

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



DETENTION CAPTAIN

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| JOB CODE: 20068 | PAY GRADE: 331 | PAY RANGE: \$112,484 |
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GENERAL DESCRIPTION

Under administrative direction of the Detention and Corrections Bureau Commander, performs advanced, supervisory and technical detention and correctional work of considerable difficulty, exercising command of and/or directing the activities of a specifically assigned correctional division. Assignment requires responsible supervisory security enforcement work in the Pinellas County Sheriff's Office Bureau of Detention and Corrections. Work involves extensive responsibility for utilizing independent judgment and individual initiative in the interpretation of orders, policies, procedures, rules and regulations; in making decisions concerning detention, security, and related technical problems; and in leading subordinate members in routine and emergency situations. The member serves as commander of a large correctional division and is on-call 24-hours a day. Duties require the exercise of command authority in directing all shift operations of the facility. Work is reviewed through review and analysis of reports, records, documentation and periodic staff conferences, for conformity and the attainment of goals, objectives and results. Performs other work as directed.

This position requires that the member be certified by the Florida Criminal Justice Standards and Training Commission in compliance with Chapter 943 F.S.S as well as meet the minimum vision requirement of 20/30 corrected, in each eye.

The primary duties and responsibilities in this position are the custody and physical restraint, when necessary, of prisoners or inmates within a prison or other criminal detention facility, or while on work detail outside the facility, or while being transported.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Coordinates and directs correctional staff and support services; reviews subordinate performance;
- Reviews the effectiveness of facility operations and programs to ensure compliance and adherence to established work methods, procedures, policies, rules, and regulations; initiates corrective action and/or disciplinary measures as indicated;
- Adjusts the relative strength of shift personnel assignments as needed;
- Supervises the conduct of major investigations within a correctional facility during special and emergency situations, assuming charge of operation in such unusual situations and develops and modifies plans covering such emergencies;



- Participates in Sheriff's Office recruitment and community relations activities as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to plan, assign, supervise and review the work of a large number of members directly and through subordinate members
- Ability to observe situations analytically and objectively and to express oneself clearly, concisely and effectively, orally and in written reports
- Ability to react quickly and calmly and to direct and coordinate the work of subordinates in an emergency
- Ability to enforce laws, rules, and regulations firmly, tactfully and impartially, and deal harmoniously with members and the general public
- Ability to receive orders from superiors and transmit them to subordinates in a firm and tactful manner
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.