



CORRECTIONS SERGEANT DUTIES

POLICY .

The Corrections Sergeant will have the authority and responsibility to ensure that Corrections Division policies and procedures are carried out by giving direction and supervision to assigned personnel. The Sergeant reports directly to the Corrections Lieutenant.

PURPOSE .

The purpose of this policy is to provide guidelines for the duties and responsibilities of the Corrections Sergeant.

OREGON JAIL STANDARDS.

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

REFERENCES.

- ORS 169.076, Standards for Correctional Facilities

DEFINITIONS.

Shift Sergeant. Sworn personnel assigned to the Corrections Division by the Sheriff. The Shift 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.

Transport/Court Security Unit Sergeant. Sworn personnel assigned to the Corrections Division by the Sheriff. This supervisor maintains and participates in the daily functions of the AJ, courthouse security and supervises sworn and non-sworn personnel.

Work Center Sergeant. Sworn personnel assigned to the Corrections Division by the Sheriff. This supervisor maintains and participates in the daily functions of the Work Center (WC), overseeing inmate programs and various other administrative and jail duties as assigned.

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

- A-1.** Ensure the security of the AJ, WC, court functions and the safety and security of staff and prisoners.
- A-2.** Supervise the application and implementation of Sheriff's Office and Corrections Division policies and procedures.
- A-3.** Administer facility operations in the absence of a corrections lieutenant or when otherwise directed by the Corrections Captain.
- A-4.** Participate in the development of policies and procedures for the facility.
- A-5.** Assist with the budget preparation and account for expenditures.
- A-6.** Oversee the classification of inmates lodged in the facility. Review and authorize special placement of inmates as required.
- A-7.** Review all booking and release documents. All releases must be approved by a shift supervisor.
- 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.** Communicate any administrative or operational problem to the corrections lieutenant in writing.
- A-12.** Ensure on-duty Medical Unit staff are in the facility, and providing services as required.
- A-13.** Distribute medication to inmates in the absence of nursing staff.

SECTION B: STAFF SUPERVISION

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

- B-3.** Assist with the training of personnel.
- B-4.** Sergeants are authorized to discipline members as outlined in DCSO Policy 3.03, Disciplinary Action.
- B-5.** Review deputy incident reports and other pertinent paperwork.
- B-6.** Review inmate misconduct reports, refer appropriate cases to disciplinary hearings, 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. 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. Report writing
 - o. Emergency Operations
 - p. ADA compliance