

LACKAWANNA COUNTY PRISON CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CORRECTIONS - CAPTAIN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory work functions associated with overseeing the continuing implementation of measures designed for the security, custody, and control of all inmates in the prison.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews candidates for employment; makes hiring and firing recommendations.

Coordinates daily work activities; organizes and prioritizes department workload; prepares work schedules to ensure adequate coverage; maintains attendance records; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Maintains records pertaining to employee attendance, available vacation/sick benefits, and other personnel/payroll issues; reviews/approves time sheets for shift personnel.

Conducts training for subordinates in methods and techniques used in the administration of corrections; conducts emergency drills; conducts roll calls; ensures that in service training is presented and properly documented.

Develops/implements policies and procedures as required; initiates emergency procedures for riots, fires, or escapes as warranted.

Reviews operational problems and recommends changes in procedures and programs.

Assumes responsibilities of command officer in emergency situations. Investigates injuries, incidents, grievances, complaints, or allegations made by/about staff or inmates; initiates problem resolution; adjusts employee grievances in accordance with the collective bargaining agreement's grievance procedure.

Conducts formal disciplinary hearings for employees; approves disciplinary actions. Chairs disciplinary hearings for inmates as needed.

Coordinates scheduled activities in the facility.

Inspects all areas of the facility to ensure compliance with all standards of security, contraband control, and sanitation; inspects building, doors, fire/safety equipment, locks, alarms and other security devices.

Coordinates availability of support services, including food service, laundry, facility maintenance, commissary, and medical services; supervises distribution of cleaning/sanitation supplies, commissary orders, personal laundry, and bedding for inmates.

Supervises control of inmate personal property, money, and commissary activities.

Interprets and enforces correctional institution rules, regulations and procedures; maintains inmate discipline; maintains a secure and peaceful environment in the facility.

Supervises receiving/processing of incoming inmates to the facility, including completion of applicable forms, securing of personal property, and explaining of facility rules, regulations and procedures; authorizes searches of new commitments.

Lackawanna County Prison

Corrections Captain

Ensures proper release of inmates from the facility; reviews/approves releases. Schedules and coordinates transport of inmates for medical appointments, transfers to other facilities, or other purposes.

Supervises and assists with continual monitoring of inmate activities, including during meals, exercise, recreation, work detail, cleaning activities, visitation, personal hygiene, and related activities; supervises various functions associated with ensuring the health, safety and welfare of inmates, which may include issuing meals, providing clothing and supplies, obtaining medical aid, issuing medication or first aid supplies, coordinating visitation, and distributing mail. Organizes/conducts searches of inmates, building, cells, ground areas, transport buses, delivery vehicles, and other areas to locate/remove contraband and to maintain security. Investigates unusual occurrences when needed.

Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, firearms, radio communications equipment, handcuffs, restraining devices, flashlight, fire extinguisher, fire hose, air pack, self contained breathing apparatus, shield, body duress alarm, metal detector, emergency control panels, camera, camcorder, television, VCR, overhead projector, copy machine, facsimile machine, and telephone.

Supervises and performs general maintenance tasks necessary to keep vehicles, equipment and tools in operable condition, which may include inspecting/testing equipment, checking/replacing fluids, washing/cleaning equipment, and cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Performs administrative duties as assigned by the Warden or Assistant Wardens.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in corrections or criminal justice; supplemented by four (4) years previous experience and/or training that includes corrections operations at a Lieutenant or Managerial level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid CPR and First Aid Certification.

Lackawanna County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please submit your letter of interest, resume, and application no later than August 9, 2011 to:

Human Resources, Attn: HR Analyst
Lackawanna County Administration Building
200 Adams Ave 6th Floor
Scranton PA 18503
petersens@lackawannacounty.org
EOE