



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CORRECTIONAL CAPTAIN	41*	D	13.309

Under general supervision of the Assistant Warden of Operations, has administrative and supervisory responsibility for all uniformed staff engaged in monitoring, controlling and directing inmates and oversees the day-to-day shift security operations within assigned institution or facility. This is the second level of a security management team headed by the Associate Warden of Operations. It is distinguished from lower level custody personnel by administering operations for the security of a major correctional institution or facility and responsibility for all custody activities including the armory and special housing units (i.e., infirmary, death row, segregation units). The majority of inmates supervised are at maximum or medium level custody.

Ensure adequate security and staff coverage for assigned institution and that compatibility of assignments between post and the incumbent's experience level are considered; assist the Associate Warden of Operations in developing the Master Shift Roster.

Monitor staff performance in the execution of assigned duties by direct observation and review of shift logs and reports; evaluate employee performance and prepare appraisals.

Assess training needs of staff and recommend appropriate training programs and/or their development; make recommendations to the Associate Warden of Operations.

Control all weapons, ammunition, chemical agents, and other security equipment in the institution armory; authorize access of custody staff to the armory and deploy the use of resources and equipment in the event of an emergency.

Inspect the institution or facility for security, safety and conditions of the housing units to ensure that policy and procedure are followed and the safety and sanitary conditions of the institution are maintained.

Review inmate movement and transportation requests determining level of security required; identify all inmates leaving the institution and ensure compliance with security policy and procedure.

Review all misconduct reports and unusual incident reports prepared by custody staff; ensure that corrective action is taken according to institutional procedure and the Code of Penal Discipline; may terminate inmate visitation when appropriate.

Serve as Emergency Response Commander by initiating response team and notifying prison administration and/or outside law enforcement agencies to control situation; authorize emergency head counts and cell searches.

Assist the Associate Warden of Operations in the development of institutional procedures and post orders, and budget preparation by projecting staffing and equipment needs.

Perform related duties as assigned.

*** Reflects special salary adjustments of 3 grades granted by the Legislature to improve recruitment and retention.**

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Applicants must meet minimum standards for appointment as a peace officer as established in the Nevada Revised Statutes and Nevada Administrative Code.

EDUCATION AND EXPERIENCE: Two years of experience as a Correctional Lieutenant in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Knowledge of: security principles and practices; the principles and tactics governing the use of physical and deadly force within current legal and departmental guidelines; the principles and practices of administration of corrections as related to the criminal justice system; the use and deployment of firearms, chemical agents, restraints, and other security devices. **Ability to:** supervise (e.g., hire, train, assign and review work, motivate, prepare performance evaluations, and handle disciplinary actions); interpret inmate behaviors and activities accurately as they affect the security of the institution during emergency situations, gang activity, or inmate disturbances; interpret written policies, procedures and post orders; evaluate emergency situations and take or recommend corrective measures; develop, write, and evaluate policies, procedures, and post orders.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Knowledge of: personnel administration related to the hiring, disciplining, and motivation of employees; interpersonal relations and group dynamics related to personnel practices. **Ability to:** write technical and evaluative reports; enforce institutional rules and regulations with impartiality; manage aggressive behavior and conflict situations of inmates; interpret and apply directives such as provisions of agency rules and procedures, and post orders; assist with budget preparation and preparation of special reports and studies; manage and monitor a budget.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

13.309

ESTABLISHED:	7/1/91P
	7/6/90PC
REVISED:	5/29/92PC
REVISED:	1/1/01LG
REVISED:	3/29/01UC
REVISED:	7/1/01LG
REVISED:	7/1/05LG
REVISED:	10/1/07LG