

## CORRECTIONS CAPTAIN

### FUNCTION OF THE JOB

Under direction, to perform work involving the supervision of daily shift operations within the County Jail and Huber facilities, the development and review of Jail policies and procedures and the administration of inmate programs, and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, assigns, directs, coordinates and evaluates the work of employees within the County's Jail facilities during assigned shift; handles personnel concerns of the staff.
2. Researches, develops and implements Jail Division policies and procedures, interim guidance and informational directives; reviews, analyzes and modifies existing written policies and procedures to ensure conformance with federal and state codes, rules and statutes, and with industry best practices.
3. Conducts inspections of the Jail and ensures compliance with state and federal statutes, rules, codes, regulations and department policies and procedures.
4. Coordinates the hiring process for Jail Division employees; participates in interviews of applicants for positions in the Jail Division operations, evaluates the potential of each applicant and recommends selections for approval.
5. Oversees annual training curriculum; identifies in-service training requirements; develops, implements and schedules in-service activities; reviews and analyzes the effectiveness and applicability of training activities; maintains annual in-service training logs for all Jail staff.
6. Coordinates the selection and training of the Jail Training Officers; ensures the Jail Training Program is implemented appropriately.
7. Assists in the training and mentoring of corrections and support staff in program areas; ensures proper training is provided prior to delegation of work location and assignments.
8. Reviews work and staffing schedules to ensure minimum staffing levels are maintained for the safety and security of inmates and staff.
9. Investigates serious breaches of Jail Division policies, procedures and rules; makes recommendations for corrective action; reviews reports and prepares disciplinary documents.
10. Directs the investigation of complaints from staff, inmates, attorneys and the public regarding Jail procedures, and responds accordingly on the resolution of such issues.
11. Oversees detention management system and file review; examines documentation related to inmate management including safety, security, medical, mental health and disciplinary issues; reviews entries related to incarceration including legal, court, sentence calculation and inmate release; finalizes formal discipline process and responds to inmate communications.
12. Reviews, approves and/or modifies decisions of the inmate disciplinary hearing boards.
13. Provides guidance to employees regarding the interpretation of Jail Division operating policies, procedures and rules with authority to make commitments concerning action to be taken.
14. Maintains custody of personnel files, facility maintenance records and inmate incarceration files; gathers statistical information and prepares government and law enforcement agency reports.
15. Assists with annual state inspections of the County Jail and Huber facilities.
16. Testifies in court as a witness or complainant involving actions and incidents that occur in the Jail.
17. Provides input on annual budget request for equipment, supplies, personnel and training; assists in the preparation of the budget document for Jail Division; oversees facility supply orders and approves expenditures.
18. Monitors program development for Jail Division operations.
19. Coordinates, creates and monitors contract services for the Jail Division such as medical, food, commissary and counseling services; ensures compliance of such contracts.
20. Acts as a liaison for the Sheriff by serving on committees and boards, making presentations, addressing and resolving community concerns, and acting as a resource to local governmental units and the public.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES (continued)

21. Maintains accurate records; prepares and presents detailed oral and written reports.
22. Establishes and maintains effective working relationships with County staff, other units of government, elected officials, state and federal agencies, law enforcement and legal personnel, contracted vendors and the public.
23. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of state and federal laws, rules, regulations and codes governing the operation of detention facilities and the secure detention of inmates.
2. Comprehensive knowledge and understanding of various modern correctional management and inmate supervision philosophies including their methodology, application and operation.
3. Comprehensive knowledge of the operation and purpose of detention facilities and of related care, service and security programs used at such facilities.
4. Comprehensive knowledge of standard and department operating policies and procedures of the detention facilities.
5. Comprehensive knowledge of supervisory practices and principles.
6. Considerable knowledge of occupational hazards and safe work practices.
7. Considerable knowledge of the automated detention management system.
8. Considerable knowledge of leadership principles, communication skills and group dynamics.
9. Working knowledge of computerized department program software, internet access, database, spreadsheet and word processing programs.
10. Ability to utilize word processing, database and spreadsheet programs.
11. Ability to handle difficult and complex problems that occur within established legal and procedural guidelines.
12. Ability to effectively plan, assign, supervise, train, coordinate and evaluate the work of other employees and handle any personnel problems of the staff.
13. Ability to establish and maintain detailed accurate records and prepare and effectively present oral and written reports and recommendations.
14. Ability to provide guidance and interpretation of departmental policies, procedures, rules and regulations.
15. Ability to establish and maintain effective working relationships with County staff, other units of government, elected officials, state and federal agencies, law enforcement and legal personnel, contracted vendors and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. High School Diploma or GED.
2. Two (2) years of work experience in a civil or military detention facility, law enforcement, social work, or closely related field, plus one (1) year of work experience as a supervisor in any capacity.
3. Post high school training from a recognized college or university with major courses in criminal justice, police science, sociology, social work, police or business administration, or closely related field may substitute for up to two (2) years of the work experience on a year-for-year basis.
4. Valid driver's license.