



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
06/01/2014

**Agency:** 29100

**Facility:** Columbia River Correctional Institution

New  Revised

**This position is:**

- Classified
- Unclassified
  - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

**SECTION 1. POSITION INFORMATION**

<p>a. Classification Title: <u>Principal Exec Mgr D</u></p> <p>c. Effective Date: _____</p> <p>e. Working Title: <u>Institution Security Manager</u></p> <p>g. Section Title: <u>Security</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Portland - Multnomah</u></p> <p>l. Supervisor Name (Optional): <u>Rick Angelozzi, Superintendent</u></p>	<p>b. Classification No: <u>X7006</u></p> <p>d. Position No: <u>8909023</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>107</u></p> <p>j. Repr. Code: <u>107</u></p>
<p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Job Rotation/WOC <input type="checkbox"/> Academic Year  <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	

**SECTION 2. PROGRAM AND POSITION INFORMATION**

**a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.**

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

Columbia River Correctional Institution is a 553-bed, minimum-security correctional institution housing adult male inmates. The CRCI/SFFC superintendent reports to an administrator of the ODOC Institutions Division and is responsible for general operation of the facility and liaison with the local community. The facility provides a full range of correctional services and programs that directly support the Department of

Corrections' primary mission. These include: (1) A 50-bed residential alcohol and drug treatment program and a 50-bed mental health treatment program, operating under a contract with a private provider. (2) Transition and life-skill programming including job readiness, GED preparation, parenting, skill building and pre-release resource development. Additionally, eligible inmates are assigned to community work crews. (3) The institution employs 130 FTE General-funded staff and approximately 40 staff provided under contracted services. CRCI has a strong affiliation with community resources designed to assist in the re-entry process and also utilizes numerous volunteers and student interns in its programs. (4) CRCI also operates and provides support services to South Fork Forest Camp (SFFC) near Tillamook; a 200-bed, minimum-security work camp with 40 staff. (5) Special management housing includes a 13-bed segregation unit.

**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:**

This position serves directly under the Superintendent and is his/her advisor regarding security management of CRCI, including selection, training, direction, supervision, and discipline of security personnel, who are responsible to maintain the care, custody, and control of inmates, as well as perform security functions which ensure the safety of the institution staff, inmates, and surrounding communities. The person in this position is specifically responsible for planning, directing, monitoring, and evaluating security within the following work areas: Housing Units, Control Center, Special Housing, Staff Training, Post Order Development, and Emergency Supervision of the institution. This person develops, implements, and evaluates programs and policies in these areas and is responsible for supervising Lieutenants, Sergeants, Corporals, and Officers. This person is additionally responsible for planning, directing, monitoring, and evaluating the security office, staff deployment, work programs and the staff assigned. In addition, this person also has Officer-of-the-Day (OD) responsibilities.

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### SECTION 3. DESCRIPTION OF DUTIES

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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
100%	N E		<p>The Oregon Accountability Model (OAM) depends upon a team approach to custody with the 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 DOC 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 OAM.</p> <p><i>In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the</i></p>

***value of individual and cultural differences. Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.***

- 35% E Responsible to the Superintendent for the 24-hour per day, 7-day-a-week operation of an adult male security institution. Maintains a correctional institution living environment that is safe and humane and models behavior that supports treatment and is conducive to the rehabilitation of inmates. Assures effective and efficient administration of the Security section an effective communications to staff and inmates. Maintains procedures and security operations at the level specified by administration, policy, and law. Recognizes and addresses any safety concerns or violations for all inmates, staff and areas.
- 25% E Directs and manages up to 75 security staff and 5 administrative support staff. Directly supervises security staff in maintaining the institution's security and inmate housing program. Provides oversight in the development and maintenance of Inmate Work Program contracts and crews to ensure efficiency of services for public and private partners. Responsible for orderly management of personnel through effective hiring recommendations. Actively seeks to achieve agency affirmative action goals and a diverse work force. Assures a respectful work environment free from discrimination or harassment of any type. Also promotes open communication at all levels of the organization. Assures that all staff (existing and newly hired) receive prescribed and special training, are scheduled for appropriate training, and that staff are developed through job assignments, mentoring, career counseling, and other means available to assure a flexible, well-prepared work force. Seeks and maintains standards of excellence in staff performance, assures ongoing annual and special evaluation of staff performance, promoting staff, and that scheduled performance appraisal reports are completed in a timely manner, including updating of position descriptions and performance standards as needed. Identifies staff performance problems, takes and/or effectively recommends appropriate course of action to solve the situation, the development of work plans, and special work improvement plans as mandated by procedures. Assures special recognition is given to staff for excellent performance. Works with Safety Officer and Human Resource Consultants to assure an effective early return of injured workers program.
- 15% E Resolves staff/inmate conflicts. Initiates and coordinates investigations into inmate complaints and preserves evidence concerning all incidents involving violation of law occurring on institution grounds, works in coordination and cooperation with and is the primary liaison with law enforcement agencies, Oregon State Police, and DOC Special Investigations Unit. Participates in the inmate disciplinary process, ensuring the review of all Disciplinary Segregation Unit placements. Responds to inmate grievances, tort claims, discrimination complaints, interview requests, and lawsuits by interviewing inmates and preparing required responses or delegating and assigning appropriate security staff to conduct in-depth investigations of complaints. Works closely with Human Resources analyst regarding security personnel issues. Responsible for the charge and control of inmates in the immediate work area and for the prevention of escapes by proper control of keys, tools, and contraband, as well as documenting unusual incidents as they occur.

