



**UMATILLA COUNTY**  
**POSITION DESCRIPTION**



**Department:** *Sheriff's*  
**Position Title:** *CO I*

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:** Jail

**Salary Range:** 2510

**Union Covered:** Yes

**BOLI Exempt:** No

**GENERAL DESCRIPTION OF POSITION**

The Corrections Officer shall have the responsibility of following Umatilla County Corrections Division (UCCD) Policies and Procedures governing the general functions of UCCD and its inmates. The Corrections Officer is a sworn position assigned to the Corrections Division by the Sheriff. The Corrections Officer participates in the daily functions of the correctional facility and supervises all incarcerated inmates.

**SUPERVISORY RELATIONSHIPS**

**Supervision Received:**

Under the supervision of the Corporal, Sergeants, and Jail Administrator. Will receive a performance evaluation on work quality and productivity on an annual basis by the Sergeant.

**Supervision Executed:**

Supervision is not a normal responsibility of this position.

**PRINCIPLE DUTIES OF POSITION**

**First and foremost, maintains the security of UCCD and inmate welfare at all times, to include:**

- Conducts frequent and irregular inmate counts and checks;
- Escorts inmates individually or in groups to and from locations within the facility; (EE)
- Applies appropriate restraints and escorts inmates individually or in groups to and from locations outside of the facility (i.e. to court, to other facilities, hospitals, dentists, etc.). (EE)
- Responds to, and/or initiates emergency procedures when needed; (EE)
- Conducts sanitation and security checks of inmate housing areas and other general facility areas;
- Patrols areas within the facility;
- Performs outside perimeter checks;

- Supervises inmates and inmate workers working in facility areas; (EE)
- Performs pat down searches and unclothed searches as necessary; (EE)
- Conducts searches of inmate housing areas and general areas. See Policy and Procedure No 6.050 Searches.
- Investigates disturbances or suspicious activities.
- Physically restrains inmates when circumstances dictate.

**Performs booking procedures and processes related reports which may include:**

- Obtains and verifies information from arresting officers and arrestees for booking purposes, and entering information into computer system;
- Provides the arrestees with the appropriate phone calls;
- Inventories inmate's property, clothing, and/or money;
- Photographs and fingerprints incoming arrestees.
- Obtains bail and releases arrestees/inmates on security release;
- Assign proper housing for inmates.
- Issues facility clothing, bedding, and supplies to new inmates.

**Completes reports, forms and other essential paperwork and communicates as necessary, to include:**

- Completes Incident Reports;
- Completes Misconduct Reports and other related information;
- Communicates written and/or verbal information to the Command Staff, Corrections Staff and inmates; (EE)
- Processes paperwork as needed for the operation of the control center;
- Records information in the facility logs as necessary;
- Answers questions from inmates and/or visitors; (EE)
- Answers telephone calls as needed;
- Communicates with inmates via the intercom or in person; (EE)
- Runs warrant checks and/or criminal history records of arrestees, inmates or others as required.

**Perform control room operations which include:**

Operation of control room: (EE)

- Operates and controls security doors inside and outside the facility.
- Monitors safety and security equipment including alarms and camera monitors.
- Answers inmate intercom system.
- Advises housing areas of court appearance, visits, releases, and other pending inmate movement.
- Promptly advises Corrections Officers of emergency situations and calls for assistance as outlined in the emergency policies.
- Maintains confidentiality of documents, correspondence and communications within the correctional facility.
- Monitors the activity of Corrections Staff. Calls for back-up when appropriate.

**The Corrections Officer performs other duties to include:**

- Maintains secure control and accountability of all in use duty keys, security keys, and radio equipment; (EE)
- Exchanges inmate's clothing and bedding as required;
- Ensures inmates follow all rules and regulations of the facility;
- Responds to the medical needs of inmates as required and authorized; (EE)
- Supervises and/or assists with serving of meals;
- Prepares and distributes inmate supplies;

- Conducts and supervises shaving procedures for inmates;
- Distributes mail to inmates or collects inmates' outgoing mail and correspondence;
- Releases inmate property through the appropriate channels;
- Performs other duties as instructed by the Command Staff.

### **OTHER DUTIES OF POSITION**

The duties of the Corrections Officer can be changed as needed to serve the goals of the division. The statements contained herein reflect general details as necessary to describe the principle functions of the position. They should not be considered an all-inclusive listing of work requirements.

### **REQUIREMENTS FOR THE POSITION**

#### **Experience and Training**

Minimum qualifications include a high school diploma/GED. Applicant must be at least 21 years of age. Ability to work weekends, holidays and odd shifts. Applicant must have a clean criminal history. Must be able to become DPSST certified within one year of hire.

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Signature/Date