

The Corrections Department maintains Oregon State Penitentiary as a maximum security penitentiary in Salem. The 194.4 acre institution property is highly visible to the public inasmuch as it is surrounded by a 25-foot high wall and ten 35-foot high watch towers. The OSP biennial budget is \$86,450,000 with over approximately 430 staff persons, a staff of 85 on a joint supervision basis, and approximately 500 volunteers. Value of the Oregon State Penitentiary buildings is \$129,023,484 and the value of the land and improvements is \$44,732,613 for a total value of \$173,756,097. OSP also provides administration for the Mill Creek Correctional Facility, an unfenced minimum facility five miles from OSP.

The Penitentiary, which houses in excess of 2100 inmates, serves as a place of confinement for assigned inmates. MCCF houses up to 300 inmates. Included within the Penitentiary are special housing units consisting of the Mental Health Infirmary (MHI), Death Row, Disciplinary Segregation Unit (DSU), Intermediate Care Housing (ICH), Behavioral Health Unit (BHU) and the Health Services Infirmary. MHI, ICH, BHU and the Health Services Infirmary house inmates from all ODOC institutions. The institution maintains a safe and secure environment to carry out sentences provided by statutes and ordered by the courts and to manage offender behavior consistent with the Department's mission.

- 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:

Enhance staff and inmate safety and reduce the risk of recidivism among intensive and intermediate case management level inmates through a comprehensive case management system. The Correctional Counselors provide intensive and intermediate case management for inmates based on the risk to recidivate and special needs. By doing so, Correctional Counselor resources are focused on offender success by identifying the right needs, utilizing the right interventions and managing at the right level of case management. Correctional Counselors also provide basic services to low risk to recidivate inmates. Correctional Counselors are the core correctional resource for case management and the multi-disciplinary team approach. This approach assists with building rapport between the different program disciplines within the institution and results in a holistic, systems based approach for working with each individual inmate. Counselors are the core of Correctional Case 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 associations; 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 Oregon Department Of Corrections 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.

The Correctional Counselor is the core of the Correctional Case Management system and utilizes a multi-disciplinary approach to ensure inmates progress through their corrections plan.

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".

85%	R	E	<p><u>INMATE CASE MANAGEMENT</u></p> <p>Manages a specialized caseload of inmates, based on the inmate's Automated Criminal Risk Score and special needs. May be assigned to work with any of the five caseloads identified for OSP High ACRS score with mental health needs, High Prison Management Alert, High ACRS only with no special needs, Limited Supervision and Moderate ACRS.</p> <p>If assigned to a Moderate/High ACRS caseload:</p> <ol style="list-style-type: none"> Completes a thorough initial interview with new inmates. Completes a Level of Services Case Management Inventory and case plan per established DOC guidelines. Meets frequency of contact as outlined in the OSP Implementation Plan, dated April 24, 2008, with counselor discretion as needed: <u>High ACRS:</u> 1st 3 months of assignment to caseload— weekly or 2-4 x/month; 3-6 months — bi-weekly; 6 > months — when prompted or every other month; 5 yrs. to release if going to a Min. Facility — monthly; 1 yr to release — monthly <u>Moderate ACRS:</u> 1st 3 months — bi-weekly; 3-6 months — monthly; 6 > months — when prompted or every three months; 5 yrs to release if going to a Min. Facility — monthly; 1 yr. to release — bi-monthly.
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c) Makes many different types of contacts. Contact may consist of the following (not inclusive of all types):

Reports	DHS Issues
A&O	Rec. yard
Office Visits	Work Site
Housing	Activities/Clubs
Classes (Educ., Cognitive, Parenting, etc.)	Graduation(s)
Visiting Room	DSU Interviews (& upon release to GP)
Family contact	

- d) Functions as the core of a multidisciplinary team when needed to address inmate issues with all concerned staff, including but not limited to proposed cell moves, appropriate housing, transfers, special and regular programs, privileges, incentives, work assignments, behavior plans. Is the final approver for inmate job assignments and makes recommendation for approval/denial of all inmate transfers.
- e) Attend SNIEC meetings as needed to review caseload inmates.
- f) Meet with other staff as needed to review inmate's status and develop behavior/case management plans, including Behavior Health Services staff, Security Threat Managers, Group Living staff, Inmate Work Program Coordinator, housing unit staff, work crew supervisors, education and programming staff.
- g) May assist with development and monitoring of Risk Management and Crisis Prevention Plans with BHS staff.

If assigned to a Limited Supervision caseload:

Fulfills all Administrative functions, Miscellaneous Duties and Additional Duties noted below.

Sees inmates on an emergency basis as needed.

May refer inmates to a specialized caseload.

