

**POSITION DESCRIPTION  
CAPTAIN**

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This classification manages the day-to-day activities of Security within a particular shift, or, in the interest of efficiencies, may be responsible for the administration duties of the security shifts.

**EXAMPLES OF DUTIES**

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- Under general supervision; performs corrections work of supervising an assigned shift or functional unit ensuring the welfare of detainees, maintains security, control and custody of those detainees in our charge; and performs related work as required.
- Supervises, evaluates, schedules and monitors the activities of an assigned unit of corrections personnel and recommends personnel and discipline actions to command officers;
- Conducts shift briefing, schedules officers to duty posts and makes regular inspections to ensure proper staffing;
- Coordinates transport and security of detainees to various locations;
- Supervises checks of detainee housing and cell searches for detainee census and detection of contraband;
- Monitors and schedules detainees for activities in various work areas in coordination with other supervisors;
- Conducts safety checks, fire checks, fire and security drills;
- Prepares lesson plans, instructs recruits, supervises corrections training programs and assists with in-service training;
- Verifies supply requisitions are complete and ensures detainee property is properly tagged and stored;
- Ensures locks are functional;
- Reviews the preparation of disciplinary and incident reports;
- Provides counseling, and crisis intervention for staff;
- Conducts investigations of incidents involving staff and/or detainees as directed;
- Determines need, and initiates requests for outside emergency assistance;

**FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION**

**A: KNOWLEDGE REQUIRED:**

Considerable Knowledge of:

- federal, state and local laws, rules and regulations pertaining to adult correctional facilities;
- the security practices and procedures used in a direct supervision jail;
- relevant correctional principles, practices, policies and procedures;
- rules and regulations governing the direct supervision jail;
- fire, emergency, and evacuation procedures;

- report preparation and records maintenance.
- the principles, practices and methods of effective supervision;
- understanding of the Spanish language preferred.

## **B: QUALIFICATIONS**

Working skill in:

- applying federal, state and local laws, rules and regulations pertaining to adult correctional facilities;
- applying relevant correctional principles, practices, policies and procedures;
- implementing fire, emergency, and evacuation procedures;
- reacting to emergency situations quickly, calmly and in a decisive manner;
- interacting with people of varied social, economic and cultural backgrounds;
- establishing and maintaining effective working relationships with others;
- communicating effectively, both orally and in writing;
- counseling detainees and subordinates regarding problem situations;
- preparing reports and record keeping activities;

Ability to:

- react to physical confrontations and emergency situations quickly and effectively;
- stand and sit for long periods of time;
- bend, reach, kneel and crouch;
- climb up and down stairs and ladders with speed and agility;
- see clearly and recall visual details;
- hear and understand speech and radio transmissions;
- lift up to 50 pounds;
- drag up to 175 pounds for 60 yards;
- perform multiple tasks simultaneously;
- drive vehicles including automobile and van;
- speak clearly.

### Training and Experience:

- Five years of correctional supervisory experience maintaining the security, control and custody of adult detainees through direct detainee supervision coupled with successfully completing supervisory training classes.
- (Relevant education may substitute for a maximum of one year of the aforementioned experience.)

### **FACTOR 2 – SUPERVISORY CONTROL**

This position reports directly to the Chief of Security.

Reporting to this position are:

- Lieutenants
  - Sergeants
  - Correctional Officers

### **FACTOR 3 – ESSENTIAL FUNCTIONS**

- Ability to manage and direct subordinates,
- Prioritize
- Sound moral and legal character
- Computer literate
- Knowledge of budgets
- Knowledge of sound correctional policies and procedures

### **FACTOR 4 – WORK ENVIRONMENT**

- This position is an essential component of the Security staff.
- The Captain must possess a professional work ethic and work well under pressure in a security environment
- Working conditions may be stressful to some individuals

### **TRAINING AND EXPERIENCE:**

As stated in “Qualifications” above