- 15% E Works as a member of the management team in facility planning and occupancy by writing, developing, and maintaining post orders for each security post. Coordinates preparation of special purpose reports for the Superintendent. Attends operational meetings as needed to meet communication and operational needs of the facility and department. Actively participates in the labor/management process to assure an open communication environment to enable problems to be raised and resolved at the lowest level possible. Initiates and maintains ongoing appropriate and timely communications with other security and program managers to assure appropriate input on issues and decisions which have broader effect within the security unit, other program areas, or the institution as a whole. Keeps the Superintendent informed on a daily basis of any management concerns in the Security section within his/her span of control. Acts as duty officer directly on the behalf of the Superintendent on an on-call basis at various times during the year making tours of the institution during the off hours and authorizes the use of force as necessary. Subject to callback in the event of an emergency or work stoppage and can be assigned to any position in the institution.
  
- 10% E Works in cooperation with the institution's Emergency Preparedness Lieutenant to assure that emergency response procedural statements are current, staff information is maintained current, staff training is coordinated and current, and drills are conducted to establish and maintain institution preparedness to respond to natural disasters, fire, riot, sit down, walkout, escape, hostage taking, power outage, or other emergencies. Participates in the prevention of and/or suppression of major disturbances and organizes staff to perform emergency duties as assigned by the Superintendent. Constantly observes and maintains awareness of facility and inmate and staff activity to assure early detection of indicators of potential conflict, escape, hazard or emergency situations.

**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 adult correctional facility that houses male inmates. Work may include dealing with hostile, aggressive inmates who may make threats to self and family. Inmates may be verbally abusive as well as mentally or emotionally abusive. Employee subject to recall 24 hours a day in the event of an emergency, and may be assigned as needed.

Will be expected to share the mission, vision and core values of the department; requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

## 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.

Federal laws, Oregon statutes, Oregon Administrative Rules, Department of Corrections' rules and policies, collective bargaining agreements, and Columbia River Correctional Institution procedures and post orders.

- b. How are these guidelines used?

These guidelines establish the parameters and scope of employment, provide direction and instruction, serve as a reference resource, and provide knowledge to ensure inmates are housed in a safe and secure facility.

## 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>			
Superintendent	Phone/Person/Written	Policy/Procedure	Daily
General Public	Phone/Person/Written	Various	Weekly
Inmates	Person/Written	Daily business	Daily
Inmate Families	Phone/Person/Written	Inmate Business	Weekly
DOC Staff	Phone/Person/Written	Policy/Procedure	Daily
Other Functional Units	Phone/Person/Written	Policy/Procedure	Daily
Inmate Attorneys	Phone/Person/Written	Representation	Weekly
Elected/Appointed Officials	Phone/Person/Written	Corrections Issues/Tours	Monthly
Other State Agencies	Phone/Person/Written	Various	Weekly
State Police	Phone/Person/Written	Investigations	Monthly

## SECTION 7. POSITION RELATED DECISION MAKING

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

Facility security – overall orderly operation of the facility. Appropriate use of force. Personnel – hiring recommendation, supervision, evaluation, investigation, and discipline. Programming – need, effectiveness, strategic planning.

## SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Superintendent	8909013	Phone/Person/Written	Daily	Policy/Procedure

**SECTION 9. OVERSIGHT FUNCTIONS**

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 5  
 How many employees are supervised through a subordinate supervisor? 81

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

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

N/A

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
	Biennial amount \$8,400,000.00	
Security Section	Approval up to \$5,000	General
Inmate Care	Approval up to \$5,000	General
Inmate Welfare	Approval up to \$5,000	General
Administration	Approval up to \$5,000	General
Transitional Services	Approval up to \$5,000	General
General & Legal Library	Approval up to \$5,000	General
Food Services	Approval up to \$5,000	General
Safety and Sanitation	Approval up to \$5,000	General
CRCI Work Programs	Approval up to \$5,000	General and Other Fund

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart.

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**SECTION 12. SIGNATURES**

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date