

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 003235  
Grade C1**

**CORRECTIONAL SHIFT COMMANDER LIEUTENANT**

**DEFINITION OF CLASS:**

This is correctional work supervising the work of Correctional Officers either directly or through subordinate supervisors within a unit of a correctional facility during an assigned shift. Contacts include department managers and subordinate staff, a variety of local, state, and federal law enforcement officials, representatives of other County departments and agencies, chaplains, and program volunteers. The purpose of contacts is to exchange information; provide guidance, interpretation, and implementation of operational policies and procedures to subordinates; formulate and implement new procedural and operational guidelines; facilitate the legal confinement and release of inmates/arrestees; and coordinate resolution of legal and system problems. Employees in this classification are focused primarily on unit operations during their assigned shift, staff performance, and maintenance of safety and security within their unit; direct “hands on” inmate care and custody is limited.

An employee in this class supervises all inmate confinement and control activities exercised by subordinate supervisory and/or non-supervisory Correctional Officers at multiple posts within an assigned unit and shift at a County correctional facility. Employees are responsible for daily, for onsite supervision of the security and safety procedures and direct supervision techniques and practices exercised by their subordinates; and, provision of guidance on how to handle various problems and circumstances. The employee is authorized to independently handle most problems and unusual situations requiring immediate attention within the unit in accordance with established practices and precedents; referrals are made to the supervisor at the discretion of the employee or in accordance with established practices as to what types of situations require notification to and input from superiors. Completed work is subject to review for conformity to established requirements, policies, and procedures. Unit operations are governed by a variety of Federal and State regulations and standards; national association standards; County laws and regulations; and departmental policies, rules, instructions, and procedures. The employee works in compliance with these established guides but has some latitude to seek guidance from source documents or other sources or from operational experience and recommend appropriate changes in departmental policies and procedures to address problems or deficiencies. The complexity of this class of work is characterized by the variety of tasks and decisions involved in maintaining standards of operation among staff to ensure security and safety of staff and inmates within the assigned unit. This includes maintaining adequate staff coverage and determining overtime needs if necessary, managing incidents and emergencies, investigating staff and inmate conflicts, making decisions on inmate disciplinary action, reviewing and making decisions on inmate grievances, and implementing new policies and directives. The purpose of the work is to maintain security, safety, and control within the assigned unit. The employee’s work impacts the safety and well being of inmates, staff, visitors, volunteers, and, ultimately, the community. Employees in this class have daily contact with the inmate population which puts them at considerable risk and for which safety precautions are established and followed. The work of this class requires employees to spend a portion of their normal work day on their feet to observe, inspect, and otherwise move about and be aware

of all activities taking place throughout an assigned unit. An employee in this class is assigned to shifts on an established rotational basis.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- During an assigned shift, supervises the work of a correctional facility unit comprised of multiple posts staffed by fourteen (14)-eighteen (18) subordinate supervisory and non-supervisory Correctional Officers who maintain security, custody, care, and control of inmates within the unit; assigns officers to posts within the unit, taking into account seniority/rank, experience, training, availability, minimum staffing requirements, and personnel issues; implements mandatory overtime when necessary using a fair selection process; visits each post during the course of a shift to observe and monitor implementation of security and safety procedures, compliance with post requirements, and application of direct-supervision methods and techniques; and provides instruction, guidance, and direction to officers, as required, to maintain operational standards and ensure compliance with established regulations and requirements.
- Maintains ongoing awareness of the make up of the inmate population and potential for problems within the unit; observes and monitors inmate behavior and movement; advises subordinates as necessary to respond to inmate behavior/disciplinary problems; reviews written and verbal reports (e.g., pass-on log, incident reports, grievance reports) from previous day/shift; advises officers of current status, problems, situations, etc.
- Conducts and/or supervises the conduct of inmate counts, inspections (i.e., security, safety, maintenance, and sanitation), shakedowns, and security measures related to meeting inmate needs (i.e., visiting, feeding, canteen, bedding and clothing exchange, etc.); initiates corrective action to correct problems encountered in these various areas or reports problems to superiors for resolution if beyond scope of authority.
- Prepares and submits reports concerning unusual incidents occurring during a shift; reviews written reports of shift members for accuracy, clarity, and content; initiates action to resolve inmate request/grievances; forwards unresolved grievances to supervisor.
- Conducts uniform inspections of officers to ensure that each officer has his or her authorized emergency equipment issued by the Department and that the equipment is being maintained in a serviceable condition.
- Participates regularly in decisions or actions regarding officers within assigned unit on a variety of personnel matters involving selection, orientation, training, performance appraisal, transfer, counseling, minor disciplinary measures, or adjustments of minor complaints; maintains personnel records and documentation (i.e., performance evaluations, pay sheets, leave records, training records, and awards); participates in development of departmental promotional exams; conducts interviews and assesses applicants for hire.
- May be assigned to direct and monitor operations of Central Processing Unit which handles booking and processing of all adult individuals arrested for criminal activity and serious traffic offenses by law enforcement agencies; CPU activities include fingerprinting, photographing, identification, criminal history check, bond review, compilation and production of arrest report documents, and checks for outstanding warrants.
- May be assigned to supervise the specially trained Emergency Response Team; directing action and making decisions concerning the use of physical force in serious security and/or life threatening situations.
- May be assigned to manage all elements of the key system for an entire correctional facility.

