

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of an Order Adopting a
Position Description for an Existing
Position (Corrections Sergeant)**

ORDER NO. 23316

WHEREAS, it is the recommendation of John Ward, County Sheriff, that the attached position description be adopted for the following position:

Corrections Sergeant
Position Title

S-17/18
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

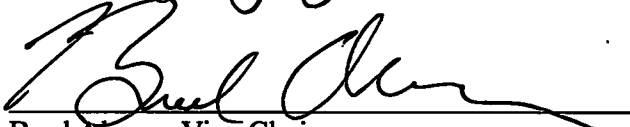
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of October 19, 2023. This description replaces any previous description approved for this position.

DATED this 19th day of October, 2023

BOARD OF CURRY COUNTY COMMISSIONERS

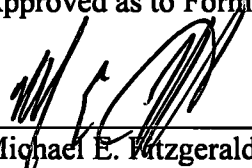


John Herzog, Chair

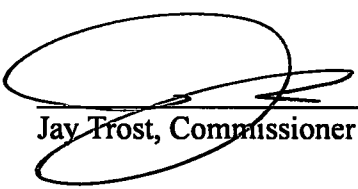


Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB #950738
County Legal Counsel



Jay Frost, Commissioner

CS2023-345
Curry County Clerk, Shelley Denney
Filed Date 10 / 23 / 23
Time 11:32 AM - 5 pages
Deputy S. Underly Harris

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Corrections Sergeant

EXEMPT: No

SALARY LEVEL: S-17/18

DOT CODE:

SUPERVISOR: Lieutenant, Corrections Division

PREPARED BY: Payroll/Personnel

October 2023

POSITION SUMMARY:

The Corrections Sergeant serves as the division shift commander, supervising and managing the overall operations of the county jail, work release, including the care, custody, and control of all adults in custody. Provides assistance and supervision to assigned personnel.

This is a supervisory position with some administrative responsibilities requiring the application of personnel management and organizational principles and specialized knowledge in the area of law enforcement methods, systems, and procedures. Requires the performance of complex operations with considerable latitude for independent actions and decisions.

Errors in judgment or irresponsible behavior by the incumbent or other staff members may have a major impact on the safety and civil rights of an offender, civilian population, and fellow officers. Errors in judgment and behavior could result in legal actions against the county and may involve the individual in a personal legal liability. Work is performed under the supervision of the Lieutenant, Corrections Division who provides general instructions and guidelines, but allows the incumbent considerable responsibility to determine the manner of performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Examples of Work: (Illustrative only)

An employee in this classification may perform any of the following duties. However, these examples do not include all specific tasks which the employee may be expected to perform.

1. Supervises corrections personnel and makes recommendations on personnel actions such as hiring, termination, discipline, promotions, and merit increases. Recommendations are reviewed by the Lieutenant, Corrections Division and forwarded to the Sheriff for final decision.

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Corrections Sergeant - Page 2

Examples of Work: (cont.)

2. Supervises and manages the work release and work alternative programs. Investigates and screens individuals for the programs.
3. Schedules corrections staff for days off, vacations, compensatory time off, and relief during sickness. Perform annual performance evaluations.
4. May issue oral and/or written reprimands and limited suspensions of employees assigned as necessary.
5. Review written reports prepared by staff for completeness and proper procedures.
6. Supervises training and development for all staff members.
7. Ensures that the meals are prepared properly and that they are of sufficient quantity and quality.
8. Ensures that medical treatment and cleanliness of the facility are in compliance with Oregon Revised Statutes and Oregon Jail Standards.
9. Maintains a current update status on all emergency plans such as riot, fire and escape.
10. Ensures that supplies and equipment are adequate for the administrative needs and care, custody and control of the adults in custody, work release and work alternative centers.
11. Maintains jail standards for inspection at any time from County Commissioners, Grand Jury, Health Department, State Jail Inspectors, Fire Departments, departmental administration, and special interest groups or individuals.
12. Receives and reviews complaints from the adults in custody. Provides special visitation for unusual circumstances.
13. Reviews and monitors release dates of prisoners.
14. Monitors requests from adults in custody for entry into or out of, county work release and custody worker programs.
15. Work with other law enforcement agencies for AIC Transports

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: CORRECTIONS Sergeant - Page 3

SUPERVISORY RESPONSIBILITIES:

An employee in this classification is responsible for first line supervision of corrections personnel. Assigns specific duties, reviews performance, and responds to problems or questions raised by subordinate staff. Reviews reports and other written documents and recommends disciplinary action. May issue and document oral and/or written reprimands and limited suspensions of employees assigned.

QUALIFICATION REQUIREMENTS:

Knowledge of-

All phases of modern corrections operations, and the ability to communicate that knowledge effectively in emergent and/or stressful situations.

Practices and methods employed in law enforcement administration.

Principles of modern corrections and methodology of operating a corrections facility.

Principles of supervision, human relations, organization and administration as applicable.

Vicarious liability of correctional institutions and settings.

Knowledge of personnel rules, union contracts and negotiations.

Ability to-

Instruct and direct the work of others.

Communicate effectively both verbally and in writing.

Develop and maintain effective working relationships with other law enforcement agencies, departmental staff and the general public.

Prepare accurate and complete reports.

Perform mathematical calculations accurately.

Skill in-

Operation of law enforcement equipment: firearms, cameras, recorders, computers, automotive and radio equipment.

CURRY COUNTY JOB DESCRIPTION

JOB TITLE: CORRECTIONS Sergeant - Page 4

EDUCATION AND/OR EXPERIENCE:

High school graduation or equivalency; four years' experience in law enforcement, preferable in a correctional setting; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

SPECIAL QUALIFICATIONS:

Possession of an Intermediate Certificate in Corrections from the Department of Public Safety Standards and Training (DPSST) within 2 years of appointment

Possession of a Supervisory Certificate in Corrections within 2 years of appointment

PHYSICAL DEMANDS:

Reasonable accommodation will be made to enable individuals with disabilities to perform these essential functions.

Curry County Sheriff's Office (CCSO) complies with the Federal Prison Rape Elimination Act (PREA). PREA prohibits CCSO from hiring, or promoting anyone who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in Institution settings. These include a jail, prison, or other correctional facility (including juvenile corrections) AND any institution or facility where people are residing for the purpose of receiving care or treatment (e.g., adjudicated delinquent, neglected, placed in State custody, mentally ill or disabled, chronically ill, or physically disabled, etc.). These include skilled nursing care, intermediate or long-term care, or custodial or residential care (e.g., group home, rehabilitation, assisted living/nursing home, hospice, etc.).

This standard requires CCSO to conduct background checks on all applicants considered for employment or promotion to consider any incidents of substantiated allegations of sexual abuse or sexual harassment in determining whether to hire or promote anyone who may have contact with inmates.

For more information regarding PREA please visit: <http://nicic.gov/PREA>.