



## CORRECTIONAL HEARINGS OFFICER

1519

### CLASS CONCEPT

Correctional Hearings Officers conduct inmate due process disciplinary hearings to determine whether a violation of specified rules of prohibited inmate conduct has occurred in a state correctional facility. Positions in this class may also conduct parole and post-prison violation hearings for the Board of Parole and Post-Prison Supervision.

Reviews misconduct reports alleging major, and certain minor rule violations.

Conducts inmate due process disciplinary hearings and involuntary administrative segregation hearings in accordance with Department of Corrections procedures and rules.

Determines extent of rule violation, evaluates all evidence presented, testimony, written statements and written incident reports, including inmate statements.

Researches existing administrative policies, procedures, rules, related statutes and court decisions pertaining to cases heard.

Determines if sufficient information and/or evidence has been presented to support an alleged inmate rule violation as charged in the misconduct report. Imposes appropriate disciplinary sanctions for each rule violation in accordance with a disciplinary sanction grid. Disciplinary sanctions may include removal from the general inmate population, modification of visiting privileges, as well as sanctions resulting in an extension or increase in the prison term, such as: extension of parole release date, or retraction of previously awarded earned time credits.

Prepares and issues a preliminary order containing the hearings officer's findings of fact and conclusions of law and presents to a functional unit manager for review and approval. Decisions may be relied upon by the Department to defend or mitigate against instances of inmate litigation brought against the Department of its employees. May testify in court when inmates are prosecuted for offenses that arise from the findings of a disciplinary hearing.

Ensures accurate recording of hearings. Prepares clear, concise, and accurate findings of fact, conclusions and recommendation reports. Reviews all follow-up documentation, memorandums, reports, letters, and confidential information related to the hearings process.

Provides guidance, training and/or directions to corrections management (e.g. functional unit manager) and other corrections personnel regarding interpretation and application of rules, policies, and procedures relating to inmate due process disciplinary hearings.

Enters findings and sanctions of disciplinary cases into a computer data base and creates written findings of fact using the Disciplinary Misconduct System. Maintains accurate monthly statistical records and prepares monthly and annual reports as directed. Ensures proper entry of documentation related to hearings into inmate's working file and preservation of all documents, photographs and any related material.

Assists in the research and drafting of administrative policies, procedures, and rules pertaining to inmate hearings process.

Conducts parole and post-prison violation hearings in accordance with Board of Parole and Post-Prison Supervision rules, procedures, and guidelines, Oregon Administrative Rules and Oregon Revised Statutes. Initiates formal due process requirements upon notification that an offender may have violated his/her conditions of release. In accordance with rule and law provides offender with notice of hearing

rights and options. Conducts the violation hearing and prepares written findings of fact, conclusions and imposes sanction or recommends appropriate sanction to the Board.

May plan, assign and approve work of hearings support staff. May provide information to the Hearings Administrator regarding hearings support staff performance evaluations and discipline.

### **DISTINGUISHING FEATURES**

This is a single classification not currently part of a classification series.

### **MINIMUM QUALIFICATIONS & SKILLS**

Three years of experience in corrections, probation/parole, law enforcement or legal work; OR

Three years conducting case hearings; OR

A Bachelor's degree from an accredited four-year college or university with a degree in criminal justice, corrections, social work or related behavioral science field; OR

Graduation from an accredited law school with a LL.B. or J.D.

### **SKILL TO:**

Learn the policies, procedures and regulations of the Department of Corrections.

Learn the policies, procedures and regulations of the Board of Parole and Post-Prison Supervision.

Learn the principles and techniques of conducting parole and post-prison violations hearings for the Board of Parole and Post-Prison Supervision.

Learn the principles and techniques of conducting Department of Corrections inmate disciplinary hearings.

Analyze and appraise testimony, evidence, reports and records to determine the issues involved.

Learn prohibited inmate conduct rules and prescribed or appropriate disciplinary actions taken in misconduct cases.

Research and interpret policies, rules, regulations, administrative decisions, precedence and court decisions relating to inmate due process.

Exercise judgment and discretion in determining relevance of evidence and other information presented at hearing.

Express ideas clearly and concisely, orally and in writing.

Establish and maintain effective work relationships with correctional officers, inmates, office staff and facility management.

### **DISTINGUISHING FEATURE FROM OTHER CLASSES OR SIMILAR SERIES**

The Correctional Hearings Officer classification differs from the Administrative Law Judge 1, 2, and 3 class series because the hearings involve the direct interest of the Corrections Department or the Board of Parole and Post-Prison Supervision and inmates.

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Revised

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STATE OF OREGON

Dept. of Administrative Services

Human Resource Services Division