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.
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