



FLSA: EXEMPT  
EEO: 4  
JUNE 2023

## **CORRECTIONAL CAPTAIN**

### **DEFINITION**

Under administrative direction, to plan, organize, and direct the activities of the Correctional Division of the Sheriff's Office; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents in this classification work under the direction of the Undersheriff or the Sheriff-Coroner and are assigned responsibility for the management of the Correctional Division in the Sheriff Office.

### **REPORTS TO**

Undersheriff and Sheriff-Coroner.

### **CLASSIFICATIONS SUPERVISED**

Staff supervised includes, Correctional Lieutenant, Correctional Sergeant and Correctional Officers. Other classifications may include, Sheriff Sergeant, Sheriff Deputy and Sheriff Support Staff who are assigned to the Correctional division either temporarily or permanently.

### **EXAMPLES OF DUTIES**

*The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.*

- Plans, assigns, and supervises the activities of the Correction Division.
- Supervises and conducts investigations, interviews, and interrogations.
- Supervises and participates in collecting, recording and holding evidence.
- May work in the assigned area of supervision to instruct subordinate personnel.
- May have responsibility for the care and maintenance of Department equipment.
- Reviews incident and other reports prepared by subordinates.
- Ensures proper preparation of evidence and material for court.
- Has responsibility for coordinating the work of the Correction Division or unit with other Department functions and operations.

- Develops and prepares a variety of reports; operates special equipment and machinery; monitors budget needs for an assigned division or unit.
- Develops policy and procedures.
- Deals with citizen complaints and internal disciplinary actions.

## **ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Principles of police science, administration, and organization.
- Management principles, budget develop and administration, organization functions, procedure and responsibilities of the Sheriff's Office.
- Title 15 and Title 24 standard of the California Code of Regulations.
- Project and contract management.
- Recent court decisions affecting custody and the handling of incarcerated persons.
- Proper and effective methods of deploying Custody personnel.
- Development of custody records and reports.
- Budgeting methods and techniques.
- The general geography and topography of Amador County.
- Use and care of Department authorized firearms.
- First aid techniques.
- Principles of supervision, training, and work evaluation.
- Manage, plan, assign, and coordinates the activities of the custodial and clerical personnel in the division.
- Receipt, care, and release of incarcerated persons and their belongings. .
- Department policies and procedures.
- Makes decisions on training, assignments, and discipline of staff and inmates.
- Prepares reports, studies and grants.
- Effective relationships with departmental divisions, other agencies, and the community.

### **Ability to:**

- Plan, organize, supervise, train, and evaluate the work of the Correctional Division.
- Coordinate and schedule unit functions and activities.
- Perform a wide variety of professional Custodial work.
- Perform specialized Custodial assignments.
- Understand and interpret laws and regulations relating to arrest, rules of evidence, and the apprehension, retention and treatment of incarcerated persons.
- Understand and interpret the Code of Civil Procedures and Civil Processes.
- Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances, and places.
- Secure information from witnesses and suspects.

- Make independent judgments and adopt quick, effective, and responsible courses of action during emergencies.
- Write clear and comprehensive reports and review reports prepared by staff.
- Meet standards of adequate physical stature, endurance and agility.
- Demonstrate proficiency in the use and care for firearms.
- Effectively represent the Sheriff's Department in contacts with the public and other law enforcement agencies.
- Establish and maintain cooperative relationship with those contacted during the course of work.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; ability to stoop, kneel, or bend to pick up or move objects weighing over 100 pounds with help; crawl through various areas moving on hands and knees; physical ability to restrain prisoners; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, detention facility, courtroom and outdoor environments; unusual exposure to life threatening situations; continuous contact with staff and the public.

### **TRAINING AND EXPERIENCE**

*Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

#### **Education**

Completion of advanced educational training in criminology, criminal justice, and law enforcement is desirable.

#### **Experience**

Two (2) years of experience in professional law enforcement work comparable to that of a Corrections Lieutenant in Amador County. An incumbent must have no felony convictions.

## **SPECIAL REQUIREMENTS**

- Possession of STC/POST Supervisory Certificate, Possession of STC/POST Management Certificate.
- Possession of First Aid and CPR certificates.
- Possession of a current and valid California Driver's license issued by the California Department of Motor Vehicles.