

## **CORRECTION CAPTAIN**

**DISTINGUISHING FEATURES OF THE CLASS:** The 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 Sheriff's Correctional Facilities. A function of the Correction Captain is to insure compliance with facility operating rules and regulations. An incumbent develops and implements on-the-job training programs for staff to both orient new personnel and improve skills of existing staff. The work is performed under general direction with leeway allowed for exercise of independent judgment in carrying out details of the work. This class differs from that of Correction Lieutenant by virtue of budget preparation responsibility, increased supervisory and overall facility security responsibilities. Supervision is exercised over the work of Correction Lieutenants, Correction Sergeants and Correction Officers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises corrections operation by issuing orders and disseminating required information to subordinate correction staff to insure secure correction facilities;

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

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

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

Performs employee appraisals on correction staff, reviews marginal employees and counsels them in an effort to improve performance;

Makes recommendations to the Correction Major on the adaptation and development of new or revised practices for security, inmate custody and control in response to changing situations at the facilities by evaluation of problems by on-site inspection and consultation with employees;

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

Oversees the safe and secure transport of inmates from the Sheriff's facilities;

Oversees the admissions/discharge area and custodial records, classification procedures, equipment inspections and maintenance repair;

Develops security plans for the Sheriff's facilities including access, visitation procedures, issuance and use of keys, weapons and other equipment;

Develops procedures to facilitate employee training in the use of weapons, chemical restraining agents and other safety and emergency equipment;

Reviews inmate discipline and increased custody requests for inmates;

Assists with the preparation of the Correction division's budget;

Prepares a variety of records and reports;

Performs a variety of related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough 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 at correctional facilities;  
Thorough knowledge of the problems of correction facility inmate supervision;  
Thorough knowledge of search and frisk methods;  
Thorough knowledge of the proper function of correction facility security equipment;  
Good knowledge of the safe use of chemical and physical restraining techniques;  
Good knowledge of human behavior in relation to correction facility inmates;  
Good knowledge of budgeting process to identify and support personnel and equipment needs;  
Ability to plan for and train subordinate corrections staff in work situations;  
Ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility;  
Ability to take charge and determine appropriate action in emergency situation;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATION:** Five years as a Correction Sergeant or three years as a Correction Lieutenant.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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