

<b>EXEMPT (Y/N):</b>	Yes	<b>JOB CODE:</b>	CSC
<b>DEPARTMENT:</b>	Sheriff's Office / Jail	<b>CLASSIFICATION:</b>	138
<b>SUPERVISOR:</b>	Jail Commander	<b>SALARY RANGE:</b>	E06
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Responsible for planning, organizing supervising and directing the activities of the Jail for Columbia County. 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.

Plan, direct and review correctional programs including administration, security, maintenance and food service programs. Formulate, administer and evaluate department policies and procedures. Review compliance with proper inmate care and custody guidelines to ensure civil rights of inmates.

Develop liaison with federal, state and municipal law enforcement agencies, correctional institutions and courts regarding the custody, care and transportation of inmates.

Direct correctional facility admission and release operations. Ensure compliance with the directive of the courts regarding custody, care and disposition of inmates. Consult with judges, attorneys, physicians and social workers regarding the custody and care of inmates.

Prepare and coordinate the process for requests for proposals and bids for contract services in the corrections program. Monitor and oversee performance of contractors including compliance with contract terms.

Supervise the preparation and maintenance of complex and detailed records and reports for the correctional program.

Coordinate the training program for department employees.

Formulate and present departmental budget for review by Sheriff and Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Perform all functions of a Corrections Deputy when needed or appropriate.

Establish effective working relationships and confer with community members and the 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.

Follow all safety rules and procedures established for work areas. Ensure compliance to safety rules and procedures by staff. 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:** Directly supervise staff of 10-20 employees. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with Sheriff, Jail Commander and Human Resources, as appropriate.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Jail Commander and is reviewed by the Jail Commander and Lieutenant through conferences, reports and the effectiveness of programs in accomplishing Departmental goals and objectives.

**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. At least five years' progressively responsible experience in law enforcement, with some 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 the DPSST management certificate within two years of hire. 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:** Extensive knowledge of administrative and 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.***