

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Corrections Captain**

**Class Code: 60343**

**Pay Grade: GJ**

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### **A. Purpose:**

Maintains security and order in a maximum-security correctional institution through daily on-line supervision and management of the correctional staff, including lieutenants, sergeants, and inmates.

### **B. Distinguishing Feature:**

Corrections Captains require the dual responsibility of exercising supervision over correctional personnel and inmates. Daily work activities and schedules are directly monitored by this position. This position is involved in personnel selection, staff scheduling, implementation of performance evaluations and the initiation of disciplinary actions against subordinates.

Corrections Lieutenants supervise an assigned area of a correctional institution and the correctional personnel assigned to that area. This position makes determinations on immediate disciplinary actions on inmates for policy, operations memoranda and procedure infractions affecting the security of the institution and serves as institution's ranking officer on night shift and on weekends.

Corrections Sergeants are responsible for maintaining the security of an assigned area or shift within the correctional system. Assigned areas of responsibility may include cell halls, control center, trusty units, identification office, and other sites as directed.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Maintains security and order by enforcing Department or Corrections policies and institution operations memoranda and procedures to prevent injury to inmates and staff and to prevent escapes.
2. Supervises the mass movements of inmates to maintain order and control and to prevent security breaches within the institution.
  - a. Makes inspections of prison areas and ensures that subordinate officers are properly assigned to duty station assignments.
  - b. Patrols yard, grounds and buildings to observe inmate behavior and effectiveness of custodial procedures.
  - c. Inspects inmates' cells, equipment and machinery for contraband items.
  - d. Conducts extensive criminal and disciplinary investigations networking with local and national law enforcement and state's attorneys.
3. Supervises subordinate staff to ensure that the objectives of the work unit are met.
  - a. Interviews and selects staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Investigates staff problems and recommends disciplinary action.
  - e. Conducts performance reviews and completes performance documents.
  - f. Schedules fire drills, severe weather drills, exercises and provides staff training.
4. Exercises effective decision making in emergency situations and on issues affecting the daily operation of the institution to ensure the safety and well-being of inmates and staff.

- a. Investigates and takes action on inmate complaints and disturbances.
  - b. Interprets the seriousness of a situation and determines the most effective immediate resolution of the problem.
  - c. Assists and advises subordinates in resolving problems.
  - d. Reviews inmate disciplinary reports and takes action as necessary.
  - e. Authorizes inmate special visits.
5. Maintains records and prepares reports regarding institutional activity to provide documentation of events and to provide an effective information network throughout the institution.
    - a. Conducts several daily counts of inmate population.
    - b. Receives new inmates into the institution and processes inmates when discharged or paroled.
    - c. Maintains the daily activity log, inmate infraction reports, detention orders, officer work schedules and subordinate disciplinary action reports.
  6. Attends meetings and training sessions to ensure compliance with legal directives, department policies and institutional operations memoranda and procedures applicable to the correctional institution. Serves as liaison between security staff, senior staff and other departments of the facility.
  7. Performs other work as assigned.

#### **D. Reporting Relationships:**

Incumbent supervises Lieutenants, Sergeants, and Correctional Officers. The duties of the Captain are directed by an Associate Warden for custody according to institutional operations memoranda and procedures.

#### **E. Challenges and Problems:**

Challenged in the supervision of a large number of convicted felons who encompass a wide variety of personalities and problems including emotional and/or behavioral disorders, suicidal tendencies and chemical addictions. Also challenged to motivate correctional personnel in a stressful and negative environment. The incumbent must be prepared to deal with all situations and problems that arise.

Problems include disputes between inmates; conflicts between inmates and officers; policy, operations memoranda and procedures infractions by inmates; breakdowns in the physical plant, electrical and plumbing systems; coordinating security concerns with the various programs formulated at the institution; and staff scheduling problems due to shortage of staff, sick employees, vacations and corrective actions on subordinates.

#### **F. Decision-making Authority:**

Decisions include course of action to take in the event of an emergency situation, e.g. medical problems, escapes, assaults, disturbances, suicide attempts; appropriate security measures to take for mass movements of inmates, special programs, and recreation; prehearing detention of inmates for major policy, operations memoranda and procedure infractions; shakedown of cells, buildings and grounds for contraband items; placement of inmates into protective custody; transfer of inmates from trustee facilities to the main institution; direction to take when problems arise in the physical plant electrical or plumbing systems which affect the security and operation of the institution; arbitrate disputes between inmates and between inmates and staff; participates

in the selection and promotion of correctional personnel; evaluates the performance of subordinates; determines inappropriate behavior of employees and takes corrective action; and schedules duty assignments of correctional officers.

Decisions referred include changes in department policies and institutional operations memoranda and procedures; information relevant to the safety and security of the institution; classification status of inmates; policy, operations memoranda and procedure infraction disciplinary actions requiring court action; treatment of behavioral and emotional problems of inmates; and final approval of actions on subordinates.

#### **G. Contact with Others:**

Daily contact with convicted felons observing them and maintaining security; with federal, state and local law enforcement officials to receive new inmates and transfer inmates to their authority; and with the general public through visitations and tours of the institution. Frequent contact with the Federal Bureau of Investigation and Division of Criminal Investigation to offer assistance in investigations.

#### **H. Working Conditions:**

The incumbent works in a maximum-security prison where the environment is stressful and negative. This position is subjected to occasional verbal abuse and threats of violence. There is constantly the potential for being subjected to physical harm or death. The incumbent is required to work rotating shifts and may be on twenty-four hour emergency call.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- methods, procedures, and practices of controlling and supervising inmates confined to a correctional institution;
- modern management principles and practices, particularly those related to personnel;
- investigative methods and techniques;
- custody and security requirements and resources needed to provide them;
- effective methods of supervision;
- appropriate use of physical force.

Ability to:

- supervise all operations and programs of a correctional institution as the officer-in-charge of a unit;
- establish and maintain effective working relationships with inmates, subordinate employees, and representatives of public and private agencies;
- effectively analyze situations and exercise judgement and discretion in establishing, applying, and interpreting departmental policies and institution operations memoranda and procedures;
- resolve systems problems and organizational conflicts;
- conduct investigations and evaluate findings;
- remain calm during stressful situations and react quickly in emergencies;
- operate, train others, and supervise the employment of firearms, mechanical restraints and chemical agents.