

GENERAL DESCRIPTION OF CLASS

The CORRECTIONAL CAPTAIN, as Watch Commander in a major full service correctional institution, supervises Security staff who monitor, control, and direct inmates, and oversees the day-to-day shift security operations within the institution; or when not serving as Watch Commander, supervises administrative operations within the security section of a major full-service correctional institution. All positions in this class are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is the second level of a two-level security management series. The responsibility for serving as a Watch Commander or for administering programs in the security sections of a major, full service Correctional Institution (facilities containing all of the following types of programs: armory, infirmary, maximum security segregation units, mental health programs, academic and vocational programs) necessitating an in-depth and wider breadth of knowledge of the interrelationships of programs and security measures distinguishes the class from the lower level. These positions are usually found in maximum security facilities where the focus/mission is on security. Under normal, nonemergency conditions employees in this class will perform administrative duties and not be involved in performing the day-to-day security functions found at the lower level.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Supervision

Assign security staff, ensuring knowledge and skill levels are compatible with assigned post duties. Monitor and evaluate staff performance and prepare performance appraisals and promotional merit ratings. Assess training needs of staff and recommend appropriate training.

Provide initial orientation to new employees. May review applicants' credentials, conduct background checks, participate in the screening process and effectively recommend hiring staff. Resolve personnel problems and complaints and may respond to informal and formal grievances at the first level and/or provide information for response at higher levels. Effectively recommend disciplinary actions and reward employees. Counsel employees in work-related activities, professional growth, and career development.

2. Major Full Service Institution Operations

Control all weapons, ammunition, chemical agents, and other security equipment in the institution armory, authorizing employee access to the armory and deploying use of resources and equipment in the event of emergency. Inspect the armory for inventory, security, and safety.

Tour each special housing unit and program/activity area during shift to ensure security. Complete log, detailing operation of unit, and report unusual events or circumstances, safety and sanitary conditions,

etc. to the appropriate authority.

Authorize early release of inmates from disciplinary segregation status. Participate in inmate program review process, recommending placement of inmates in special programs including correctional treatment and satellite facility programs, increase or reduction in custody level of inmates, etc. Identify all inmates leaving the institution during shift and determine level of security required during transport of inmates.

Review program areas, such as academic and vocational education, to ensure compliance with security regulations.

3.Operations Supervision and Administration

Conduct roll calls (musters) to ensure that sufficient staff are available and informed for upcoming shift. Authorize overtime when necessary to provide adequate security staffing. Ensure that administrative directive manuals are current.

Order emergency inmate counts as necessary. Assign and direct staff conducting nonroutine cell and area searches for contraband. Supervise staff and recommend and enforce directives in the use and control of keys, tools, knives, contraband, hazardous equipment or materials, firearms, chemical agents, and other security equipment. May inspect electronic perimeter security system, weapons, and equipment used by mobile patrol and other assigned staff to ensure effective operation.

Supervise inmate meals, assessing staff and inmate behavior and the quality and quantity of food served. Inspect infirmary and/or clinic, segregation units, close supervision units, and other special security units. Authorize changes in institutional routine when dictated by operational necessity. Review and investigate reports of security, safety, and sanitation infractions. Direct the operation of segregation units to ensure compliance with security directives by both staff and inmates.

4.Inmate Discipline

Review and endorse all misconduct reports and unusual incident reports prepared by subordinates, investigating to collect additional data, if necessary, and to ensure that corrective action is taken. Authorize inmate visits and terminate, when appropriate.

5.Emergency Response

Depending on shift, serve as commander of an emergency until relieved by higher authority, initiating action, assigning personnel, and notifying designated officials. Notify designated officials of unusual incidents which occur during shift and complete necessary paperwork. Secure and maintain chain of evidence in the event of criminal activity and may contact law enforcement agencies regarding searches of visitors and/or other staff for contraband, etc. As duty officer, has the responsibility and authority for routine and emergency decisions of the Institution head.

6.Miscellaneous

Assist in making staff assignments in accordance with negotiated bid procedures and overtime requirements, as applicable, and in developing institution procedures and post orders. Conduct security staff meetings to disseminate information such as changes in procedures or to resolve security issues.

Assist in budget preparation by projecting staffing and equipment needs and may have subprogram budget responsibilities, such as inmate clothing, staff uniforms and/or clothing allowance, inmate personal care, etc.

May serve as Security Manager in his/her absence. Investigate staff or inmate accidents and submit necessary reports. Use Law Enforcement Data System (LEDS) to verify parole absconders and/or warrants, issue APB's, and/or do criminal history checks on prospective employees or volunteers. Serve as the primary contact person with the State Police or other law enforcement agencies regarding routine internal investigations. Coordinate subprogram functions with other institution program operations.

RELATIONSHIPS WITH OTHERS

Depending upon assignment and shift, employees in this class have routine contact in person and by phone with representatives of law enforcement agencies regarding internal investigations and issuance of warrants and APB's. They have regular contact in person and by phone with security staff of other institutions to exchange information and to arrange transport of inmates and with managers and staff of institution program areas regarding operations and security issues and inmate concerns, as well as daily in-person contact with inmates.

SUPERVISION RECEIVED

Employees in this class receive general supervision from the Security Manager who reviews work through written reports, discussion of problems, and personal observations to provide progress reports on projects and to identify and develop solutions to problems.

SUPERVISION EXERCISED

The Correctional Captain directly supervises correctional staff involved in maintaining the security of a major full-service institution and in controlling, directing, and monitoring the inmate population.

GENERAL INFORMATION

Positions are located in correctional institutions. They require the willingness to work in the environment associated with the positions' location and purpose. They require the willingness to work shifts, to remain alert and observant throughout the shift and to report for duty at any time emergencies arise. They require the willingness to withstand verbal abuse, threats and harassment from inmates and to conduct body searches of inmates and take urine samples.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of security principles and practices.

Extensive knowledge of the principles and tactics governing the use of physical and deadly force.

General knowledge of the principles and practices of corrections as related to the criminal justice system.

General knowledge of the social and cultural lifestyle of a variety of ethnic and cultural groups.

Basic knowledge of personnel administration as it relates to the hiring, disciplining, and motivation of employees.

Basic knowledge of budget preparation and preparation of special reports and studies.

Skill in supervision (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions).

Skill in interpreting inmate behaviors and activities accurately.

Skill in controlling, directing, and instructing inmates individually and in groups.

Skill in reading and understanding written policies, procedures, and post orders.

Skill in observing and understanding the habits and attitudes of inmates.

Skill in writing technical and evaluative reports.

Skill in the use of firearms, chemical agents, restraints, and other security devices.

Skill in enforcing institutional rules and regulations with impartiality.

Skill in evaluating emergency situations and taking or recommending corrective measures.

Skill in interpersonal relations and group dynamics.

Skill in managing aggressive behavior and conflict situations.

Skill in interpreting and applying directives such as provisions of labor agreements, agency rules and procedures, and post orders.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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