
15. Ensure the inmate recreation schedule is completed in accordance with facility policy.
16. Maintain Supervision of the facilities ingress/egress points to include inmate visits, official visitors and docking procedures.
17. Issue, log, and collect security equipment and weapons for transport.
18. Manage a staff break schedule for the shift.
19. Ensure Restricted Housing unit operations are conducted within policy requirements.
20. To ensure the daily sanitation schedule is completed on shift.
21. Perform other duties as described by the Warden or Deputy WardenS on an as needed basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Pennsylvania Prison Policy and procedures; Knowledge of PREA policy and standards; knowledge of the PA Department of Corrections minimum standards and operation procedures for County prison title 37; knowledge of American Correctional Association standards; knowledge of the Pennsylvania principles of the criminal justice system; knowledge of inmate rights and due process; knowledge of modalities of treatment.

Proficient in Microsoft office. Skills in computer and data entry; skills in organization and public relations; skills in time management and independent working; skills in interpersonal communication; Ability to direct, motivate, supervise and fairly evaluate subordinate employees, ability to communicate effectively verbally and in writing; ability to comprehend and apply concepts for enhancement and efficiency of department and general operations; ability to establish and maintain effective working relationships with individuals, co-workers, other agencies and the public; ability to work with confidential information; ability to restrain uncooperative inmates; ability to work in a highly stressful environment; ability to counsel inmates and recognize the need for in-depth professional health care.

MATERIAL AND EQUIPMENT USED:

- various security tools: handcuffs, leg restraints, Phaser, chemical agents, etc.
- flashlight, mirrors, rubber gloves and other miscellaneous items.
- desktop computer; and
- miscellaneous office automation equipment, i.e. fax, phone, copier, etc.

LICENSE (S) AND CERTIFICATE (S):

- completed an accredited DOC training academy or have the ability to complete within 6 months of hire.
- a combination of supervisory experience and education in criminal justice.
- 1 year(s) as a Corrections Officer or a combination of related experience to management and/or security.

PHYSICAL ABILITIES:

- bend, kneel, stoop, run or restrain uncooperative individuals;
- sit for extended periods, keyboard, write, hear and speak;
- stand frequently for extended periods;
- lift in excess of 100 pounds; and
- work in excess of 8 hours during times of emergencies. Minimum shift requirements, disturbances, etc.

SPECIAL NEEDS

Must have a valid driver's license and be able to travel if required to attend meetings and seminars.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act. Due to the nature of this work no light duty posts are available.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description

Received by: Signed: _____ Date: _____

Print Name: _____