

## **CITY OF TAFT**

### **CLASS TITLE: CORRECTIONAL CAPTAIN**

**Salary Range 51.4**  
\$2,252-\$2,738 Bi-weekly

### **BASIC FUNCTIONS**

The Correctional Captain acts as the Chief of Security of the Community Correctional Facility and in this capacity supervises Correctional Lieutenants, Correctional Sergeants, Senior Correctional Officers, Correctional Officers and related support staff. This position assists the Facility Manager to meet department and City goals and to coordinates with other service areas, agencies, boards, commissions and the public, and performs a variety of other job related work as required.

*This position is designated as exempt under the Fair Labor Standards Act (FLSA).*

This is a management classification responsible for the organizational component(s) and programs/functions of the Correctional Facility and allied functions as determined by Facility Manager and may act as the Facility Manager in their absence. Duties include policy development and overall responsibilities for program/functional areas in accordance with Federal, State and Local codes and regulations. The incumbent is expected to demonstrate professional competence while working as a team member and exercises independent judgment in a number of confidential and sensitive areas.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Community Correctional Facility Manager.

### **SUPERVISION EXERCISED**

Supervises Correction Lieutenants, Correctional Sergeants, Senior Correctional Officers, Correctional Officers and related support staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following typical tasks and responsibilities are representative of the position's essential duties. They are descriptive, not limiting. Employees are expected to perform a variety of other duties as assigned:

- Serves as Security Captain of the facility and plans, directs and coordinates the work and shift schedules of assigned personnel.
- Makes plans about individual tactical matters such as equipment to be used for particular operations or the detailed plans needed for an investigation.
- Reviews and evaluates work and reports of Correctional Lieutenants, Correctional Sergeants, Senior Correctional Officers, and Correctional Officers, and issues instructions and procedures.

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- Issues appropriate disciplinary actions to subordinate staff as necessary.
- Maintains proper staffing levels in compliance with applicable laws and regulations.
- Reviews complaints and recommends appropriate actions.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Establishes and maintains functional working relationships with other City department and governmental agencies and attends meetings and participates in committees on behalf of the City.
- Prepares comprehensive and specialized reports as required.
- Reviews and ensures compliance with policies and procedures.
- Trains or ensures appropriate training of Correctional and related support staff.
- Maintains prisoner control and discipline through visual checks, facility and body searches, audio and video monitoring of activities, and the use of physical force when necessary.
- Prepares appropriate documentation and performs procedures involving the intake, transfer, and release of inmates.
- Maintains and oversees the inmate property records.
- Answers inquiries for information, in person or over the telephone, concerning inmates and general facility procedures.
- Watches for potential disturbances, and investigates disturbances.
- Determines how to deploy personnel during emergency responses.
- Writes reports dealing with inmate behavior and officer response;
- Deals with evacuating inmates; searches for missing or escaped inmates;
- Attends meetings and reads log reports, memos and court documents.
- Handles complex and difficult cases involving inmate supervision, custody, and security.
- Responds to emergency radio calls and investigates incidents, crimes, disturbances, disputes, fights, abuse of drugs, etc., among prisoners. Takes appropriate law enforcement action.

- Coordinates and supervises activities with other officers and other law enforcement agencies, as needed.
- Maintains contact with general public, court officials, and other City officials in the performance of operating activities.
- Oversees and may personally participate in all security matters occurring within the jurisdiction of the CCF.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge and ability to effectively supervise and train other personnel.
- Knowledge of inmates in a custody setting and of the principles of corrections.
- Knowledge and ability to apply and enforce the rules, regulations and guidelines applicable to a correctional facility.
- Ability to supervise and perform using considerable independence and judgment.
- Ability to plan and direct an even flow of work and to maintain effective working relationships with fellow employees, officials and the public.
- Ability to enforce and apply applicable laws, ordinances, and department rules and regulations.
- Ability to perform a variety of physically demanding work.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions in emergency and non-emergency situations.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

One (1) year experience equivalent to a Correctional Lieutenant with a City, County or State Agency, or five (5) years' experience as a Sworn Peace Officer with a City, County, or State Agency.

Must have successfully completed, or complete within one year from time of hire, a BOC/STC Certified Correctional Officer Core Course (minimum 116 hours) and a minimum of 24 hours of training pursuant to Section 832 of the California Penal Code.

Must possess and maintain valid State of California driver's license.

**Physical Requirements:**

Vision correctable to 20/30.

Must successfully complete a pre-employment physical with the City physician.

**Special Requirement:**

Applicants for this classification will be required to pass a Background and Physical Agility Tests.

**TOOLS AND EQUIPMENT USED**

Operates a variety of office and facility equipment including audio and video devices, calculators, typewriters, word processors and other computer-related equipment, telephone/intercom equipment, first aid equipment, copy machine.

**POSITIONS IN THIS CLASSIFICATION WILL BE SUBJECT TO PRE-EMPLOYMENT, POST-ACCIDENT, REASONABLE SUSPICION, RANDOM AND RETURN-TO-DUTY DRUG AND ALCOHOL TESTING PURSUANT TO THE PROVISIONS OF THE CITY OF TAFT DRUG AND ALCOHOL TESTING POLICY**

Incumbents in this classification serve a twelve (12) month Probationary Period during which they may be dismissed at any-time without reason or cause