

CORRECTION CAPTAIN*

DISTINGUISHING FEATURES OF THE CLASS: This is work which involves sharing the overall responsibility for overseeing and administering of the operation of the County Correctional facility with the Chief of Corrections. In addition, a significant portion of the work concerns the planning and implementation of in-service training for Correction Officers and ancillary personnel. Incumbents in this position are sworn Peace Officers as defined in the New York State Criminal Procedure Law. All Correction Captains are required to carry a firearm and other necessary equipment (e.g., handcuffs). The work is performed in accordance with guidelines established by the County Sheriff and under the general direction of the Chief of Corrections. Supervision is exercised over a number of lower-level officers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises overall correctional facility security and operation by issuing orders and disseminating required information to subordinate correctional staff to ensure a secure correction facility at all times;
Assists in establishing and revising policies, programs and regulations to provide for the effective and efficient management of the correctional facility;
Assists in ensuring that all governmental rules, regulations and minimum standards are adhered to;
Participates in the recruitment, interviewing, selection and training of all correctional staff;
Coordinates the activities of inmates including recreation, training, appointments and transportation;
Designs and oversees educational, recreational and rehabilitation programs for inmates;
Conducts regular inspections and security checks to identify and address potential risks and breaches in security;
Maintains accurate records and prepares reports required by the New York State Department of Corrections;
Collaborates with the Chief of Corrections to assess current needs and past expenditures, while compiling and preparing budget figures;
Plans and implements a comprehensive program of in-service training for Correction Officers and ancillary personnel;
Conducts classes on job orientation, skills training, facility rules, regulations and proper procedures, etc.;
Prepares local training guides and manuals in accordance with minimum standards established by the Commission of Correction;
Acts for and in place of the Chief of Corrections in their absence;
May act as liaison with the New York State Commission of Corrections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of inmate custody and security practices and procedures; thorough knowledge of record-keeping practices within a correctional facility; thorough knowledge of the New York State Penal Code, Correction Law and Code of Criminal Procedures as they relate to a County correctional facility; thorough knowledge of rehabilitation techniques as it relates to inmates; ability to supervise the work of others; ability to plan and carry out inmate education and training programs; ability to lead, direct and train subordinate personnel; ability to communicate effectively with incarcerated individuals especially in times of emotional disturbances and physical violence; ability to communicate effectively with other law enforcement agencies and agents, attorneys and the public; must possess good judgement and observation; must possess strong moral character, integrity, honesty, tact, courtesy, initiative and leadership skills.

PROMOTION: Two (2) years of permanent full-time competitive class status as a Correction Lieutenant or four (4) years of permanent full-time competitive class status as a Correction Sergeant immediately preceding the examination date.

(over)

SPECIAL REQUIREMENTS:

1. Completion of the Commission of Corrections Basic Training Program for Correction Officers and the Commission of Corrections Supervisory Training Course is required prior to permanent appointment.
2. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
3. **Public Officer Requirements:** In order to be eligible for appointment, candidates must meet all current requirements of Section 3 of the Public Officers Law, including, but not limited to United States citizenship and New York State residency.
4. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment.

*This represents a retitling of Assistant Superintendent of Jail (01.01.93).