IMPLEMENTATION OF WRITTEN POLICIES AND PROCEDURES

POLICY.
It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to develop and maintain written policies and procedures expressing the Corrections Division’s philosophy, goals and operational procedures that meet constitutional, statutory and professional standards.

PURPOSE.
The purpose of this policy is designed to provide staff with guidelines that are consistent and uniform in the manner in which staff members perform day-to-day tasks and responsibilities.

OREGON JAIL STANDARDS:

- A-106 Code of Conduct
- A-109 Review and Revision
- A-110 Accessibility by Staff
- A-111 Enforcement of Policy
- A-205 Records Retention

REFERENCES:

- ORS 169.076, Standards for Local Correctional Facilities
- Corrections Division Policy and Procedures Manual
- Deschutes County Sheriff’s Office Policy and Procedures Manual

DEFINITIONS.

Informational Memoranda. Any data, statements, or other information regarding inmates and Deschutes County Sheriff’s Office’ Corrections Division operations that do not belong in the policies and procedures manual. Also known as AVM (Avoid Verbal Messages).

Manual. A handbook or collection of materials designed and organized for use as a reference guide explaining the function of a division.
PROcedures.

SECTION A: Policies and procedures

A-1. The policies and procedures will provide an operational plan that meets constitutional, statutory, professional standards and practical requirements.

A-2. It is the responsibility of the Corrections Captain to develop and implement policy and procedures. However, all employees are encouraged to actively participate in the policy and procedure development. The Sheriff must give the final approval for all policy and procedures.

A-3. Policy and procedures will:

   a. Ensure reasonable consistency and uniformity in the manner in which staff members perform day-to-day tasks and responsibilities and implement policy.
   b. Meet the individual requirements established by the Oregon Jail Standards (OJS).
   c. Meet the statutory standards established in ORS 169.076.
   d. Establish goals for expected performance requirements, while documenting and formalizing practices.
   e. Defend litigation against the facility and its officials.
   f. Interpret other legal and operational requirements as needed to guide staff in the management of the jail.

A-4. Each policy shall contain the subject of the policy, policy number, effective date, Oregon Jail Standard numbers that apply, revision date and page numbers. Each policy will also contain the following subsections:

   a. A Policy is a general statement of an organizational position on an issue of concern to the facility, inmates, or other segments of the public.
   b. A Purpose provides the intended purpose of the policy.
   c. A Definition defines terms used in the policy.
   d. A Procedure gives a detailed, step-by-step description of the sequence of activities necessary for the achievement of the policy that it attends.

A-5. To ensure the policy and procedures are consistent with court decisions concerning correctional processes, the Deschutes County Sheriff’s Office Legal Counsel will be available to the Corrections Captain as needed in the course of this process. The Sheriff’s Office Legal Counsel will provide advice on meeting statutory and court requirements on policy formation and operational matters.

SECTION B: Review and Revision

B-1. Each policy, procedure or chapter of the manual must be reviewed every 24 months following sessions of the Oregon Legislature to ensure compliance with new, repealed or amended laws and current court decisions. The review date should be 24 months from
the effective date of the policy. The Corrections Captain will be responsible to ensure the
review process is conducted.

B-2. If a policy or procedure is modified prior to the scheduled review date, a new date will be
set to occur within the next review period.

SECTION C: POLICY AND PROCEDURE REVISION

C-1. Staff members are encouraged to inform the Corrections Captain in writing of perceived
needs for new policies, changes or supplements to existing policies, or interpretative
guidelines. Staff members shall submit all requests in writing through their chain of
command.

C-2. Policy changes and/or supplements must be typed and submitted to the Corrections
Captain.

C-3. Updated material must be placed in the Corrections Division manuals.

SECTION D: INFORMATIONAL MEMORANDA “AVM”

D-1. Through the use of the AVM, the Corrections Division maintains an established system
for communicating in writing general information deemed necessary or helpful to
corrections staff.

D-2. The AVM consist of data, statements or other information regarding inmates and
operations that do not belong in the policies and procedures manual, or require immediate
action or attention.

SECTION E: ARCHIVE SUPERSEDED POLICIES AND PROCEDURES

E-1. When a policy or procedure has been superseded, the policy will be preserved for future
reference for 10 years. The policy will be archived by Sheriff’s Office Legal Counsel.
Policies may be stored in an active file, an archive or a computer file.

SECTION F: POLICIES AND PROCEDURES ACCESSIBLE TO STAFF

F-1. The complete policy manual must be readily accessible to staff, without the need for a
request or other delay, through a physical manual or in electronic form.

F-2. Policies will be provided to staff in electronic form.

F-3. All policies shall remain the property of the Deschutes County Sheriff’s Office.

F-4. Any copies of a policy will not be given to other persons without prior approval of the
Corrections Captain, Sheriff or his designee.
SECTION G: ENFORCEMENT OF POLICY AND STAFF SUPERVISION

G-1. It is the responsibility of each supervisor to ensure jail policies and procedures are enforced and followed by all staff. Supervision of policy compliance should provide a means of ensuring that staff:

   a. Protect the safety, security and other needs of the jail
   b. Function consistently with the rights of inmates
   c. Comply with required policies and procedures
   d. Are accountable for their actions and conduct

G-2. As necessary, supervisors will counsel, use corrective actions and/or disciplinary actions to enforce the provisions of the policies and procedures.

G-3. It is the responsibility of each staff member to review, understand, and maintain knowledge of policies and procedures.

G-4. Policy and procedure training will be documented electronically, through the document management system. Each employee will read the updates within a designated time frame. After the employee reads and understands the updates, the employee shall electronically acknowledge receipt of the policies and that the employee has read and understood the policies.

G-5. Corrections staff will adhere to the Deschutes County Sheriff’s Office Code of Professional Conduct and Responsibility for Peace Officers.