



TITLE: CORRECTIONS CAPTAIN	CLASSIFICATION: CORRECTIONS CAPTAIN
DEPARTMENT: SHERIFF	DIVISION: CORRECTIONS
PAY RANGE: SFMGT 20	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: NOVEMBER 2017

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, directs, and controls all activities of the Corrections (Jail) Division of the Yamhill County Sheriff's Office (YCSO).

SUPERVISION RECEIVED:

Reports directly to the Sheriff and works under his/her general supervision. This position serves at the pleasure of the appointing authority.

SUPERVISION EXERCISED:

Supervises all Corrections deputies, sergeants, and support staff by assigning duties, conducting inspections, reviewing reports, evaluating performance, and administering discipline. Oversees contracts for food services, medical services, and maintenance, per agreements with each provider. Supervises all personnel within the division. This includes full-time, part-time, temporary, and contract employees. The Corrections Captain is responsible for all corrections and court security activities of the YCSO as well as for overseeing the personnel assigned to them. The Captain acts as liaison to all other law enforcement and service agencies with which the Yamhill County Correctional Facility (YCCF) comes into contact. He or she may be required to act on behalf of the Sheriff or other administrative personnel in their absence to ensure the orderly flow and completion of the work of the YCSO. Must be able to write and speak clearly and effectively and to interpret and implement the goals and objectives of the YCSO at all times.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Plans, directs, controls, and supervises all corrections activities occurring in the YCSO and the personnel assigned to those divisions.
- Assists the Sheriff in effecting decisions and planning in relation to operational activities, through collection and provision of pertinent data and background information, thereby ensuring efficient operation of the YCSO.
- Supervises all personnel within assigned division.
- Reviews personal performance evaluations for division and evaluates assigned employees on job performance.
- Assists the Sheriff in the preparation and monitoring of the budget for Corrections

Division, including the Courthouse Campus Security unit.

- Maintains statistical records of corrections population, expenses, etc., and prepares analytical reports to the Sheriff related thereto.
- Manages the preparation and submission of daily activity and status reports as may be requested.
- Directs all subordinates in the accomplishment of all mandatory shift requirements.
- Applies corrective action as necessary, including verbal counseling, written documentation, letters of instruction, Warning Letters (as defined in CBA), and suspensions without pay, or termination of subordinates under the general direction of the Sheriff.
- Assumes duties and responsibilities of other command/management team personnel, as delegated, and in the absence of those personnel.
- Participates in disciplinary proceedings involving office personnel. May represent the Office in grievance proceedings at all levels short of arbitration.
- Serves on administrative review boards.
- Directs or participates in decisions and activities related to office terminations and promotions as directed by the Sheriff.
- Monitors new legislation and procedural changes necessitating the creation of updated training bulletins to prevent claims of vicarious liability for negligent training.
- Keeps current on law enforcement and corrections innovations to assure that staff are kept up-to-date.
- Acts as a liaison with the Teamsters Union Local 223 and serves on the labor negotiations team as assigned by the Sheriff. Keeps the Sheriff informed of all areas of concern related to Union issues and activities.
- Provides the Sheriff assistance on matters pertaining to preparation of varied and complex reports, budgets, personnel matters, sensitive issues, citizen complaints, constituent concerns, public relations, contracts, surveys, and statistical data-gathering.
- Provides Sheriff with consultation on matters relating to the organization's relationship with other county officials, city, state, and federal officials, social agencies, and community members. As requested, drafts correspondence, reports, and/or other documents for the Sheriff's signature.
- Provides leadership for organizational planning and research, including calculating the impact of proposed or newly passed legislation. Keeps Sheriff informed of such impact through preparation of position papers and recommendation for policy or procedural modifications.
- Ensures that the Sheriff and all other command staff are fully and accurately informed about issues of concern or with potential long-term impact.
- Directs the organization and maintenance of corrections records and communication systems. Revises forms and procedures as necessary to reflect current data needs and to support the efficient flow of work and information to all staff.
- Collates information on Sheriff's Office activities and releases them to the media in the function of the Corrections Public Information Officer, as necessary.
- Monitors accomplishments of members of the Sheriff's Office in relation to PIO duties for the purposes of pro-actively producing and disseminating press releases related to these endeavors.
- Responds to requests for information from news media.

- Acts on behalf of the Sheriff as liaison to other county law enforcement agencies, state, and federal law enforcement agencies, and other agencies which interact regularly with the Corrections division.
- Assures that materials and supplies needed by the Corrections division are available at all times to meet staff needs and support the work of the division.
- Conducts or supervises internal affairs investigations, as directed by the Sheriff.
- Completes all other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- All phases of facility operations and administrative corrections work and ability to communicate that knowledge and experience to others.
- Law enforcement administration, management, supervision, and organizational principles including labor and employee relations.
- Civil rights, search and seizure, rules of evidence, the records system, and the care, custody, and control of inmates.
- The judicial system, the criminal prosecution system, and state and federal criminal laws.
- Related equipment and systems.

SKILL IN:

- Communicating effectively, both orally and in writing.
- Demonstrating professionalism in emergency and/or stressful situations.
- Establishing and maintaining effective working relationships with staff, other agencies, and the general public.
- Interpreting and implementing goals and objectives of the YCSO at all times. Analyzing complex operational and administrative problems in the areas of assignment.
- Preparing comprehensive and statistical reports utilizing technology for the assigned areas of responsibility for the purpose of office budgeting and management.

ABILITY TO:

- Work under stressful conditions.
- Understand and interpret complex orders and directives.
- Provide consultation and support to staff and to assist them in appropriate decision-making.
- Assure all staff is provided with all training necessary to discharge their corrections duties with maximum effectiveness.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Position requires eight (8) years' law enforcement experience and three (3) years of supervisory experience. Must have earned an Advanced Certification from the Oregon Board on Public Safety Standards and Training, must possess a Supervisory Certificate no later than 12/31/2018, and be working toward, or in possession of, a Management Certification.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to

drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also involves travel to training and meetings. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motions, handle, or feel, and to stand, walk, reach, bend, or lift minimum requirements as stated by DPSST. Must be able to meet all requirements as designated in the job task analysis of a corrections officer on file with DPSST.

Contact with the public in homes or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.