

**SNOHOMISH COUNTY JOB DESCRIPTIONS
CORRECTIONS CAPTAIN**

Spec No. 1036

BASIC FUNCTION

To plan, coordinate, supervise and manage a Division within the Corrections Bureau of the Snohomish County Sheriff's Office.

STATEMENT OF ESSENTIAL DUTIES

1. Plans, coordinates and manages a division within the Corrections Bureau; coordinates division activities with the courts, Prosecuting Attorney's Office, law enforcement agencies, social service agencies, other corrections agencies and other divisions within the Sheriff's Office.
2. Directs, supervises and evaluates the work of subordinate supervisors, and staff; establishes staffing and scheduling requirements; reviews staff decisions in relation to office policies, division procedures and objectives; recommends various personnel actions to the Major, including selection, promotion, reassignment and discipline.
3. Develops division program objectives, procedures and work standards and implements them upon approval of the Major; develops plans for on-going programs, response to change in statutory and court ordered requirements, and emergency situations.
4. Develops budget, performance measures and other data and recommendations for the Bureau's annual budget; reviews expenditure and cost data to identify problems and achieve better economy in operations.
5. Reviews operations and inspects the jail facility as necessary to evaluate performance and ensure that statutes, regulations, mandatory standards and office policies are being followed; notifies the Major of any significant violations or irregularities.
6. Assess as necessary escape, hostage and riot situations involving inmates who are in custody, whether occurring in the jail facility or outside it; assists in coordinating command and control of the situation.
7. Reviews reports of violations of inmate rules of conduct; determines whether charges will be dismissed, forwarded to the Prosecuting Attorney's Office for criminal prosecution or taken to a disciplinary hearing; hears and decides charges or appoints a hearing board.
8. Reviews and approves classification committee recommendations concerning inmate housing assignments, lock downs, segregations and early releases; testifies in court as necessary.

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STATEMENT OF OTHER JOB DUTIES

9. Prepares and reviews a variety of reports and correspondence.
10. Performs related duties as required.
11. Performs all other work required within the guidelines set by the Bureau Chief or Major.

MINIMUM QUALIFICATIONS

High school diploma or GED certificate. Must be a United States citizen, at least 21 years of age, no maximum age. Possession of, or ability to obtain, a valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

SPECIAL REQUIREMENTS

Five (5) years of experience in detention and corrections including a minimum two (2) years of supervisory experience in a position equivalent to a first level supervisor; OR, any equivalent combination of training and/or experience that demonstrates a continuous increase in supervisory responsibilities and provides the required knowledge and abilities is preferred.

The appointing authority determines education/experience or any equivalent combination of training and/or experience, which provides the required knowledge and abilities. This is an exempt personnel position and serves by appointment and pleasure of the Sheriff; reports directly to the Major of Corrections.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- penology, correctional institution management and Washington State civil and criminal codes relating to the operation of jails and inmate rights
- basic principles and practices of program planning, organization and administration
- court procedures and risk management principles
- the principles and practices of effective supervision

Ability to:

- plan, coordinate, supervise and evaluate the work of subordinate employees;
- analyze operations and take effective action to correct deficiencies and resolve problems
- develop program plans and evaluate work accomplishments
- read, interpret and apply laws, rules, regulations and legislation governing division operations including county personnel rules, civil service rules, and labor agreements
- express and exchange ideas clearly with persons of widely varied intelligence and education

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- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, employees of other agencies and with the general public
- communicate effectively both orally and in writing
- prepare a variety of correspondence, reports and other written materials

SUPERVISION

The employee reports to the Major of Corrections. The work is performed with a high degree of independence and is reviewed through conferences, periodic reports and results obtained. The employee supervises the work of first and second supervisors, both uniformed and non-uniformed, and other personnel as assigned.

WORKING CONDITIONS

Much of the work is performed in the usual office environment. However, the employee is also required to spend a considerable amount of time inside the secure and non-secure portions of a maximum security jail. Positions in this class typically require wearing protective gear such as body armor and gun belt; and constant work in high stress, demanding situations. The employee is on call twenty-four (24) hours a day, seven (7) days a week to respond to emergencies that may arise. The employee may also periodically work swing and graveyard shifts to personally observe operations.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1980 as Director of Detention Services

Previous Spec. No. 231132

Revised and Retitled: August 1983 Detention Manager, April 2010 as Corrections Captain

EEO Category: 1 - Officials and Administrators

Pay Grade: 112 - Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous