

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NEXP	Job Code:	ACV39006
Job Class Code:	660	Salary Schedule:	ASRCORR
EEO Category:	04	Grade:	20B
Workers Comp Code:	7720		
Job Code Established:	03/02/92	Effective Date:	
Job Code Revised:	11/06/00	Effective Date:	
Job Code Revised:	11/14/05	Effective Date:	01/01/06

JOB CODE SERIES: Public Protection and Public Order

JOB CODE TITLE: CORRECTIONAL CAPTAIN

HRIS TITLE: CORRL CAPTAIN

CHARACTERISTICS OF THE JOB CODE: Works under general direction from a higher authority. Has the authority to develop duty (shift) rosters, posts and assure compliance; review incident reports, initiate investigations and recommend or initiate prescribed actions; evaluate staff and prepare reports; serve in absence of a Correctional Major and/or a Correctional Administrator. Serves as Chief of Security or Assistant Chief of Security for a unit; manages and supervises, through Correctional Lieutenants, the security, custody and discipline of inmate populations; inspects all areas to assure proper security and safety for staff and inmates. Work product consists of all security staff trained and maintaining prescribed security, custody and control of inmate populations; all areas providing security, safety and sanitation for all staff and inmates of a unit; administrative tasks completed. Responsible for directing the security, custody and discipline practices and procedures of a unit; assuring all assigned staff are trained and functioning in the prescribed manner; all communication records, sanitation, safety and security of designated areas as prescribed by policies.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Performs the variety of duties as chief of security or assistant chief of security for a unit; manages and supervises through correctional lieutenants. Plans and implements prescribed security, custody, order and discipline practices and procedures; assures that the required communications, records, sanitation, safety and security are provided for staff and inmates. Develops duty (shift) rosters, posts and assures compliance; reviews assignments/reassignments to maintain the prescribed security and control. As Chief of Security or Assistant Chief of Security of a unit, gathers, compiles, analyzes, prepares and submits recommendations for operating budgets, staffing position, hiring or disciplinary actions or staff and other related administrative activities. Serves as member of classification, disciplinary and other staff committees; reviews reports and recommendations, analyzes and prepares final recommendations or decisions, as appropriate.

Attends meetings of the inmates' care and treatment teams; participates in reviews and analysis of reports; provides and receives information; participates in decision making; assures that security staff are briefed on proper security activities and that inmates are provided due process and movements, as decided. Develops and distributes security operating procedures and assures compliance by security staff; conducts inspections of duty areas to evaluate and effect changes, as required; prepares and submits required reports. Provides and encourages in-service training for all security staff to improve and enhance work activities. Serves as "Duty Officer of the Day" on a rotation schedule, as required. Serves in absence of Correctional Major and/or a Correctional Administrator, as required. Interacts with staff and inmates; receives and provides information, including paraprofessional counseling and crisis intervention, as indicated; prepares reports with recommendations; initiates appropriate actions. Attends unit staff meetings as chairperson; listens and directs discussion; leads in problem solving and decision-making. Attends institutional and department level staff meetings; provides and receives information; participates in problem solving and decision-making. Confers with superior; discusses work related problems, including

employee/inmate relationships; participates in problem solving and decision-making. Performs related work as required.

WORK CONDITIONS: Shift work and stand-by, as required; exposure to hazards associated with duties maintaining security, order and discipline of inmates in and outside of an institution.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: methods and practices of security, custody and discipline of a correctional unit; Federal, State and agency laws, rules, regulations, policies and procedures governing the custody and control of inmate populations; methods and techniques of management and supervision; methods and techniques of paraprofessional counseling as applied within the rehabilitative programs of the unit; methods and techniques of training staff in the security practices and procedures; rules and policies governing classification, discipline and due process of the inmate populations; methods and techniques of performing the administrative work appropriate to the assignment.

Skill in/Ability to: establishing and maintaining the prescribed security, custody, order and discipline programs of a unit; applying and interpreting the Federal, State and agency laws, rules, regulations, policies and procedures governing custody and control of inmates; applying the methods and techniques of management and supervision; applying and training in the methods and techniques of paraprofessional counseling and crisis intervention of inmates; applying and interpreting the rules and policies governing the classifications, disciplines and due processes of the inmate population; verbal and written communications as required by the duties and assignments in a correctional setting; interpersonal relationships within a correctional setting; maintaining a calm and even temperament during emergency situations; performing the administrative work activities appropriate to the assignment.

KSAs are typically obtained through experience and/or education in:

- Two years of experience as a Correctional Lieutenant in the Arizona Department of Corrections.

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS: Some positions require a medical/physical evaluation, psychological examination, pre-employment drug screening, and undergo a background investigation prior to appointment; A current Arizona driver's license appropriate to the assignment is required at the time of appointment.