RESOLUTION - ACTION REQUESTED 2012-503

MEETING: October 9, 2012

TO: The Board of Supervisors

FROM: Rick Benson, County Administrative Officer

RE: Approve Amendments to the Jail Facility Manager Job Description

RECOMMENDATION AND JUSTIFICATION: Approve amendments to the Jail Facility Manager job description by changing the title to Jail Lieutenant and revising other areas of the job description. Although the official title of this position has been Jail Facility Manager since 1989, it has always been referred to and considered the Jail Lieutenant, which is the title it was given when the classification was created. Changing the job title from Jail Facility Manager to Jail Lieutenant will appropriately have the official title coincide with the everyday title used within the Sheriff’s Department.

The "Supervision Received and Exercised" section of the job description needs to be amended as the appropriate supervisor for this position is the Captain/Community Services Division or the Sheriff.

To ensure that this job description is compliant with the American with Disabilities Act (ADA), language was added to ensure ADA compliance by incorporating "Typical Working Conditions" and "Typical Physical Requirements" to the job description.

The existing job description states that a Jail Management certification issued by the State of California is required to qualify for the Jail Facility Manager (or Jail Lieutenant) position. This no longer applies. A candidate must be in the position before participating in the training to obtain the certification according to the Standards and Training for Corrections (STC). The training is called Adult Corrections Officer Manager/Administrator Core training. Amending the job description to require that the successful candidate have the ability to obtain the Adult Corrections Officer Manager/Administrator certification within one year of employment or appointment to the position will appropriately follow the State’s training standards.

Attached is the amended job description with the recommended changes.

BACKGROUND AND HISTORY OF BOARD ACTIONS: The job description was originally approved by the Board in April 1988 as a Jail Lieutenant. In October 1989, the title of the position was revised to Jail Facility Manager.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: A negative action
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would result in non-compliance with STC training standards.

FINANCIAL IMPACT:
N/A.

ATTACHMENTS:
Jail Lieutenant (DOC)

CAO RECOMMENDATION
Requested Action Recommended

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Lee Stetson, District I Supervisor
SECONDER: Jim Allen, District V Supervisor
AYES: Lee Stetson, Lyle Turpin, Kevin Cann, Jim Allen
EXCUSED: Janet Bibby

Rick Benson, County Administrator/Officer
JAIL LIEUTENANT

DEFINITION
To plan, organize, administer, and manage the daily activities and operations of the County Jail facility within the Sheriff's Department. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification train, direct, supervise, and formally evaluate the work of assigned personnel. This job class functions at a first-line management level of classification and exercises responsibility for the coordination, supervision, and administration of the day-to-day Jail operations. This job class requires the application of professional and supervisory skills related to County Jail operations.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Captain/Community Services Division or the Sheriff.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists the Sheriff and Undersheriff in administrative decisions pertaining to Jail management and operations.

Manages, supervises, and administers the daily operations of the County Jail facility.

Schedules, directs, supervises, and formally evaluates the work of assigned Jail Officers and personnel.

Assists in the preparation and administration of the annual budget related to Jail operations; authorizes and monitors budget expenditures maintaining on-going balances of Jail accounts.

Monitors and evaluates Jail operations and procedures for compliance with established State and federal laws.

Interprets departmental rules, regulations, policies and procedures to Jail Officers and personnel.

Maintains inventory records and stock levels of Jail food, supplies, clothing, equipment and other materials; orders needed supplies and materials as needed.

Recommends and implements disciplinary actions pertaining to assigned personnel.

Evaluates and monitors the training needs of Jail Officers and ensures that appropriate training is received.

Reviews, prepares and processes reports related to Jail operations and activities; compiles and maintains statistics related to Jail operations.
Performs daily inspections of the Jail facility to ensure it is maintained in a safe, clean and proper condition.

Oversees and assists in the booking, jailing, transport and/or release of prisoners.

Coordinates Jail operations and activities with other departmental functions and units as required.

Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**
State, federal and local laws, regulations, standards, and codes governing Jail operations and reporting requirements.

The care and custody of prisoners, budget preparation, and administration supervisory methods and techniques.

Departmental policies and procedures related to the booking, detention, transport and release of prisoners.

Safety procedures and precautions associated with Jail operations.

**Ability to:**
Supervise and prioritize the work of others and to maintain discipline and morale.

Prepare clear and accurate reports.

Communicate effectively in both oral and written form.

Estimate needed supplies, personnel, and other resources related to Jail operations and to allocate these resources effectively.

Prepare and administer a budget effectively.

Establish and maintain accurate recordkeeping systems.

Establish and implement procedures and policies which meet the stated goals of assigned operations.

Quickly analyze problem situations, isolate problem causes, and take appropriate action to resolve problems identified.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in a smoke-free Jail environment and correctional facility and external environments with exposure to inclement weather and varying temperatures. Work involves intense concentration on activities going on around one’s location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, exposure to noise, chemicals, bodily fluids, infectious diseases and potentially hostile, violent, uncontrollable, and life-threatening situations.

**TYPICAL PHYSICAL REQUIREMENTS**
Ability to sit, stand, walk, run, kneel, crouch, bend, stoop, squat, twist, lift, and climb, physically restrain persons, conduct activities on uneven surfaces under various environmental conditions, lift and move with help objects weighing over 100 pounds, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms; use of office equipment including computers, telephones, calculators, typewriters, copiers, and fax machines; may require ability to use special equipment including transport vans, cameras, two-way radios, handcuffs and waist/leg chains, firearms, special locks and keys, protective body gear, impact batons, and pepper spray.

**MINIMUM QUALIFICATIONS**

**Education:**
Graduation from high school or equivalent, supplemented by courses in police science or administration.

**Experience:**
Five (5) years experience in Jail operations, two (2) of which were in a supervisory capacity.

**Possession of:**
Completion of, or the ability to complete within one year of employment or appointment, the Adult Corrections Officer Manager/Administrator Core training course as required by Standards and Training for Corrections (S.T.C.).

A valid California Driver’s License. Under certain circumstances, the Personnel Director may accept a valid driver’s license from another State if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Certificate of completion of P.C. 832 class.

A valid CPR/First Aid Certificate.
This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.