



## Seminole County Sheriff's Office

### LIEUTENANT (CERTIFIED)

Class Spec Code: 3200

Established Date: 10/14/2020

Last Revised Date: 02/15/2022

Effective: 02/15/2022

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#### Salary Range

\$77,525.00 - \$116,288.00 Annually

#### Bargaining Unit

N/A

#### EEO

EE04-Protective Service Workers

#### Occupational Group

N/A

#### FLSA

Exempt

#### Benefit Code

FT BENEFITS

#### Physical Class

DTME

#### Classified Service

Yes

#### General Description

Administrative and management work in the care, custody, and control of inmates at the John E. Polk Correctional Facility.

#### Typical Duties

**Note: Listed 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 for the operational efficiency of the Sheriff's Office.**

Responsible for carrying out the mission of the Corrections Department. Assumes an effective leadership role and is available on a flexible schedule to ensure appropriate coverage for this 24 hours operation.

Reviews all daily shift reports, Incident Reports, and Disciplinary Reports. Ensures day-to-day operations are consistent with established procedures.

Actively participates in planning the assigned shifts operations with respect to equipment utilization and manpower allocation. Coordinates and maintains adequate manpower within published guidelines. Schedules vacation, training, and overtime.

Exercise independent judgment in determining when force may be used and to what degree, when probable cause exists to recommend inmate disciplinary action, and assessing and responding to the needs of special populations.

Supervises personnel engaged in corrections activities. Inspects appearance and equipment of assigned personnel on a routine basis. Inspects appearance and equipment of the facility as needed.

Prepares, maintains, and evaluates logs, records, reports, and other information necessary for shift operations. Responds to inmate grievance as needed.

Provides technical assistance to subordinate in the performance of their duties. Assigns duties to personnel and reviews their work through personal observation, review of reports. May be required to perform the duties of subordinate personnel.

Identify and resolve problems. Develops and recommends shift operating procedures. Assists superiors in planning, research, and in the development of budgetary requests. Makes recommendations for improved efficiency and performance.

May be assigned special projects as required. Performs other duties as required or as may be necessary for the efficient and effective performance of the position. Performs Administrative duties as directed by the Facility Director.

Initiates and effectively recommends performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Conducts supervisory inquiries as assigned.

Coordinates tours for local schools, universities and civil organizations.

Coordinates assignment of Detention Deputies for off-duty operations involving local law enforcement agencies and civil organizations.

### **Minimum Qualifications**

- Must meet the applicable civil service requirements for the positions of Lieutenant/Corrections as promulgated by the Civil Service Board
- Must possess and maintain a valid Florida Driver's License
- Must meet the minimum qualifications as established by FDLE and those contained in the Detention Deputy job description

### **Knowledge, Skills, Abilities & Other**

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of modern methods and practices of corrections. Knowledge of modern supervisory practices. Ability to demonstrate ethical and professional behavior; to analyze information or situations; synthesize information and/or circumstances; solve problems; recall facts and/or information; read and comprehend information. Ability to speak clearly; prepare written reports; to establish and maintain effective work relationships with subordinates, superiors, and co-workers.

### **WORKING CONDITIONS**

The work environment for this position is within the confined setting of the John E. Polk Correctional Facility. The duties of this position are generally performed in a sedentary position and may stand or walk for extended periods of time, and may require the incumbent to lift up to 50 lbs. without assistance. This position involves direct inmate contact and may involve the use of force against inmates.

### **PHYSICAL ATTRIBUTES REQUIREMENTS**

**Mobility**-Frequent standing and/or sitting for extended periods of time, walking for extended periods of time, stooping, bending, climbing stairs, may be required to drive an agency vehicle and/or transport inmates; constant use of a computer; use of a firearm

**Lifting**-Able to lift 50 pounds

**Visual**-Constant overall vision; constant color perception, constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral

**Dexterity**-Frequent repetitive motion and reaching

**Hearing/Talking**-Constant requirement to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio

**Emotional/Psychological**- Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; may be exposed to trauma, grief and death; frequent public contact; decision-making and concentration

**Special Requirements**-Ability to behave respectably and with utmost integrity even when off duty. Shift work (days or nights) with rotating days off including working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural; must be able to appropriately wear and operate a self-contained breathing apparatus

**Environmental**- Occasional exposure to varied weather conditions.