



## Lieutenant - Jail Sheriff's Office

SO/6-738

### JOB SUMMARY

This position performs supervisory and administrative duties in support of division operations.

### MAJOR DUTIES

1. Trains, assigns, directs, supervises, evaluates, and disciplines assigned personnel.
2. Acts as liaison between division and contracted service providers.
3. Acts as liaison between division and various courts and probation departments.
4. Develops and supervises inmate programs.
5. Ensures that personnel complete required training.
6. Ensures mandatory court appearances are met.
7. Approves inmate releases.
8. Approves bonds; verifies documents for property bonds.
9. Maintains monthly Officer on Call calendar.
10. Completes weekly observation reports on new officers; completes exposure reports.
11. Monitors video surveillance system.
12. Answers inmate requests.
13. Oversees jail searches.
14. Approves Protective Custody requests.
15. Reviews inmate sentencing and release documents.
16. Classifies inmates for housing assignments.
17. Supervises inmate cell extractions.
18. Coordinates Jail Training and Evaluation Program; supervises Jail Training Officers; creates training schedules.
19. Reviews and approves reports.
20. Maintains jail fire plan; conducts monthly fire drills.
21. Monitors inmate phone traffic.
22. Maintains inmate handbook and public information pamphlet.
23. Maintains jail shift roster.
24. Runs criminal history.
25. Renders first-aid or medical assistance when needed.
26. Attends seminars, schools, and training sessions dealing with varied related activities such as investigations, law and community relations, etc.
27. Represents the Sheriff's Office at various community events and social and professional meetings.
28. Responds to inmate grievances and oversees inmate disciplinary hearings.
29. Oversees the operation of the property room; maintains records of inmate property.
30. Transports inmates to other facilities, to court, and to medical appointments.
31. Conducts security inspections.
32. Investigates crimes within the jail; prepares and executes criminal warrants.
33. Responds to medical and security emergencies.
34. Completes "Use of Force" reports.
35. Prepares shift schedules.
36. Maintains GCIC/NCIC training schedules.
37. Completes Workers' Compensation forms.
38. Maintains employee training records; prepares lesson plans for staff education; designs annual training plan.
39. Teaches safety courses for the general public.
40. Maintains division equipment and firearms.
41. Conducts jail tours.
42. Assists with payroll processing; approves vacation time.
43. Ensures county jail is in compliance with GCIC audits.
44. Resolves complaints from inmates, officers, and the general public.

45. Ensures all jail personnel have current manuals and certifications are renewed.
46. Performs duties of Deputy Sheriff; conducts routine patrols and assists uniformed officers as required.
47. Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

1. Knowledge of federal, state, and local laws.
2. Knowledge of the criminal justice system.
3. Knowledge of management and supervisory principles and practices.
4. Knowledge of agency rules and regulations.
5. Knowledge of law enforcement and criminal investigation methods, procedures, and techniques.
6. Knowledge of county geography, streets, roads, and buildings.
7. Knowledge of the procedures used in emergency communications.
8. Knowledge of personnel laws and county and agency personnel procedures.
9. Knowledge of law enforcement training standards.
10. Skill in the use of firearms
11. Skill in working independently and in a team setting.
12. Skill in planning, directing, and supervising the work of subordinate personnel.
13. Ability to prepare clear and comprehensive reports.
14. Ability to obtain information through interviews, interrogations, and observation.
15. Ability to operate assigned vehicles and equipment, including firearms.
16. Ability and knowledge to secure, protect, maintain, and properly disseminate various pieces of confidential information including oral or written personnel, financial, medical, criminal, investigative, and operational or other sensitive information or materials.

## **SUPERVISORY CONTROLS**

The Captain - Jail assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include federal and state constitutions, the Official Code of Georgia, case law, Sheriff's Office policy, rules, regulations, and standard operating procedures and County policy. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied supervisory, administrative, and law enforcement duties. Strict regulations, frequent interruptions, and potentially life threatening situations contribute to the complexity of the position.
- The purpose of this position is to perform law enforcement duties in support of Sheriff's Office operations. Success in this position contributes to the enforcement of federal, state, and local laws and to the safety and well-being of county residents.

## **CONTACTS**

- Contacts are typically with co-workers, representatives of other law enforcement agencies, vendors, inmates, court personnel, attorneys, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is subject to on-call status and is typically performed on rotating shifts while intermittently sitting, driving, standing, kneeling, bending, crouching, running, climbing stairs and stooping while dressed in work uniform and/or wearing ballistic or other PPE one/or carrying additional equipment. The employee occasionally lifts light and heavy objects including victims or suspects weighing more than 100 pounds, climbs ladders and 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 a vehicle, an office, jail, outdoors, and at the scene of emergency or critical

incidents. The employee may be exposed to aggressive, sick, or injured persons or animals; noise, dust, dirt, grease, fire, and smoke; machinery with moving parts; contagious or infectious diseases or pathogens, and irritating chemicals; and occasionally hot, cold, or inclement weather. The work requires the use of personal protective equipment or devices such as ballistic protection, duty weapon and gear belts, self-contained breathing apparatus; and masks, goggles, hearing protection, or gloves. Employees functioning in this environment are required to maintain good physical condition in order to successfully execute any and/or all of the physical demands.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel.

#### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with Sheriff's Office hiring standards. Completion of the Emergency Vehicle Operation Certification within twelve (12) months of employment.

#### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

#### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

#### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.