- May be assigned administrative control of the computer driven integrated security access, fire and energy control networks to include the proximity access card system, watch tour system monitoring officers' rounds, fire control system, video recording system, body alarm system and radio system.
- Based on certification, may serve as a Correctional Officer with Special Powers of Arrest and authorized to arrest persons committing crimes on department's property.
- May coordinate and direct Honor Guard functions and training; to include marching drill techniques, funeral details, and protocol for presentation of national colors at public functions.
- Recommends changes in operational and personnel procedures based on experience and problem areas encountered during daily operations.
- Confers with outside maintenance contractors to effect emergency repairs.
- Testifies in court as required.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the principles and practices of corrections (i.e., institutional security and discipline), including standards and guidelines of the Maryland Correctional Training Commission.
- Considerable knowledge of the rules, regulations, and requirements pertaining to the various posts within assigned zone of the correctional facility unit to which assigned; and, ability to provide supervision of subordinate Correctional Officers within assigned zone or in other zones in order to meet demands for coverage.
- Knowledge of the direct supervision method of controlling an inmate housing unit.
- Knowledge of Correctional Officer job requirements combined with knowledge of County personnel regulations, the collection bargaining agreement, and related personnel related regulations in order to supervise and train staff.
- Knowledge of County, State, and Federal regulations governing occupational safety and emergency management.
- Knowledge of and ability to use self-defense techniques and actions; knowledge of the parameters of the appropriate use of planned force.
- Ability to exercise good judgment, interpersonal skills, and positive reinforcement techniques in directing subordinate Correctional Officers in the appropriate methods, procedures, and techniques for controlling offenders and diffusing negative actions/behaviors.
- Skill in the use of specialized emergency, security, and safety equipment and techniques (e.g., CPR/first aid, self contained breathing apparatus, automatic external defibrillator, firearms, radio transmitter and codes, etc.).
- Comprehensive understanding of various computerized data systems to obtain data and security, alarm, and communication systems common to correctional facility operations.
- Ability to train and supervise Correctional Officers and to interact with a multi-cultural and multi-generational work force.
- Familiarity with automated and electronic systems sufficient to resolve recurring problems.
- Ability to work with local community, neighborhood and civic associations, and the general public.
- Ability to stand and walk for long periods under varying working conditions.
- Ability to identify, to analyze, and to react appropriately in emergency, sensitive, or crisis situations.
- Ability to administer first aid and use emergency equipment in a calm, effective, and timely manner.
- Ability to deal tactfully, effectively, and equitably with people.
- Ability to report to work as ordered for emergencies and to meet operational staffing.

**MINIMUM QUALIFICATIONS:**

**Experience:** One (1) year of satisfactory experience as a Montgomery County Sergeant or Master Correctional Officer.

**Education:** Possession of an Associate of Arts Degree or sixty (60) acceptable semester hours toward a Bachelor's Degree from an accredited college or university.

**Equivalency:** Additional education beyond that required may not be substituted for the one (1) year within-grade experience requirement. However, each additional year of experience at either or both the Sergeant or Master Correctional Officer level may be substituted for each year of college or thirty (30) acceptable hours of education.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Possession of State of Maryland Correctional Officer Certification.
- Firearms Certification.
- First Aid, CPR, and Automatic External Defibrillator (AED) Certification.

**Note:** There will be no substitutions for this section.

**CITIZENSHIP AND AGE:**

Individuals appointed to this position must be at least eighteen (18) years of age on the date of appointment and be either a citizen of the United States or a resident alien.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of twelve (12) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Core I Exam with a Urine Drug and Alcohol Screen.

**Class Established:** July 1979

**Revised:** October 1979

July 1983

October 1984

September 1986

April 1988

April 1989

September 1992

**Classification Study:** October 1994 (M)

**Classification Study:** April 2005 (M) August 2013

October 2014

(Probationary Period) February 2020

**Revised:** Medical Protocol per OMS Review: June, 2022