

City of Florence  
Corrections Officer  
*Represented by Florence Police Employees Association*

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DEPARTMENT: Police  
CLASSIFIED: Regular, Full-time  
DATE: July 2015

REPORTS TO: Police Commander  
POSITION STATUS: Non-Exempt  
SALARY: \$22.83 - \$26.49

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## CORRECTIONS OFFICER

**PURPOSE OF POSITION:** Responsible for enforcing rules and regulations of the City Jail, preventing escapes, maintaining order and discipline among inmates, escorting inmates to and from cells to court and other related appointments and providing supervision of security while maintaining custody of those detained.

**ESSENTIAL JOB FUNCTIONS:** An employee in this class performs general Jail duties. Work is normally performed under the general supervision of the Commander who assigns and reviews work for conformance to laws and departmental rules and regulations.

Follow all safety rules and procedures established for work areas.

Maintain order, discipline and security of inmates within the corrections facility; check physical condition and arranges for medical attention; accompany inmates to court appearances, physicians, hospitals, etc.

Book, search, fingerprint and photograph incoming prisoners and those directed by the court; issue personal property receipts; release inmates at the end of sentence; maintain appropriate logs and records; conduct transports; perform hourly checks; provide food, showers, clothing, linen, and medication to prisoners; provide court security as needed; oversee prisoner work detail and visitations; assure secure work environment to the courts, judges and support staff; conduct inspections of facilities; interpret policy and procedure.

Answer questions and interpret policy and procedure for law enforcement officials, attorneys, inmates and families and the public.

Observe and report hazardous conditions.

Work overtime as necessary.

Conducts investigations and interrogations; gathers evidence and interviews victims and witnesses.

Testify in Court.

Participates in public relations programs which may include public speaking to citizen and/or school groups;

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Performs CPR and first aid when needed;

Qualify annually with firearms.

Perform all other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** The safe operation of law enforcement equipment including, firearms, motor vehicles and other related law enforcement equipment.

**MANDATORY MINIMUM REQUIREMENTS:**

Minimum standards for employment as a law enforcement officer as well as experience and training requirements for certification levels are established in the Bureau of Police Standards and Training Act, ORS 181.610-690, and reprinted in the Board of Police Standards and Training Policy and Procedures Manual, Initial, minimum standards are:

- Must be 21 years of age at the time of appointment
- Must be a U.S. citizen
- No convictions by any state or federal government of a crime punishable by imprisonment in state or federal prison
- Good moral character as determined through background investigation
- Must have a High School diploma or General Education Degree (GED) or equivalent
- Pass a physical examination by licensed physician to meet physical requirements, such as; vision correctable to 20/20 and have normal color perception, weight proportionate to height and hearing test
- Driving record must be free of convictions for hazardous moving violations within the previous three years

**Additionally:**

- Must possess a satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the duties of the position
- Must be able to communicate effectively both verbally and in writing
- Must be able to understand and appropriately act on verbal and written instructions
- Must be able to work independently and perform appropriately and effectively in emergency situations
- Must be able to make decisions quickly based on knowledge available
- Must be able to prepare complete accurate reports in writing
- Must be able to deal tactfully with the public
- Must be able to maintain effective working relationships with co-workers
- Must be able to work any and all shifts assigned

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- Must be able to physically perform all work assigned
- Must have a working knowledge and skill level in computers

**SPECIAL REQUIREMENTS/LICENSES:**

- Must possess or have the ability to obtain a Department of Public Safety and Standards Training (DPSST) basic correction's officer certificate within 18 months of appointment
- Must possess a valid Oregon driver's license.
- Must attain and maintain basic first aid and CPR Certification.

**DESIRABLE ADDITIONAL QUALIFICATIONS:**

- Bi-lingual ability in Spanish and English
- Any higher level educational degree

**PHYSICAL DEMANDS OF POSITION:**

Regular and consistent attendance is required. Work is primarily performed in the correction facility environment with security restrictions and in direct contact with inmates; While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility and the ability to operate a motor vehicle. Position is typically required to move materials weighing up to 10 pounds on a recurring basis, and on occasion lift or move more than 100 pounds. Position may be required to deal with violent and combative individuals requiring considerable physical effort.

**PERSONAL CONTACTS AND PURPOSE OF CONTACT**

Contacts and with coworkers; Chief; Prosecutor; judges; Federal, State, and local agencies; physicians; clergy; schools; correctional facility inmates; and the public to give and exchange ideas or information; resolve problems, make arrests, issue citations, serve documents, provide services, defend, or resolve matters.

**WORKING CONDITIONS:** Work locations are in all types of indoor and outdoor environments and may be exposed to all types of weather conditions. Must deal with individuals who may become violent, combative, under the influence of drugs/alcohol or who have communicable diseases. Incumbent operates police vehicles and may be required to sit for extended periods while performing various duties.

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**SUPERVISORY RESPONSIBILITIES:** Although supervision is not normally a responsibility of positions in this classification, employees may be requested to provide work guidance and/or training to new officers.

**SUPERVISION RECEIVED:** Works under the direction of the Police Lt. or his/her designee.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE ALL OTHER DUTIES AS ASSIGNED OR NECESSARY.