

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 3.02
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; September 21, 2015; June 18, 2019
CHAPTER: Organization, Management and Administration		Related Policy: G.O. 3.01 (Sheriff's Office Manual)
SUBJECT: Sheriff's Office Organization		Related Laws:

POLICY: The Sheriff and Division Commanders will organize the Sheriff's Office by function, ensuring delegation of responsibility commensurate with authority and unity of command.

RULE: None

PROCEDURE:

I. Sheriff's Office Organization

- A. Sheriff's Office operations are directed by the Sheriff. The Sheriff is an elected official responsible for Sheriff's Office administration, including planning, policy development, and oversight to ensure consistent, legal, and integrated application of all Sheriff's Office Services.
- B. The Sheriff's Office is divided into three divisions: Administrative, Police Services, and Adult Corrections.
- C. Each division is further divided into sections.
- D. Each section may be divided into units and each unit divided into details depending upon the nature of duties to be performed in relation to objectives of the Sheriff's Office.
- E. Each level in the Sheriff's Office is assigned certain responsibilities as defined in Section II of this order. Each position shall be delegated sufficient authority to make decisions necessary for the effective execution of their responsibilities.
- F. Employees shall be held accountable to use their delegated authority consistent within the limits of their authority, Sheriff's Office mission, values, goals, law, general orders, training, and supervision.
- G. Except when circumstances require otherwise, the Sheriff's Office shall be organized in a manner that each employee is accountable to only one supervisor.

- H. The Sheriff's Office organization shall be reviewed annually during the budget process. Any necessary revisions shall be made and communicated to employees.

II. Division Organization

A. Administrative Division

The Administrative Division is administered by the Chief Deputy. The purpose of the Administrative Division is to support all Divisions and programs within the Sheriff's Office.

1. Fiscal Section

The Fiscal Section provides financial services to the Sheriff's Office. The majority of these services are provided out of the Courthouse Fiscal Office and include bill paying and payroll processing functions, as well as accounting for a variety of fees for services to the public for such things as fingerprinting and concealed handgun licenses. In addition, contracts for law enforcement services and with local jurisdictions and agencies are accounted for here, as are grants and federal and state monies.

There is also accounting work performed at the jail related to the trust accounting function for the inmate's accounts.

The Fiscal Section also provides a stores function for the Administrative, Police Services, and Adult Corrections Divisions. Such things as office supplies, and deputy uniforms and equipment (except firearms) are ordered and issued out of the Fiscal Section.

2. Human Resources (HR)

The Human Resources Section provides centralized services to Sheriff's Office employees and volunteers by administering the recruitment and selection process of employees; monitoring compliance with applicable labor agreements, Sheriff's Office and County policies, and legal requirements pertaining to human resource management; and interpreting these guidelines and advising Sheriff's Office employees on related issues.

3. Training Section

The Training Section develops and manages training programs, solely and with other law enforcement agencies. The section provides training opportunities for the purpose of developing and enhancing skills and seeks to reduce liability exposure by providing ongoing mandated and essential training to all employees in the Sheriff's Office.

4. Office of Professional Standards

The Office of Professional Standards conducts internal investigations to provide accountability to the public and to ensure that staff conducts themselves to the highest standard.

The Office of Professional Standards also administers the process for implementing and revising policies and procedures.

5. Public Information Officer/Volunteer Services

The Public Information Officer provides the media a contact person to receive important information regarding events that are happening in the local community.

Volunteer Services manages the volunteers that are heavily used throughout all sections of the Sheriff's Office to help us serve the community.

6. Support Services

Support Services is broken down into four units: Police Records, Corrections Records, Property/Evidence, and Communications/Dispatch

a. Police Records- Processes and maintains accurate law enforcement records for public inspection, crime analysis, investigation, apprehension, prosecution, and statutory and contractual requirements, including state and federal agencies. Police Records also processes, maintains, enters, audits and clears all SO warrants. Police Records staffs the department's Central Reception counter, which handles various permitting and registration issues, public fingerprinting, court-ordered photo/print and sex offender registration, as well as all other walk-in contacts. Police Records also staffs the Civil Intake public window, handling intake and processing of all legal papers served and presented to the department for service which includes restraining/stalking orders and court-ordered evictions.

b. Corrections Records- Provides services related to a centralized component of the Corrections Division that initiates, processes, and completes records and personal property transactions for all inmate bookings, lodgings, releases, and court-ordered transactions. This includes updating inmate court status, calculation of release dates, coordinating exchange of prisoners with other agencies, scheduling court appearances, maintenance of

computer and paper files, handling of inmate money at the time of booking and release, and responses to public inquiries either by phone or public window.

- c. Property/Evidence- Is responsible for the collection, preservation, and storage of all evidence collected by both the Sheriff's Office and the Probation and Parole Office, ensuring that the chain of custody is preserved and adequately documented for audit and court proceeding purposes. Property/Evidence manages four distinct storage areas within the Courthouse, as well as three off site facilities. Additional duties include scene response to assist investigators with the proper collection and documentation of evidence. Property/Evidence is also responsible for maintaining an active purge system to maximize use of Sheriff's Office resources, while either returning property to its rightful owner, legally converting it to county property, or destruction of the property.
- d. Communications/Dispatch- The Communications Center is a 24/7 operation that receives both 9-1-1 transfer calls and non-emergency calls for service over multiple phone lines. Dispatch enters calls for service into a computer-aided-dispatch system per our protocols and dispatches these calls to appropriate service providers. Dispatch is responsible for continuous monitoring of up to 20 radio channels, with additional channels being in service for special/major events, as well as monitoring closed-circuit cameras throughout the building and courthouse alarms. The Center is the first point of contact for response to local, state, and national disasters and monitors/responds accordingly using various broadcasting and alert systems, including the Emergency Alert System activated through radio/television media. The Center monitors after-hours courthouse security and also provides contract dispatch services.

