

CORRECTIONS CAPTAIN

KIND OF WORK

Responsible supervisory and administrative custody work in a correctional institution.

NATURE AND PURPOSE

An employee in this class is responsible for planning, directing and coordinating the work of correctional officers, sergeants and lieutenants at a correctional institution. Responsibility includes assisting in the training of correctional officers and evaluating their work. General direction is received from the Associate Warden of Operations or other administrator who reviews the work through conferences and reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Establishes and maintains a post assignment system and makes specific assignments for watch and area duties.

Conducts staff meetings with lieutenants and/or sergeants and makes periodic written reports to the Warden/Superintendent.

Supervises the instruction of correctional officers and evaluates their work.

Establishes and maintains procedures that will assure maximum security in the movement of offenders.

Establishes effective working relationships between the custodial force, the classification and treatment staff, and prison industries personnel.

Supervises admission and release of offenders.

Investigates reported offender disputes and complaints and reports findings to supervisor.

Makes periodic inspections of the institutions and the perimeter area to see that correctional officer staff is functioning properly and that security, custody and housekeeping is being maintained properly.

Assists the Associate Warden of Operations/Superintendent in the development of an in-service training program.

Acts in an advisory capacity to the Warden and Associate Wardens and assumes the responsibilities of the Associate Warden of Operations in their absence.

Reviews construction, remodeling and repair project plans, blueprints, and specifications to ensure compliance with governing regulations and that safety procedures are in place.

Instructs in the proper use and maintenance of firearms and gas equipment.

Serves as a member of the Disciplinary Committee and any other committees assigned.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles and practices of modern correctional administration.

Thorough knowledge of individual and group habits, attitudes and behavior of offenders.

Thorough knowledge of the care and use of firearms and gas equipment.

Thorough knowledge of the principles and practices used in the custody and control of offenders.

Considerable knowledge of work performed by offenders at the institution.

Ability to:

Plan and direct the work of correctional officers.

Enforce institutional rules and regulations with firmness and tact.

Analyze situations accurately and adopt an effective course of action.

Est.: 3/23/66
Ckd.: 8/92, 9/09

T.C.: 4/84
Former Title(s): Correctional Captain