

EDITED KSAPC LISTING

CLASSIFICATION: CAPTAIN, ADULT INSTITUTION

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of the principles and practices of correctional administration and criminology, to effectively evaluate existing processes and/or develop policies and procedures as needed for program effectiveness.
K2.	Advanced knowledge of inmates' attitudes, problems and behaviors under restraints in order to effectively manage the daily operations within a correctional setting and to provide a systematic process for the programming, housing and custody decisions.
K3.	Advance knowledge of supervisory techniques and methods of maintaining discipline, both of staff personnel and inmates to effectively manage daily operation within a correctional facility.
K4.	Advanced knowledge of principles, methods, and level of custodial care/treatment and discipline of inmates in order to effectively manage the daily operations within a correctional setting, provide a systematic process for the programming, housing and custody decisions.
K5.	Comprehensive knowledge of interview techniques in order to obtain information from others, etc.
K6.	Basic knowledge of the literature in the fields of correctional administration and criminology (e.g., Black Hand, Soledad Brothers, The Art of War, etc.) to understand the criminal mind.
K7.	Basic knowledge of the laws, rules and regulations pertaining to criminal activities, of various Federal, State, and local law enforcement agencies, courts, Inspector/Attorney General, District Attorney, and functions of the CDCR and term setting authorities to effectively manage the daily operation within a correctional facility.
K8.	Comprehensive knowledge of laws, rules and regulations governing the California Department of Corrections and Rehabilitation (CDCR) in order to effectively manage the daily operation within a correctional facility.
K9.	Comprehensive knowledge of firearms as it applies to its proper operation and handling in order to ensure staff/public safety.
K10.	Comprehensive knowledge of job requirements and the work performed by inmates of a correctional facility to provide a systematic process for the safe and secure management of inmates, escape prevention/apprehension and disturbance control, etc.
K11.	Basic knowledge of principles and practices of business management (e.g., contracts, Budget Change Proposal [BCP], Governor's Budget Reconciliation, etc.) in order to effectively manage the daily operations within a correctional setting.
K12.	Basic knowledge of health and safety standards and laws mandating an environment free of bio-hazards, infectious disease exposure, etc., in order to effectively contain/control and protect all individuals from exposure, etc.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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KSAPC Statements	
Knowledge of:	
K13.	Comprehensive knowledge of personnel management principles and practices as it relates to employee training, development and evaluation to ensure compliance with laws, rules, regulations, and policies and it applies to the CDCR.
K14.	Advanced knowledge of the principles of effective verbal and written communication and group dynamics to accurately and effectively communicate job related information and conflict resolution, etc.
K15.	Comprehensive tactical operational knowledge and situational awareness in order to handle emergency situations.
K16.	Comprehensive knowledge of a supervisors responsibility under the Ralph C. Dills Act to ensure a discrimination-free work environment.
K17.	Advanced knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and processes available in order to ensure a discrimination-free work environment.
K18.	Comprehensive knowledge of a manager's role in this program and the process available to meet EEO objectives to ensure a discrimination-free work environment.
K19.	Comprehensive knowledge of principles and practices of personnel, management/resources (e.g., employee training, development, evaluation, labor agreements, grievance resolution, staff discipline, etc.) in order to effectively manage the daily operations within a correctional setting.
K20.	Comprehensive knowledge of training methods to ensure staff fulfill the daily security operational requirements of the department and meet the developmental needs of the employee.
K21.	Advanced knowledge of the Department's Use of Force policies/procedures and the levels/options available in order to authorize or review Use of Force incidents, etc.
K22.	Advanced knowledge of institution security methods (e.g., electrified fence, secure perimeter, pedestrian/vehicle sally port operations, armed posts, etc.) in order to provide public safety and ensure the security of the institution utilizing laws, rules, regulations, etc. as required.
K23.	Comprehensive knowledge of the various Security Threat Groups I/II (e.g., behavior, activities, structure, etc.) in an effort to minimize disruptions that impede the orderly operation of a correctional setting and provide information to law enforcement agencies for community safety, etc.
K24.	Basic knowledge of the missions and functions of various Federal, State, and local law enforcement agencies, courts, Inspector/Attorney General, District Attorney, and local medical facilities, etc. in order to develop, facilitate, maintain and promote a good working relationship, etc.

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Knowledge of:	
K25.	Comprehensive knowledge of the classification procedures to provide a systematic process for the programming, housing and custody decisions used in the safe and secure management of inmates.
K26.	Advanced knowledge of the inmate disciplinary process to ensure due process rights are afforded and procedural requirements are in compliance with departmental rules and regulations.
K27.	Basic knowledge of the National Incident Management System (NIMS) for incorporation into the emergency operations preparedness plans to successfully mitigate incidents.
K28.	Comprehensive knowledge of the use and proper handling of safety equipment (e.g., soft body armor, chemical agents, mechanical restraints, hand held radio, etc.) in order to be consistent with the laws, rules, and regulations, DOM, etc.
K29.	Comprehensive knowledge and awareness of the office tools available (e.g., computer systems/programs, etc.) to prioritize/organize daily operations.