10%

R

E

Administrative Functions

Completes required reports and documents as necessary, including but not limited to:

- o Classification and WHALE assessments as significant events occur
- o IMU packets for Special Population Management Committee
- o Interstate Compact Reports
- o Parole Board reports
- o Out of State Parole Board reports
- o Dangerous Offender Reports
- o Static 99's Assessments
- o Prison Term Modification Report for matrix cases
- o Adjustments to Final Order forms
- o Executive Clemency Reports
- o Progress reports for early medical release
- o Inmate job applications
- o Inmate convenience cell moves

- o Short Term Transitional Leave applications
- o Escorted Trip forms

Documents Case Management Contact Standards utilizing the CIS Chronological system and the Case Plan.

Documents Inmate/collateral contacts.

Responds to emergencies regarding inmates and completes Escorted Trip forms as needed.

Provides input on Special Visit requests.

Responds to enquiries from family and community members, other DOC staff, and other agencies as needed regarding an inmate's status, as allowed per the Rule on Public Information.

Develops/writes letter, memoranda and supplemental reports as directed regarding caseload inmates.

5%

NC

E

Miscellaneous Duties:

Attend and participate in all scheduled meetings.

Respond to Inmate Communications in a timely manner.

Conduct tours of the Institution for criminal justice personnel, college students, public officials and other approved visitors as necessary.

Additional duties may be assigned or required.

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.

This position is located inside a maximum security adult male correctional institution and employee may encounter angry, hostile, or abusive inmates which could result in personal physical injury, death, or becoming a hostage. On a daily basis, inherent custodial duties include control of institution keys by maintaining proper custody, use and reporting discrepancies; enforcing department and institution directives for safe and secure operations/security. Employee is responsible to prevent escapes from confinement by proper control of keys, tools, equipment and contraband, and to document unusual incidents. This person is subject to recall to the institution in the event of an emergency and is to maintain preparedness for emergencies by reading and following the Emergency Response Plan Manual. Maintains professional demeanor, code of ethics, and good communication to create a safe work environment. The employee in this position works in an office environment where conversations and paperwork are generated of a sensitive nature on a daily basis and must possess the ability to keep this information confidential.

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.

- Department of Corrections Oregon Administrative Rules & Procedures
- Oregon State Penitentiary Procedures
- Oregon Revised Statutes
- Static 99 Assessment Manual
- Designator/Classification/WHALE manual
- Administrative Directives

b. How are these guidelines used?

The Rules and Procedures govern the operation of the Oregon State Penitentiary. These are used daily in dealing with staff, visitors (both officials and general public) and in telephone conversations. Proper use insures inmates will be accurately assessed, treated and processed.

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?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Inmates	Conference/Mail	Counsel/Assessment	Daily
Release Services	Phone/Person	Release Programming	Often
Behavioral Health Services	Person/email/phone	Consultation	Daily
Various Institution staff	Person/email/phone	Consultation	Daily
Staff in other parts of DOC	Email/phone/written	Share/obtain information regarding Inmate	Frequent
Inmate family/friends	Mail/Person/Phone	Client Information purposes	Daily
Other Law Enforcement Agencies	Mail/Phone	Obtain/share Inmate Information	Frequent

SECTION 7. POSITION RELATED DECISION MAKING

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

Counselor determines and schedules case reviews and call-outs and inmate contacts independently. Assist in decision-making regarding program assignments, Custody Classification and WHALE over-rides, Classification Appeals, transfers, escorted trips, recommendation for Reduction in Prison Term hearings, referrals for treatment and transitional planning. Inmate case management decisions. Decisions are vital to the correct application of DOC rules and policies regarding Inmate management in the DOC. Misapplication of rules and procedures could result in disruption of an effective and progressive corrections process, including community re-entry activities.

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".

Correctional Rehabilitation Manager	7117.001	Audit of caseload, personal contact, review of work, merit evaluations.	Daily. Merit evaluations are completed yearly.	Ensure compliance, adherence to prevailing directives of ODOC Rules and Policies.
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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 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 type="checkbox"/> Responds to grievances | <input 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:

This employee has inherent responsibility for security of the institution through custody and control of inmates. Specifically, this responsibility includes personally handling inmate incidents in the employee's immediate work area, preventing escapes from confinement by proper control of keys, tools and contraband and documenting unusual incidents as they occur.

Requires an individual who is able to work independently under stressful situations; be able to communicate well in both verbal and written form in a timely manner; familiarity and understanding of the criminal justice system; use initiative, judgment and effective thought with clients who may be socially, psychologically and culturally different.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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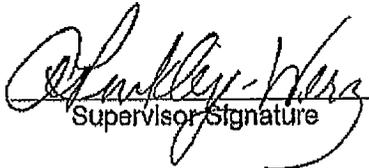
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

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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

_____	_____		<u>3-30-12</u>
Employee Signature	Date	Supervisor Signature	Date
_____	_____		
Appointing Authority Signature	Date		