



CORRECTIONS LIEUTENANT DUTIES

POLICY.

The Corrections Lieutenant shall have responsibility to plan, direct and control the day-to-day operations, management and administration of the Deschutes County Sheriff's Office - Adult Jail (AJ) subject to the direction of the Sheriff and Corrections Captain.

PURPOSE.

The purpose of this policy is to provide guidelines for the duties and responsibilities of corrections lieutenants.

OREGON JAIL STANDARDS.

- A-405 Management Training
- G-213 Medical Staffing

REFERENCES.

- ORS 169.076, Standards for Correctional Facilities

DEFINITIONS.

Administrative Lieutenant. Sworn staff assigned to the Corrections Division by the Sheriff. The Administrative Lieutenant is responsible for the administrative function of the AJ and supervises sworn and non-sworn personnel.

Corrections Lieutenant. Sworn staff assigned to the Corrections Division by the Sheriff. The Corrections Lieutenant(s) is responsible for the daily operations of the AJ, WC and Court Security and supervises sworn and non-sworn personnel.

PROCEDURES.

SECTION A: LIEUTENANT DUTIES

A-1. Ensure the safety and security of the AJ, Work Center, court functions, staff and inmates.

A-2. Formulate and assist with the development of the AJ, WC and Court Security operational policies, interpretative guidelines, directives and informational memorandums.

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- A-3.** Maintain conditions of safe, secure and sanitary facilities.
- A-4.** Supervise the release of inmates to ensure compliance with population limits.
- A-5.** Communicate policy and procedure changes to corrections staff by written memoranda and/or briefing training.
- A-6.** Function as the clearing house for all questions which corrections staff may have regarding policy, procedures and operations.
- A-7.** Oversee the classification of inmates lodged in the facility. Review and authorize special placement of inmates as required.
- A-8.** Review reports of staff and prepare reports to the Corrections Captain and the Sheriff to keep them advised of all pertinent information concerning facility operations.
- A-9.** Maintain all records required of the AJ and WC.
- A-10.** Assist the Sheriff, Corrections Captain and other Sheriff's Office personnel with budget preparation as necessary.
- A-11.** Ensure the enforcement of discipline of inmates and review hearings officer reports.
- A-12.** Oversee inmate programs.
- A-13.** Represent the AJ in public meetings, staff meetings, before professional organizations and in relations with other law enforcement agencies or jurisdictions, as necessary.
- A-14.** Order supplies and equipment for the AJ and WC operations.
- A-15.** Monitor the maintenance of all machinery and equipment.
- A-16.** Supervise the procurement of food and supplies.
- A-17.** Oversee intra-state and interstate inmate transports.
- A-18.** Supervise preparation of court related documents.
- A-19.** Approve and coordinate the lodging of inmates for other agencies in the AJ.
- A-20.** Inspect facility weekly to ensure compliance with OSHA requirements.
- A-21.** Inspect and make sure all defensive tools that correction deputies use are properly stored, cared for, issued, and inventoried on a routine basis.

- A-22.** Ensure use of force reviews are completed with proper action taken, if necessary.
- A-23.** Prepare Requests for Proposals (RFPs) at the direction of Corrections Captain or the Sheriff. Supervise selection process of vendor. Supervise implementation of vendor goods and services.

SECTION B: STAFF SUPERVISION

- B-1.** Supervise and evaluate the job performance of sergeants, corrections deputies, corrections technicians, corrections civilian staff, facility nurses, mental health staff, facility providers and the facility food services.
- B-2.** Discipline employees as outlined in DCSO Policy 3.03, Disciplinary Action.
- B-3.** Develop and supervise the scheduling of corrections staff and authorize or deny overtime.
- B-4.** Supervise application and implementation of Sheriff's Office and AJ policies and procedures.
- B-5.** Coordinate and assist with training of corrections staff.

SECTION C: MANAGEMENT TRAINING

- C-1.** Lieutenants should receive on-going management training in topics that may include:
 - a. Development of operations manuals and training
 - b. Civil liability of managers
 - c. Corrections law for managers
 - d. Personnel law
 - e. Staff discipline and corrective actions
 - f. Staff performance plans and performance evaluations
 - g. Harassment and Sexual harassment
 - h. Prison Rape Elimination Act (PREA)
 - i. Discrimination
 - j. Retaliation
 - k. Ethical decision-making
 - l. Use of force issues
 - m. Inmate suicide prevention
 - n. ADA compliance