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KSAPC Statements	
Ability to:	
A1.	Interpret and apply laws, rules, regulations, policies and procedures (e.g., EEO, ADA, "Use of Force" DPP, DDP, etc.) to ensure staff compliance.
A2.	Plan, assign and direct the work of staff in order to achieve the department/institution's vision, values, mission, goals, etc.
A3.	Plan, organize and prioritize the custodial operation to effectively manage the daily operations and to comply with mandated policies and timeframes.
A4.	Provide direction, counseling and training to staff in order to ensure a productive work force, and create and maintain a safe, harmonious and stress-free work environment, etc.
A5.	Enforce rules and regulations with firmness, tact, and impartiality to promote socially acceptable attitudes and behaviors in order to gain compliance and promote a productive work environment.
A6.	Promote socially acceptable attitudes and behavior among inmates to gain compliance with rules, regulations and procedures of CDCR.
A7.	Develop programs to meet the operational goals for the safe custody, discipline, and welfare of inmates in the custody of CDCR.
A8.	Interpret and apply provisions of law and rules to achieve the departments/institution's mission.
A9.	Understand inmate case factors in order to interpret them to others for appropriate action (e.g., housing, program placement, custody level, etc.)
A10.	Coordinate the custodial functions for programs providing health, welfare and rehabilitative services to inmates (e.g., religious services, special activities, etc.) to ensure safety and security.
A11.	Establish, promote and maintain confident and cooperative relationships with other (e.g., departmental employees, contract employees, volunteers, the public, and other State/local agencies, etc.) to promote collaborative participation, enhance morale and productivity, etc.
A12.	Communicate effectively in order to provide information and/or direction/orders to staff, management, inmates, stakeholders and the public.
A13.	Understand and respond to verbal/written instructions to develop the necessary skills and knowledge to perform the daily duties.
A14.	Prepare clear, concise and objective reports in order to accurately document incidents, use of force, appeal responses, etc.
A15.	Analyze situations accurately in order to adopt an effective course of action, prevent operational disruptions, resolve complex issues and complete assignments in the allotted timeframes.
A16.	Gain the respect and cooperation of inmates/parolees, to promote and maintain a professional working environment.

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Ability to:	
A17.	Respond quickly to emergency situations and take appropriate action in order to return to normal operation.
A18.	Support the Department's Equal Employment Opportunity (EEO) objectives (e.g., sexual harassment prevention, discrimination prevention, etc.) in order to ensure a harassment free work place environment and create and maintain a fair and equitable work environment.
A19.	Provide leadership in order to promote and maintain the organizational vision, values, mission, goals and objectives and to maintain safety of others and the security of the institution, etc.
A20.	Identify/recognize all institutional issues and operational resources available in order to maximize operational efficiency and provide support for various programs within a correctional setting.
A21.	Maintain confidentiality in order to ensure the integrity of sensitive/confidential information.

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KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Sympathetic and objective understanding of the problems of persons under restraint.
PC2.	Demonstrated leadership ability, tact, emotional stability and maturity.
PC3.	Demonstrated integrity and ethical behavior.
PC4.	Satisfactory record as a law-abiding citizen.
PC5.	Good personal and social adjustment for correctional work.
PC6.	Courage and alertness.
PC7.	Compliance with Departmental uniform and grooming standards.
PC8.	Neat and personal appearance.
PC9.	Demonstrate interest in and enthusiasm for working with the public, staff, and inmates in order to effectively accomplish the Department's vision, values, missions, goals, etc.

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KSAPC Statements	
<i>Special Physical Characteristics:</i>	
SPHC 1.	Normal/corrected to normal hearing, not less than 15/15 acuity in order to be in compliance with Peace Officer Standards and Training (POST) and safely perform assigned duties.
SPHC 2.	Sound physical ability to effectively perform physical activities (e.g., bend, crouch, twist, kneel, crawl, climb stairs/ladders, lifting, etc.) related to conducting searches, arresting, securing contraband, accessing file cabinets, and entering and exiting a vehicle, etc. as necessary to perform required duties.
SPHC 3.	Manipulate and operate equipment (e.g., firearm(s), chemical agents, cellular phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.) to safely perform the required duties.
SPHC 4.	See at a vision 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in compliance with (POST) in order to utilize weapons, detect and protect oneself and others, identify evidence, identify signs, etc., while performing required duties.
SPHC 5.	Respond to a physically non-compliant inmate to gain compliance, control and effect an arrest, if necessary (e.g., weapon retention, block punch/kick, grab, twist-lock, push, take down, restrain, etc.) while performing required duties.