



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL LIEUTENANT	39*	D	13.310
CORRECTIONAL SERGEANT	36*	D	13.311

SERIES CONCEPT

Positions allocated to this class series work in a line supervisory capacity and have charge of an assigned watch or major area in a State correctional institution/facility and supervise the work of subordinate officers in the safe custody, discipline and welfare of inmates in State correctional facilities in a controlled humane environment.

Assign work by conducting roll call (verifying attendance) at the beginning of each shift to ensure sufficient employees are available and authorize or recommend overtime when necessary by assessing institution/facility's need and availability of personnel to provide adequate security staffing. Supervise and monitor staff in the execution of post responsibilities, evaluate performance of subordinate staff and prepare performance appraisals and promotional merit ratings, assess training needs of staff and recommend appropriate training, provide orientation and on-the-job training to new employees relative to security and operational procedures, may resolve informal and formal grievance(s) and/or provide information for response at higher levels, recommend disciplinary actions and counsel employees in work-related activities, professional growth, and career development.

Supervise and enforce policies and procedures of the institution/facility relative to security matters such as the control of keys, tools, knives, contraband, and hazardous materials; inspect keys and locks for damage, checks windows, doors, bars, gates, fences, walls, ceilings, fire suppression, etc., for damage or possible breaches of security when notified by lower level staff; direct staff and participate in searches of inmates, inmate living, and work areas as well as administrative and support areas of the institution/facility.

Inspect facility and report or correct observed security, safety, and sanitation infractions and take appropriate actions accordingly and/or notify supervisor based on the seriousness of the infraction; conduct routine and special counts of inmates by following emergency procedures in the event of suspected or actual inmate escapes; control, direct, and monitor activity and movement of inmates to ensure security and safety (e.g., line movements showers, recreation or game room, dining area, housing units); supervise the operation of segregation or holding cells to ensure compliance with security procedures by both staff and inmates.

Review and endorse all inmate misconduct reports and unusual incident reports submitted by staff; investigate reports of misconduct of inmates and/or special incidents and gather additional information to ensure appropriate corrective action is taken; may make independent decisions to temporarily place inmate(s) in administrative segregation area pending further administrative review because of major misconduct, need for protection, or other reasons. This duty is performed independently and the Associated Warden is periodically consulted and notified of unusual incidents by preparing Unusual Incident Reports.

Assign personnel in order to control situations such as escape, inmate disturbance, criminal activity, etc., by initiating action in conformance with established emergency response plans and by notifying designated officials; may serve as incident commander in an emergency situation in accordance with the procedures established in the Emergency Response Manual.

*** Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

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SERIES CONCEPT (cont'd)

Serve as a member of the institution/facility classification and/or disciplinary committee to assist in determining inmate level of custody and disciplinary actions to be taken against inmates; serve as inmate disciplinary hearing officer and take disciplinary action by applying knowledge of the Code of Penal Discipline.

Plan, coordinate and assign staff for institution/facility transportation by contacting various divisions and by prioritizing the importance of scheduled appointments.

Supervise all incoming and outgoing mail and packages of inmates for contraband by conducting random inspection; investigate and prepare response to inmate property claims by reviewing inventory documents.

Supervise inmate housing for appropriate ethnic, racial, known enemy situations, medical constraints, etc., by reviewing inmate housing files and housing assignments of inmates.

Perform related duties as assigned.

CLASS CONCEPTS

Correctional Lieutenant: Positions allocated to this class, under general supervision from an Associate Warden or Correctional Captain, perform the full range of duties described in the series concept. Correctional Lieutenants work in a line supervisory capacity and have charge of a major area or shift in a State correctional institution or facility. Correctional Lieutenants supervise Correctional Sergeants who, in turn, directly supervise Senior Correctional Officers, Correctional Officers and Correctional Officer Trainees.

Correctional Lieutenants have the responsibility for supervising the day-to-day operation of an institution/facility such as feeding, clothing, housing, transportation, custody and discipline of inmates.

Correctional Lieutenants develop Shift Staff Rosters and serve as members of the Qualification Appraisal Panel (QAP).

The Correctional Lieutenant is distinguished from the Correctional Sergeant by the technical requirements of the post, by the addition of administrative duties and responsibilities in the maintenance of the security of the institution/facility. This class is further distinguished from the Correctional Sergeant class by the supervision exercised over other Correctional Officers, by the general supervision received from the Associate Warden or Correctional Captain, and by the scope of the responsibility.

