

## **PUBLIC SAFETY LIEUTENANT**

### **DEFINITION**

Under the general supervision of the Sheriff, plans, organizes, and directs, through subordinate supervisors, the operations of the Sheriff's Public Safety Officer Division which includes the care and custody of inmates at the County Detention Facility, according to laws, regulations, and policies of the State of California and the County of Mono County; to supervise Public Safety Officers and Public Safety Sergeants responsible for receiving calls and dispatching Sheriff's deputies and emergency personnel; to ensure proper training and evaluate the work of assigned personnel; to perform special assignments; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the third supervisory level in the Public Safety Officer Class series. Incumbents exercise full management and supervisory responsibilities for assigned staff, as well as perform the full scope of Public Safety Officer Duties. He or she is responsible for administrative assignments and is part of the Sheriff's Administrative team. This class is distinguished from Public Safety Officer Sergeant by the exercise of a broader scope of administrative and management responsibilities.

### **ESSENTIAL FUNCTIONS**

### **REPORTS TO**

Sheriff

### **CLASSIFICATIONS SUPERVISED AND MANAGED**

Public Safety Officer Sergeant, Public Safety Officer I, II, Public Safety Officer Records Personnel, Food Services Manager, Jail Cook

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

- Plans, schedules, assigns, trains, and evaluates the work of a group of Public Safety Officers;
- Assesses critical needs, assigns personnel, allocates resources and coordinates workflow to solve complex problems.
- Maintains facilities to ensure security, safety and sanitary conditions; maintains and accounts for a wide variety of specialized equipment; and inspects and directs the maintenance of administrative and confidential records.
- Assists in the preparation of the jail/dispatch annual budget.
- Oversees the screening, classification, and processing of inmates;
- Directs and coordinates responses to emergency situations;
- Coordinates activities and communication between various shifts and programs;
- Performs a variety of administrative functions related to processing, housing, moving, transferring, and releasing inmates;
- Administers, supervises, and evaluates the operation of inmate classification plans and disciplinary procedures;
- Establishing, implements and revises Correctional Facility policies and procedures;
- Directs the preparation and prepares a variety of written reports;

- Develops and implements of programs to motivate inmates in acceptable behavior and attitudes;
- Directs the inspection of inmate quarters for contraband, sanitary conditions, and orderliness;
- May conduct periodic block checks;
- May perform searches of inmates;
- Ensures maintenance of discipline among inmates;
- Responds to inquiries regarding inmate detention and Correctional Facility policies within constraints of Department regulations;
- Testifies in court and before disciplinary boards;
- Investigates incidents and violations of rules for disciplinary reports and possible citation or arrest;
- Prepares and presents oral and written reports for, and conducts meetings with, other local, regional, State and Federal agencies, other managers, community groups, the media and the general public.
- Approves and oversees all inmate programs.
- Provides administrative direction to the Counties centralized dispatching system.
- Represents the Sheriff on all issues relating to the jail and dispatch and the Record function.
- Acts as the custodian of Records and manages the appropriate release of official records.
- Manages the timely and accurate mandated reporting of Federal Bureau of investigation Uniform Crime reports.
- Manages the accurate reporting to the California Department of Justice on line reporting of Use of Force incidents
- Manages the California Department of Justice mandatory on line reporting of Racial profiling Data
- Performs other related duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; maintain alertness during periods of inactivity; ability to stoop, kneel, and bend over; sufficient manual dexterity and eye-hand coordination; lift and move objects weighing in excess of 100 lbs with assistance; physical ability to sustain extra physical effort for a substantial period of time and restrain prisoners; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and facsimile.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office, correctional facility, and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with inmates, other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Mono County Correctional Facility procedures, policies, and regulations.
- State and Federal laws and regulations related to jail operations, booking procedures, Records retention mandates, FBI UCR accurate reporting procedures, California DOJ mandated on line reporting systems and custody of inmates.
- Principles, practices and methods of modern correctional management and administration, leadership, organization and planning.
- Recent court decisions affecting arrest procedures and the handling of suspects and detained persons.
- Good public relations techniques.
- Use and care of Department authorized equipment and firearms.

- Computers and software used by the County Correctional Facility.
- Centralized emergency call receiving, dispatching, and 911 systems.
- Principles of supervision, training, and work evaluation.

**Ability to:**

- Plan, organize, supervise, and evaluate the work of assigned Public Safety Officers and the Public Safety Sergeants.
- Perform a wide variety of administrative assignments.
- Oversee assigned areas of Sheriff Department operations.
- Read, understand, and interpret laws and regulations regarding operation of the County Correctional Facility and the care and custody of inmates.
- Gather and organize data and information.
- Interview and secure information from people.
- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Prepare clear, comprehensive reports.
- Meet standards of adequate physical stature, endurance, and agility.
- Demonstrate technical and tactical proficiency in the use and care of firearms.
- Work with computerized law enforcement information systems.
- Effectively, tactfully, and courteously represent the Sheriff/Coroner Department with the public and other law enforcement agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

One year of previous professional law enforcement experience comparable to that of a Public Safety Officer Sergeant with Mono County.  
Possession of a valid Driver's License.

**Special Requirements:**

- Possess a Basic Jail Operations Course approved by S.T.C.
- Completion of a Jail Manager's Core course (or POST equivalent)
- Completion of a Jail Administrator's course within one year of assignment
- P.C. 832 and weapons training certificate.

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