

POSITION TITLE: LIEUTENANT OF CORRECTIONAL OFFICERS –
 Administrative

DEPARTMENT: Training and Leader Development Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Cody Ginsel DATE: 08/22/2024

POSITION #: 037149

Performs complex work supervising work in the care and custody of inmates. Work involves scheduling, training, and supervising staff; and maintaining order and discipline among inmates. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

- A. Supervises, instructs, trains, and ensures the safety of security and non-security trainees, assigned employees, and inmates; schedules employees and inmates work and off-duty time; and assists in formulating security and work procedures.
- B. Supervises, directs, and trains security trainees and employees to conduct searches for contraband and provides security; provides instruction and training for security trainees and employees to count, feed, and supervise inmates in housing, work, and other areas accessed by stairs, steps, and ladders; and trains others to perform security of various assigned areas involving long periods of sitting and standing, and climbing stairs, steps, and ladders to reach the assigned areas.
- C. Supervises and provides training and instruction in the custody and security of inmates including observing actions of inmates to identify signs of mental health issues, mental health distress, or suicidal behavior and making referrals to unit health professionals; squatting and bending to perform "pat" and "strip" searches of inmates, restraining and securing sometimes assaultive inmates, and transferring and transporting inmates by walking or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.
- D. Supervises and provides training and instruction in the security of inmates performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs, steps, and ladders, and climbing around the inside and outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: LIEUTENANT OF CORRECTIONAL OFFICERS –
 Administrative

SALARY GROUP: B20

DEPARTMENT: Training and Leader Development Division

Page 2 of 3

- E. Provides training and instruction to respond to emergencies including climbing stairs, steps, and ladders while searching for escaped inmates, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious inmate or employee various distances to safety up or down stairs, steps, and ladders; and uses force and deadly force to include the use of chemical agents and firearms to control inmates.
- F. Instructs security and non-security trainees and employees to read, review, and properly apply information found in inmate records which is related to the inmate's health and safety and to the security of the facility; provides appropriate information to other personnel; complies with all policies, procedures, rules, and regulations; enforces inmate disciplinary rules; and supervises the preparation and maintenance of records, forms, and reports.
- G. Conducts administrative duties at the academy.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Three years full-time, wage-earning correctional custody or law enforcement experience to include one year in the supervision of employees preferred. Thirty semester hours with a minimum of six hours in Criminal Justice from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of non-supervisory experience for a maximum substitution of one year.
- 3. Required to be certified in Training for Staff Trainers, Defensive Tactics Instructor, Munitions Instructor, CPR Instructor and BIP Instructor within 90 days of hire date for continued employment in this position.

Selected applicants without required certification(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

B. Knowledge and Skills

- 1. Knowledge of the overall operation of correctional facilities.
- 2. Knowledge of correctional methods, techniques, practices, and procedures.

- Page 3 of 3