

## CORRECTION CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: Work involves maintaining the safety and security of staff and property, as well as overseeing the care, custody and well-being of inmates in the County Correction Facilities. Responsibilities include functioning as facility supervisor, ensuring compliance with departmental and facility operating rules and regulations, development and implementation of on-the-job training programs for staff, including new personnel orientation and staff development and skills improvement. This is a position at the second level of authority in the Sheriffs Department. Work is performed under general direction with extensive leeway allowed for exercise of independent judgment. Correction Captain is distinguished from Correction Lieutenant by increased overall supervisory and facility security responsibilities. Supervision is exercised over the work of the Correction Lieutenant, Correction Sergeants, Correction Officers and civilian personnel assigned to corrections. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises overall corrections facility security and operation by issuing orders and disseminating required information to subordinate correction staff to insure a secure correction facility at all times;

Assigns the nursing staff and assists the Jail Physician with the performance of their duties;

Calculates jail time on inmates as required by New York State Penal Law, Criminal Procedures Law and Corrections Law;

Develops and coordinates social, educational and recreational activities and programs for inmates;

Executes warrants of arrest from any police agency lodged against inmates and conducts criminal investigations involving inmates incarcerated in the correctional facility;

Conducts personnel investigations involving violations of department policy and procedures and adjudicates violations of a minor nature;

Prefers in-house disciplinary charges against inmates;

Observes and supervises subordinate correctional staff in performance of their duties by making periodic tours of correctional facilities;

Assigns facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;

Adapts and develops new or revised rules and regulations for security, inmate custody and control in response to changing situations at the facilities by evaluation of problems and by on-site inspection and consultation with employees;

Formulates procedures for control of contraband and orders searches as required;

CORRECTION CAPTAIN (cont'd)

Oversees the safe and secure transport of inmates to and from the correctional facilities;  
Develops security plans for correction facility including access, issuance and use of keys, weapons and other equipment;  
Develops procedures to facilitate employee training, use of weapons, chemical restraining agents and other safety and emergency equipment;  
Prepares the correction division's budget dealing with security program aspects by projecting personnel and equipment needs;  
Prepares a variety of records and reports;  
Performs employee appraisals on correction staff;  
Provides information about inmates to the courts and attorneys, as appropriate;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees; thorough knowledge of the layout and location of security personnel post assignments throughout the facility; thorough knowledge of the problems of correction facility inmate supervision; thorough knowledge of search and frisk methods; thorough knowledge of the property function of correction facility security equipment devices and safe use of chemical restraining agents; good knowledge of the use of defensive and physical restraining techniques; good knowledge of human behavior in relation to correction facility inmates; good knowledge of the budgeting process to identify personnel and equipment needs for a security facility program; ability to plan for and train subordinate correction staff in work situations; ability to read, understand and interpret complex reports, rules and regulations governing the operation of a correction facility; ability to take charge and determine appropriate action in emergency situations; sound judgment.

MINIMUM QUALIFICATIONS: Either

- a) Two (2) years of experience as a Correction Lieutenant in a penitentiary or other penal institution; or
- b) Four (4) years of experience as a Correction Sergeant in a penitentiary or other penal institution; or
- c) An equivalent combination of training and experience as described in a) and b) above.