

CORRECTIONS SPECIALIST

Effective Date: 3/03

Class Code: 103

Range: 566

DEFINITION:

Under general supervision to develop the classification program; gather information, evaluate and assess the risk and needs of inmates; to place inmates in appropriate housing assignments; to determine and make decisions about movement of inmates within the jail; to make release recommendations and, to perform other duties as assigned. This is a position within the Sheriff's Department assigned to the Corrections Division.

ESSENTIAL JOB FUNCTIONS:

Develops the classification program to ensure that inmates are appropriately and timely classified to protect the safety of the inmates, personnel and the public; establishes procedures and goals for the classification program; establishes systems to ensure that program goals are met.

Evaluates inmates based on information in the inmate classification system, to determine where and under what conditions inmates should be housed within the jail. Makes classification determinations on high risk prisoners including mental holds, disabilities, mental illnesses, diseases and other health risks, escapes, and high profile cases for witness protection.

Determines if additional staff or security is needed or should be moved due to prisoner risks.

Conducts needs assessments and risk evaluations and determines particular needs of individual inmates, i.e. social and family background, educational needs, and/or disability, etc.; explains rules and regulations and programs available to the inmates.

Obtains information from persons arrested and charged with a crime to be used in the pretrial release decision; reviews each defendant's criminal history and prepares a written release recommendation using a matrix which is submitted to the judge, District Attorney, and defense counsel; determines defendant's eligibility for a court appointed attorney.

Reviews the defendant's criminal history, driving record, and the Probable Cause Affidavit, if applicable; verifies and evaluates the information gathered and, using a matrix, prepares a written recommendation on the type of release, amount of security and any special conditions of release; makes copies of release recommendations for the District Attorney and defense counsel.

Attends in-custody arraignment sessions to offer assistance or clarification to the judge as release decisions are made; records and carries out the release decisions made in court.

Reads, comprehends, processes and complies with or enforces documents such as medical instructions, commitment orders, summons and other legal writs, complying with department policies and procedures, labor agreements, and inmate rules. Records court decisions onto standard department forms.

May oversee, plan and direct the work of others.

Assists with ensuring inmate due process and access to the legal system.

Gathers information for investigations and disciplinary actions.

Verifies all information gathered.

Establishes and maintains accurate records and files for proper documentation and monitoring. Types and/or hand writes and completes standard forms and reports accurately. Performs a variety of mathematical and statistical calculations. Conducts file and record searches of computer and paper files. Alphabetizes, indexes and/or files documents in prescribed order. Maintains a standardized file system.

Communicates effectively and coherently with other personnel and the public.

AUXILIARY DUTIES:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

Acts as a back-up for transportation and corrections deputies.

Escorts inmates to and from court.

POSITION REQUIREMENTS:

Any combination of education and experience equivalent to a high school diploma, supplemented by two years of college level course work with an emphasis in criminology or social sciences plus one year clerical experience.

Knowledge of evaluation and assessment methods and techniques, information gathering and interviewing techniques, corrections practices, record keeping procedures and methods, and criminal behavior.

Position requires the ability to learn and apply laws and contemporary court decisions pertaining to inmate rights, detention, arrest and use of force; ability to interpret assessment tools; ability to communicate effectively both orally and in writing; ability to understand and carry out instructions promptly; ability to speak and write effectively and to record information clearly and concisely; ability to verbally respond to and de-escalate potential volatile situations; ability to perform simple mathematical calculations and draw simple diagrams; ability to learn department rules, procedures, corrections principles, and techniques; ability to complete accurate and concise reports and forms; ability to establish and maintain accurate files and records; ability to keep chronological logs; ability to operate modern office equipment, personal computers, and terminals; ability to deal with inmates and the public in stressful and non-stressful situations; ability to lift, drag, carry or push heavy objects; ability to sit for long periods of time; ability to walk for long periods of time and run for short distances; ability to crawl in confined areas; ability to use body force to gain entrance to secured areas; ability to subdue aggressive individuals; ability to climb up to and down from elevated surfaces; and ability to establish and maintain effective working relationships with other employees and the public.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

Possess a valid Oregon Driver's license and within 30 days of employment. Must pass an in-depth

background investigation and drug screen. Must be DPSST certified within one year of employment.

TYPICAL EMPLOYEE CHARACTERISTICS:

Adaptable	Leadership qualities
Assertive	Patient
Be a good listener	Perform well under stress
Calm	Polite
Compassionate	Possess a high degree of common sense, self-initiative, honesty and integrity
Conscientious	Practical
Conservative	Reserved
Controlled	Self-assured
Cooperative	Self-sufficient
Decisive	Shrewd
Dependable	Tough minded and self-reliant
Diplomatic	Trusting
Emotionally stable and mature	Work harmoniously with fellow employees
Enthusiastic	
Independent	
Intelligent	

EQUIPMENT UTILIZED (BUT NOT LIMITED TO):

AIDS kit	Paper cutters
Audio monitoring equipment	Pen/pencil
Calculator	Photography equipment
Camcorder	Photocopier
Computer/Printer	Policies and procedures manual
Copier	Radio
Criminal code manual	Report forms
Fax Machine	Report writing manual
First aid kit	Scissors
Flashlight	Stapler
Hand trucks/hand carts	Surveillance monitoring equipment
Hand tools	Telephone
Hazardous materials protection gear	Television
Hole puncher	Traffic code manual
Housekeeping supplies	Typewriter
Inmate locator box	Uniform
Intercom system	VCR
Keys	
ORS book	