



IMPLEMENTATION OF WRITTEN POLICIES AND PROCEDURES

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to develop and maintain written policies and procedures expressing philosophy, goals and operational procedures that meet constitutional, statutory and professional standards.

PURPOSE.

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

OREGON JAIL STANDARDS:

- A-106 Code of Conduct
- A-108 Policies and Procedures
- 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
- DCSO Policy No. 1.01, *Ethics and Professional Standards*
- DCSO Policy No. 2.01, *Directive System*

DEFINITIONS.

Informational Memoranda. Any data, statements, or other information regarding inmates and AJ operations that do not belong in the policies and procedures manual. Also known as Temporary Standing Orders (TSO).

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.** Policies and procedures provide an operational plan that meets constitutional, statutory, professional standards and practical requirements.
- A-2.** It is the responsibility of the Captain to develop and implement policy and procedures. However, all members are encouraged to actively participate in policy and procedure development. The Sheriff is the final approval authority for all policy and procedures.
- A-3.** Policy and Procedures will:
- a. Ensure reasonable consistency and uniformity in the manner members perform daily tasks and responsibilities and implement policy.
 - b. Meet the individual requirements established by the Oregon State Sheriffs' Association (OSSA) Jail Standards.
 - 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 AJ and its officials.
 - f. Interpret other legal and operational requirements as needed to guide members in the management of the jail.
- A-4.** Each policy shall contain the subject of the policy, policy number, effective date, applicable Oregon Jail Standards, 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, systematic description of the sequence of activities necessary for the achievement of the policy.
- A-5.** To ensure the policy and procedures are consistent with court decisions concerning correctional processes, the Sheriff's Office Legal Counsel will be available to the Captain in the course of this process. 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 at a minimum of 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 Captain is 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.** Members may request that a policy be issued, or a current policy be changed or updated, or an outdated or invalid policy be purged by submitting written justification of need through the chain of command. See DCSO Policy No. 2.01, *Directive System*.
- C-2.** Policy changes and/or supplements must be typed and submitted to the Captain.
- C-3.** Policy revision and updates shall be distributed and made available to members via their PowerDMS inboxes.

SECTION D: INFORMATIONAL MEMORANDA

- D-1.** The Captain or designee may use written Memoranda or Temporary Standing Order to communicate current or specific information and directives in deemed necessary or helpful to members.
- D-2.** Memoranda 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 is 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.** All policies are maintained as electronic files on the Sheriff's Office PowerDMS policy and procedure website. Members can access policies electronically from any Sheriff's Office computer via the PowerDMS website at any time.
- F-2.** All policies shall remain the property of the Deschutes County Sheriff's Office.
- F-3.** Copies of a policy will not be given to other persons without prior approval of the Captain, Sheriff or designee.

SECTION G: ENFORCEMENT OF POLICY AND MEMBER SUPERVISION

- G-1.** It is the responsibility of each supervisor to ensure Sheriff's Office policies and procedures are enforced and followed by all members. Supervision of policy compliance should provide a means of ensuring:
- 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 action and/or disciplinary action to enforce 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.

FORMS USED:

- None