



## **Corrections Captain (2060)**

**FLSA Status:** Non-Exempt (Hourly)

**Pay Grade:** 24

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to manage and administer security operations and staff at the Bulloch County Correctional Institute (BCCI). Incumbents in this classification oversee security operations on all shifts and ensure implementation of all BCCI policies, procedures and safety protocols.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff; plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; assigns work and makes assignment changes, as needed; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Warden; and assists with the revision of procedure manuals as appropriate.

Ensures compliance with BCCI, state and federal security policies and procedures: conducts periodic inspections of all posts (including outside work details) to ensure correctional staff carry out duties in accordance with performance standards, policies and procedures; ensures that security reports are completed within the established time frame and in accordance with departmental policies and procedures; reviews security reports for accuracy and clarity and prepares written summaries; and recommends modifications and changes as needed.

Assists in coordination of key and tool control: collects and reviews all reports on lost, misplaced and defective keys and tools as necessary; immediately and thoroughly investigates reports of lost keys and tools; initiates corrective action as needed; ensures completion of spot checks; and ensures all key and tool records, storage, inventory, duplication and lock changes are in accordance with BCCI policies and procedures.

Coordinates offender headcount procedures: ensures that subordinate staff performs required number of headcounts daily; participate in counting procedures as necessary; ensures that count sheets, logbooks, move slips, sign in and sign out and all other appropriate documentation are maintained in accordance with BCCI standards; and ensures proper count procedures are used during scheduled and emergency headcounts.

Oversees safety and sanitation inspection programs for facility: conducts regular inspections to ensure that all assigned areas of the facility are sanitary and free from hazards; ensures safety and sanitation reports are completed and reviews the same for discrepancies; and implements corrective action as needed.

Establishes a plan for and oversees correctional staff in the control of contraband: establishes and implements search and pat down procedures; ensures searches are conducted and documented; ensures the collection and proper disposal of contraband found during searches; and ensures that proper security reports concerning confiscated items are accurately completed.

Implements and periodically reviews facility emergency plans and procedures: maintains a thorough knowledge of plans and tactics to be utilized during an escape, attempted escape, internal disturbance, evacuation, fire drill, etc.; monitors daily operations to ensure a safe working environment; monitors fire safety and corrects any staff member not adhering to established policies; ensures staff members are aware of guidelines regarding the use and storage of hazardous materials; conducts and reviews drills and implements changes to plans and procedures as needed; reviews emergency and fire reports prepared by correctional staff for accuracy, clarity, and completeness; and prepares required documentation and submits to proper authority within established timeframe.

Oversees the inventory and use of firearms and restraint equipment: reviews detailed inventory report of equipment to ensure accountability and serviceability; ensures all assigned correctional staff members are certified annually on assigned weaponry and restraint equipment; ensures correctional staff use of firearms and restraint equipment follows established policies and procedures; and authorizes the use of restraint equipment as required.

Performs other related duties as required.

### **Minimum Qualifications**

Associate degree in Criminal Justice or a related field required; supplemented by five years of progressively responsible experience in supervising corrections operations and staff; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain Basic Correctional Officer certification.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as, odors, human bites, violence, disease, pathogenic substances, or rude/irate individuals.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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