



Pennington County Sheriff's Office Job Description

Job Title: Support Captain

Division: Jail

Reports To: Commander

Grade: 23

FLSA Status: Exempt

Approved Date: 2012

Job Summary

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 Support Captain is responsible for personnel and services provided by the medical, mental health, food, building and maintenance, electronic monitoring and work release functions under the Pennington County Jail. As many of these functions extend into the other divisions of the Sheriff's Office the Support Captain works collaboratively with the ATS and JSC command staff to ensure quality services.

Essential Duties and Responsibilities

- Overseeing personnel assigned to include selection, scheduling, performance management, training and disciplinary action.
- Bearing responsibility for the efficient operations of the facility management team.
- Overseeing Work release operations.
- Overseeing Programs/Trustee Operations.
- Reviewing and responding to external agency requests.
- Serving as acting facility manager in the absence of the Jail Commander.
- Oversees the Medical and Maintenance Department areas.
- Reviewing, evaluating, and making recommendations regarding inmate grievances.
- Participating in established facility committees as deemed appropriate by the Jail Commander.
- Assisting in the collection, implementation and future recommendations of ACA standards.
- Maintaining timely annual evaluations on all support and security personnel.
- Contributing to the team effort by accomplishing additional requirements as needed.



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- Monitoring Jail contracts for compliance.
- Preparing and submitting budget requests and controlling expenditures for all support service functions.
- Researching best practices and drafting feasibility studies for implementation.
- Participate in the annual review of the Jail Mission Statement, goals, multi-year strategic planning and objectives.
- Staying current on legal issues impacting jail operations.
- Continued education and training in jail management and public administration.
- On-going data analysis to identify trends and workloads.
- Oversight and Development of Annual Training Plan.
- Development of Annual Staffing Plan.
- Attending meetings and trainings as required.
- Other duties as assigned.

Minimum Requirements

- HS Diploma or GED required; formal education in human services or criminal justice desired.
- Must meet the minimum requirements outlined in the global promotional process policy.
- 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.

Pre-Employment/ Internal Promotional Requirements

Applicant will undergo a background investigation and pre-employment drug as outlined in [Global Policy 2-23](#).



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