

DEPUTY SHERIFF CAPTAIN (CUSTODY)

40818
(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for managing and directing the overall security operation of a custody division section of the Justice Center, a maximum security holding facility. An employee in this class receives general supervision and direction from a superior officer allowing for considerable leeway in the managing, implementing and directing of the facilities policies, procedures, rules and regulations with consistent application to subordinate sworn personnel and inmate population. Assignments are received through conference, written directives and orally from a superior. Performance is reviewed through observation, conference, report submission and complaints received. Supervision may be exercised over a substantial number of subordinate officers and civilian personnel, both of a direct or indirect nature, dependent upon area of assignment. Does related work as required.

TYPICAL WORK ACTIVITIES

Insures the smooth operation of the Justice Center in an assigned section by insuring that guidelines and policies set forth by the New York State Commission of Correction, the Sheriff and the Deputy Sheriff Chief (Custody) are followed.

Recommends policy or procedural change as a result of direct contact with various operations in the holding facility.

Meets and confers with Deputy Sheriff Lieutenants' (Custody) on a regular basis to discuss problems, incidents or activities on assigned shift.

Discusses and recommends appropriate disciplinary measures that may be imposed against inmates; may assist in investigations concerning disruption in the facility, such as fights, or behavioral problems and describes in writing facts to proper authorities.

Acts in the management of a variety of administrative functions, including budget preparation, discipline and conduct review, staff training and development, inmate grievances and discipline hearings, as well as other areas as assigned by a superior.

Reviews reports prepared by subordinate personnel to determine if departmental security procedures are followed and inmate rights and privileges are granted.

Prepares reports which describe exceptional problems for review by administrative superiors.

May recommend disciplinary action dealing with subordinate staff, and if necessary may deal directly with disciplinary matters.

Insures that operational or service needs are being provided in the prescribed manner by coordinating various activities; scheduling staff; requesting additional staff; approving work assignments, leave time, etc.

May act as a Duty Commander for the entire Sheriff's Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of correction, criminal and other laws, codes, Code of Ethics and regulations related to the operation of a maximum security, county holding facility.

Thorough knowledge of the techniques of inmate supervision.

Thorough knowledge of administrative procedures related to the operation of the Justice Center.

Good knowledge of the principles and practices of supervision.

Ability to read and understand a variety of written and oral procedural instructions and to convert these to proper actions.

Ability to apply written instructions such as codes, regulations and policies to a variety of actual circumstances.

Ability to use a computer.

Ability to exercise sound judgment in all instances based upon knowledge/training gained through department sponsored programs, minimizing potential harm to inmates, the public and oneself.

Ability to plan, assign, schedule and supervise the work of subordinates.

Ability to communicate effectively both orally and in writing.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

One (1) year of permanent competitive class status in the title of Deputy Sheriff Lieutenant (Custody)

5/97 Revised