



COLUMBIA COUNTY, OREGON
JOB TITLE: CORRECTIONS SERGEANT
DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Jail	JOB CODE:	P0022
SUPERVISOR:	Jail 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 adults-in-custody under the jurisdiction of the Sheriff in accordance with established directives, policies, procedures, federal, and state law. Ensure the fair and reasonable treatment of adults-in-custody and maintenance of proper discipline.

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

Assist the Command Staff 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 as determined by the Command Staff. Handle employee complaints, including Step 1 union grievances and provide input on hiring and dismissal decisions.

Perform 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 make recommendations for the annual budget as requested.

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

Conduct regular security checks of the jail facility, including showers, bathrooms, and living areas of adults-in-custody. Perform regular security searches of adults-in-custody.

Maintain logbook and accounts book. Maintain a record of events which occur during work hours, prepare written reports, and maintain records, including adults-in-custody population, incidences of adults-in-custody misconduct, and other events and jail functions.

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

Supervise and control visitors to the facility. Monitor telephone calls of adults-in-custody when necessary.

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.



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

Inspect jail facility for needed preventative 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. Comply with all relevant Columbia County Sheriff's Office and county policies and procedures. Follow Columbia County Jail chain-of-command.

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: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Jail Lieutenant.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Jail Lieutenant 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 four-year degree in criminal justice or related field. Five years' of increasingly responsible experience in law enforcement with one year of supervisory experience required. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: 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 a current first aid/CPR card. Must possess a valid driver's license and be insurable under the county's liability 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 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:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- 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.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- 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.
- Remain calm and use good judgment during confrontational or high-pressure situations.
- Effectively control adults-in-custody in all situations, including physically restraining unruly prisoners.
- Prepare complete and accurate reports.
- Work with Canine Officers and their handlers.



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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.***