

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## LIEUTENANT-DETENTION AND CORRECTIONS

<b>JOB CODE: 20070</b>	<b>PAY GRADE: S03</b>	<b>PAY RANGE: \$90,508 - \$105,374</b>
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### 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 the Department of Detention and 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 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. Generally works an assigned shift at an assigned facility, but may be called upon to continue duties or perform work assigned on other shifts and at other times as directed. Positions require the member to work on rotating shifts, including nights, weekends and holidays. Work is reviewed through analysis of records and reports, discussions, and periodic conferences on unusual or difficult problems.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Care, custody, control, and physical restraint of inmates within a criminal detention facility, while on work detail and while being transported.
- Directs and supervises the activities of subordinate members, and keeps command members 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 Department in the technical aspects of the particular area of corrections to which assigned.
- May be assigned to assist the Major or a facility Captain in the supervision and management of members and with administrative issues; 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.
- Prepares reports and makes periodic inspections of members, materials and work methods.

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- 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.
- Participates in Sheriff's Office recruitment and community relations activities as directed.

## **QUALIFICATIONS**

- High school graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education.
- Certification of completion of correctional training as required by the State of Florida.
- Meet requirements and standards of the Florida Criminal Justice Standards and Training Commission as authorized by F.S.S. 943.13.
- Must be full-time, law enforcement-certified sergeant who has served in this capacity with the Pinellas County Sheriff's Office for two (2) years.
- Must possess a valid Florida Driver's License.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- All of the knowledge, skills, and abilities required of a Detention Sergeant.
- Ability to enforce the policies and rules and regulations of the correctional institution, and to deal courteously, harmoniously, and professionally with subordinate employees and the general public.
- Knowledge of the requirements and practical application of the provisions of the Florida Model Jail Standards. Knowledge of General Orders and standard operating procedures.
- Ability to observe and assess 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 comply with the Drug Free Workplace Act.

## **PHYSICAL ABILITIES**

The physical abilities listed below are requirements to perform the essential functions and responsibilities.

- Requires satisfactory medical standards as stated on FDLE form CJSTC 75A, agency medical physical clearance form, and the following:



- Visual acuity of 20/30 vision standard in each eye; if corrective lenses must be used to satisfy 20/30 vision standard, uncorrected vision should be no worse than 20/100 in each eye.
- Hearing acuity, single hearing levels should not exceed 25 decibels at either 500, 1000, or 2000 Hz nor exceed 30 decibels at 3000 Hz frequencies in each ear.
- Ability to lift 50 lbs. from floor to waist.
- Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens.
- Ability to maintain a level of physical conditioning to be able to physically subdue and restrain inmates.
- Ability to meet the physical conditioning requirements of periodic in-service training in high liability areas (firearms, defensive tactics, A.S.P.).
- Ability to render physical assistance.
- Ability to wear and use a Scott Air Pack on his/her back, which weighs approximately 30 lbs.
- Ability to climb standard stairs, while carrying a 12 gauge shotgun on a sling, which weighs approximately 8 pounds, or Scott Air Pack.
- Ability to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with either hand with accuracy; essentials for this requirement shall consist of, but not be limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques and loading/unloading.
- Ability to drive a motor vehicle in a safe and efficient manner, if required.
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the work place.

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