



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
2/9/2015

This position is:

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

Agency: Oregon Department of Corrections

Facility: Office of the Inspector General

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>DOC Lieutenant</u>		b. Classification No: <u>X6779</u>	
c. Effective Date: _____		d. Position No: <u>9702058</u>	
e. Working Title: <u>STM Lieutenant</u>		f. Agency No: <u>29100</u>	
g. Section Title: <u>Office of the Inspector General</u>		h. Budget Auth No: _____	
i. Employee Name: _____		j. Repr. Code: <u>MMN</u>	
k. Work Location (City – County): <u>Ontario, SRCI</u>			
l. Supervisor Name: <u>Assistant Deputy Inspector General Rebecca Krueger</u>			
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <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			
n. FLSA: <input type="checkbox"/> Exempt		o. Eligible for Overtime: <input type="checkbox"/> Yes	
<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> No	
If Exempt: <input type="checkbox"/> Executive			
<input type="checkbox"/> Professional			
<input type="checkbox"/> Administrative			

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.

The Department of Corrections Security Threat Management (STM) Unit is charged with providing Inmate management, investigative services and assistance to all DOC functional unit managers as needed and requested through the Special Investigations Unit. The STM Unit also provides liason to all local, state and federal law enforcement agencies regarding security threat situations, and intelligence. The STM Unit also develops and maintains an intelligence gathering system designed to assist in accomplishing the mission of the Special Investigations Unit and the Oregon Department of Corrections. These services provide management and staff with critical information pertaining to security and other related issues. STM Lieutenants frequently assist local, state and federal law enforcement agencies in the gathering of intelligence and evidence by conducting searches of persons, property and facilities for use in their investigation of criminal activity, inmate misconduct or management. Methods used include, but are not limited to, physical search, use of K-9 teams, deployment of electronic surveillance devices.

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

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.

In support of the OAM and the Department's Affirmative Action goals, all Management and Executive Services employees are expected to recognize the 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.

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:

Directly manage the day to day activities of inmates who have shown a history of behavior which threatens or attempts to threaten the safety, security and orderly operations of DOC facilities and the safety of its employees and inmates. Gather and analyze information pertaining to criminal intelligence and investigations associated with security threats; work as a lead investigator on assigned cases; assist with investigations conducted by other investigators assigned to DOC or other law enforcement agencies; gather evidence for possible use in administrative and/or criminal proceedings; and prepare reports pertaining to unlawful activity and/or rule/procedure violations involving DOC inmates, offenders, visitors, associates and/ or employees. The STM Lieutenant also provides consultation and oversight to senior DOC management personnel through active involvement in committees; training development and presentation; rule, procedure and policy review and updating and acting as the focal point between other local, state and federal law enforcement agencies

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 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.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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
20%	R	E	Case Preparation: Gather preliminary information pertaining to all allegations of administrative and/or criminal activity.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			<p>Evaluate information and documentation obtained during preliminary review to determine scope of agency(s) jurisdiction</p> <p>Consult with appropriate Functional Unit Manger(FUM) or designee to provide information and formulate an investigative plan.</p> <p>Provide investigative assistance as requested.</p> <p>Establish an investigative plan, by coordinating interviews or searches etc. with stakeholders.</p> <p>Coordinate case with local, state or federal law enforcement authorities as appropriate.</p>
25%	R	E	<p>Investigation:</p> <p>Identify, find and interview subjects/suspects having information pertinent to the investigation.</p> <p>Plan and conduct surveillance activity as appropriate and authorized.</p> <p>Locate, obtain, review and analyze documents, records and other physical evidence associated with the allegations.</p> <p>Monitor inmate mail and telephone calls for evidence of value to the case.</p> <p>Coordinate criminal investigative activity with other law enforcement agencies that have jurisdiction over the matter being investigated.</p> <p>Seize evidence as it relates to criminal and administrative investigations under DOC purview.</p> <p>Document all aspects of an investigation in the proper report format, making sure the report is complete, clear, concise and contains accurate facts.</p> <p>Develop and document exhibits using established evidence handling procedures to ensure admissibility in criminal and administrative proceedings.</p> <p>Serve as a liaison with local, state and federal law enforcement and other governmental agencies.</p> <p>Provides guidance to assigned investigators as lead worker.</p>

40%	R	E	<p>Inmate Management:</p> <p>Direct and daily contact and management of inmates indentified as possessing an elevated security risk based on past behavior or intelligence.</p> <p>Develop, implement and oversee individual management plans for inmates possessing an elevated security risk.</p> <p>Gather security threat related intelligence information, document and disseminate information to appropriate internal and external stakeholders.</p> <p>Inform and advise Functional Unit Managers or their designee on situations involving elevated risk inmates or incidences related to security threat management and/or the safe, secure and orderly operations of ODOC facilities, employees and/or inmates.</p>
10%	R	E	<p>Testify in criminal and administrative proceedings as required.</p> <p>Provide investigative assistance to other law enforcement authorities as requested.</p> <p>Participates in or conduct training.</p>
5%	R	E	<p>Other duties as assigned.</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.

STM Lieutenants 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 to be valued and nurtured; May be required to travel extensively, work irregular and long hours. May be exposed to verbal abuse, harassment, threats of violence to self and/or family, and illegal or hazardous substances. May encounter physical resistance.

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.

1. Oregon Revised Statutes
2. Oregon Department of Corrections policies and procedures
3. Oregon Administrative Rules
4. Federal Statutes
5. Executive Rules
6. Labor Agreement

b. How are these guidelines used?

Provide direction for daily operational functions and the accomplishment of missions and goals.

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>			
DOC Employees	In Person/Phone/Email	Received/disseminate data	As needed
Inmates	In Person/Phone/Email	Received/disseminate data	As needed
Offenders	In Person/Phone/Email	Received/disseminate data	As needed
Law Enforcement	In Person/Phone/Email	Received/disseminate data	As needed
Public	In Person/Phone/Email	Received/disseminate data	As needed
Internal/External ICOM	In Person/Phone/Email	Received/disseminate data	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Determines if the action(s) or behavior of individual or groups of inmates present a security threat to ODOC facilities, employees and/or inmates. Determine if the situation being investigated is criminal or administrative in nature. Determine an appropriate course of action in inmate management and/or investigation. Conduct interviews, collect evidence, prepare concise reports, testify in proceeding as required. Maintain liason with institution management and other stakeholders. Report security issues to the appropriate authority. Make recommendations on investigative and inmate management issues and provide referrals to other state agencies as appropriate

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

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

Deputy Inspector General, PEM F	6000903	Reviews work in progress and when completed	Daily	Review for accuracy and direction
Eastside Administrator, PEM D	0900281	Reviews work in progress and when completed	Daily	Review for accuracy and direction

SECTION 9. OVERSIGHT FUNCTIONS **THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

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

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 position is not represented by a bargaining unit.

STM Lieutenants are in frequent contact with law enforcement agencies exchanging information relating to crimes committed in DOC facilities and the local community. Driving record must not reflect any convictions for a major traffic offense or crime. Multiple convictions of other traffic violations will be evaluated on a case-by-case basis.

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 cursor at end of a row (outside table) and hit "Enter".

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

Appointing Authority Signature

Date