



*Bedford County Correctional Facility
425 Imlertown Road
Bedford, PA 15522
Phone: (814)623-2955
Fax: (814)624-2649*

*Troy Nelson
Warden*

*Jason Moore
Deputy Warden of Administration*

*Rocky Bernazzoli
Deputy Warden of Operations*

LIEUTENANT

GENERAL DESCRIPTION

The Lieutenant (Shift Commander) is responsible for maintaining the security of the prison and the care, custody and control of inmates. The Lieutenant shall also be responsible for supervising the day-to-day activities of the prison staff.

EXAMPLES OF WORK PERFORMED

- Supervises a team of correctional staff in the security, custody and control of inmates and the daily operations of the prison;
- Resolves personnel conflicts and handles grievances in accordance with the collective bargaining agreement (CBA);
- Serves as Shift Commander and takes full responsibility for the complete operation of the prison during assigned shift;
- Conducts routine security inspections and observes the activities of Correctional Officers in handling routine and emergency situations;
- Takes action to correct any crisis, such as block disturbances, unruly inmates, medical emergencies, etc. In cases beyond the normal scope of authority, makes recommendations to the Warden and/or Deputy Warden(s) on potential courses of action;
- Counsels inmates on personal and institutional problems;
- Interacts with other criminal justice agencies, the public and media;
- Provides back-up security efforts to other corrections personnel as required;
- Assumes responsibility for all inmate commitments and final releases;
- Acts as team leader on all calculated use of force incidents;
- Coordinates outside transports for inmates;
- May serve as the charge officer for various assigned tasks;
- Attends meetings, seminars and training sessions as required or directed by the Warden and/or Deputy Warden(s);
- Performs other duties as required to ensure the smooth operation of the prison.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern security measures for prisons;
- Knowledge of penal codes;
- Knowledge of principles of the criminal justice system;
- Knowledge of contemporary office practices and procedures and basic office software products as well as Jail Management Software (OMS and JMS Software);
- Skills in the utilization of security instruments and weapons;
- Skills in computer and data entry;
- Organizational skills;
- Time management and multi-tasking skills;
- Ability to restrain unruly and/or uncooperative inmates;
- Ability to motivate, direct, supervise and fairly evaluate subordinate employees;
- Ability to work in a highly stressful environment and respond quickly, calmly and appropriately under such conditions;
- Ability to communicate effectively both verbally and in writing;
- Ability to comprehend and apply concepts for the enhancement and efficiency of the prison;
- Ability to establish and maintain effective working relationships with individuals, coworkers, other agencies and the general public; and
- The ability to work with confidential information.

MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE

Education equivalent to the 12th grade of school;

Completion of the Pennsylvania Department of Corrections Basic Training Academy or equivalent correctional certification from another state; and

At least one (1) full year of full-time Correctional Officer experience.

PHYSICAL ABILITIES

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

The above requirements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. The provisions set forth above are also intended to be compliant with the Americans with Disabilities Act (ADA). Due to the nature of this work, no light duty post is available.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform this job, will be considered.

**The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____