



CLASSIFICATION NO. 487

Established: 3/98

Revised: 6/12, 6/22

FLSA: Exempt

EEO: 4

## **COMMUNITY CORRECTIONS SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize, and supervise the activities of personnel involved in community corrections service delivery; to perform a variety of technical tasks related to an assigned area of responsibility; and to perform other duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Clackamas County Sheriff's Office (CCSO) patrols County roads and rivers, investigates crimes, conducts search and rescue operations, provides courthouse security, serves civil process, operates the County jail and oversees offenders on parole or probation. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Community Corrections Division is responsible for supervising adult offenders on parole or probation, including assessment, rehabilitative, restorative, and transitional programs, and residential services.

The Community Corrections Supervisor is a sworn classification responsible to supervise officers and/or counselors providing services to adult offenders within the assigned area or program. Incumbents have direct offender and citizen contact. Incumbents may be responsible to oversee officers and counselors providing services to adult offenders within 24 hour daily work release operations and programs or for supervising the activities of Probation and Parole Officers, human services and support staff providing services to adult offenders.

The Community Corrections Supervisor differs from the Community Corrections Manager which has broad management and operational responsibilities to oversee provision of residential or probation and parole services and a variety of corrections programs.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Provides direct supervision over and manages day to day operational activities of staff or teams including solving problems, proactive planning within the team and between other service providers; prioritizes, assigns and reviews the work of staff involved in community corrections service delivery; reviews reports for accuracy, thoroughness and adherence to division goals and procedures; and provides consultation to staff regarding appropriate case management decisions and use of professional services.
2. Recommends and implements new and revised policies to respond to division goals and service needs; works with management and other service providers to develop and

implement programs and update procedures.

3. Assists with hiring, and supervises assigned staff to provide quality service to citizens and County staff; prepares performance evaluations; conducts caseload audits; works with employees to correct deficiencies; administers progressive discipline; conducts and/or facilitates staff training and development.
4. Assists Community Corrections staff in performing casework functions or may handle casework functions directly, including offender needs/risk assessment, treatment referral and monitoring, client counseling, sanctioning, and arrest/search and seizure; prepares reports and makes recommendations to courts and parole board regarding offender treatment needs, compliance with supervision conditions, and sanctioning options.
5. Coordinates and conducts hearings on parole violations, transitional leaves, and Interstate Compact cases; serves as the primary in-house disciplinary hearings officer and imposes sanctions or offender removal from facility; responds to offender grievances.
6. Monitors team budget expenditures; assists in compiling statistical information (e.g. program data, team statistics) for department use.
7. Facilitates staff and resident meetings regarding program issues and/or changes; facilitates offender educational groups as needed; resolves issues regarding program rules, security and caseload procedures.
8. Assists with the screening process to ensure offenders meet program criteria and conditional use restriction; oversees initial intake interviews and recommendations; assists in compiling statistical information for department use.

### **REQUIRED KNOWLEDGE AND SKILLS**

Knowledge of: Principles and practices of personnel management; operations and techniques used in security or custodial facilities; evidence based practices; principles, practices and procedures for addressing behavior and adjustment problems of adult criminal offenders; casework practices, caseload management; the adult criminal justice system, including sentencing and sanctioning procedures; training and performance evaluation; community and contract resources; Federal, State and local case law regarding probation and parole casework; participative management and team development theories.

Skill to: Maintain discipline and security with adult offenders; understand, interpret and enforce rules and procedures; make recommendations regarding the disposition of clients; complete program evaluations; supervise, train, discipline, and evaluate community corrections personnel; investigate cases and objectively evaluate information; maintain accurate and complete records; communicate effectively, both orally and in writing; establish and maintain effective working relationships with adult offenders, County employees, law enforcement and community agencies, the courts/parole board, and members of the public; evaluate information and develop recommendations for policy or procedural changes; incorporate team participation in decision making; direct staff in continuous efforts to improve quality, productivity and effectiveness.

### **WORKING CONDITIONS**

Must be willing to work evenings, weekends and holidays as scheduled.

### **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 four (4) years 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.

- Current Basic Probation & Parole or Corrections certification from DPSST.

### **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 passing a post-offer physical assessment and psychological examination. 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**

Must possess within six months of hire: Law Enforcement Data System (LEDS) certification, Cardio-Pulmonary Resuscitation (C.P.R.) certification, First-aid certification.

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