

**DEPARTMENT:** NIAGARA COUNTY SHERIFF'S OFFICE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** NOVEMBER 27, 2023

**CORRECTION CAPTAIN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves maintaining the safety and security of staff and property as well as overseeing the care, custody and well-being of inmates. Correction Captains function as facility supervisors to ensure compliance with facility operating rules and regulations. An incumbent develops and implements on-the-job training programs for staff to both orient new personnel and improve skills of existing staff. The work is performed under general direction with leeway allowed for the exercise of independent judgment in carrying out details of the work. This class differs from that of Correction Lieutenant by virtue of budget preparation responsibility, increased supervisory and overall facility security responsibilities. Supervision is exercised over the work of Correction Lieutenants, Correction Sergeants, and Correction Officers. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises Correction Lieutenants by issuing orders and disseminating required information to subordinate correction staff to ensure secure correctional facilities;
2. Develops, coordinates and oversees social, educational and recreational activities and programs for inmates;
3. Observes and supervises subordinate correction staff in the performance of their duties by making periodic tours of correctional facilities;
4. Provides administrative support to the Deputy Chief Jail Administrator to meet division objectives;
5. Reviews employee appraisals on correction staff, reviews marginal employees and directs the appropriate response in an effort to improve performance;
6. Adapts and develops new or revised practices for security, inmate custody and control in response to changing situations at the facilities by evaluation of problems, on-site inspection and consultation with employees;
7. Formulates procedures for control of contraband and orders searches as required;
8. Develops security plans for county facilities including access, issuance and use of keys, weapons and other equipment;
9. Develops procedures to facilitate employee training, use of weapons, chemical restraining agents and other safety and emergency equipment;
10. Oversees the inmate telephone system, the video visitation system, the jail management and records system, the maintenance and support staff;
11. Prepares a variety of records and reports;
12. Assists with budget preparations for the division, reportable incidents to the SCOC and other statistical reporting;
13. Provides support and assistance to Correction Lieutenants to direct the operation of the tours, including the providing of relief in command of a tour when required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the rules, regulations, and requirements of the Correction Law governing the treatment of inmates, safety and security of the facility and department employees; thorough knowledge of the layout and location of security personnel post assignments of correctional facilities; thorough knowledge of the problems of correctional facility inmate supervision; thorough knowledge of search and frisk methods; thorough knowledge of the proper function of correctional facility security equipment; good knowledge of the safe use of chemical restraining physical techniques; good knowledge of human behavior in relation to correctional facility inmates; good knowledge of budgeting process to identify and support personnel and equipment needs for a security facility program; ability to plan for and train subordinate correction staff in work situations; ability to read, understand and interpret reports, rules and regulations governing the operation of a correctional facility; ability to take charge and determine appropriate action in emergency situation; physical condition commensurate with the demands of the position.

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

**Eligibility for participation in promotional examination:**

Three (3) years of permanent competitive status as any combination of Correction Lieutenant and/or Correction Sergeant with the Niagara County Sheriff's Office immediately preceding the date of written examination.

**Eligibility for permanent appointment from eligible list:**

Five (5) years of permanent competitive status as any combination of Correction Lieutenant and/or Correction Sergeant with the Niagara County Sheriff's Office by date of appointment.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State driver's license at time of appointment and for the duration of employment.