

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONAL LIEUTENANT

POSITION CODE: 09673
Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under general supervision, instructs and supervises correctional officers of lower rank in enforcing and maintaining disciplinary, safety, sanitary, security and custodial measures for the control of inmates in a state penal or security institution; carries out directions of superior officers; may have charge of a small prison or farm unit during short periods of time.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Instructs and supervises correctional officers of lower rank in their duties; explains rules and regulations of the institution and assists correctional officer in non-routine problems.
2. Supervises intra-unit and inter-institutional transfer of inmates and employees; supervises transfer of inmates to courts on writs; escorts large civic and religious groups on tours of the institution.
3. Inspects officers coming on duty; conducts officers' roll call; checks correctional officers for vigilance and attentiveness to duty.
4. Inspects cells, shops, yards and buildings for cleanliness and sanitation; inspects machinery, equipment and safety and security devices for operating efficiency.
5. Checks waste and usage in prison industry jobs, in the dining rooms, stores and other locations; oversees the serving of food; samples food.
6. Arbitrates prisoners' disputes; investigates complaints; conducts special investigations as directed; makes recommendations to supervises for improvement of operations.
7. May relieve superior officers or other lieutenants during their absence; may assign correctional officers to shifts and specific duties in small institutions.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONAL LIEUTENANT (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved Correctional Officer training program.

Requires two years experience as a correctional officer in a penal or security institution.

Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class.

Knowledges, Skills and Abilities

Requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates.

Requires working knowledge of individual and group attitude and behavior of men in penal or correctional institutions.

Requires working knowledge of the methods and techniques used in discipline of employees and persons in correctional institutions.

Requires working knowledge of the practices and procedures in prison administration.

Requires ability to maintain satisfactory working relationships with public officials, investigatory and law enforcement agencies.

Requires ability to supervise correctional officer and make independent decisions.

Requires ability to prepare reports of unusual happenings, accidents or violations of rules.

Requires ability to enforce disciplinary, safety, security and custodial measures.

Requires ability to train and supervise employees or inmates.

Requires ability to train other employees for relief duty on days off, vacation, sick leave and other absences.

Requires ability to understudy and to assume duties of immediate supervisor in the event of vacation, sick leave or emergency.

Requires ability to think clearly and exercise forceful initiative in emergency situations.

Requires ability to express self clearly and without self-consciousness.

Requires ability to keep abreast of progress, study, read books and periodicals covering new operations.

Requires sufficient mental maturity to report fellow employees for violations of rules that could endanger the institution.

Requires ability to create and maintain public attitudes that reflect favorably on the institution program.

Requires ability to recognize the importance of sanitation, and to apply regulations as directed.

Requires ability to understand the use of firearms.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.