



CLASSIFICATION NO. 489

Established: 12/99

Revised: 1/17

FLSA: Non-Exempt

EEO: 4

## **COMMUNITY CORRECTIONS OFFICER 1**

### **CLASS CHARACTERISTICS**

Under supervision, to learn to and maintain security and public safety while monitoring the daily work activities of offenders in a residential center; to provide security checks of facilities and offenders, and maintain records of offender activities; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Community Corrections Department is responsible for supervising adult offenders on parole or probation, including assessment, rehabilitative and restorative program services, and residential services. The Department is currently under contract with the Sheriff's Department for management services.

The Community Corrections Officer classification series is primarily involved with maintaining security in a minimum security residential center, requiring considerable contact with offenders. The Community Corrections Officer 1 is the entry level classification within the series. Incumbents work closely with CCO2 Field Training Officers and other staff to learn agency standards and procedures and perform program and security functions.

The Community Corrections Officer 1 (CCO1) differs from the CCO2 which is the journey level, State certified classification. CCO1 also differs from the Corrections Counselor that leads a variety of counseling sessions and takes responsibility for a caseload of residents to ensure their success in meeting program requirements.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Learns to maintain order, discipline, and security of offenders in residential facilities; supervises and monitors the conduct, work performed, and general activities of offenders; maintains daily records of offender activities and work performance; reports problems to appropriate supervisor/lead worker; processes offenders admitted and discharged from the facility or work site, including conducting LEDS checks.
2. Conducts regular security and sanitary checks of facility living and sleeping areas; conducts safety inspections of facility grounds, equipment, and other facility and program property; checks offenders daily work details; records security checks and other relevant observations; answers telephones, takes messages and maintains front office security and center logbook.

3. Secures and returns to custody those offenders who have violated supervision conditions; interviews witnesses and victims; testifies in court or before judicial proceedings.
4. Searches offenders, persons, property or facilities and grounds for contraband; receives, inventories, and maintains seized property of offenders; returns personal property to offenders upon discharge.
5. Controls medication in accordance with center policy; monitors substance abuse through urinalysis and alcohol testing.
6. Follows established procedures in handling emergency situations; notifies supervisor or lead worker of emergency situations; may administer general First Aid and/or CPR; takes appropriate and immediate actions to notify law enforcement, fire or medical professionals.
7. Provides after-hours liaison communication with law enforcement and Probation and Parole Officers; facilitates paperwork to detain offenders as instructed by Probation and Parole Officers or supervisory staff.
8. Transports offenders to and from medical facilities, work locations and other detention facilities; retrieves medications from pharmacies.

### **REQUIRED KNOWLEDGE AND SKILLS**

Basic knowledge of: Theories of human behavior and adjustment problems of adult offenders; basic principles of social and correctional care and criminal justice systems; rehabilitation processes, purposes and methods; operations and techniques used in security or custodial facilities.

Skill to: Learn how to control, direct and instruct offenders individually and in groups; learn, understand, interpret and enforce center rules and regulations with firmness, tact and impartiality; read and interpret written material accurately and rapidly; make rapid, effective and reasonable decisions in emergencies and take appropriate action; maintain accurate records; operate general office equipment, including computers; operate work tools; communicate effectively, both orally and in writing; establish and maintain effective working relationships with the public and a various criminal justice agencies and officials.

### **WORKING CONDITIONS**

Frequent interactions with offenders may result in occasional physical contact and exposure to hostile attitudes.

Positions require frequent walking, standing, hearing, reaching, bending and participation in defensive tactics classes.

Must be willing to work weekends, holidays, evening, and rotating work schedules.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** None required.

**Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Must meet minimum requirements established by the Oregon Department of Public Safety Standards and Training (DPSST) for Corrections Officer certification. DPSST Certification has specific criteria related to age, physical and education requirements.
- Law Enforcement Data System (LEDS) certification.
- Valid First Aid/CPR Certification.

**PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon successfully passing a post-offer physical assessment that complies with criteria set forth by the State of Oregon Department of Public Safety Standards and Training (DPSST). Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

**POST-EMPLOYMENT REQUIREMENTS**

Within 18 months of hire, incumbents must successfully complete a formal training program and become certified as a Corrections Officer by the State of Oregon Department of Public Safety Standards and Training (DPSST).

**OTHER INFORMATION**

Community Corrections Officer 1 (CCO1) positions within Residential Centers are part of a promotional career path. Incumbents in Residential Center CCO1 positions will be promoted to Residential Center CCO2 positions upon satisfactory completion of the approved training and development plan.