

DESCRIPTION: Under general supervision, performs responsible administrative/supervisory work in the overall supervision of all correctional custody/security personnel activities and in the enforcement of facility rules and regulations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the fifth level in the series of six (Officer, Corporal, Sergeant, Lieutenant, Captain and Major). This is an administrative/supervisory position which may be responsible for all shifts of custody/security staff at a smaller facility OR, at a large facility, may be responsible for a component of the administrative responsibilities (e.g., supervisory responsibilities such as hiring, performance evaluation and discipline of custody/security staff; or security issues such as gang behaviors, armory control and/or CERT/SORT teams; inmate disciplinary hearings, or intelligence gathering). Persons in this class may serve as backup to a Major during his/her absence.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Supervises, assigns and evaluates the work of subordinate custody/security staff. Supervises subordinates in the training of new personnel and investigates infractions of rules and regulations.

Responsible for all operations, control and security of areas as assigned.

Inspects all areas within the facility to see that inmate/offender discipline is being maintained.

Exercises responsibility over the armory and controls the use of all firearms.

Conducts investigations involving staff, inmates and visitors as assigned by the Major or higher authority.

Serves as Institutional Officer of the Day and on various facility committees.

Interviews all inmates received at the institutions to determine STG affiliation, family ties, prior incarcerations, misconduct reports, leadership roles, etc. Creates data files on each inmate to help identify possible trends. Enters information on department Intel Database and shares information as needed.

Provides recommendations concerning classification decisions on known inmate leaders (i.e., room assignments, housing assignments, job assignments, institutional transfers, etc.), and on prevention and control of prison leadership and issues.

Subject matter expert on prison culture and subculture, leadership and security threat groups and issues. Educate staff on trends, STG, prison cultures and subcultures.

Creates Intel reports to assist institutional staff with their assessment of prison culture and leadership. Review and assess other institutional reports to understand Department issues, trends, leaders, prison culture, security threat group issues and concerns.

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Conduct Predictive analysis on coming trends, upcoming issues stemming from inmates being assigned to the institution either through transfer or new commitments.

Researches history and dogma of religious groups active in the institutions and is part of a panel of STG coordinators, religious coordinators and legal counsel to determine validity of inmate requests concerning procurement and possession of religious items and practices.

Part of the team that responds to disturbances at institutions to interview inmates, develop Intel, determine causes, determine key players, recommend transfers, etc.

Member of Department team that is relied upon to assist all institutions in determining validity of Intel and accuracy of information. Meets regularly with other investigators to share information about leaders, security threat groups, prison cultures, etc.

Liaison with outside law enforcement agencies concerning security threat groups.
Submits administrative reports as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: facility rules and regulations governing the conduct of inmates/offenders; facility post orders; agency administrative regulations and state regulations governing supervisory responsibilities and conduct of state employees; general security and emergency procedures, as well as operations of security devices (some computerized) within the facility; facility operations within the security areas; all communication procedures and operation of equipment available for facility communication; armory, blueprints of security areas and total key control for the facility; department administrative regulations, operational memorandum; principles and practices of criminal justice or behavioral science; principles and practices of supervision or management; any union contract provisions as they apply to subordinate custody/security staff.

Ability to: supervise the work of others and to handle minor disturbances among inmates/ offenders; understand and enforce rules governing the conduct of the inmate/offender; control legal offenders, via verbal and/or physical means, in a variety of settings within correctional facilities and in the community; communicate effectively with other staff, the public and the inmates/offenders; respond quickly and effectively to situations which threaten the security of the facility; utilize proper supervisory and leadership skills in dealing with subordinates; effectively administer all provisions of the union contract.

Skill in: the use of all necessary security equipment, all forms of weaponry (accurate and effective); the use of effective self-defense methods.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in Criminal Justice or a related Behavioral Science plus four years correctional related experience or an Associate degree plus six years correctional related experience or High School education or equivalent plus eight years correctional related experience. One year of the experience must have been in a responsible supervisory capacity. No felony or domestic abuse related convictions.

SPECIAL NOTES:

A valid driver's license may be required.

Employees in this class are subject to random drug testing.

Some employees in this class may be required to obtain and maintain certification in security threat resources and investigations and interview techniques.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).