

## **CORRECTION CAPTAIN\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is work which involves sharing the overall responsibility for the 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 direct supervision of the Chief of Corrections. Supervision is exercised over a number of lower-level officers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares shift work schedules for Correction Officers and makes duty assignments;

Coordinates the activities of prisoners including recreation, appointments and transportation to medical facilities and court appearances;

Maintains records and prepares reports required by the New York State Department of Corrections;

Works with the Chief of Corrections on the budget by analyzing current needs and prior expenditures and compiling figures;

Plans and implements a comprehensive program of in-service training for Correction Officers and ancillary personnel;

Teaches classes in job orientation, skill training, facility rules and regulations, proper procedures, etc.;

Prepares local training guides and manuals in accordance with minimum standards established by the Commission of Correction;

Develops and directs a program of education, recreation and rehabilitation for inmates;

Contacts outside agencies and individuals appropriate for assistance in above-named programs;

Reviews and updates the Jail library;

Acts for and in place of the Chief of Corrections in his absence.

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

Thorough knowledge of sound correctional facilities operation; good knowledge of modern theory and practice of criminology and penology; good knowledge of teaching principles and learning process techniques; good knowledge of rehabilitative techniques as related to inmates; ability to plan and carry out an inmate education and training program; ability to plan and supervise the work of subordinates; ability to relate to prisoners; ability to make reports; ability to deal with prisoners effectively during times of emotional disturbances and physical violence.

**MINIMUM QUALIFICATIONS:** Two (2) years of permanent status as a Correction Lieutenant.

**SPECIAL REQUIREMENT:** Possession of a valid New York State motor vehicle license at the time of appointment. Maintenance of a valid license is required for retention of employment in this title.

**CONDITION OF EMPLOYMENT:** Must be legally authorized to possess a firearm throughout the course of employment.

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