



SERGEANT DUTIES

POLICY .

Sergeants have the authority and responsibility to ensure all Deschutes County Sheriff's Office policies and procedures are followed by giving direction and supervision to assigned members. A sergeant reports directly to a lieutenant.

PURPOSE .

The purpose of this policy is to provide guidelines for the duties and responsibilities of a sergeant.

OREGON JAIL STANDARDS.

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

REFERENCES.

- ORS 169.076, Standards for Correctional Facilities

DEFINITIONS.

Sergeant. Sworn member assigned to the Corrections Division by the Sheriff. A sergeant maintains and participates in the daily functions of the Deschutes County Sheriff's Office - Adult Jail (AJ) and supervises sworn and non-sworn personnel.

Court Security/Transports Unit Sergeant. Sworn member assigned to the Corrections Division by the Sheriff. This supervisor maintains and participates in the daily functions of the AJ, courthouse security, local and shuttle transports and supervises sworn and non-sworn members.

Work Center Sergeant. Sworn member assigned to the Corrections Division by the Sheriff. This supervisor maintains and participates in the daily functions of the Work Center (WC), overseeing inmate work crews, programs and various other administrative and jail duties as assigned. This supervisor supervises sworn and non-sworn members.

PROCEDURES.***SECTION A: DUTIES***

- A-1.** Ensure the security of the AJ, WC, court functions and the safety and security of members and prisoners.
- A-2.** Supervise the application and implementation of Sheriff's Office and AJ policies and procedures.
- A-3.** Administer facility operations in the absence of a lieutenant or when otherwise directed by the Captain.
- A-4.** Participate in the development of policies and procedures for the AJ.
- A-5.** Assist with the budget preparation and account for expenditures.
- A-6.** Oversee the classification of inmates lodged in the AJ. Review and authorize special placement of inmates as required.
- A-7.** Review all booking and release documents. A supervisor must approve all releases.
- A-8.** Make regular inspections of the AJ, WC and courts for security, sanitation, safety and health requirements.
- A-9.** Ensure the food is properly prepared and meals served on schedule.
- A-10.** Participate in the coordination of prisoner transports.
- A-11.** Through chain of command, communicate any administrative or operational problem in writing.
- A-12.** Ensure on-duty Medical Unit members are in the facility, and providing services as required.
- A-13.** Distribute medication to inmates in the absence of a nurse.

SECTION B: SUPERVISION

- B-1.** Supervise and evaluate the performance of deputies and other members, as required.
- B-2.** Assist with scheduling and shift assignments.

- B-3.** Assist with the training.
- B-4.** Sergeants are authorized to discipline members as outlined in *DCSO Policy No. 3.03, Disciplinary Action*.
- B-5.** Review deputy incident reports and other related paperwork.
- B-6.** Review inmate misconduct reports, refer appropriate cases to disciplinary hearing, schedule and conduct disciplinary hearings.

SECTION C: MANAGEMENT TRAINING

- C-1.** Sergeants 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. Discipline and corrective action
 - f. 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. Suicide prevention
 - n. Report writing
 - o. Emergency Operations
 - p. Americans with Disabilities Act (ADA) compliance