



Pennington County
Captain
(Exempt C52)

Position Objective:

The Captain at the Pennington County Jail is responsible for the overall safety and security of the facility in the absence of the Jail Commander; charged with the care and custody of the inmates and staff they supervise. The Captain is responsible to oversee daily operations of the jail in multiple capacities. The Captain is responsible for evaluating upper-level supervisors on an annual basis. The Captain is responsible to maintain accurate and timely evaluations on all designated support and security personnel. As an essential part of the leadership team, the Captain position requires on-going support and recognition of the facility goals as well as a working partnership with the Jail Commander.

The Captain may be assigned to oversee personnel and operations for either the security or support services functions of the Pennington County Jail.

Essential Functions:

- Bearing responsibility for the efficient operations of the facility management team.
- Reviewing and responding to external agency requests.
- Serving as acting facility manager in the absence of the Jail Commander.
- Reviewing, evaluating, and making recommendations regarding facility reports, major support and security infractions of both inmates and staff incidents.
- Conducting and/or facilitating annual Handbook and Post Order revisions.
- Conducting and/or facilitating weekly housing inspections.
- Reviewing, evaluating and making recommendations regarding Notice of Rule Infractions and disciplinary outcomes.
- Reviewing, evaluating and making recommendations regarding inmate 2nd level appeals and grievances.
- Participating in established facility committees as deemed appropriate by the Jail Commander.
- Assisting in the collection, implementation and future recommendations of ACA standards.
- Evaluating Jail Lieutenants on an annual basis.
- Maintaining timely annual evaluations on all support and security personnel.
- Preparing and submitting budget requests, controlling expenditures for all security functions.
- Researching best practices and drafting feasibility studies with recommendations for implementation.
- Contributing to the team effort by accomplishing additional requirements as needed.
- Participating in annual review of the Jail Mission Statement, goals, multi-year strategic plan and objectives.
- Staying current on legal issues effecting jail operations.
- Continued educational training in jail management and public administration.
- Participation in the preparation of Annual Training Plan.
- Participation in the preparation of Annual Staffing Plan.

- Attending meetings and trainings as assigned.
- Other duties as requested.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required; formal education in human services or criminal justice desired.
- Must be in the Correctional Officer ranks, in good standing and beyond the probationary period.
- South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in an office.

Physical Requirements:

The Captain can expect to frequently stoop, kneel, crouch, stand, climb stairs, walk, and sit. Other physical demands include periodic high levels of exertion in the form of unarmed self-defense and lifting and/or moving more than 100 pounds. The Captain must possess sufficient physical capability to overcome and restrain a combative or resistive detainee and are required to demonstrate compliance with physical fitness standards annually.