

CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position may be assigned to responsibilities of overseeing either law enforcement activities of the department or operation of the County Correctional Facility.

As a Law Enforcement Supervisor:

Supervision is exercised over the work of Deputy Sheriffs through inspection and assignment of duties in accordance with general instructions received from the Sheriff or Undersheriff. An incumbent is responsible for directing, training and evaluating the performance of subordinates in their duties and responsibilities. A Captain has charge of police activities including transporting prisoners, department communications system and related support activities.

As a Correction Supervisor:

Responsible to insure that all shifts and posts at the Correctional Facility are properly staffed by subordinate staff. An incumbent develops and implements on-the-job training programs for staff to both orient new personnel and improve skills of existing staff. The Captain is responsible for budget preparation and overall facility security. Supervision is exercised over the work of Correction Sergeants and Correction Officers.

The work is performed under general supervision and direction with considerable leeway allowed for the use of independent judgment in planning the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

As a Law Enforcement Supervisor:

- Supervises the investigation of crimes, accidents and other miscellaneous happenings;
- Supervises personnel detailed to serve all court orders from a court of record;
- Supervises the administrative functions of the department including the preparation of all required written reports, especially the necessary arrest and investigation reports;
- Directs activities to ensure the prevention of crime and the protection of life and property;
- Makes arrests of persons for violations of law;
- Enforces all laws and departmental rules and regulations pertaining to the employees and recommends remedial or disciplinary actions for inefficient, incompetent or unsuitable members;
- Trains, directs, supervises and evaluates members in their assigned duties;
- Participates in labor negotiations as requested and administers labor agreements;
- Supervises and operates telephone, radio, teletype, and other miscellaneous equipment;
- Performs duties of subordinates when required.

As a Correction Supervisor:

- Supervises Corrections operation by issuing orders and disseminating required information to subordinate correction staff to secure County facilities;
- Develops and coordinates social, educational and recreational activities and programs for inmates;
- Observes and supervises subordinate correctional staff in performance of their duties by making periodic tours of correctional facility;
- Assigns the facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;
- Performs employee appraisals on correction staff, reviews marginal employees and counsels them in an effort to improve performance;

TYPICAL WORK ACTIVITIES Continued -

As a Correction Supervisor:

- Adapts and develops new or revised practices for security, inmate custody and control in response to changing situations at the facilities by evaluations of problems by on-site inspection and consultation with employees;
- Formulates procedures for control of contraband and orders searches as required;
- Oversees the safe and secure transport of inmates from the County facility to State Correctional institutions;
- Develops security plans for county facilities including access, issuance/use of keys, weapons and other equipment;
- Develops procedures to facilitate employee training, use of weapons, chemical restraining agents and other safety and emergency equipment;
- Prepares the corrections division budget dealing with security program aspects by projecting personnel and equipment needs;
- Prepares a variety of records and reports;
- Performs duties of subordinates when required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of modern law enforcement administration; thorough knowledge of principles and practices of current security measures concerning correctional institutions; thorough knowledge of the principles and practices of supervision; thorough knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; thorough knowledge of the layout and location of security personnel post assignments throughout the facility; good knowledge of the operation of radio, teletype and other equipment assigned to the department; good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; good knowledge of the proper function of correction facility security equipment; working knowledge of New York State Civil Law; Working knowledge of requirements and procedures governing the execution, processing and serving of civil documents; working knowledge of the local geography; working knowledge of first aid procedures; working knowledge of human behavior in relation to correction facility inmates; ability to communicate ideas clearly; ability to organize and conduct training activities; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; ability to reason clearly; ability to prepare records and reports; ability to read and interpret written materials; ability to make quick decisions regarding facility security and personal safety in emergency situations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; **AND**

Four years experience as a Deputy Sheriff or Police Officer.

SPECIAL REQUIREMENTS:

- (1) Possession of a New York State Driver's License.
- (2) Completion of MPTC training for Police Officer.