



BAKER COUNTY

POSITION DESCRIPTION

JAIL LIEUTENANT

DEPARTMENT	JAIL
SALARY RANGE	17
BARGAINING UNIT	NON-REPRESENTED
FLSA	Exempt
REVISION DATE	2023
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	Successfully meet the requirements in OAR 259-008-0010 for employment as a law enforcement officer, including a comprehensive background investigation, drug screening, medical screening and psychological screening.
Signature & Date:	

INTRODUCTION:

This classification serves as Lieutenant of Corrections, a division through the Sheriff's Office that ensures State standards are met for Adults in Custody (AIC). This classification performs administrative duties in planning, organizing, directing and evaluating department programs and overseeing staff.

EXAMPLES OF PRINCIPAL DUTIES:

(Duties assigned to this classification include, but are not limited to, the following examples.)

1. Develop, implement, and evaluate programs and services for departmental operation. Prepare departmental budget; monitor fiscal expenditures. Supervise and direct work performance of departmental employees; maintain standards of efficiency; ensure compliance with legal regulations. Establish, maintain, and interpret policy and procedure. Oversee preparation of legal paperwork, court reports, and statistical records. Prepare required annual reports.
2. Leads and directs the activities of jail personnel in carrying out the operation of the jail facility; ensures that established guidelines and State requirements are followed by the particular operational unit, and that work meets standards.

3. Assist the Sheriff or designee in developing and preparing policies and procedures of the facility operation.
4. Participates in personnel recruitment; conducts internal personnel investigations into policy violations or criminal acts, prepares reports; ensures staff development, recommends and approves training requests and ensures training and certification levels are maintained.
5. Ensures compliance with State standards; participates in the oversight in managing Adults in Custody; oversees jail medical providers, transports, reporting requirements and operations; confers regularly with law enforcement agencies, courts, community partners and County staff.
6. Assists in the preparation and administration of grant applications, RFP's, contracts; maintains files and records; meets deadlines.
7. Assist in the monitoring of the mechanical and physical adequacy of the Jail and facilities; perform minor repairs and modifications as needed.
8. Perform the duties of Corrections Deputy and Corrections Corporal as needed.
9. Receive and respond to AIC grievances.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THIS POSITION:

Knowledge of: Thorough knowledge of correction facilities for adults in custody, practice and procedures applied to adult offenders, and appropriate treatment program; thorough knowledge of the judicial system; thorough knowledge of principles, methods, and techniques of effective administration including public relations, personnel management, and fiscal management to develop, implement and evaluate programs; considerable knowledge of available community resources. Thorough knowledge of federal, state and county rules, policies, regulations, laws and ordinances that govern law enforcement activities and general procedures used in the court system; knowledge of civil rights, search and seizure, records systems and the care, control and custody of AIC.

Skill in: Dealing with aggressive or emotionally disturbed adult offenders; firearm use, safety and technique. Must have or acquire skill in planning and budgeting, budget management, inspiring subordinates to maximize productivity; coaching employees in identifying and resolving conflict; and effective relationships with a wide range of people. Must demonstrate skill in verbal & written communication and report writing, ability to analyze any problems faced by the Corrections division, and be able to make timely decisions. Accountable for enforcing policies and procedures and ensuring implementation. Must be able to think and act quickly, calmly, and effectively in emergency and other stressful situations. Must be able to meet and deal effectively with inmates, judges, district attorneys, and other law enforcement agencies, co-workers, and the public. Must demonstrate skill in operating desktop and vehicle-based computer hardware and selected software, including database management, word processing and spreadsheets.

Ability to: Communicate effectively in both written and oral forms; plan/coordinate with source agencies, law enforcement agencies and the community; relate to a diverse population of people; apply sanctioning guidelines appropriately; supervise and lead

support staff; make decisions independently in accordance with established policies and procedures, establish new policies when applicable, and use initiative and judgment in completing tasks and responsibilities; utilize problem identification and resolution techniques; prioritize assignments and manage time efficiently; remain calm and use good judgment during confrontational or high pressure situations; establish and maintain records, reports and statistical data; courteously meet and deal effectively with coworkers, Courts, other agencies, advisory boards and committees, law enforcement agencies, parole board, attorneys, service agencies, vendors, the community, offenders and families and the public regarding policy and procedure direction and developing care plans for offenders, give and exchange information and to resolve problems; operate technical equipment successfully.

EDUCATION & QUALIFICATIONS:

Minimum: High School Diploma or GED. The successful candidate for the position of Jail Lieutenant will have 3 years of progressively responsible work experience and/or formal education in law enforcement, and 3 years' supervisory experience or a satisfactory combination of education and experience

Special Requirements: The successful candidate must possess a valid Oregon driver's license, first aid and CPR certifications at all times during employment with the Baker County Sheriff's Office. Candidate must be able to obtain and maintain Supervisory DPSST Certification as a Corrections officer. Candidate must be able to obtain and maintain LEDS certification.

Preference: Bachelor's degree in criminal justice, business management or related field. Candidates must meet and have demonstrated adherence to the moral fitness standards of DPSST certification and have not received any disciplinary action within the personnel file within the previous two years of the closing date listed on the job announcement.

GUIDELINES:

The Jail Lieutenant's work is performed within the established policies, procedures and directives of the Baker County Sheriff's Office; the position description for Jail Lieutenant; Oregon Revised Statutes; Oregon Administrative Rules; any existing contract(s) with organized labor; personnel rules; appropriate court rulings applying to the law enforcement profession; various state agency administrative and reference materials; law enforcement administrative and management reference materials.

The incumbent is accountable for remaining current on guidelines and uses professional judgment in interpreting laws and/or guidelines and determining which law(s) to enforce, then follows procedures and laws closely due to the nature of the work. The incumbent is also accountable for making proposals to the Sheriff about modifications to existing Sheriff's Office guidelines.

PERSONAL CONTACTS & PURPOSE OF CONTACT:

The Jail Lieutenant is accountable for establishing and maintaining effective relationships with all subordinates; the Sheriff of Baker County; the Board of Commissioners of Baker County; district attorney(s); judges; federal, state, and local agencies; other professionals in law enforcement; contractors; physicians; chaplains; co-workers and the public to

provide and receive information, provide required assistance, involve them in planning and to identify and solve problems.

PHYSICAL DEMANDS & WORK ENVIROMENT:

The Jail Lieutenant’s work is performed primarily inside the Sheriff’s Office facilities and requires significant contact with the inmates and general public. In addition, the Jail Lieutenant should expect to have significant contact with alleged violators and suspected violators of law. The jail lieutenant is expected to also perform the critical and essential tasks of a corrections officer as provided by Oregon DPSST ([F2CriticalEssentialTasks-CORRECTIONS.pdf](#)).

Frequency required to perform the duties

Posture / Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting					X
Standing				X	
Walking				X	
Driving					X

Frequency in an 8 hour day

Frequency	Not done
Never	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				
Carry					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				
Push/Pull					
< 11lbs				X	
11 to 20			X		

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch		X			
Kneel		X			
Crawl		X			
Climb Stairs		X			
Climb Ladder		X			
Reach Forward				X	
Reach Above Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Squeezing		X			
Operate Foot		X			

lbs.					
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.	X				

Control					
Other					
Comments					

Last updated: 2024