Correctional Sergeant: Positions allocated to the Correctional Sergeant class perform the full range of duties described in the series concept under general supervision of a Correctional Lieutenant.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

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MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTE:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.

CORRECTIONAL LIEUTENANT

EDUCATION AND EXPERIENCE: One year of work experience as a Correctional Sergeant in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: investigative techniques; supervisory techniques, training subordinate staff, assigning and reviewing work, preparing performance appraisals and handling of disciplinary actions; court decrees pertaining to condition of confinement in institution/facility; institutional rules, regulations, policies and procedures; security concepts, principles and practices; the principles and tactics governing the use of force. **General knowledge of:** the principles and practices of corrections related to the criminal justice system; the social and cultural lifestyle of a variety of ethnic and cultural groups. **Knowledge of:** institutional recordkeeping procedures (logs, inmate reassignments, rule infractions, etc.). **Ability to:** prepare detailed technical and evaluative reports; identify and interpret unusual individual or group behaviors and activities accurately; work with individuals of varied ethnic backgrounds; visually inspect areas for compliance with institutional rules and regulations; read and interpret applicable rules, regulations, policies and procedures. **Skill in:** managing aggressive behavior and conflict resolution; reading, understanding and following instruction; basic mathematics; oral and written communications; working with officers, inmates and remaining calm in stressful situations; identifying maintenance problems and/or safety hazards which require maintenance crew attention; managing disruptive and non-disruptive inmates; the use of firearms, restraints, and security devices; operating communication equipment; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: State budgetary process and constraints. **Ability to:** analyze and determine available staff within the parameters of fiscal resources.

CORRECTIONAL SERGEANT

EDUCATION AND EXPERIENCE: One year of work experience as a Senior Correctional Officer in Nevada State service; **OR** three years of experience as a journey level Correctional Officer in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: institutional rules, regulations, policies and procedures; security concepts, principles and practices; the principles and tactics governing the use of force. **General knowledge of:** the principles and practices of corrections related to the criminal justice system; the social and cultural lifestyle of a variety of ethnic and cultural groups. **Knowledge of:** institutional recordkeeping procedures (logs, inmate reassignments, rule infractions, etc.). **Ability to:** work with individuals of varied ethnic backgrounds; visually inspect areas for compliance with institutional rules and regulations; read and interpret applicable rules, regulations, policies and procedures. **Skill in:** reading, understanding and following instruction; basic mathematics; oral and written communications; working with officers, inmates and remaining calm in stressful situations; identifying maintenance problems and/or safety hazards which require maintenance crew attention; managing disruptive and non-disruptive inmates; the use of firearms, restraints, and security devices; operating communication equipment.

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MINIMUM QUALIFICATIONS (cont'd)

CORRECTIONAL SERGEANT (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: investigative techniques; supervisory techniques, training subordinate staff, assigning and reviewing work, preparing performance appraisals and handling of disciplinary actions; court decrees pertaining to condition of confinement in institution/facility. **Ability to:** prepare detailed technical and evaluative reports; identify and interpret unusual individual or group behaviors and activities accurately.

Skill in: managing aggressive behavior and conflict resolution.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this series.

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ESTABLISHED:	1/1/61	1/1/61
REVISED:	8/1/67	8/1/67
REVISED:	1/17/72	1/17/72
REVISED:	1/8/75	1/8/75
REVISED:	2/26/76	2/26/76
REVISED:	6/24/77	6/24/77
REVISED:	8/15/78-3	8/15/78-3
REVISED:	8/31/79-3	8/30/79-3
REVISED:	1/7/83-3	1/7/83-3
REVISED:	5/17/85-3	5/17/85-3
REVISED:	8/6/87-3	8/6/87-3
REVISED:	7/1/91P	7/1/91P
	7/6/90PC	7/6/90PC
REVISED:	11/15/91PC	11/15/91PC
REVISED:		9/27/93UC
REVISED:	1/1/01LG	1/1/01LG
REVISED:	3/29/01UC	3/29/01UC
REVISED:	7/1/01LG	7/1/01LG
REVISED:	7/1/05LG	7/1/05LG
REVISED:	10/1/07LG	10/1/07LG