Code: 3296
Title: CORRECTIONS CAPTAIN

SUMMARY: Manages the operation of a division within the Corrections Bureau. It is distinguished from Corrections Lieutenant which is responsible for managing the operation of a section within the Corrections Bureau. It is distinguished from the Corrections Bureau Chief who is responsible for managing the Corrections Bureau. Corrections classifications are distinguished from commissioned classes which are certified to exercise law enforcement powers.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, implements and manages the staffing, operational, security and technical activities of a division of the Corrections Bureau;
Develops and analyzes financial reports and prepares, recommends and administers the division and bureau budget;
Reviews, develops, recommends and implements division and bureau operational goals, policy, procedures and orders;
Adjudicates grievances filed by staff and represents the bureau in disciplinary actions and hearings;
Develops, coordinates and manages emergency plans and procedures to address possible hostage situations, disturbances, escapes, disasters, fires, safety hazards and evacuation requirements;
Serves as inter- and intra-departmental liaison to assure appropriate design, development and implementation of a variety of support services, such as volunteer programs, medical and food service programs and other programs designed to meet federal guidelines regarding correctional institutions;
Ensures that all assigned operations comply with relevant laws, regulations and/or contractual provisions;
Represents the Corrections Bureau to the public by resolving complex complaints and speaking to civic groups and organizations;
Develops, administers and monitors service and construction contracts, with emphasis on program and financial compliance, to include participation in the development and evaluation of Request for Proposals (RFP), Request for Information (RFI) and associated administrative management;
Develops, administers and monitors the acquisition and management of State, Federal and like grants, grants-in-aid and related assistance programs;
Develops, designs and implements short and long term plans for facilities systems and programs;
Provides construction architectural design reviews and construction/project management services to the Bureau;
Administers the Bureau's Occupational Standards Health Administration (OSHA) safety programs;
Oversees the writing and administration of correctional program grants;
Carries and safely employs department approved and issued firearms and other defensive weapons when so directed;
Wears, carries, uses and maintains respirators, protective masks and other personal safety equipment;
Maintains appropriate security and confidentiality of all information and materials encountered in performance of duties
Acts as technical resource liaison with outside correctional facilities;
Responds to emergency situations, including physical confrontation, as directed by command staff or if deemed necessary;
Researches, analyzes and submits oral and written reports relative to Corrections administration and Operations;
May Assume command responsibilities in the absence of the Corrections Bureau Chief or Corrections Director.

KNOWLEDGE & SKILLS:

Knowledge of:

- relevant federal, state and local laws, rules and regulations affecting Corrections Bureau operations and management, to include federal/state OSHA safety requirements;

- administrative and correctional principles, practices and procedures;
- County, department and bureau rules and regulations;
- legal rights and obligations of inmates;
- management and administration of correctional operations and security;
- principles, practices and methods of effective management, supervision and training;
- development, implementation and administration of institutional security and emergency plans;
- management of employee and inmate disciplinary programs including complaints, hearings and grievances, in accordance with inmates' and employees' legal rights;
- development and analysis of financial reports and the formulation and administering a budget;
- program planning, evaluation and design/redesign;
- Corrections facility design techniques and associated construction/project management techniques;
- County contracting processes and procedures;
- grants, grants-in-aid and like resource applications, management and reporting requirements;
- records management and report preparation;
- safe and lawful handling and use of department approved and issued firearms and defensive weapons;
- use and maintenance of respirators, protective masks and personal protective equipment.

Skill in:
- planning, organizing, supervising and managing a division of the Corrections Bureau;
- applying relevant federal, state and local laws, rules and regulations;
- applying correctional principles and implementing County, departmental and bureau practices and procedures;
- managing corrections programs, operations and services, to include construction and service contracts;
- developing and implementing employee and inmate disciplinary programs;
- developing and analyzing financial reports as well as formulating and administering a budget;
- communicating effectively, both orally and in writing;
- writing and administrating grants;
- preparing and negotiating contracts, and subsequent project/program management;
- managing manual and computer-based records functions and preparing reports;
- performing first aid and cardiopulmonary resuscitation (CPR) within limits of certification;
- safe and lawful handling and use of department approved and issued firearms and defensive weapons;
- use and maintenance of respirators, protective masks and personal protective equipment.

<u>ESSENTIAL FUNCTIONS</u>:

Ability to:
- react to physical confrontations and emergency situations quickly and effectively;
- stand or sit for long periods of time;
- bend, reach, kneel and crouch;
- climb up and down stairs with speed and agility;
- see clearly and recall visual details;
- hear and understand speech and radio transmissions;
- lift up to 50 pounds;
- drag up to 175 pounds for 60 yards;
- perform multiple tasks simultaneously;
- qualify with and safely use department approved and issued firearms and defensive weapons;

- wear required uniform articles and protective equipment for extended periods of time;
- wear and use respirators, protective masks and related personal protective equipment;
- work in confined spaces for prolonged periods;
- drive vehicles including automobile and van;
- speak clearly.

MINIMUM QUALIFICATIONS:

Currently a non-probationary Corrections Lieutenant with the Pima County Sheriff's Department.

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Arizona Class D driver license is required at the time of appointment. Current first aid and cardiopulmonary resuscitation (CPR) certification (American Red Cross or equivalent) must be acquired prior to completion of initial training and must also be maintained as a condition of employment. Certification to wear and maintain respirators and protective masks and related personal protective equipment and department approved and issued firearms and defensive weapons as required by the Appointing Authority.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood borne pathogens. Hepatitis B vaccine, personal protective training and equipment will be provided. All positions require satisfactory completion of a background investigation due to need for access to law enforcement, corrections and courts facilities, property, communications and associated confidential information and documents, databases and evidentiary materials. Pre-/post-appointment drug screening and polygraph examinations are required of all positions due to the need for access as described above.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 05/21/12(gs)
Updated 2/14/14(lg)