



CORRECTIONAL CAPTAIN

Department: Sheriff
Job Class #: 258700
Pay Range: Public Safety 11

FLSA: Exempt
Represented: Yes
CSC Approved:

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible supervisory and division management work performed for the Pierce County Sheriff's Department Corrections Bureau. This position typically reports to the Corrections Bureau Chief. Guidelines for performing the work can be broad or of a specific nature, and are in the form of general administrative policies and procedures. Division assignments include Operations, Support Services or Programs, or other assignments that may be developed; assignments rotate.

ESSENTIAL FUNCTIONS:

- Plan, administer, coordinate, manage, and supervise the activities of an assigned division within the Sheriff's Department Corrections Bureau.
- Develop division goals and objectives; implement effective measures to meet established goals and objectives.
- Supervise all assigned personnel; includes scheduling, assignments, performance review, training and development, resolution of personnel issues, and recommendations for selection and disciplinary action.
- Prepare, justify, and monitor division budget.
- Monitor and evaluate division operations and effectiveness; assess equipment and operational needs; make recommendations for purchase; maintain inventory records.
- Frequently represent the Sheriff on matters being presented before County Departments, public service agencies, community groups and the general public.
- Assist in development of Department policies and procedures; make recommendations for revisions or new policies and procedures; assure consistent and accurate application of policies and procedures.
- Establish and maintain constructive and effective working relationships, both within and outside the Corrections Bureau.
- Effectively persuade, inform, educate, train, solicit information and motivate a wide variety of individuals or groups.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- May be responsible for overall Department decisions while acting in the capacity of Bureau Chief, as assigned.
- May represent the County in labor negotiations as part of the management team.
- Maintain regular, predictable and punctual attendance.
- Perform the functions of Command Duty Officer when assigned.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Perform all essential functions as required of the Corrections Deputy classification.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

CORRECTIONAL CAPTAIN

Classification Description

Page 2

SUPERVISION RECEIVED AND EXERCISED: Correctional Captains report directly to the Bureau Chief and work is reviewed for fulfillment of division/bureau objectives, for conformance with governing laws and regulations, adherence to budget, and support and furtherance of Department mission, vision and goals. The Correctional Captain position has full supervisory responsibility for commissioned, technical, administrative and/or clerical personnel, and may be assigned volunteers.

WORKING ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. A Correctional Captain works indoors on a regular basis, in an office, within inmate detention areas (clusters) or in close proximity to inmates and detention areas, within the confined space of a secure adult correctional facility. Frequent travel to and from various work sites and/or meeting locations is required. Work is subject to frequent interruptions and higher than average levels of noise within enclosed areas. A Correctional Captain may be exposed to physically confrontational and combative situations, personal danger and bio-hazardous materials.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. The classification of Correctional Captain has physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities include walking, standing, sitting, digital dexterity, talking, hearing and seeing. A Correctional Captain must be able to clearly distinguish and identify colors, be able to safely drive a vehicle, accurately discharge a firearm (either hand), be able to successfully discriminate electronic, mechanical and human sounds and operate required equipment in a safe and lawful manner for the protection/safety of the public, inmates, of self and of other employees. A Correctional Captain may be called upon to assist in emergency situations, and must maintain physical ability to deal with physical confrontational or combative situations including use of reasonable force up to and including deadly force. Required physical activities during those times include, but are not limited to, running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Modern corrections methods, procedures and philosophies.
- General administrative policies and procedures.
- Rules and regulations of the Sheriff's department.
- Principles and practices of current management and supervisory theory.
- Pierce County Codes, laws and ordinances affecting jail operations.
- Applicable laws, ordinances, policies and procedures.
- Behavior of criminals and causes underlying criminality.
- Methods and procedures involved in budget development, justification and control.
- Literature, developments and trends in the field of corrections, correctional standards, technology and laws.
- Corrections Bureau Emergency Management Plan and emergency evacuation plans and procedures.
- Provisions of applicable collective bargaining agreements.
- Disciplinary procedures for staff and inmates.
- Basic personal computing principles, keyboard, and corrections automated systems.
- Different and unrelated processes that relate to well-established aspects of law enforcement administration.

CORRECTIONAL CAPTAIN

Classification Description

Page 3

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Skill in:

- Determining priorities, assigning and delegating work and evaluating results.
- Effective verbal, written and interpersonal communications.
- Team building, leadership and motivation.
- Use of required equipment.
- Problem solving.

Ability to:

- Represent the Sheriff and the Department in a professional manner to the general public and the community.
- Develop and implement administrative standards and procedures and evaluate their efficiency and effectiveness.
- Respond in accordance with appropriate emergency and evacuation procedures.
- Make appropriate decisions in the assessment of unusual circumstances and exercise flexibility in selecting appropriate responses.
- Plan, direct and evaluate the work of subordinates.
- Analyze situations quickly and objectively and determine a proper course of action.
- Handle difficult and/or emotional situations firmly, tactfully, and fairly.
- Communicate effectively, both verbally and in writing, with the public, co-workers, law enforcement personnel, employees of other agencies, inmate family members and attorneys, including audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Implement policies, goals and objectives established by the appointing authority.
- Use effective independent judgment and decision-making in the resolution of administrative, operational and personnel management issues and in dealing with agency officials, co-workers, peers, subordinates and the general public.
- Work effectively and productively with others.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential functions of the position.
- Meet the travel requirements of the position.

MINIMUM REQUIREMENTS TO APPLY:

Applicant must currently be a Pierce County Correctional Lieutenant and must have successfully completed a one-year probationary period and two additional years in continuous service as a Correctional Lieutenant for a total of three years prior to the closing date of the promotional examination announcement. Must meet good standing requirements of Civil Service Rules. A valid Washington State driver's license is required.