

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Jail	CLASSIFICATION:	137
SUPERVISOR:	Jail Commander / Lieutenant	SALARY RANGE:	28
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Perform supervisory duties on an assigned shift. Perform all operations of the jail in the receipt, booking, custody and care of inmate under jurisdiction of the Sheriff in accordance with established directives, policies, procedures, and State and Federal law. Ensure the fair and reasonable treatment of inmates and maintenance of proper discipline. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Assist the Jail Manager in planning and supervising shift operations.

Supervise corrections shift(s) including assigning and reviewing work, evaluating performance, training, mentoring and administering appropriate corrective and disciplinary action (coordinated with the Jail Manager as appropriate). Handle employee complaints, including Step 1 union grievances and effectively recommend on hiring and dismissal decisions.

Perform various administrative duties as assigned.

Review work assignments, determine schedules, equipment, materials and staffing needs. Prioritize and schedule projects.

Assist in the preparation of annual estimated personnel, supplies and equipment costs and recommendation of an annual budget as directed.

Receive and process new inmates. Search inmates; collect, record and safekeep inmate personal effects; book, fingerprint, photograph and secure inmates in appropriate housing areas.

Conduct regular security checks of the jail facility, including showers, bathrooms and living areas of inmates. Perform regular security searches of inmates.

Maintain log book and accounts book. Maintain record of events which occur during work hours, prepare written reports and maintain records, including inmate population, incidences of inmate misconduct and other events and jail functions.

Direct work activities of inmate workers. Ensure safe custody of those inmate workers outside the facility that are under the direct supervision of the deputy assigned to work crew detail.

Supervise and control visitors to facility. Monitor telephone calls of inmates when necessary.

Maintain order, discipline, safety and security of inmates and the facility.

Perform activities associated with release of inmates as required, including receipt of bail monies, completion of release agreement forms and required wanted record checks, return of personal property and computer data entry.

Transport and/or ensure custody of inmates in transit to court appearances, hospitals, other correctional institutions, work release sites or other locations.

Inspect jail facility for needed preventive maintenance and safety hazards.

Establish effective working relationships and confer with the community members and general public and assist them in understanding and interpretation of corrections issues. Respond to and be a liaison for resolving questions, concerns and complaints regarding the department's activities.

Attend meetings and seminars as requested or directed. Coordinate projects with various organizations and governmental agencies.

Follow all safety rules and procedures established for work areas. Ensure compliance to safety rules and procedures by work crews. Comply with all County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervise 2-10 employees engaged in corrections work. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training, mentoring employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with the Jail Manager.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Jail Manager who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Equivalent to a bachelor's degree in a related field. Five years' progressively responsible experience in law enforcement, with at least one years' supervisory experience. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of the Basic Certificate from the Department of Police Standards and Training. Possession of, or ability to obtain within 24 months of appointment, DPSST supervisory certification. Possession of a current first aid/CPR card. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

SPECIAL NECESSARY QUALIFICATIONS: Must be 21 years of age and be a citizen of the United States. Must be free of criminal convictions which would affect DPSST certification or which would violate any other County policy.

KNOWLEDGE, SKILL AND ABILITY: General knowledge of administrative and basic supervision concepts, practices and principles. Considerable knowledge of state and county corrections laws; corrections

methods and procedures; laws governing detention and the criminal justice system. Knowledge in the use of equipment used in identification of prisoners. Knowledge of the principles and techniques of modern inmate care, custody and control and related aspects of law enforcement. Familiarity with computers systems and their use.

Skill to properly utilize equipment and techniques including firearms and restraining devices.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to efficiently and effectively operate equipment used in the performance of duties assigned. Ability to operate equipment safely under adverse conditions. Ability to act effectively in emergency situations. Ability to effectively control prisoners in all situations, including the ability to physically restrain unruly prisoners. Ability to work with Canine Officers and their Handlers. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands for the position involve the movement of files, books, evidence, equipment, etc., frequently exceeding 20 pounds. Often demands restraining, dragging and/or carrying inmates weighing between 100 to 250 pounds. Most work assignments require long periods of sitting, standing, walking, climbing stairs numerous times each shift and physically restraining angry and hostile adults. Requires fast physical reaction appropriate to the circumstances under stressful conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily contact with inmates and victims and interaction to diffuse aggression. May receive physical injuries when confronting inmates and/or victims and may possibly be exposed to hazards and risks which accompany exposure to inmates and/or victims. Tasks are performed in a variety of settings, including office and outdoor environments (with exposure to all type of weather conditions and terrain). The environment can be highly stressful and hazardous.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***