



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3/2/2015

Agency: Department of Corrections

Facility: Transport Unit

[] New [x] Revised

This position is:

- [] Classified
[] Unclassified
[] Executive Service
[x] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Correctional Lieutenant
b. Classification No: X6779
c. Effective Date:
d. Position No:
e. Working Title: Correctional Lieutenant
f. Agency No: 29100
g. Section Title: Transport Unit
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: MMS
k. Work Location (City - County): Umatilla County
l. Supervisor Name (Optional): Corey Fhuere
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [x] Yes [] No

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 Oregon Department of Corrections mission is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The fundamental value of incarceration is the principle that the least restrictive method be used to manage offender behavior, consistent with public safety. The Transportation Unit (TU) supports the mission statement with the emphasis towards incarceration for the inmate population. The TU provides secure transportation to authorized locations for Adults that are in the custody of the Oregon Department of Corrections. This position is part of the TU structure and manages the operational concerns of mass transfers and high security inmate movement consistent with prison and public safety. The Department of Corrections Transport Unit is responsible for transporting approximately 14,862 inmates among 14 correctional institutions throughout Oregon. Offender transportation includes, but is not limited to; inmate transfers, medical trips, court appointments, extraditions, and interstate compacts. The Transport Unit averages 586,114 miles annually transporting offenders. Transport has 4 offices statewide, which are located in Salem, Madras, Umatilla, and Ontario. Transport staffing levels are comprised of 68 full time positions. There are also 2 part-time positions which are used to conduct the weekly North West shuttle of prisoners to and from Northern California on behalf of the Governor's Office. DOC Transport has a fleet of 44 vehicles. The Transport Unit leases 33 vehicles from DAS to accomplish its mission. DOC Transport also owns and operates 4 prisoner transportation buses, 4 handicap vans, and 3 mini-trucks. Transport staff are required to obtain and maintain a valid Commercial Driver's License with passenger and air brake endorsements. DOC Transport staff are duly appointed as 'Special State Police Officers' with the Oregon Department of State Police, to perform the duties as permitted by ORS 181.262, for the purpose of carrying a firearm while conducting inmate medical trips to Idaho and Washington.

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:

Focus, direct, supervise, and provide guidance to subordinate security staff and to assist in the total security operation of the Transportation Unit. This position is also responsible for monitoring the security staffing levels of the unit through the use of proper staff deployment principles, and provides a liaison between the Transportation Unit and DOC Health Services, Department of Justice, Oregon State Police, county agencies, multiple medical providers and the internal security operation of the Transportation Unit. The person assigned to this position may be assigned to complete specific transportation duties involving inmates of a higher security risk than normal. Ensure that sound Correctional Outcomes through Research and Engagement (CORE) principles are applied to improving efficiencies through active participation.

SECTION 3. DESCRIPTION OF DUTIES

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
-----------	--------	------	--------

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

50%	NC	E	<p>STAFF DEPLOYMENT Assigns, supervises, directs and instructs subordinate security staff in the completion of required duties responsibilities, and tasks, which includes deployment of staff to various locations throughout Oregon and the United States. Manage all aspects of time and attendance information, to include tardy/absenteeism, planned/unplanned leaves; identifies and takes follow-up actions to report and address situations of employees meeting qualification for family leave; identifies and takes follow-up actions to report and address excessive use of sick leave and unplanned absences, manages staff deployment to facilitate the most cost efficient operation by minimizing the use of overtime expenditures while meeting operational needs. Manages the staff roster, daily work schedules/assignments, and record keeping and forward this information to the ISDS coordinator for time keeping input for payroll. Flexes staffs schedules within guidelines of the Collective Bargaining Agreement to improve scheduling efficiency to minimize overtime. Coordinates and plans with the DOC Transfer Desk Coordinator and other Transport OIC’s to facilitate inmate transfers while balancing number of staff assigned to medical trips. Prioritize daily staff assignments when Transport staff call in sick and there is no relief factor available. Manage, monitor and deploy staff in accordance with the functional unit’s workload. Conducts inspections of work areas, identify, address and takes corrective action for safety hazards or security concerns. Ensures the workplace is free from discrimination and sexual harassment based on race, sex, or religious beliefs; and is knowledgeable of DOC affirmative action goals and assists in seeking compliance. Monitor subordinate staff performance, prepare yearly performance appraisals, and conduct follow-up counseling with subordinates with marginal or below performance. Conduct semi-annual shift and days off bidding process. Conducts annual vacation bid process per the Collective Bargaining Agreement. Work with staff that have leave without pay issues and address concerns as needed. Be familiar with the FMLA/OFLA process as it relates to employee illness/injury. Work with Human Resources and staff to return affected employees to work from accident/injury /illness as quickly as reasonably possible</p>
-----	----	---	--

