



GENERAL ADMINISTRATION

POLICY.

It shall be the policy of the Deschutes County Sheriff's Office to maintain continuous administrative authority through a chain of command.

PURPOSE.

The purpose of this policy is to provide an organizational table that provides a visual representation of the Corrections Division organizational structure, chain of command, and how it fits within the Sheriff's Office.

OREGON JAIL STANDARDS:

- A-101 Authority to Operate Jail
- A-102 Sheriff's Jail Inspections
- A-103 Jail Commander
- A-104 Mission and Goals
- A-105 Organization Chart

REFERENCES:

- ORS 169.320 Control Over Prisoners
- ORS 169.360 Appointment of keeper of local correctional facility

DEFINITIONS.

None.

PROCEDURES.

SECTION A: AUTHORITY TO OPERATE JAIL

A-1. The Sheriff of the County is the statutory keeper of the jail.

A-2. The Sheriff must supervise the actions and performance of the Corrections Captain.

Supersedes: January 26, 2016

Review Date: October 2019

Total Pages: 3

- A-3.** The Sheriff should conduct personal inspections of the Corrections Division on a periodic basis.

SECTION B: CORRECTIONS DIVISION COMMANDER

- B-1.** The Sheriff delegates authority, control and responsibility for the operation of the Corrections Division to the Corrections Captain.
- B-2.** The duties of the Corrections Captain are set forth in the policies and procedures manual.

SECTION C: MISSION AND GOALS

- C-1.** The Deschutes County Sheriff's Office provides a written statement, defining the Sheriff's Office mission, operational philosophy and goals.
- C-2.** The mission statement of the Deschutes County Sheriff's Office is:
Proudly Serving our Community by delivering superior public safety and service.

Supporting this vision, we uphold the following values:

- a. Quality Service
- b. Professionalism
- c. Teamwork
- d. Integrity
- e. Sense of Humor
- f. Loyalty
- g. Discretion
- h. Respect
- i. Servant Leadership

Through the following goals, the Corrections Division strives to keep all citizens in the community safe and positively impact those who are held in our facilities:

- a. Treat staff and inmates with respect as well as expect inmates to treat staff with respect.
- b. Continue professional development of staff.
- c. Promote public safety and impact recidivism.
- d. Provide inmate programs that encourage rational behavior and restore individual responsibility.
- e. Use resources effectively and efficiently.

SECTION D: ORGANIZATION TABLE

- D-1.** The Corrections Captain must maintain a current organizational table establishing the Division's organization and chain of command and how it fits within the Sheriff's Office.
- D-2.** The Sheriff delegates authority, control and responsibility for the operation of the Deschutes County Sheriff's Office, Corrections Division, as outlined in the organizational chart.
- D-3.** In the absence of the Sheriff's Office Corrections Captain, the Sheriff shall designate a captain or another designee to assume authority, control and responsibility for the operation of the Corrections Division.
- D-4.** In the absence of a corrections lieutenant, the Sheriff shall designate the shift supervisor to assume authority, control and responsibility for the operation of the Corrections Division.
- D-5.** Members shall strive at all times to operate within the chain of command and keep their supervisors informed as to their activities. Refer to *DCSO Policy 2.02 Sheriff's Office Administration*.
- D-6.** A staff member delegated the responsibility of a supervisor by the Sheriff shall:
- a. Be a director of his teammates, an evaluator in assessing their productivity, strengths and weaknesses, an instructor in the training, and a reporter both to higher authority and to his teammates. He shall report to higher authority the accomplishments, areas of need, and productivity of his teammates.
 - b. Influence those he supervises to a higher level of efficiency. Communicate through the chain of command those matters that are of concern to his teammates.
 - c. Keep his teammates informed on subjects for which the teammates have "need to know," explain division policies and control rumors by obtaining and reporting facts.

FORMS USED:

- Corrections Division Organizational Chart