

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8700300

Correction Lieutenant, Grade 21

Brief Description of Class

Correction Lieutenant positions exist in the correctional facilities of the Department of Corrections and Community Supervision (DOCCS) and in the Department's Training Academy.

In a correctional facility, under the direction of a Correction Captain, the Correction Lieutenant is normally the third highest ranking uniformed officer, supervising all lower ranking uniformed officers to ensure the security and safety of all persons and property on a given shift. A Correction Lieutenant may have a specific assignment area, or group of assignments, which will determine the amount of direct security supervision they will administer, such as a position in charge of an incarcerated discipline program. Correction Lieutenants at minimum-security facilities, such facilities with Work Release Programs, may have full responsibility for the security measures and administration of such under the direct supervision of the Superintendent. Additionally, a Correction Lieutenant is normally assigned in each regional facility area (HUB) to be responsible for implementing and managing a training program as part of the Department's staff development of all facility employees.

Distinguishing Characteristics

Correction Lieutenant: classified in correctional facilities to function in the capacity of either a shift supervisor (watch commander), reception unit supervisor, regional training officer, administrator of incarcerated discipline, or unit supervisor for a specific security program. These positions in a correctional facility are typically supervised by a Correction Captain, the second highest level uniformed officer, and, in turn, they directly supervise Correction Sergeants, who are characteristically assigned as area supervisors. Correction Lieutenants who have the ability to speak and understand conversational Spanish may be classified as Correction Lieutenant (Spanish Language) and be required to assist facility management with situations requiring interpretive skills.

Some facilities, such as Shock Incarceration Facilities and facilities with Work Release Programs, have different organizations and program emphasis, and the staffing pattern may, in turn, reflect the unique nature of these facilities.

The direct responsibility for the maintenance of security and order within the facility combined with the periodic anti-social behavior of some incarcerated individuals presents a potential for immediate physical harm to a uniformed officer either in the form of a direct assault or in their quelling of disruptive behavior or disturbances among incarcerated individuals. In emergencies and incidents that affect institutional safety and security, Correction Lieutenants may be required to use firearms and/or chemical agents, and other safety and emergency equipment.

Correction Lieutenants at the Training Academy administer and evaluate training programs for new Correction Officers (Trainees) as well as the in-service programs for Department staff. They function as either second-in-charge, under a Correction Captain, or are responsible for program evaluation and development. One position is responsible for overseeing the training activities provided for all Department staff by the Regional Training Lieutenants through the regional training offices. The Training Academy positions are not typical of the class.

Illustrative Duties

As a Shift Supervisor (Watch Commander):

Supervises all Correction Sergeants and Correction Officers on a given shift.

- Assigns them to posts, advising and instructing them as to specific activities.
- Ensures adherence to rules and regulations.
- Conducts frequent inspection tours.
- Evaluates performance.
- Reviews written reports and determines appropriate action.
- Prepares reports as required by facility policies and practices.

Maintains the security of the facility by touring the facility.

- Observes incarcerated individual behavior.
- Observes physical conditions of the facility.
- Investigates disruption incidents and takes the necessary remedial action.
- Checks mechanical and/or electronic locking systems and the operating order of equipment.
- Orders corrective measures to be taken to ensure that safety, security and proper sanitary conditions are maintained.
- Oversees the incarcerated individual counts.
- Suggests procedures to deal with emergencies and may authorize the use of emergency action when needed.

- May substitute for the Correction Captain in the latter's absence.

Administers a safety program.

- Tours the facility.
- Inspects all physical conditions which affect the safety and security of the facility.
- Orders remedial action as required, including any emergency measures.

May serve as a working member of one or more management teams or committees in the resolution of problems directly relating to the functioning of the facility and/or Department.

As an Administrator of the Incarcerated Disciplinary System:

Serves as a member and facility security supervisor of the Department's Incarcerated Disciplinary System in the handling of incarcerated individual discipline cases.

- Reads and analyzes written reports.
- Listens to verbal testimony and asks questions.
- Conducts an investigation to determine the facts surrounding incidents of disruption in order to determine the appropriate corrective action based on the seriousness of the incident, the prior behavior of the incarcerated individual involved, the Correction Law and the Department's related policies.

As a Regional Training Lieutenant:

Develops and administers a program of staff development and training for all security and civilian personnel for several correctional facilities in a designated regional area.

- Works closely with various program supervisors in the evaluation of their programs for the specific purpose of identifying both general and specialized training needs.
- Develops training courses and formal lesson plans to meet such needs.
- Instructs or obtains qualified instructors.
- Evaluates the training provided by meeting with supervisory and management staff in an effort to measure improvement in the efficiency and effectiveness of employees.

In addition, a Correction Lieutenant may be assigned other roles or assignments such as assisting the Evidence Control Supervisor in the management of the general contraband locker and evidence control area; reviewing flagged secure messages and rejecting secure messages and associated attachments that violate policy; and serving as the Criminal Prosecution Liaison and overseeing all aspects of each incarcerated individual prosecution, except for criminal investigations referred for prosecution by the Office of Special Investigations.

Independence of Operation

The nature and size of a correctional facility and the varying assignments do not permit immediate supervision of a Correction Lieutenant. Correction Lieutenants work under policy guidelines, rules and regulations of the Department and the New York State Correction Law. Often, there is no higher-level staff member immediately available within the facility.

Communication

The nature of a Correction Lieutenant's activities restricts the relationships to those that almost exclusively involve other uniformed and civilian employees and the incarcerated individuals. Relationships with the general public are routinely limited to explaining rules and regulations and/or providing tours of the facility. However, as required by a facility's mission, they may be required to act as a liaison with the local community.

Relationships among the uniformed security staff are similar to those normally associated with a para-military type organization. Relationships are clearly defined, with the Correction Lieutenant serving in the capacity of an inspector and line supervisor giving orders to be carried out by lower ranking security personnel.

Relationships with incarcerated individuals are generally limited to those periods of time during a given shift when the Correction Lieutenant is conducting an inspection tour or is involved in gathering information concerning an incident involving a breach in the rules or regulations of the facility. The relationship with the incarcerated individual is generally limited to a fact gathering interview.

The Correction Lieutenant's relationship with the Correction Captain and/or various Deputy Superintendents and the Superintendent is frequently limited to reports prepared either routinely or for the purpose of describing a specific incident occurring on a shift. In small facilities with Work Release Programs, a more direct relationship with the facility Superintendent would be required.

Supervision Exercised

Correction Lieutenants functioning in the capacity of a training officer, the administrator of incarcerated discipline or other administrative capacity, have little staff supervisory responsibilities. However, they may supervise one or two Correction Officers and one or more supporting clerical staff members.

Correction Lieutenants serving as a shift supervisor are responsible for a large number of uniformed security personnel. The number varies depending upon the shift,

security level and size of a facility. However, during the normal day shift, there may be as many as 10 Correction Sergeants and 50 or more Correction Officers.

Minimum Qualifications

Correction Lieutenant

Promotion: one year of permanent service as a Correction Sergeant.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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