



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Detention Captain</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/>
<b>REPORTS TO:</b> <u>Jail Administrator</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>01/24</u>
<b>DEPARTMENT:</b> <u>Detention</u>	<b>JOB CODE:</b> <u>201</u>	

**SUMMARY:**

With limited supervision, plans, organizes and manages the Boone County Jail; trains and manages the staff; resolves detainee problems and grievances; and oversees maintenance of the facility to ensure the safety and security of staff and detainees.

**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 Jail; 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 Branch Commander in reviewing detainee 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 detainees of the facility and for the welfare and safety of all detainees; listens to complaints from officers in regard to detainees or other staff members; assists officers in appropriate action to be taken; serves as interim appeal for all detainee grievances.

Assists Branch 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 detainees.

Performs notable tasks and/or responsibilities (i.e. collateral assignments) above that which are required as part of the basic duties of a Detention Lieutenant.

**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 Jail.
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 detainees.
10. Skill in communicating with detainees and mediating difficult situations.
11. Skill in writing reports and correspondence.
12. Also responsible for the knowledge and skills required of a Detention Lieutenant, to include:
  - a. Good knowledge of the principles and practices of correctional institutions.
  - b. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
  - c. Some knowledge of the criminal justice system in the State of Missouri.
  - d. Some knowledge of the court system in the State of Missouri.
  - e. Skill in interacting with people of different social, economic and ethnic backgrounds.
  - f. Skill in maintaining objectivity and confidentiality in dealing with detainees.
  - g. Skill in communicating with detainees and mediating difficult situations.
  - h. Skills in writing reports and correspondence.
  - i. Good knowledge of the layout of the Boone County Jail (BCJ).
  - j. Good knowledge of the policies and practices of the BCJ.
  - k. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
  - l. Skills in communication with people under temporary or prolonged emotional distress.
  - m. Ability to communicate effectively and concisely, orally and in writing.
  - n. Skills in writing reports and correspondence.
  - o. Strong multitasking skills, along with the ability to prioritize tasks are required.
  - p. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
  - q. Ability to deal professionally and courteously with the public and city and county officials.

- r. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
  - s. Ability to monitor, both visually and auditorily, of detainees.
  - t. Ability to receive and relay information accurately.
  - u. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
13. Also responsible for the knowledge and skills required of a Detention Sergeant, to include:
- a. Good knowledge of the principles and practices of correctional institutions.
  - b. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
  - c. Some knowledge of the criminal justice system in the State of Missouri.
  - d. Some knowledge of the court system in the State of Missouri.
  - e. Skill in interacting with people of different social, economic and ethnic backgrounds.
  - f. Skill in maintaining objectivity and confidentiality in dealing with detainees.
  - g. Skill in communicating with detainees and mediating difficult situations.
  - h. Skills in writing reports and correspondence.
  - i. Good knowledge of the layout of the Boone County Jail (BCJ).
  - j. Good knowledge of the policies and practices of the BCJ.
  - k. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
  - l. Skills in communication with people under temporary or prolonged emotional distress.
  - m. Ability to communicate effectively and concisely, orally and in writing.
  - n. Skills in writing reports and correspondence.
  - o. Strong multitasking skills, along with the ability to prioritize tasks are required.
  - p. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
  - q. Ability to deal professionally and courteously with the public and city and county officials.
  - r. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
  - s. Ability to monitor, both visually and auditorily, of detainees.
  - t. Ability to receive and relay information accurately.
  - u. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
14. Also responsible for the knowledge and skills required of a Detention Officer, to include:
- a. Good knowledge of the principles and practices of correctional institutions.
  - b. Good knowledge of the policies and practices of the Boone County Sheriff's Office and the Boone County Jail.
  - c. Some knowledge of the criminal justice system in the State of Missouri.
  - d. Some knowledge of the court system in the State of Missouri.

- e. Skill in interacting with people of different social, economic and ethnic backgrounds.
  - f. Skill in maintaining objectivity and confidentiality in dealing with detainees.
  - g. Skill in communicating with detainees and mediating difficult situations.
  - h. Skills in writing reports and correspondence.
  - i. Good knowledge of the layout of the Boone County Jail (BCJ).
  - j. Good knowledge of the policies and practices of the BCJ.
  - k. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
  - l. Skills in communication with people under temporary or prolonged emotional distress.
  - m. Ability to communicate effectively and concisely, orally and in writing.
  - n. Skills in writing reports and correspondence.
  - o. Strong multitasking skills, along with the ability to prioritize tasks are required.
  - p. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
  - q. Ability to deal professionally and courteously with the public and city and county officials.
  - r. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
  - s. Ability to monitor, both visually and auditorily, of detainees.
  - t. Ability to receive and relay information accurately.
  - u. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.
15. Also responsible for the knowledge and skills required of a Control Room Officer, to include:
- a. Good knowledge of the layout of the Boone County Jail (BCJ).
  - b. Good knowledge of the policies and practices of the BCJ.
  - c. Ability to communicate effectively and efficiently with people from all cultural, social, economic, and diverse backgrounds in varying situations.
  - d. Skills in communication with people under temporary or prolonged emotional distress.
  - e. Ability to communicate effectively and concisely, orally and in writing.
  - f. Skills in writing reports and correspondence.
  - g. Strong multitasking skills, along with the ability to prioritize tasks are required.
  - h. Knowledge of the policies and practices of the Boone County Sheriff's Office and Boone County Jail.
  - i. Ability to deal professionally and courteously with the public and city and county officials.
  - j. Ability to function efficiently under temporary and prolonged stress and handle several functions simultaneously.
  - k. Ability to monitor, both visually and auditorily, of detainees.
  - l. Ability to receive and relay information accurately.

- m. Ability to speak clearly, concisely, and accurately over radio and telephone equipment.

**PHYSICAL DEMANDS:**

Ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions: perform multiple physical tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

**WORK ENVIRONMENT:**

This position regularly operates in a professional environment and is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; risk of civil litigation due to the performance of duties.

Work may be performed in various settings and weather conditions (e.g., extreme temperatures and precipitation).

Duties are generally performed on an assigned shift, but the Detention Captain may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best contribute to the efficient and effective operations of the jail.

May be required to wear uniform or plain clothes in performance of assigned duties.

Position requires the ability to work overtime when necessary, as well as the ability to work different shifts, including holidays and weekends.

**MINIMUM QUALIFICATIONS:**

- Must meet the minimum qualifications for the position of Detention Lieutenant.
- Minimum of five (5) years' experience in a correctional facility, including three years in a management role.
- No written reprimands in the previous two (2) years.
- Must pass a pre-employment drug screen as well as physical and psychological examinations.

- Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skills that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skills may change at any time with or without notice.*