

## CORRECTION CAPTAIN

382-B

DISTINGUISHING FEATURES OF THE CLASS: This is a position involving responsibility for assisting in the administration and direction of all operation at the Sullivan County Jail Facility. This is administrative work involving broad latitude for independent responsibility and judgment in supervising and coordinating the administrative, fiscal and operating affairs of the Jail. Assistance will also be provided in the planning, development and implementation of policies, programs and practices in support of the Jail operations. Work is performed under the general supervision of the Jail Administrator. Direct supervision is exercised over the work of the Jail staff. Does related work

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in establishing and revising policies, programs and regulations to provide for the effective and efficient management of the Sullivan County Jail, subject to the administrative approval of the Sheriff;

Assists in ensuring that all governmental rules, regulations and minimum standards for jails are complied with;

Participates in recruitment, interviewing, selection, and training for all Jail personnel;

Assists in the establishment of recreation, training and rehabilitation programs for inmates held within the facility;

Recommends appropriate policies and programs to provide

for the effective care of inmates in such areas as health, hygiene, food, personal problems, legal rights, necessary transportation, etc.;

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Hears and takes appropriate action on inmate complaints and requests;

Conducts inspections of jail facilities and grounds;

Prepares and submits reports as required;

Assists in the planning, direction and control of policies and administrative procedures necessary to insure compliance with such assignments, leave, uniforms, reporting channels, grievances, jail operations, etc.;

Assists with the organization, planning, management and control of the jail, evaluates manpower needs for the various shifts, develops staffing needs and prepares schedule of tour assignments;

Assists in the preparation and control of departmental budget;

Responsible for the preparation of financial and statistical reports;

Prepares operational and administrative reports relating to the Jail and its operation;

Responsible for the maintenance of the physical facilities of the Jail;

Insures that the requisitioning of necessary supplies and equipment is accomplished;

May assign and supervise the maintenance of office records and files;

Initiates and composes necessary correspondence;

Collects data and compiles reports which will provide useful management information;

Determines and coordinates the use of data processing applications within the Department;

Reviews and analyzes departmental routines and procedures with the intent of effecting a more efficient and economic operation;

Carries out such other assignments as directed by the Sheriff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the modern principles and practices of corrections facilities administration; good knowledge of the New York State Penal Code, Correction Law and Code of Criminal Procedures as they relate to a County Jail; working knowledge of criminal behavior, its causes and treatment; ability to assign and supervise the work of others; ability to gain the confidence and cooperation of others; ability to read and understand various laws, rules and regulations related to county jail administration; ability to communicate effectively both orally and in writing; resourcefulness; initiative; and ability to deal effectively with prisoners during periods of emotional disturbance and physical violence.

MINIMUM QUALIFICATIONS: Five (5) years of experience in a correctional facility, including three (3) years as a Correction Lieutenant.

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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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