

**CITY OF TOPPENISH**  
**Class Specification**

**Title:** Lead Corrections Officer

**Department:** Police

**FLSA Status:** Non-exempt

**Reports To:** Police Chief

**Effective Date:** December 1, 2015

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**General Summary**

Perform a variety of duties in support of law enforcement activities. Support inmate care including booking and releasing, prisoner transportation, court security, supervision of work crews, ordering and maintaining food and other supplies, maintaining jail records and reports, etc. Perform maintenance on building facilities, firing range, equipment, and vehicles. Report to a supervisory level position.

**Essential Functions/Major Responsibilities**

Plans and implements a method for ordering and budgeting for supplies required for jail and facility operations. This will include food, cleaning supplies, and making sure the basic maintenance needs of the department are met.

Shall have direction and supervision over Support Services & Corrections Officers and other personnel as assigned, subject at all times to the orders of the Services Division Sergeant and Police Chief. He/She maintains the discipline and efficiency of the division.

Works uniform support and corrections on a regular basis and assumes responsibility for the operations of the Support & Corrections personnel. He/She must stay informed of current issues in corrections and how they may impact the department's jail. Using this knowledge he/she directs personnel to tactically solve and/or address related problems.

Have a thorough knowledge of the Department's jail policies and procedures as well as local, state, and federal laws regarding jail/corrections operations.

Responsible for keeping track of the training records for support / corrections personnel.

Develop and implement a method to efficiently schedule manpower deployment within the division.

Reports regularly to the Services Division Sergeant, assuring a continual exchange of information and interaction between himself and superiors.

The Lead Corrections Officer shall perform all other duties as directed.

**Responsibilities**

The Lead Corrections Officer shall direct the activities necessary to fulfill the department's jail and maintenance programs. He/She will assist in planning and directing the utilization of manpower and deployment of personnel to attain the most efficient operations from those employees subordinate to him/her. He/She will assist the division commander in evaluating support services personnel performance and strive to maintain constant discipline and good morale in those under his/her command.

### **Supervisory Responsibility**

He/She shall report daily to the Services Division Sergeant in all matters of administrative concern. He/She shall pursue a continual communication between himself/herself and the division commander to help ensure smooth operations within the division.

**Note:** The Lead Corrections Officer will be responsible for working uniformed corrections in addition to his/her administrative assignment. He/She must be able to perform all the essential functions of a Support Services & Corrections Officer unassisted and at a pace and level of performance consistent with the actual job performance requirements. This at times requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

### **Interpersonal Contacts**

Contacts are normally made with others both inside and outside the City organization. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Contacts are usually made on own initiative. Majority of contacts are made verbally and are face-to-face. Most contacts are with others who are City customers.

### **Specific Job Skills**

Possess a strong knowledge of building and vehicle maintenance and repair processes and techniques. Possess knowledge and/or experience concerning the operations of a correctional facility and communications center. Possess a knowledge of personal computers. Possess strong interpersonal skills, the ability to use discretion in all contacts and the capacity for teamwork. Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment. Physical activities require restraining inmates, sitting, talking, reaching, hearing, seeing, handling, grasping, repetitive motions of hand/wrists, keyboarding and walking. Ability to lift and or carry up to fifty (50) pounds.

### **Education and/or Experience**

Must possess valid State Correctional Certification and the position requires a high school level education or equivalent and a minimum of two years maintenance and jail experience with a correctional facility. Experience in maintaining building facilities and vehicles is required. Familiarity with law enforcement techniques, policies, and procedures is a plus.

### **Job Conditions**

Position may require substantial overtime and evening meetings. Position encounters potentially dangerous/hazardous situations in working with inmates. Position requires constant standing.

APPROVED:



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Lance Hoyt, City Manager