



## DEPUTY DUTIES

### POLICY.

Deputies assigned to the Deschutes County Sheriff's Office – Adult Jail (AJ) shall have the responsibility to follow Sheriff's Office and AJ policies and procedures governing the general functions of the AJ. A deputy reports directly and is responsible to their assigned supervisor.

### PURPOSE.

The purpose of this policy is to inform members of the defined duties required of a deputy assigned to the AJ.

**OREGON JAIL STANDARDS:** None

### REFERENCES:

- ORS 169.076, Standards for local correctional facilities

### DEFINITIONS.

**Booking Deputy.** A deputy assigned to booking that ensures new arrestees are screened, processed and released from custody in accordance with AJ policies. See [CD-5-3 Booking](#), and [CD-5-6 Releases](#).

**Deputy.** Sworn member assigned by the Sheriff to the Corrections Division. A deputy participates in the daily functions of the AJ. Deputies supervise and maintain the safety, security and proper care of incarcerated inmates.

**Court Security/Transports Unit.** Deputies assigned to the Court Security/Transports Unit provide security at the Deschutes County Circuit Court front door checkpoint and in the individual courtrooms. Deputies assigned to this unit transport inmates to the courthouse, complete scheduled medical appointments and coordinate transport to other county and state facilities.

**Housing Deputy.** A deputy assigned to housing duties is primarily responsible for making periodic visual contact with the inmates by conducting rounds at frequent and irregular intervals.

**Programs Deputy.** A deputy assigned to scheduling and coordinating programs and the inmate worker program. Other deputies may be required to perform these duties in their absence.

### PROCEDURES.

#### ***SECTION A: PRIMARY DUTIES***

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- A-1.** Primary duties of a deputy include maintaining the safety and security of the AJ, inmates, public and court function. Additional duties include:
- a. Conduct frequent and irregular inmate counts and checks.
  - b. Escort inmates individually or in groups to and from locations within the facility.
  - c. Apply appropriate restraints and escort inmates individually or in groups to and from locations outside the facility (i.e. to court, to other facilities, hospital, dentist, etc.).
  - d. Respond to, and/or initiate emergency procedures when needed.
  - e. Conduct sanitation and security checks of inmate housing areas and other general facility areas.
  - f. Patrol areas within the facility.
  - g. Perform outside perimeter checks.
  - h. Supervise inmates and inmate workers working in or around facility areas.
  - i. Perform pat-down searches and unclothed searches as necessary.
  - j. Conduct searches of inmate housing areas and general areas.
  - k. Investigate disturbances or suspicious activities.
  - l. Coordinate and/or direct the work of non-sworn members (i.e. volunteers).
  - m. Maintain secure control and accountability of all duty keys, security keys and radio equipment.
  - n. Ensure inmates follow all rules and regulations of the facility.
  - o. Respond to the medical needs of inmates as required and authorized.
  - p. Perform other duties as instructed by the supervisor.
  - q. Write incident reports.
  - r. Write misconduct reports for alleged violations of AJ rules.
  - s. Communicate written and verbal information to supervisors, members and inmates.
  - t. Process paperwork as needed for the operation of central control.
  - u. Record information in the facility logs (Jail Management System – JMS) as necessary.
  - v. Answer questions from inmates and visitors.
  - w. Answer telephone calls as needed.
  - x. Communicate with inmates via the intercom or in person.
  - y. Run warrant checks and/or criminal history records of arrestees, inmate or others as required.
  - z. Operate any of the control centers.

***SECTION B: DEPUTY ASSIGNED to BOOKING***

- B-1.** Primary duties of a deputy assigned to booking include:
- a. Assess the physical and mental status of arrestees who are brought into the AJ and make a determination to accept or deny lodging.

- b. Obtain legal documentation from the arresting law enforcement officer (LEO) for authority to lodge.
- c. Perform a clothed search of arrestees in the prebooking area and remove restraints.
- d. Provide arrestees with appropriate phone calls.
- e. Inventory inmate's property, clothing, and/or money.
- f. Photograph and fingerprint inmates as necessary.
- g. Evaluate arrestee for release criteria and make a determination (i.e. personal recognizance, security release, etc.).
- h. Obtain bail and release inmates on security release.
- i. Initially classify inmates and assign proper housing.
- j. Search, shower and issue facility clothing, bedding, and supplies to new inmates.
- k. Assist with the release of inmates by positively verifying identity, returning property, and dressing out into civilian clothing.
- l. Assist court security/transports deputies with moving and processing inmates into and out of the AJ.
- m. Run warrant checks and/or criminal history records of arrestees, inmates or others as required.
- n. Assist with other duties as needed/assigned.

### ***SECTION C: DEPUTY ASSIGNED to HOUSING***

#### **C-1.** Primary duties for a deputy assigned to housing include:

- a. Make periodic visual contact with inmates located in housing and activity areas, by making rounds at frequent and irregular intervals as required by ORS 169.076.
- b. Ensure inmates follow all rules and regulations of the facility.
- c. Assist with inmate movement (i.e., to recreation areas, Medical Unit, visitation, attorney rooms, video courtroom, programs room, law library, etc.).
- d. Respond to the medical needs of inmates.
- e. Supervise and/or assist with serving meals.
- f. Exchange inmate's clothing and bedding as required.
- g. Distribute inmate supplies, kites, etc.
- h. Conduct and supervise shaving procedures for inmates.
- i. Distribute mail to inmates or collect inmates' outgoing mail and correspondence.
- j. Conduct regular cell and area searches.
- k. Answer telephone calls.
- l. Communicate with inmates in person and via the intercom.
- m. Pat down inmates as required.
- n. Assist with other duties as needed/assigned.

### ***SECTION E: DEPUTY ASSIGNED to PROGRAMS***

- E-1.** Primary duties of a deputy assigned to Programs include:
- a. Oversee the Inmate Worker Program.
  - b. Interview inmates to determine appropriate programs.
  - c. Assign and schedule inmates to various programs and maintain program schedules.
  - d. Supervise inmate workers on any special details or assignments.
  - e. Provide orientation and training to all inmate workers.
  - f. Review SB1145 inmates and note requests and member recommendations for Supervisory Authority Board meetings.
  - g. Review and update volunteer applications and currently approved volunteers.
  - h. Assist with other duties as needed/assigned.

***SECTION F: DEPUTY ASSIGNED to COURT SECURITY/TRANSPORTS UNIT***

- F-1.** Primary duties of a deputy assigned to the Court Security/Transports Unit include:
- a. Operate the security checkpoint for the courthouse during business hours or as assigned.
  - b. Search all persons by having them pass through a walk-through metal detector, scan by a handheld metal detector and/or perform a pat down search.
  - c. Perform a security check and clear all courtrooms.
  - d. Conduct perimeter checks around the courthouse.
  - e. Maintain safety and security within the courthouse.
  - f. Take custody of individuals remanded by any circuit court judge (including pro-tem and juvenile court judges).
  - g. Respond to medical emergencies.
  - h. Assist with evacuations.
  - i. Perform court escort duties.
  - j. Perform video arraignment duties.
  - k. Schedule, coordinate and complete cooperative transports.
  - l. Schedule, coordinate and complete interagency transport, both inside and outside the State of Oregon.
  - m. Coordinate and complete medical transports as scheduled by the Medical Unit.
  - n. Coordinate maintenance of AJ vehicles with the Automotive Unit to ensure vehicles are safe and fully functional.
  - o. Maintain records associated with transport duties.
  - p. Assist with AJ operations and other duties as needed/assigned.