

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



DETENTION LIEUTENANT

JOB CODE: 20070	PAY GRADE: S03	PAY RANGE: \$83,640 - \$97,377
------------------------	-----------------------	---------------------------------------

GENERAL DESCRIPTION

Under the direction of a Captain, or designee, responsibilities include dealing with persons under confinement, including the care, custody, restraint (when necessary), and general welfare of inmates detained at Corrections. The incumbent also performs responsible supervisory and technical corrections work with some administrative responsibility in directing the functions of a shift, specialized unit or other related activities. Work is performed in accordance with Sheriff's Office rules, regulations, policies and procedures, and through general staff orders from the Director or supervising Captain. Duties require considerable independent judgment and latitude be exercised in the interpretation of policies and in the supervision of members in routine and emergency situations. Supervision of members is exercised directly or through subordinate officers. Work is reviewed through analysis of records and reports, discussions, and periodic conferences on unusual or difficult problems. Performs other work as requested.

This position requires that the member be certified by the Florida Criminal Justice Standards and Training Commission in compliance with Chapter 943 F.S.S as well as meet the minimum vision requirement of 20/30 corrected, in each eye.

The primary duties and responsibilities in this position are the custody and physical restraint, when necessary, of prisoners or inmates within a prison or other criminal detention facility, or while on work detail outside the facility, or while being transported.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Directs and supervises the activities of subordinate officers, and keeps command officers informed in detail on all work developments; assigns work to designated squads, or directly to subordinate members.
- Supervises or assists in the instruction and training of personnel assigned to the bureau in the technical aspects of the particular area of corrections to which assigned.
- May be assigned to assist the Bureau Major or a facility Captain in the supervision and management of members and with administrative problems; keeps superiors informed of any unusual or emergency situation.
- Approves shift work schedules, squad assignments and vacation schedules; completes payroll and attendance reports; oversees booking operation; chairs Disciplinary Committee; inventories weapons; counts and verifies money collected during shift.

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



- Prepares reports and makes periodic inspections of members, materials and work methods.
- Ensures subordinate conformance to policy, procedures and rules and regulations, and takes necessary steps to improve the overall operations; evaluates performance of Sergeants; performs administrative details as assigned.
- Assists the facility commander in the supervision and management of subordinates and administrative problems; trains subordinates in policy and rules interpretation.
- Assumes the position as facility commander in absence of the Captain.

QUALIFICATIONS

- Must be full-time, corrections certified Sergeant who has served in this capacity with the Pinellas County Sheriff's Office for two (2) years prior to taking the promotional examination
- No discipline, which resulted in suspension or demotion, for a one (1) year period prior to the date of the promotional exam
- Must have taken the Detention and Corrections Certified Lieutenant Promotional Exam prior to the date of appointment to the rank of Lieutenant

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern correctional supervision principles and practices and general policy procedures.
- Knowledge of the modern methods for the detention and security of prisoners.
- Knowledge of state statutes, laws, ordinances and regulations applicable to corrections.
- Knowledge of the powers, duties, jurisdiction and responsibilities of the Sheriff's Office.
- Ability to enforce the policies and rules and regulations of the correctional institution, and to deal courteously and harmoniously with subordinate employees and the general public.
- Ability to observe situations analytically and objectively, and to react quickly and calmly and to direct and coordinate the work of subordinates in an emergency.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to perform all the essential duties and requirements of the Detention Deputy position.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.