			to reduce work time loss and promote employee wellness. Mentor subordinate staff for succession planning. Assume duties of the Transport Manager during absences.
25%	NC	E	<p><u>SECURITY OPERATIONS</u></p> <p>Manages and directs subordinate staff with compliance of functional unit's policies and procedures, conducts internal audits for compliance with ODOC Administrative Rules and the multi-state standards. Oversees Transportation protocol and Use of Force internal reviews. Monitor subordinate staff conducting searches of inmates and vehicles prior to transport. Ensures the proper uses of mechanical restraints are being utilized for inmate and public safety. Manage key control within assigned office adhering to Departments Rule, when dealing with restraint keys, vehicle keys, and other keys that may be necessary in completing assigned duties. Ensures subordinate staff process all paperwork in accordance with the Departments Rules and Policies. Carries a firearm during the performance of daily duties, and supervises subordinate staff authorized to carry firearms during the performance of their daily duties in a variety of multi-police jurisdictions and states.</p> <p>Commander in an emergency situation such as; inmate disturbance, fights, deaths, hostage situations, medical emergency, escape attempts, Uses of Force, emergency medical trips, emergency Life Flight trips via helicopter and fixed wing aircraft, emergency transports, emergency visits, immediate vacated sentences by courts, vehicle breakdowns/accidents, weather related emergencies, emergency road closures, staff emergencies, inmate uprising during transport or within the prison system requiring emergency transports, inmate sickness during transport, staff sickness. Control and direct unusual incidents, circumstances and situations; determines necessary resources needed and action to be taken immediately to contain, correct, or diffuse the situation; directs subordinate staff in implementation of corrective action; makes appropriate notifications to the management staff, Special Investigation Unit (SIU), secure and maintain chain of evidence in the event of criminal activity. Ensure operation is in accordance to emergency plan. Facilitate and maintain mutual aid assistance agreements, coordinates with institution security staff, Oregon State Police, local law enforcement, fire, and ambulance. Maintain open communications with administrators, prison staff, other coordinators, mutual aid administrators and coordinators, and others regarding emergency preparedness information. Plan, coordinate and conduct annual emergency exercise each year to be compliant in Emergency Preparedness. Organizes and carries out vulnerability tests and fire drills. Coordinate with other facilities in functional emergency exercises to maintain consistency by serving as controller, monitor, evaluator or simulator. Ensure that staff properly complete all trip slips and track daily vehicle mileage for all vehicles assigned to specific office location. Ensure all vehicle mileage is routinely updated on database to track mileage. Ensure leased vehicles do not exceed established monthly mileage parameters. Assign vehicles daily as needed to ensure that fleet usage is balanced. Promote accountability for vehicle mileage. Coordinate vehicle maintenance and repairs statewide when feasible, leading to improved service and communication. Communicate ongoing vehicle usage during Transport weekly operations meetings. Ensure good customer</p>

			<p>service throughout DOC to Institutions and outside medical service providers. Promote effective communication and cooperation with Law Enforcement agencies, which includes Oregon State Police, City Police, and County Sheriffs in Oregon, Washington, Idaho, Northern California, and throughout the United States. Promote effective communication and cooperation with Judges, District Attorneys, and Court Systems throughout the State of Oregon, including Trial Court Administrators, County Jail Commanders, and Court Room staff. Maintain positive relationships with outside medical service providers and hospital administrators to ensure that the DOC partnership remains secure with community partners and provide a communication link back to DOC Health Services for follow up or address any concerns. This includes scheduling visits as needed to medical facilities, jails, courts, and law enforcement agencies. Attend Weekly Transport Operations and Manager Meetings. Support and ensure participation in CCM-Correctional Case Management Strategic Initiative. Responsible for knowing the Departments Critical Incident Policy. Responsible to be on call 24 hours a day 7 days a week for emergencies.</p>

