

public and inmates, perform a wide variety of functions associated with the movement of inmates through the Corrections system and maintain offender information sentencing and information data.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Manage and coordinate the process of all OISC Institution Records security, maintenance, court processes and data management, as well as provides administrative support for the OISC Central Unit in an office with offsite management.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associates; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

40%	NC	E	<p><u>General Operations:</u> Receive, review, process, and follow-up on all documents, reports, and forms received. Evaluate for completion, compliance and accuracy with established criteria; determine application needed based on applicable Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), OISC Policy and/or Institution Policy and distribute to the appropriate persons, department or file. Prioritize different and unrelated OISC Records Office processes using judgment to evaluate and determine necessary action in unique situations. Maintain LEADS certification at the "Entry/Update" Level. Explain over the telephone and in writing, pertinent laws, rules, policies and procedures pertaining to inmate records and transport processes to attorneys, Department of Justice, Social Security</p>
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Administration, the ODOC, Community Corrections and other law enforcement agencies, inmates and the public or determine appropriate referral for technical information.

Research, recommend, review, maintain and implement technical and/or administrative revisions to established office systems, procedures and policies.

Identify issues immediately impacting release and brings them to the immediate attention of the Prison Term Analyst (PTA).

Process and maintain the accuracy of a variety of forms and letters in various formats.

Prepare reports and summaries as required by OISC policy.

Set up and maintain various systems for the tracking of inmate activities and files for the caseload.

Act as a liaison in researching and relaying technical information regarding inmate case dispositions, continuances and court cases.

Advise and maintain contact with law enforcement personnel, prosecutors, attorneys, OISC Central Unit and other department staff concerning case status.

Evaluate information received on offenders and accurately input data relative to the intake of offenders into the Department of Corrections.

Prepare and distribute legal forms, orders, Warrants and APB's for escaped/absconded inmates.

Shred documents in accordance with standards for purging.

Maintain office inventory ordering supplies as needed.

Follow rules, procedures and notifications in accordance with Alternative Incarceration Programs and Transitional Leave, including processing of forms and data and coordination and tracking of inmates released to Transitional Leave.

30%

NC

E

Inmate Movement:

Process transfer of inmates to treatment programs and other institution/facilities in accordance with institution protocols.

Prepare and distribute a daily report of all inmates entering ODOC.

Perform the data and informational aspects of offender intake at ODOC, including but not limited to: running a query in LEDS to determine expected arrivals, receiving sentencing documents from delivering agency, taking offender pictures, processing inmate fingerprints, data entering inmate intake information into the Offender Information System (OIS), and communicating data to the Oregon State Police.

Create necessary institution documents and coordinate the inmate movement as applicable for release, transfer, court trips and other inmate transportation. Place an ODOC hold with outside agencies prior to the inmate's arrival in the outside jurisdiction. Ensure cross-agency notifications have been made in accordance with rules.

Evaluate and determine inmate eligibility of out-of-state detainers. Implement the process for the Interstate Agreement on Detainers or a Non-Judicial Waiver of Extradition. Prepare documents and present them to the inmates with an explanation ensuring inmate rights are not violated. Work with the Governor's office and corrections staff in other states to coordinate transport arrangements. Evaluate documents to determine the correct procedure and sequence to be followed. Receive Governor's Warrant for tried charges and contact the local District Attorney to begin process for Extradition.

Work with Control Center to assure accurate documentation of

10%	NC	E	<p>inmate movement and release in the Corrections Information System (CIS). Assist and provide guidance to Control Center on the proper CIS entries for count purposes.</p> <p><u>File System and File Maintenance:</u> Prepare and maintain the official ODOC inmate file on an ongoing basis, according to the standard established by OISC, for inmates on current caseload.</p> <p>Maintain and control the security and confidentiality of all documents, files and information received as directed by OISC policy and applicable OAR and ORS requirements.</p> <p>Pull and provide all files as requested by ODOC staff. Maintain a system for determining which files have been checked out and by whom.</p>
10%	NC	E	<p><u>Requests for Offender Information:</u> Review request for offender information and research applicable rules to determine whether records are exempt from disclosure in accordance with applicable laws, rules and/or regulations. Independent judgment is required to analyze and apply precedents and instructions received from department legal counsel. Prepare and forward public information responses to attorneys, inmate families, other state and federal agencies and general public.</p> <p>Respond to subpoenas and summons.</p> <p>Be knowledgeable in the type and location of inmate data, knowing where to look for requested information.</p> <p>Research, analyze and submit offender information on specific groups of inmates to assist the Attorney General's office in litigation of cases.</p>
5%	NC	E	<p><u>Mail Processing:</u> Process all mail daily</p>
5%	R	NE	<p><u>Other Duties:</u> Supervisors may assign other duties or projects as necessitated for smooth functioning of the OISC institution, including staff caseload tracking, entering visiting applications, creating manuals for training/security and coordination of inmates going to the DMV for their state ID card.</p>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Work is performed in an office setting in a correctional facility and includes extended sitting time at a computer terminal, involvement in telephone conversations, research in manuals, writing various documents, climbing ladders, bending, stooping and stretching to reach/ obtain / maintain inmate files. Incumbent is responsible for the operation of security alarms, tools, and key control. Work will be done with other units within the institution inside the secure perimeter. The worker must be able to move full boxes that may weigh 30 lbs. Boxes weighing greater than 30lbs will require assistance in carrying. This position is subject to response during working and non-working hours to emergencies within the department and is subject to assignment to other areas of the department. While within the institution, contact with inmates will occur, therefore, there may be a chance of exposure to dangerous situations, such as verbal or physical attack.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

