

CORRECTION CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and managerial position responsible for directing the day-to-day operations of the Dutchess County Jail. An employee in this class will be responsible for directing the work of the shift commanders (Lieutenants) and their staff. The incumbent of this position will also be required to develop work schedules for all correction officers. The work is performed under the general supervision of the correction administrator and the assistant correction administrator, with wide leeway allowed for the exercise of independent judgment. Supervision will be exercised over the work of all subordinate uniformed Jail personnel.

TYPICAL WORK ACTIVITIES:

1. Directs the work of shift commanders and their staffs;
2. Establishes work schedules and assigns Correction Lieutenants, Correction Sergeants and Correction Officers to shifts;
3. Conducts performance appraisals as appropriate;
4. Approves benefit time requests submitted by subordinates;
5. Reviews the classification of inmates as required by law;
6. Coordinates the transfer of inmates between institutions;
7. Reviews responses to inmate grievances;
8. Reviews and coordinates the training of all Correction Officers;
9. Recommends policy changes when appropriate;
10. Prepares a variety of reports;
11. Provides input and makes recommendations for budgetary consideration;
12. Acts as assistant correction administrator in his/her absence;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Minimum Standards and Regulations for Management of County Jails; thorough knowledge of jail procedures, rules and regulations; good knowledge of the current practices, principles and procedures of correctional facility management; good knowledge of supervisory and training techniques and practices; ability to develop work schedules and assign officers to shifts; ability to supervise the work of a large subordinate staff; ability to deal with inmates under a wide variety of circumstances; ability to maintain order and discipline; ability to deal effectively with inmates during periods of emotional disturbances and physical violence; ability to prepare reports; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Promotion: Two (2) years of permanent competitive status as a Correction Lieutenant and/or Correction Sergeant.

PS3103

ADOPTED: 12/19/84

REVISED: 05/05/94 01/01/19