



JOB DESCRIPTION

Title	Lieutenant (Jail Commander)	Created	July 2011
Department	Sheriff's Office Corrections Division	Revised	June 2020
Job Class	M 8	Safety Sensitive	Yes
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Plan, organize, and direct the operations of the county's correctional facility including security, housing, care of inmates, bookings, transportation and work release. Coordinate efforts with State Courts, District Attorney's Office, and other stakeholders to maintain and improve an efficient criminal justice system. In absence of the Sheriff and Undersheriff may serve as acting Sheriff.

Essential Functions

- Develop, update and implement correctional facility procedures, policies and guidelines; ensure correctional facility operates in compliance with federal and state laws and Oregon Jail Standards.
- Directly supervise four (4) sergeants in the Corrections Division and two (2) nurses.
- Evaluate the efficiency and effectiveness of correctional facility operations and make recommendations to the Sheriff for improvement.
- Prepare annual budget for corrections facility; review and monitor expenditures to remain within established budgetary constraints.
- Maintain and/or oversee the maintenance of appropriate records and prepare accurate and timely reports related to correctional activities.
- Responsible for jail population management and adherence to jail population management plan.
- Manage the inmate classification system to ensure inmates are classified and appropriately housed; ensure the inmate disciplinary process is fair, consistent, and meets statutory compliance.
- Supervise subordinate employees including assigning and reviewing work, training, evaluating performance, resolving employee grievances, taking/recommending disciplinary action and effectively recommending hiring and termination decisions.
- Manage the jail healthcare system and coordinate care with appointed staff and contract doctors.
- Directs and coordinates training for corrections staff through supervisors and qualified field training staff.
- Respond to inmate grievances including setting up inmate disciplinary hearings.



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- Serve on committees, as directed, dealing with correctional facilities issues and activities.
- Act as part of the Sheriff's Office management team, assisting with setting the mission, vision, and goals for the Sheriff's Office and plans for future development.
- Establish and maintain close working relationships with county officials, judges, attorneys, social service agencies, District Attorney's Office and other law enforcement agencies.
- Develop division policy, programs, and procedures.
- Monitors legal, regulatory, technological, societal changes, and court decisions that may affect operations, and develop/recommend solutions that mitigate risk and liability.
- Conducts or supervises special internal affairs investigations.
- Responds to complex and sensitive customer/public complaints or concerns.
- Order and/or ensure that required supplies are available and that equipment, machinery, and the facility are maintained and in proper working order.
- Follow all safety rules and procedures as established for work areas.
- Performs other duties as assigned by the Sheriff.

Auxiliary functions:

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

Perform duties of a corrections officer as necessary including: Booking, searching, fingerprinting, and photographing inmates; performing cell checks; and escorting inmates to court. Assist Deputy Sheriffs in performance of their duties on an as-needed basis. Maintain work areas in a clean and orderly manner.

<i>Mandatory Qualifications</i>
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Considerable knowledge of the principles and methods of corrections facility administration; federal and state laws and regulations relating to correctional facilities; principles of supervision and personnel practices; budgeting and record keeping.

- Over six years combined law enforcement/corrections experience.
 - Knowledge of computer hardware and software used in the workplace.
 - Knowledge of care and use of firearms and other law enforcement equipment.
 - Possess DPSST Intermediate certification.
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- Possess or have the ability to obtain DPSST Supervisory certification within two years of employment.
- Possess or have the ability to obtain DPSST Management certification within three (3) years of employment.
- Possess well developed human relations skills to train others, present information to community groups and media, resolve conflict, conduct interviews, work with disturbed, angry, or emotional groups.
- Requires sufficient reading and writing skills to understand complex reports, policies, procedures, legal decisions, and statutory law.
- The ability to prepare complex written material in relation to the full scope of Corrections operations and personnel management.
- Must be able to render credible testimony in a court of law in accordance with Brady vs. Maryland and Kyles vs. Whitney.
- Ability to use sound judgment in making decisions regarding difficult program, personnel, legal, and administrative problems.
- Must possess and maintain driving privileges in the State of Oregon.
- Knowledge and experience with the principles and practices of the chain of command, supervision, and personnel management.
- Must possess and maintain a valid first aid and CPR card.
- Ability to communicate effectively, write reports, collect and analyze data, make recommendations, interpret and apply laws, ordinances, regulations, and policies to specific problems.
- Ability to plan, organize, and manage complex operations.
- Ability to develop and maintain effective relationships with peers, subordinates, supervisors, other agencies, and the public.

Desired Qualifications

Two years' previous experience in a correctional facility. Possess advanced or higher DPSST certification. Equivalent to four-year college education in law enforcement, criminology, or closely related field.

Physical Demands

Ability to pass and maintain the Department of Public Safety Standards and Training (DPSST) medical examination. Ability to perform all duties and tasks. Ability to sit and work at a computer screen for extended periods of time, walk, stand, bend, stoop, and use rapid finger, hand, and arm movement. Position may be required to deal with violent and combative individuals requiring considerable physical effort.



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Working Conditions

Position works in the correctional facility and may have contact with inmates who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases.

Supervisory Responsibility

Responsible for over 10 up to 25 FTE.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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