



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Corrections Captain</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Chief Jailer/Jail Administrator</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Corrections</u>	JOB CODE: 201	

DEFINITIONS:

With limited supervision, plans, organizes and manages the Boone County Detention Facility, trains and manages the staff, resolves inmate problems and grievances, and oversees maintenance of the facility to ensure the safety and security of staff and inmates.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Plans, organizes and manages the Boone County Detention Facility; assigns and manages staff; recommends hiring and promotional decisions; completes performance evaluations; investigates complaints and recommends disciplinary action, as appropriate.

Assists in development of the capital and operating budgets; oversees expenditures; develops plans, procedures and operating policies.

Reviews reports for correctness, completeness and detail; reviews request/grievance forms to monitor trends; assists Division Commander in reviewing inmate classification system and provides guidance as needed; monitors daily operations as it applies to constitutional standards.

Responsible for the actions and interactions of assigned personnel concerning the inmates of the facility and for the welfare and safety of all inmates; listens to complaints from officers in regards to inmates or other staff members; assists officers in appropriate action to be taken; serves as interim appeal for all inmate grievances.

Assists Division Commander in maintaining current information as to trends and changes in the law as it applies to detention facilities and implementing them as policy suggestions or as procedural rules; acts as medical liaison between medical authority and staff; acts as liaison between other agencies and subsequent requests for housing from other agencies; acts as liaison between Federal Government as it applies to the Federal Bureau of Prison Inmates and the U.S. Marshals Service for housing their respective inmates.

Monitors and directs the Federal Bureau of Prison Work Release Program; supervises outside ground maintenance as it applies to the facility, parking lots and interior security areas conducted by inmate workers.

KNOWLEDGE AND SKILLS:

1. Considerable knowledge of the principles and practices of correctional institutions.
2. Considerable knowledge of the policies and practices of the Boone County Detention Facility.
3. Considerable knowledge of Boone County Human Resources policies and practices.
4. Considerable knowledge of the criminal justice system in the State of Missouri.
5. Considerable knowledge of the court system in the State of Missouri.
6. Considerable knowledge of fire and safety codes.
7. Skill in planning and managing staff.
8. Skill in interacting with people of different social, economic, and ethnic backgrounds.
9. Skill in maintaining objectivity and confidentiality in dealing with inmates.
10. Skill in communicating with inmates and mediating difficult situations.
11. Skill in writing reports and correspondence.

MINIMUM QUALIFICATIONS:

Bachelor's degree and a minimum of five years of experience in a correctional facility, including three years in a management roles; must possess a clear criminal record (excluding traffic violations), and visual of at least 20/100 correctable to 20/20.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)