



COLUMBIA COUNTY, OREGON
JOB TITLE: CORRECTIONS CORPORAL
DATE: JANUARY 1, 2024

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Jail	JOB CODE:	P0032
SUPERVISOR:	Corrections Sergeant	SALARY RANGE:	135
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Perform professional corrections work in the care and custody of adults-in-custody in the Columbia County Jail. Provide basic assistance to Sergeants in supervising staff on a shift lead capacity.

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

In the absence of and in assistance to the Sergeant, supervise assigned shift including assigning and monitoring work, providing input to the Sergeant in evaluating performance, training, and providing input regarding disciplinary action.

Must be able to perform and/or maintain all knowledge, skills, abilities, and certifications associated with the position of Corrections Deputy.

Ensure a controlled and safe environment in the jail and that sanitation conditions meet standards.

Supervise counts and hourly checks of adults-in-custody.

Assign deputies to and assist with feeding of meals. Provide contracted vendor with adults-in-custody counts for preparation of meals including special dietary needs. Ensure that adults-in-custody are fed meals in a timely manner.

Assign deputy to exchange laundry on exchange days.

Ensure booking procedures are complete and accurate and that adults-in-custody files are appropriately started for new custodies. Ensure adults-in-custody are classified in a timely manner. Ensure adults-in-custody file audits are conducted according to policy.

Write reports as assigned/appropriate and approve reports authored by jail staff. Assist with the training of new employees assigned to shift.

Supervise and regulate visits for adults-in-custody. Monitor telephone calls of adults-in-custody when necessary. Supervise and ensure that adults-in-custody releases are properly made.

Maintain order, discipline, safety, and security of adults-in-custody and the facility.

Perform activities associated with release of adults-in-custody 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.

Escort and/or assign deputies to transport adults-in-custody to court appearances, hospitals, other correctional institutions, work release sites, or other locations.

Inspect jail facility for needed preventative maintenance and safety hazards.



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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.

Make recommendations to improve the operations and efficiencies with the Jail operations.

Follow all safety rules and procedures established for work areas. Comply with all relevant Columbia County Sheriff's Office and county policies and procedures. Follow Columbia County Jail chain-of-command. Ensure shift compliance with county policies and procedures. Work as a team with all other jail staff and supervise in support of the Sheriff's vision, directives, and policy.

Maintaining regular attendance during the assigned work schedule is 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: In the absence of and in assistance to the Sergeant, supervise shift employees engaged in corrections work.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Provide input for shift employees goals and expectations.
- Ensure that each shift employee is held accountable for meeting those goals and expectations and provide input for corrective action if not met.
- Provide input to the Sergeant for regular, formal and informal, evaluations of shift employees.
- Assist in training opportunities for shift staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Corrections Lieutenant and/or Corrections Sergeant who provides policy, procedure, 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 competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Two years of work experience as a Corrections Deputy. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Equivalent to a two-year degree in law enforcement preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner. Should be self-aware in leading others and navigating challenging situations with compassion. Open to diverse ideas and perspectives, willing to collaborate to find common ground.



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CERTIFICATES, LICENSES, REGISTRATIONS: Possession of the Basic Certificate from the Department of Police Standards and Training (DPSST). Possession of, or ability to obtain within 24 months of appointment, DPSST supervisory certification. Possession of LEDS certification. Possession of a current first aid/CPR card. Must qualify with a firearm and maintain an issued firearm. Must meet and maintain all DPSST requirements for police/corrections certification as well as all proficiency standards outlined in the Sheriff's Office policy. Must possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of applicable laws and the Columbia County Sheriff's operating procedures. 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 adults-in-custody care, custody and control, and related aspects of law enforcement. Knowledge of management principles and practices of human and financial resource management.

Skill in general business software and Microsoft Office products. Skill to properly utilize equipment and techniques including firearms and restraining devices.

Ability to:

- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Efficiently and effectively operate equipment used in the performance of assigned duties, including under adverse conditions.
- Act effectively in emergency situations.
- Effectively control suspects in all situations, including physically restraining unruly suspects.
- Prepare and complete accurate reports.
- Assign, supervise and train employees in the proper and efficient performance of duties and use of equipment.
- Interpret laws and regulations and apply them to job situations.
- Recognize and analyze problems concerning the custody and care of prisoners and exercise judgment in directing or performing the necessary actions.
- Supervise various detention facility functions in an efficient and lawful manner.
- Perform the duties of a Corrections Deputy on a regular basis.



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SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background, psychological, medical and drug screen. Must be at least 21 years of age.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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 adults-in-custody 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Requires work in a 24-hour per day, 7 day a week shift rotation. Must be able to work with rotating shift schedules and workstations. This includes working day, swing, and night shifts, weekends, holidays, and overtime as required. Daily contact with adults-in-custody and victims and interaction to diffuse aggression. May receive physical injuries when confronting adults-in-custody and/or victims and may possibly be exposed to hazards and risks which accompany exposure to adults-in-custody and/or victims. Tasks are performed in a variety of settings, including office and outdoor environments (with exposure to various types 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.***