



## **CORRECTIONS CAPTAIN DUTIES**

### **POLICY.**

The Corrections Captain is responsible for the operations of all jail facilities, including Court Security, Transports and Maintenance units. The Corrections Captain plans, organizes and supervises operational functions and activities; implements procedures; ensures compliance with legal or contract requirements; assesses situations and utilizes resources as appropriate, negotiates contracts; participates in operations; develops and administers a budget and handles special assignments as required.

### **PURPOSE.**

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

### **OREGON JAIL STANDARDS:**

- A-103 Jail Commander
- A-405 Management Training

### **REFERENCES:**

- ORS. 169.076 Standards for Local Corrections Facilities

### **DEFINITIONS:**

**Corrections Captain.** Sworn personnel assigned to the Corrections Division by the Sheriff. Responsible for the overall operations of the jail facilities, with on-call, 24 hours a day, seven days a week accountability; assuming responsibility for the management and operations of the facility. The Corrections Captain has been given operational authority commensurate with the responsibilities assigned; and the duties and authority of the Corrections Captain are set forth in the Deschutes County Adult Jail policies and procedures manual.

### **PROCEDURES.**

#### **SECTION A: RESPONSIBILITIES AND DUTIES**

- A-1.** Manage, direct and organize Corrections Division activities. Responsible for proper and effective operations of the assigned divisions. Ensure inmates, corrections deputies, staff and the public are secure within the jail, Work Center and courthouse facilities.

- A-2.** Ensure all staff is trained and in compliance with Federal, State and case law. Review and maintain policies and procedures with regard to Oregon Jail Standards. Participate in recruitment and selection of staff. Assure deputies assigned to shifts or special work units are capable of providing optimal levels of service in terms of coverage and deployment.
- A-3.** Plan, direct, schedule and coordinate activities of assigned area; monitor and evaluate operations; develop and implement internal procedures, schedules, operating practices and rules and regulations.
- A-4.** Provide supervision to subordinate staff, which includes approving work assignments and direction, approving absences, conducting performance evaluations and administering discipline. Ability to suspend with pay and recommend termination, pay changes or job changes. Responsible for on-going evaluation of the organization.
- A-5.** Prepare and administer the budget; prepare cost estimates for budget recommendations; submit justification for requests; approve, monitor and control expenditures and internal audits of division's property.
- A-6.** Develop policies and a procedure, making sure the jail facility is cleaned consistently to prevent the spread of disease and or infection among the inmates.
- A-7.** Ensure inmates' rights are not being violated.
- A-8.** Coordinate and manage different disciplines within the Corrections Division, to include Medical, Mental Health, kitchen operations, contract employees and agencies.
- A-9.** Manage the inmate classification system to ensure inmates are classified and appropriately housed; ensure the inmate disciplinary process is fair, consistent and meets statutory compliance; oversee the population release unit and ensure appropriate measures are taken to release inmates when jail populations are close to exceeding authorized capacity.
- A-10.** Serve as project manager for renovation projects; assist with building of new facilities; determine requirements and establish project schedules; manage contractor selection and negotiate terms for services; oversee construction activities; monitor work to ensure conformance to plans and specification; meet with and brief Sheriff, or others as authorized by Sheriff. Develop and write Request for Proposals (Including but not limited to, Food Service, Inmate Telephone Service, and Commissary).
- A-11.** Respond to citizen complaints and requests from inmates; recommend corrective action as needed to resolve issues. Obtain information and determine if any investigative action is required. Order investigations, review and make decision if any policies were violated. Discipline staff, if necessary.

- A-12.** Serve as a representative of the Sheriff to various committees, organizations, consortiums, and agencies relating to optimizing service, improvements in the profession, exchanges of information, public relations and media representation.
- A-13.** Establish and maintain close working relationships with county officials, judges, attorneys, the District Attorney's Office, other law enforcement agencies, social agencies, and the community in an effort to meet the needs and desires of the community.
- A-14.** Ensure that the Sheriff and peers are fully and accurately informed of all unusual, serious or difficult problems.
- A-15.** Assume command of cases of major importance and complexity, usually requiring the ability to integrate multiple services such as scene management, fire, rescue, ambulance, other agencies, etc.
- A-16.** Conduct research on emerging trends for corrections, security, and inmate safety. Periodically evaluate outcomes of inmates released through county programs.
- A-17.** Assist and advise Sheriff's Office Legal and County Counsel on legal issues including preparing for litigation.
- A-18.** Perform other duties as assigned to accomplish the objectives of the position.
- A-19.** Respond to the scene of major or highly sensitive incidents and assume command or assist those in command.

### ***SECTION B: MANAGEMENT TRAINING***

- B-1.** The Corrections Captain 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. Budget
  - e. Personnel law
  - f. Staff discipline and corrective actions
  - g. Staff performance plans and performance evaluations
  - h. Harassment and Sexual harassment
  - i. Prison Rape Elimination Act (PREA)
  - j. Discrimination
  - k. Retaliation
  - l. Ethical decision-making
  - m. Use of Force Issues
  - n. Inmate suicide prevention
  - o. ADA Compliance