



AUTHORIZED PERSONNEL

POLICY.

It is the policy of the Deschutes County Sheriff's Office - Adult Jail (AJ) to provide institutional security by limiting access to the facility to authorized persons only.

PURPOSE.

The purpose of this policy is to ensure the safety and security of inmates and members by permitting only authorized person's access to the facility.

OREGON JAIL STANDARDS:

- E-104 Facility Access

REFERENCES:

- ORS 169.076 Standards for local correctional facilities

DEFINITIONS.

Authorized Persons. Persons with prior authorization by the Sheriff, Captain, supervisor, or designee, including delivery persons, repair personnel, on-duty law enforcement officers (LEO), attorneys, interpreters, volunteers and DCSO members not directly involved in the operation of the AJ.

AJ Administration Members. Office assistants, administration members and specialists.

AJ Corrections Members. Technicians, deputies, sergeants, lieutenants, Captain, and Sheriff.

AJ Medical Unit Members. Nurses, Medical Director, Behavioral Health Specialists (BHS) and other authorized medical or behavioral health personnel.

AJ Support Members. Contract service providers (food and phone service members), Building Maintenance Unit (BMU) and Central Oregon Public Safety Chaplains (COPC).

DCSO Members. All other employees of the Deschutes County Sheriff's Office.

Limited Access Areas. Those areas of the AJ whose access is limited by Control Center members and where contact with inmates may be possible, including the auto sally port, pre-

booking, booking, video arraignment rooms, administration offices, hallways, kitchen and conference rooms.

Public Areas. Those areas of the facility open to the public, including the facility lobby, non-contact visiting areas, attorney rooms and Inmate Services lobby.

Secure Housing Unit (SHU). The area of the facility containing housing units 100 through 1100, the recreation yards, law library, North control room, and program offices. The SHU is entered via the Main Hallway or the hallway to the Visiting/Attorney Room/Arraignment Room.

Central Hallway. The main hallway of the facility containing access to Booking, member areas, Administration, Kitchen, Medical Unit and housing units 1200 through 1400.

South Jail. The area of the facility containing housing units 1500 through 2000 and the South control room. This area of the jail is entered through the Central Hallway or the southwest walk-through sally port.

PROCEDURES.

SECTION A: AJ CORRECTIONS MEMBERS

- A-1.** On duty corrections members have unlimited access to the AJ as necessary, to perform their duties and ensure the safe operation and security of the AJ.
- A-2.** Off duty members must have approval from an on duty supervisor to enter the limited access areas of the facilities. Members have unlimited access to member locker rooms or administrative offices.

SECTION B: AJ ADMINISTRATION MEMBERS

- B-1.** Administration members has access to areas of the AJ where they will not be in direct contact with inmates. Their movement through the AJ will be facilitated by corrections members when contact with inmates may be possible.

SECTION C: AJ SUPPORT MEMBERS

- C-1.** BMU members must be escorted by corrections members when working in the secure housing unit and/or other AJ areas where direct contact with inmates may occur. If inmates have been cleared from a housing area, BMU members may be left alone, provided they are secured from inmate contact.
- C-2.** Contract employees (i.e. food service or phone service members) may have access to the AJ as necessary to perform their duties. Access to the secure housing unit is limited to times when there is no inmate movement or when corrections members are available to provide escort. Contact with inmates, outside of the facility kitchen, is limited to contact through food-pass access ports unless escorted by corrections members.

SECTION D: AJ MEDICAL UNIT MEMBERS

- D-1.** Medical Unit members may have access to the AJ as necessary to perform their duties. Access to the SHU, Central Hallway or South Jail is limited to times when there is no inmate movement or when corrections members are available to provide escort. BHS may have limited one-on-one contact with inmates in the law library or attorney visiting interview rooms. BHS members will be in possession of a jail radio to contact control room members.
- D-1.** Other medical or behavioral health members will only have access, beyond the public and limited access areas of the facility, when accompanied by corrections members.

SECTION E: DCSO MEMBERS

- E-1.** DCSO members may have access to the facility, beyond the public and limited access areas of the facility, when accompanied by corrections members.

SECTION F: AUTHORIZED PERSONS

- F-1.** Authorized persons may only have access to the facility, beyond the public areas of the facility, when accompanied by corrections members.
- F-2.** On-duty LEOs may have limited access to areas of the jail, after approval from an on-duty supervisor and will be escorted by corrections members.
- F-3.** Attorneys, legal assistants and interpreters may have access to attorney rooms, conference rooms and video arraignment rooms as necessary to provide services to their clients. When in these areas, and likely to be contacted by inmates, they must be escorted by corrections members. Conference room meetings (professional visitor and inmate) do not usually require deputy escort.

SECTION G: GENERAL PUBLIC & FACILITY TOURS

- G-1.** Members of the general public are limited to the public areas of the facility unless authorized by a lieutenant, Captain, or Sheriff. All such visitors must be accompanied by corrections members when outside of the public areas of the AJ.
- G-2.** Tours of the facility are limited to the Board of Commissioners, the Grand Jury, and other persons authorized by the Captain or Sheriff. Tours shall be accompanied by corrections members when inside the AJ.
- G-3.** Non-essential persons such as contractors, inspectors, and contracted maintenance must have a criminal history and driver's license check before entry is allowed into the AJ. Subjects on parole, probation or who have any felony convictions must receive approval

from a lieutenant, Captain or Sheriff. All non-essential persons must be accompanied by corrections members.