



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
5/14/2015

Agency: Department of Corrections

Facility: Transport Unit

[] New [x] Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: Correctional Sergeant
b. Classification No: X6777
c. Effective Date:
d. Position No:
e. Working Title: Correctional Sergeant
f. Agency No: 29100
g. Section Title: Transport Unit
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: AAOS
k. Work Location (City - County): Salem
l. Supervisor Name (Optional):
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [x] 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 the inmates that are in the custody of the 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.

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:

Oversees and directs inmate movement from one location to another outside Department of Corrections' facilities. This position is also responsible for supervising subordinate correctional staff, by monitoring the security during inmate movement, and ensures the proper use of staff during inmate movement.

This position is supervised by the Program Manager (Transportat Security Manager), and a Correctional Lieutenant.

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
90%	NC	E	<p><u>SECURITY OPERATIONS</u></p> <p>Functions as lead worker over subordinate staff by enforcing sound safety and security principles, reporting any discrepancies to a supervisor, supervises inmates being transported to various Department of Corrections' facilities throughout the State of Oregon and the United States, court appearances, and scheduled medical appointments, conducts searches of inmates and vehicles prior to transport, uses mechanical restraints to maintain control of inmates being transported, maintains key control adhering to Departments Rule, when dealing with restraint keys, vehicle keys, and other keys that may be necessary in completing assigned duties, maintain and/or reports mechanical failures of equipment and/or operational supplies, processes all paperwork in accordance with the Departments Rules and Policies, drive and supervise drivers of a variety of vehicles, up to and including large inmate transport buses, carry and supervise security staff authorized to carry firearms during the performance of daily duties, maintains a professional demeanor with the public while ensuring sound security practices are maintained,</p>
10%	NC	E	<p><u>TECHNICAL</u></p> <p>advises, consults and problem solve with Transport Security Manager, Correctional Lieutenant and employees, by applying department rules and polices, Oregon and Federal laws and good supervisory techniques; works with staff to ensure consistent, yet flexible, applications of policy, so that the Transportation Unit operational needs can be met,</p> <p>maintain up to date firearms qualifications , and valid Oregon drivers license</p> <p>AND serves as a committee member on ad hoc committees designated by the Transport Security Manager and/or Correctional Lieutenant, and performs institutional security work as required or directed.</p>

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

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 a community setting under security supervision. Transporting inmates from one facility to another, dental, and medical appointments, court appearances and travel throughout the continental 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. Employee is required to obtain and maintain a Class "B" commercial Oregon driver's license with the proper endorsements for driving large buses carrying inmates and subordinate staff. Employee is required to participate in and complete all training, qualify up to three (3) times per year with a variety of weapons. Physical capacity to perform instant and/or sustained physical activity. Must conduct regular body searches on inmates.

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 Transportation Unit and provide the scope of authority to the employee. Federal Laws and Oregon Revised Statues provide the framework for operations. DOC 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. Motor Vehicle Rules and Requirements outline the employee's responsibilities for maintaining a valid driver's license. Labor Agreements provide working agreements between management and represented employees related to working conditions, pay and other areas of concern.

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 (Clients)	In Person	Daily Business/Supervisor	Daily
Medical Offices	In Person/Telephone	Daily Business	Daily
DOC Employees	In Person/Mail/Fax Telephone/E-Mail	Daily Business/Rules Policy/Transfer/Trips	As Needed
Other DOC Facilities	In Person/Mail/Fax Telephone/E-Mail	Daily Business/Rules Policy/Transfer/Trips	As Needed

Other Criminal Justice/Law Enforcement Agencies	In Person/Mail/Fax Telephone/E-Mail	Routine Business/Rules Policy/Transfer/Trips	As Needed
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SECTION 7. POSITION RELATED DECISION MAKING

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

Security Operations --Formulates and recommends options regarding transporting inmates and operational issues. Integrates security operations into the daily transport operations.

Use of Force -- Uses of correct mechanical restraints or amount of physical force to achieve a legitimate correctional objective.

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".

Transportation Lieutenant	9100.820	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
Transport Manager	8900.320	Reviews 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? _____

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:

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/Word Perfect, 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 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. The ability to evaluate potential problems and/or emergency situations and to 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 obtain and maintain a Class "B" commercial driver's license with the proper endorsements to operate a large bus, and 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