

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** CORRECTIONS CAPTAIN

**TITLE ABBREVIATION:** CORR CAPTAIN **TITLE NO.:** 6195

**JURIS.CL:** C **SALARY CODE:** 02 **UNIT:**  **EEO CODE:** PS **FLSA CODE:** AD

**DEPARTMENT:** SHERIFF **DIVISION:** CORRECTIONS

**SUPERVISOR'S TITLE:** ASSISTANT CORRECTIONS ADMINISTRATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing shift operations of a maximum security, short term correctional facility with Orange County Government. Work is performed in accordance with established policies and procedures and involves assisting management with day-to-day operations, particularly in areas of security, health and welfare and custodial operations. Work is performed under the general supervision of the Assistant Corrections Administrator with leeway to exercise independent judgment in carrying out the details of the work. An incumbent of this title is required to be on emergency call at all times and acts for the Assistant Correctional Administrator during his/her absence. Direct supervision is exercised over the work of designated correctional employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises security in preparing incoming inmates for booking which includes but is not limited to searching and bathing inmates and safeguarding valuables and money;
2. Supervises security staff in ensuring that all facility residents are kept confined safely and securely and are under constant supervision while outside of cells;
3. Inspects jail daily for any breach of security;
4. Maintains supervisory control over the health and welfare of residents providing feeding, bathing, medical, recreational and religious services;
5. Ensures that clean and sanitary conditions throughout the Facility are continuously maintained; inspects Facility daily for adherence to standards;
6. Identifies work assignments for Corrections Lieutenants and Corrections Sergeants and makes appropriate duty assignments;
7. Maintains records and prepares assigned reports;
8. Ensures adequate supplies are available and dispersed;
9. Participates in planning and implementing a comprehensive program of in-service training for Correction Officers;

10. Supervises efficient use and operational capacity of Facility communications system(s);
11. Coordinates flow of communication among and between shifts which includes the maintenance and follow through of incident reports, etc.;
12. Reviews and researches complaints by residents regarding other residents or staff, compiles findings and makes recommendations to the Assistant Corrections Administrator;
13. Establishes and secures chain of custody and notifies administrative staff of any contraband found;
14. Oversees key control and lock inspection program as required by New York State minimum standards;
15. Performs all related jobs, tasks, and assignments as ordered by the Sheriff, Corrections Administrator and other corrections supervisory or management personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern practices in penal administration; thorough knowledge of the philosophy governing the operation of a maximum security, short-term correctional institution with a work therapy program; thorough knowledge of the role of the custodial force in such a program; good knowledge of New York State correctional laws and regulations as they apply to prisoners, and those aspects of the penal law that apply to penitentiary; good knowledge of the problems and behavior associated with alcoholism, drug addiction, and psychopathic prisoners; good knowledge of Facility's fire control prevention program and its implementation; skill in supervision both of security staff and inmates; ability to make quick and correct decisions and to act promptly in an emergency; ability to command respect of employees and inmates; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

**PROMOTION QUALIFICATIONS:** Either:

Candidates must be permanently employed in the competitive class in the Office of the Sheriff/Corrections Division and must have served continuously on a permanent basis for two (2) years in the title of Corrections Lieutenant.

**SPECIAL NOTE:** All promotion appointments are contingent upon a satisfactory background investigation.

REVISED: 7.1.16 AT