ODOC Rules, Procedures & Guidelines	Interstate Agreement on Detainers	LEDS/NCIC Manual & Directives
ODOC Administrative Directives	Interstate Compact Procedures	Notary Public Guidelines & Regulations/ Federal laws
Oregon Administrative Rules	ACA Standards/ Case Records/ Facility Procedures	Oregon Revised Statutes
Offender Information System	OISC Office Manual	Sentence Guideline Implementation
Oregon State Archives Record	Criminal Code of Oregon	Attorney General Opinions/Case Law
Facility Procedures	Federal Laws	

b. How are these guidelines used?

These guidelines are used to ensure compliance with applicable regulations and standards for equal and consistent treatment of inmates; assist in applying the policies and procedures, and to apply these interpretations to specific situations. While these guidelines cover basic situations, they do not provide or supply answers to the many combinations of problems that the incumbent must resolve.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

Other Institution /ODOC staff	Phone/in person	Explain rules, policies and procedures and to resolve issues.	Daily
Courts	Phone/mail	Explain rules, policies and procedures and to resolve issues.	As needed
Defense	Phone/mail	Explain rules, policies and procedures and to resolve issues.	As needed
General Public	Phone/mail	Explain rules, policies and procedures and to resolve issues.	Occasional
LEDS/ISU	Phone/person	Automated system and to resolve issues.	As needed
Oregon & other state prisons/ facilities	Phone/mail/person	Explain rules, policies and procedures and to resolve issues.	As needed

Oregon & other state law enforcement agencies	Phone/mail/person	Explain rules, policies and procedures and to resolve issues.	As needed
Board of Parole/PPS	Phone/mail/person	Explain rules, policies and procedures and to resolve issues.	As needed
Counselors	Phone/in person	Explain rules, policies and procedures and to resolve issues.	As needed
ODOC Administration	Phone/mail/person	Explain rules, policies and procedures and to resolve issues.	As needed
Public/Private Agencies	Phone/mail	Explain rules, policies and procedures and to resolve issues.	As needed
Other State Agencies	Phone/mail	Explain rules, policies and procedures and to resolve issues.	As needed
Federal Marshal & Agencies	Phone/mail	Explain rules, policies and procedures and to resolve issues.	As needed
ODOC Community Corrections	Phone/mail/electronic	Explain rules, policies and procedures and to resolve issues.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

- Decisions are specifically related to ensuring the smooth operation of the OISC Central Unit, the maintenance of tracking systems and logs, prioritization of work and completion of tasks. Process decisions are required that help to move and gather offender information into an organized file system for use by the OISC Central Unit and Institution Branch offices. Failure to track equipment/supply inventories properly can result in loss of state resources.
- For decisions specifically related to the release of offender information, poor decision-making may result in:
 - A: Litigation against the OISC Unit and/or Department of Corrections.
 - B: The potential to compromise the security of the Department and individuals in the community.
 - C: Increased security risk to ODOC employees and other institution staff.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

OISC Institution Manager	9512446	Observation	As Needed	
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor?

0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input checked="" type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Due to the wide variety of work performed in this position, it is necessary that the incumbent maintain a high standard of performance, personal integrity and conduct.
- Must maintain LEDS eligibility and qualifications to make inquiries and entries into LEDS.
- Nature of work requires initiative and performance without constant supervision.
- Must understand and adhere to the highest standards of confidentiality.
- May be required to work long hours.
- Must be able to function well within the demands of a constantly changing work environment.
- Must be able to participate in a cooperative team environment and make positive contributions.
- Must have basic skills in standard computer word processing equipment and programs.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:
N/A

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Bethany Smith
Appointing Authority Signature

8-25-11
Date

[Handwritten Signature]
Supervisor Signature

8-25-11
Date