



CLASSIFICATION NO. 486

Established: 5/83

Revised: 8/94, 12/99, 1/17

FLSA: Non-Exempt

EEO: 4

COMMUNITY CORRECTIONS OFFICER 2

CLASS CHARACTERISTICS

Under general supervision, to 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 2 is the journey level classification within the classification series. Incumbents independently perform the full range of program and security functions.

The Community Corrections Officer 2 (CCO2) differs from the CCO1 which is the entry, non-certified level classification. CCO2 also differs from the Corrections Counselor that leads a variety of counseling sessions and takes responsibility for a caseload of offenders to ensure their success in meeting program requirements.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Maintains 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; reports problems to appropriate lead worker/supervisor; processes offenders admitted and discharged from the facility or work site; conducts LEADS 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 offenders who have violated supervision conditions; interviews witnesses and victims; testifies in court or before judicial proceedings; may act as

the Disciplinary Hearings Officer.

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.

Controls medication in accordance with center policy; monitors substance abuse through urinalysis and alcohol testing.

5. 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.
6. 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.
7. Transports offenders to and from medical facilities, work locations and other detention facilities; retrieves medications from pharmacies.

REQUIRED KNOWLEDGE AND SKILLS

Working 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: Control, direct and instruct offenders individually and in groups; 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; establish and maintain effective working relationships with the public and a various criminal justice agencies and officials; work with minimal direct supervision; communicate effectively, both orally and in writing.

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: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

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

- Corrections Officer certification through the State of Oregon Department of Public Safety Standards and Training (DPSST).
- 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.

OTHER INFORMATION

Community Corrections Officer 2 (CCO2) 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.