25%	NC	E	<p><u>TECHNICAL</u> Advise, consults and problem solves with the Transport Security Manager and employees, by applying collective bargaining agreements, policies and procedures, personnel law/policy and good management practices. Consults and problem solves at local DOC facility with management team to ensure good customer relations and all inmate transport needs are being met and good communication lines are established for routine and emergency situations. Consult with local Health Services Managers and schedulers to ensure the community standard of inmate access to health care policy is met. Works with staff to ensure consistent, yet flexible, applications of policy, so that the functional unit's operational needs can be met. Ensure staff maintains a professional demeanor with the public while ensuring sound security practices are maintained. Advise, consult with other Law Enforcement agencies when moving "High Risk" inmates in a variety of transport situations in Oregon, Washington, Idaho or throughout the United States. Serves as a committee member on ad hoc committees designated by the Functional Unit Manager and/or the Transportation Security Manager. Assume collateral duties and special assignments as directed by the Functional Unit Manager and/or the Transport Manager.</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 institution and community setting under security supervision. Transporting inmates from one facility to another, dental, and medical appointments, court appearances and travel throughout the United States. Inmates have the potential for becoming angry, hostile, abusive and aggressive increasing the risk to employee and the general public for physical injury, death and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution. Required to respond by phone on a 24-hour basis to the Unit in a declared emergency to assist the Unit and department. Weekends/holiday/overtime may be required due to high inmate

movement schedules. Employee is required to qualify 1 time per year with a variety of weapons to the Oregon State Police qualification standard. Employee is required to attend mandatory quarterly Transport training. Physical capacity to perform instant and/or sustained physical activity. Must conduct regular body searches on inmates. Required to use a computer for E-Mail, and compiling written reports.

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 Law
 Oregon Revised Statues
 DOC Rules and Policies
 Post Orders
 Motor Vehicle Rules and Requirements
 Labor Agreements

b. How are these guidelines used?

All of the above are used as guidelines to meet the mission of the Transportation Unit and provide the scope of authority to the employee. Federal Laws and Oregon Revised Statues provide the framework for security operations. DOC Administrative Rules and Policies clarify and implement statues signed into law. Post Orders are used to explain the work activity to be accomplished under normal and emergency condition. Labor Agreements provide working agreements between management and represented employees related to working conditions, pay and other areas of concern.

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.

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>			
Assistant Director	In Person/Mail/Fax Telephone/E-Mail	Admin Rules / Policy Transfer/Emergencies	As Needed
Superintendent	In Person/Mail/Fax Telephone/E-Mail	Admin Rules / Policy Transfer/Emergencies	As Needed
Institution Security Manager	In Person/Mail/Fax Telephone/E-Mail	Admin Rules / Policy Transfer/Emergencies	Daily
DOC Health Services	In Person/Mail/Fax Telephone/E-Mail	Admin Rules / Policy Transfer/Emergencies	Daily
Other Criminal Justice/Law Enforcement	In Person/Mail/Fax Telephone/E-Mail	Routine Business/Rules Policy/Transfer/Trips	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Staff Deployment– manages, monitors and directs staff planned/unplanned leaves; overtime expenditures; deploy staff in accordance with the functional unit’s workload; monitors subordinate staff performance.

Security Operations– formulates and recommends options regarding transporting inmates and operational issues; manages, directs and integrates security operations into the daily transport operations.

Technical– prepares yearly performance appraisals, and conduct follow-up counseling with subordinates with marginal or below performance.

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>				
Transportation Manager	8700.137	will review work on a daily basis through, personal observation, the observation of other Department staff and oral and written reports	Daily	Annual performance appraisal

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

- a. How many employees are directly supervised by this position? 2
- How many employees are supervised through a subordinate supervisor? 8

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 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 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:

Must possess good communication, correctional and supervisory skills and be willing to work long and varied hours as necessary. Competence in the use of MS Word, MS Outlook, and the Department’s computer system will be required. Knowledge of DOC Rules and Policies as it relates to Classification, Transfer (Inmate), Escorting of Inmates, Use of Force,

Critical Incident and other working conditions. Requires the ability to maintain security and carry out specific assignments that may be more difficult and hazardous with a minimum amount of supervision. Ability to evaluate potential problems and/or emergency situations and take or recommend corrective action. Ability to appropriately process reports and other required paperwork.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

High school diploma or GED. Must possess reading, comprehension, and retention abilities. Required to become a member of the Public Employees Retirement System under the designation of police officer. Must maintain a good driving record.

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>		

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