



## Pennington County

### Lieutenant

(Exempt C43)

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#### **Position Objective:**

The Lieutenant at the Western South Dakota Juvenile Services Center (WSDJSC) is responsible for the overall safety and security of the facility in the absence of the Commander; charged with the care and custody of the detainees and staff they supervise. The Lieutenant is responsible to oversee daily operations of the WSDJSC in multiple capacities. The Lieutenant is responsible for evaluating mid-level supervisors and designated support staff on an annual and quarterly basis. The Lieutenant is responsible to maintain accurate and timely evaluations on all designated support and security personnel. As an essential part of the leadership team, the Lieutenant position requires on-going support and recognition of the facility goals as well as a working partnership with the Commander.

#### **Essential Functions:**

- Responsible for the supervision of correctional staff to include performance management, selection, training, and disciplinary action.
- Oversight of new staff and annual training plans and implementation.
- Managing the security staff schedule to ensure adequate staffing levels and appropriate leave management.
- Serving as acting facility manager in the absence of the WSDJSC Commander.
- Reviewing, evaluating, and making recommendations regarding facility reports, minor and major support and security infractions of both inmates and staff.
- Reviewing, evaluating, and making recommendations regarding inmate grievances.
- Participating in established facility committees as deemed appropriate by the WSDJSC Commander.
- Assisting in the collection, implementation and future recommendations under applicable accreditation, policy, grant, program and contracted services standards.
- Responding to significant facility incidents.
- Collaborating with building staff on security related issues.
- Contributing to the team effort by accomplishing additional requirements as needed.
- Attending meetings and trainings as assigned.
- Representing WSDJSC on boards, committees and at events as required.
- Assisting with staff selection activities to include agility testing and interviews.
- Facilitating division annual physical agility testing.

*This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

#### **Experience and/or Education Required:**

- Must meet promotional requirements as outlined in Sheriff's Office Global Policy.
- South Dakota Driver's License within 90 days of moving to South Dakota.

**Working Environment:**

The work is typically performed in an office.

**Physical Requirements:**

The Lieutenant can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit. Other physical demands include periodic high levels of exertion in the form of unarmed self-defense and lifting and/or moving more than 100 pounds. The Lieutenant must possess sufficient physical capability to overcome and restrain a combative or resistive detainee and are required to demonstrate compliance with physical fitness standards annually.