

CORRECTION OFFICER - CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, and in accordance with New York State Commission of Correction regulations and applicable federal, state and local laws, an incumbent of this position supervises a detail or sub-unit of Correction Officer – Sergeants or Correction Officers to provide care, custody and control over prisoners confined within the institutions of the Department of Correction. Incumbents may also be assigned to special projects or functions within the department requiring considerable independent judgment and decision-making authority. This position administers and directs operations of a division of the Department such as the Penitentiary, Jail, and Hospital Ward. Unusual or emergency situations are handled by taking action and securing assistance as is deemed necessary in the judgment of the Correction Officer-Captain. In the absence of the Assistant Warden of the unit assigned, the ranking Correction Officer-Captain assumes temporary command of that unit. In addition to immediate responsibility for prisoners confined within the building on an assigned shift. Supervision is exercised over a number of Correction Officer-Sergeants and Correction Officers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises Correction Officers-Sergeants to improve operations and to ensure safety of staff and inmates;

Conducts shift briefings and disseminates relevant information and directives;

Supervises inspection of inmates and cells to prevent escapes, control disturbances, and maximize safety;

Assigns officers and prisoners and exercises overall supervision of the housekeeping, cleaning, and related custodial duties within the Annex, Penitentiary and Jail to ensure safety and security of the unit;

Performs work in a specialized unit or performs specific functions for the department such as attendance management, staff training, special investigations, central booking, etc;

Supervises checking and balancing of daily check sheets;

Observes inmates and territory within command to appraise efficiency of staff;

Oversees the training of new departmental staff to ensure daily operational needs are met;

Reviews departmental rules and regulations with inmates and assigned personnel to ensure due process of incarcerated individuals;

Evaluates and monitors the preparation of reports to ensure accuracy of information and to determine appropriate actions to resolve problems;

Maintains daily logbook to compile statistical reports;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Reviews and monitors admissions and discharges of inmates in compliance with New York State Correction laws;

Monitors job performance of assigned personnel to achieve established goals;

Supervises, evaluates and documents subordinates' performance; advises on corrective action when required;

Participates in disciplinary hearings, provides expert testimonies, aids in rehabilitation programs and reduction of recidivism, as assigned;

Trains subordinates to ensure safe procedures in the facility;

May be required to de-escalate situations;

Investigates accidents and unusual incidents involving inmates, assigned personnel and equipment operations during assigned shifts and initiates reports;

Reviews information and prepares reports of investigations and other significant matters within area of operations; submitting approved NY State Reportable Incident Reports in accordance with Commission of Correction guidelines;

Prepares and submits required departmental reports in a timely manner;

Supervises the administrative details pertaining to departmental reports, operations, maintenance, and personnel;

Uses computer applications or other automated software such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the operating policies, rules and regulations of the Westchester County Department of Correction; thorough knowledge of the rules and regulations of the State Commission of Correction pertaining to penitentiaries and County jails; ability to command respect of employees and inmates supervised; ability to understand and to carry out complex oral and written instructions; ability to relate well to others and work in a team approach with treatment staff, teachers, clergymen, medical staff, volunteers and other specialists; thorough knowledge of the principles and practices of supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, direct and supervise the work of others and evaluate their performance; ability to analyze situations rapidly and respond appropriately; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; good powers of observation and memory; sound judgment;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (cont'd):
excellent moral character; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and three years of satisfactory full-time experience where the primary function was as a Correction Officer - Sergeant in a penitentiary, jail or Correctional setting.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.