

CLASS TITLE: CORRECTIONAL OFFICER CAPTAIN

Class code: 02184400
Pay Grade: 30A
EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the work of all Correctional Officers and other subordinates on an assigned shift; to serve as a part of the management team by assigning, overseeing and reviewing the work of subordinates; to participate in the establishment of performance standards for subordinates and take corrective measures to implement these standards; when designated to act as Associate Director in their absence; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Associate Director from whom are received general and specific directions; work is subject to review, usually upon completion, for conformance to policies, rules, regulations and for results obtained.

SUPERVISION EXERCISED: To plan, supervise and review the work of subordinate Correctional Officers and other assigned institutional personnel; reviews work through frequent inspections for adherence to rules and regulations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the work of all Correctional Officers and other subordinates on an assigned shift.

To serve as a part of the management team by assigning, overseeing and reviewing the work of subordinates.

To participate in the establishment of performance standards for subordinates and take corrective measures to implement these standards.

When designated, to act as Associate Director in their absence.

To direct and supervise all custodial and correctional activities within the institution as: preparation of roll calls, work assignments and work posts for the staff of each shift; schedules for relief, sick leave and annual leave for officers; coordination of the correctional, custodial, medical, recreational and other services within the institution; development of safety practices, security procedures and disciplinary control; oversee the operation of fire drills, riot and escape plans; detention of inmates and security of the institution by effective disposition of personnel and establishment of controls through the use of towers, fences, systematic inmate counts, systematic checks of locking devices, etc.; and control of contraband by frequent and irregular shakedowns of inmates, their living quarters and work areas.

Responsible for the safe and secure operation of correctional facility (or portion thereof).

Ensure all security practices are effectively applied and comply with Department of Corrections policy and constitutional law.

Ensure the constitutional rights of inmates are protected at all times.

To make frequent inspections of all areas and posts of the institution to insure compliance with all rules and regulations.

To investigate and report to a superior all cases that in any way endanger the security of the institution.

To participate in programs designed for the training of correctional personnel.

To work closely with psychiatric and psychological personnel in dealing with deviant inmates.

As required, to assist in the preparation of the departmental budget.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, methods and techniques of correctional, custodial and rehabilitative work and departmental policy; and the ability to apply such practices, methods and techniques; a working knowledge of, and skill in the use of, firearms and other protective weapons as well as physical defense techniques; the ability to handle difficult inmate problems; the ability to exercise good judgement in recognizing and dealing with the personal, emotional and adjustment problems of inmates under varying conditions; the ability to make important decisions in emergency situations and to act in a manner conducive to the safety and security of all personnel and inmates; the ability to train Correctional Officers and other custodial personnel in the application of accepted correctional, custodial and rehabilitative practices, methods and techniques; the ability to plan, supervise and review the work of all Correctional Officers and other personnel on an assigned shift; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in work of a kind and level of a Correctional Officer - Lieutenant in a state correctional institution.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

A promotion to a Captain will require five (5) years of experience as a Correctional Officer or a Lieutenant or a combination of five (5) years of experience as a Correctional Officer and/or Lieutenant or five (5) years of similar experience.

SPECIAL REQUIREMENT: The following conditions of employment must be met at the time of appointment:

Must have successfully completed the eight week correctional officer training program.

Must be capable of performing (with or without reasonable accommodations) the essential duties as evidenced by a physician's certificate from a physician designated by the Department of Corrections.

In accordance with RIGL 42-28.3-1 no person shall be appointed temporary, probationary, or permanent until they shall have been evaluated and tested by a certified psychologist and receive a satisfactory rating which shall be in writing.

No such appointee shall be given permanent appointment to a position within this class unless he/she shall have met all of the above requirements.

"Every effort will be made to reasonably accommodate an individual who has a disability. Therefore, nothing in this specification shall be interpreted to prohibit the use of such accommodation in order to perform the essential functions of this class."

Class Revised: May 17, 1992

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