

**DOÑA ANA COUNTY**  
**CLASSIFICATION SPECIFICATIONS**  
**DETENTION CAPTAIN of OPERATIONS**

**PURPOSE:** Under the general supervision of the Deputy Director, is responsible for managing, supervising and coordinating the classification system and its sub-sections and all operational activities of the Detention Center.

**EDUCATION and/or EXPERIENCE:** Bachelors' degree in public administration, law enforcement, criminal justice, counseling, or psychology and four (4) years of increasingly responsible work experience in a corrections or detention facility, including two (2) years managerial/supervisory experience. Substitution of education/experience allowed as per county policy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. Specific essential functions are identified for position recruitment or other administrative procedures.

**Management Duties**

Provides oversight and direction of the classification systems and its sub-sections and all operations of the Detention Center. Develops and implements operations shift systems and ensures policies and procedures consistency between shifts. Resolves complex administrative support problems in area of responsibility. Communicates with the public, co-workers, and supervisors to give directions, delegate assignments, and listen to and resolve complaints. Responds to inmate concerns regarding due-process issues. Reviews and Reports (at least once per week) all detainee and staff personal injury incidents to Deputy Director weekly. Coordinates security rounds of Detention Center (inside and outside) to ensure security of the Detention Center. In area of responsibility, provide oversight and generates training of incident reports, daily logs, time sheets, written reports and leave requests to ensure that documentation has been completed accurately and timely, and for legal compliance requirements and adherence to guidelines and procedures. Responsible for knowing and abiding by all department and county policies and procedures. In areas of responsibility provide oversight and corroborate with facility maintenance by providing oversight of maintenance facility checklist of the outside and inside of the facility monthly. Respond as assigned for critical incident command post assignments.

**Supervisory Duties**

Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsible for planning, assigning and monitoring delegated work duties to Lieutenants and Sergeants in areas of responsibility. Evaluates work performance of Lieutenants and Sergeants. Conducts briefings with staff to address operational issues. Provides day-to-day assistance, guidance and oversight of Lieutenants and Sergeants. Completes employee scheduling to ensure adequate coverage. Attends required training and recommends training for subordinate staff. Arranges in-service training programs and conducts classes to develop the skill of staff. Oversight and provides guidance to Lieutenants on written employee reprimands, and conducts or participates in counseling sessions of employees.

**Command Staff Responsibilities**

Assists in accomplishing the mission, goals and long-range planning of the Detention Center. Immediately informs the Detention Director of unusual incidents and/or emergencies. Participates as a member of the Facility Command Staff meetings and planning sessions.

**WORK SCHEDULE:** Typically this schedule will be Monday – Friday, may include weekends as needed, may be a rotating schedule as needed or as Detention Director identifies.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Must have knowledge of:**

**Knowledge of:**

Federal, State and County laws, codes and regulations, and standards and safety rules pertaining to the operation of a detention center.

Applicable laws, ordinances and policy concerning detainee rights and detention operations

Principles and practices of modern detention and protective care methods.

Basic self-defense, first aid, and CPR.

Social work principles and practices as they apply to the care and custody of delinquent youths.

Organization and operation of the criminal justice system.

Principles and practices of effective supervision, leadership, training, and performance evaluation.

Business English, spelling, grammar and punctuation and basic arithmetic.

**Ability to:**

Recommend and implements goals, objectives, and practices for providing effective and efficient services.

Interpret and apply pertinent state and local policies, procedures, laws and regulations.

Enforce facility rules and regulations in a positive manner.

Model professional behaviors and attitudes for subordinate staff.

Exercise good judgment and exercise a positive attitude toward detained individuals.

Firmly and impartially supervise, train and evaluate assigned staff.

Communicate both orally and in writing, including making oral presentations to large groups of people.

Establish and maintain effective and cooperative working relationships with others.

**Skill in:**

Basic and complex problem solving

Utilization of necessary computer applications at an advanced level including word processing, spreadsheet and customized detention software programs.

Technical level reading, writing and mathematical calculations.

Proper, efficient records management and retention.

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly is required to sit, talk and hear. The employee frequently is required to use hands to finger, handle, and feel objects, tools or controls. Reach with hands and arms. The employee frequently is required to stoop, kneel or crouch. The employee occasionally is required to stand and walk.

The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision requirements for this job are close vision and the ability to adjust focus.

In the event of an emergency, the Captain must be able to perform physical functions required of a Captain as follows:

Respond to emergencies, e.g., run at full speed at a distance of 600 feet or more without being out of breath, and then be able to assist staff and/or detainee on the scene.

Buddy lift and/or move detainees, restrain detainees when necessary, assist disabled detainees with showering or other personal needs, and regularly carry up to 80 pounds.

Bend over and lift up to 60 pounds from ground level to waist level at least twice a day.

Climb or descend stairs as many as 50 times a day.

Carry approximately 8 pounds on waist for entire 12-hour shift.

Work with arms bent or extended for up to 4 hours at a time.

WORK ENVIRONMENT: Usually most duties are performed indoors under normal controlled temperature conditions. Work surfaces is even, carpeted, tiled and/or a concrete floor. On occasion duties may need to be performed outdoors as situations dictate.

Employee is exposed to health hazards including an emergency or dangerous situations that may result in personal injury, death or hostage situations, poor personal hygiene of detainees, and to infectious diseases carried by detainees.

Employee is exposed to long-working hours and job induced emotional and mental stress and tension.

NOTE: This job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of the designated employee.

Department Director: C. [Signature] Date: 5.14.09

Human Resources: [Signature] Date: 5.15.09