

LIEUTENANT DUTIES

POLICY.

A 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 Captain and Sheriff.

PURPOSE.

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

OREGON JAIL STANDARDS.

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

REFERENCES.

- ORS 169.076, Standards for Correctional Facilities

DEFINITIONS.

Administrative Lieutenant. Sworn member 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.

Lieutenant. Sworn member assigned to the Corrections Division by the Sheriff. A lieutenant 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, WC, court functions, members 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.

- 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 members by written memoranda and/or briefing training.
- A-6.** Function as the clearinghouse for all questions members may have regarding policy, procedures and operations.
- A-7.** Oversee the classification of inmates lodged in the AJ. Review and authorize special placement of inmates as required.
- A-8.** Review member reports and prepare reports to the Captain and Sheriff to keep them advised of all pertinent information concerning AJ operations.
- A-9.** Maintain all required AJ records.
- A-10.** Assist the Captain, Sheriff and other members 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, member meetings, before professional organizations and in relations with other law enforcement agencies or jurisdictions, as necessary.
- A-14.** Coordinate ordering 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 Occupational Safety and Health Administration (OSHA) requirements.
- A-21.** Inspect and make sure all defensive tools are properly stored, cared for, issued, and inventoried.
- A-22.** Participate in the Use of Force review process.

- A-23.** Prepare Requests for Proposals (RFPs) at the direction of the Captain or Sheriff. Supervise selection process of vendor. Supervise implementation of vendor goods and services.

SECTION B: SUPERVISION

- B-1.** Supervise and evaluate the job performance of sergeants, deputies, technicians, non-sworn members, nurses, behavioral health specialists and contracted vendors.
- B-2.** Discipline employees as outlined in *DCSO Policy 3.03, Disciplinary Action*.
- B-3.** Develop and supervise member scheduling. 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.

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. 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
 - m. Suicide prevention
 - n. Americans with Disabilities Act (ADA) compliance