B. Police Services Division

The Police Services Division is administered by a Captain and Lieutenant. They provide services related to operations and management of the division to include: planning, organizing, leading, and controlling division activities.

1. Patrol Section

The Patrol Section is charged with the responsibility of providing protection of life and property, the prevention of crime, and the promotion of public peace and dignity.

2. Resident Deputy Program

The Resident Deputy Program Section provides law enforcement services to those outlying areas of the County where distance makes it impractical to work out of the Main Office. Assigned employees reside in or near the area of responsibility and work out of facilities provided in the area. Resident Deputy activities are coordinated with the activities of the Patrol Section.

3. Contract Law Enforcement

The Contract Law Enforcement Section provides law enforcement services pursuant to a contractual agreement between the Sheriff and other agencies, permanent or temporary, and has primary responsibility for providing services stipulated in the contract.

4. Civil Section

The Civil Section provides services related to the duties mandated upon the Sheriff such as Forcible Entry and Detainer (FED) actions, Writs of Garnishment, Abuse Prevention Restraining Orders, Extraordinary Writs, Notice Process, Writs of Execution, Property Sales and Criminal, Juvenile, Civil Subpoena service.

5. Court Transportation/Courthouse Security

Court Transportation/Courthouse Security Section provides services related to mandated security for transporting and monitoring prisoners to and from jail, courts, other jurisdictions, various medical appointments, courtrooms, judges' chambers, and public areas during the course of normal business hours.

6. Criminal Investigation Section

The Criminal Investigation Section (CIS) provides services related to the detection of crime and investigation of criminal cases occurring within Lane County.

7. Search and Rescue

Search and Rescue Section provides services in response to lost, injured, or missing people that are in need of rescue and/or recovery from natural or technological danger. This includes, but is not limited to, recovery of deceased subjects, aircraft related beacon searches, support of criminal investigations with evidence searches, disaster response, and general logistical support.

C. Adult Corrections Division

The Corrections Division is administered by a Captain and 3 Lieutenants. They provide services related to planning, policy direction, and control to ensure integration of programs and consistent application of policy, procedures, budgeting, and planning within the division and coordination with other divisions of the Sheriff's Office.

1. Security Section

The Security Section provides services related to security and safety of all inmates residing within the jail. Services include supervision of inmate behavior and discipline; supervision of assigned inmate recreation, education and religious activities; supervision of inmate and personnel movement within the Jail, and supporting treatment staff in the treatment of inmates; supervision of inmate social and business visiting; and transportation of inmates when other means of Sheriff's Office transportation are not available.

2. Alternative Programs Section

The Alternative Programs Section provides services related to alternatives to incarceration and facility operations. The Alternative Programs Section is further divided into five units: Community Corrections Center (CCC), Electronic Surveillance (ESP), Sheriff's Work Crew, Community Service, and Offender Management/Inmate Programs.

a. Community Corrections Center (CCC)

The Community Corrections Center provides services related to a work/education release program and an inmate worker program for sentenced/sanctioned offenders in custody. The Offender Management Team, Parole and Probation, the Courts, Federal Bureau of Prisons, and other division programs refer offenders who seek employment, treatment, or educational opportunities consistent with their needs. Offenders pay restitution, court and housing costs, and participate in treatment programs, which may be ordered by the Courts or Board of Parole and Post-Prison Supervision.

b. Electronic Supervision Program

The Electronic Supervision Program provides services related to providing electronic transmitting-and-receiving devices to monitor the location of an inmate at specified times. Offenders are referred

by the Offender Management Team and other division programs. Referrals from the courts or other agencies may be included in this program.

c. Sheriff's Work Crew Program

The Sheriff's Work Crew Program provides offenders the opportunity to serve their sentence by working on a crew with other offenders. These crews complete manual labor for government agencies and non-profits. Labor includes campground and trail maintenance, invasive weed abatement, road clearing, illegal camp abatement, garbage removal, facilities maintenance, etc.

d. Community Service Program

The Community Service Program provides services related to alternatives to incarceration in which the offender has agreed with the court to donate labor as a sentence sanction, for the welfare of the public. These offenders are sentenced to community service and are selectively placed at nonprofit organizations or public agencies agreeing to accept and supervise such persons.

e. Offender Management/Inmate Programs

The Offender Management/Inmate Programs provides services related to assessment and evaluation of inmates for dangerousness, institutional behavior, and other programming needs at the inmate's initial housing and then during their incarceration. The Population Management Team (PMT) assesses and designates inmates with regard to their risk levels and qualifications for release from custody, as required by court-imposed directives, which govern the jail capacity. PMT also oversees in custody and out of custody education programs, the sit-in program and evaluates inmates for all other alternative to incarceration programs.

The section is also responsible for providing statistical data regarding each of the services provided, including data regarding inmates housed in the facility who are sentenced felons.

3. Support Services Section

The Support Services Section is divided into five units: Facilities Maintenance, Facility Laundry and Warehouse, Food Services and Medical and Mental Health Services.

a. Facilities Maintenance

The Facilities Maintenance provides services related to operating and maintaining of facilities in compliance with standards established by state and federal law and various regulatory agencies.

b. Facilities Laundry and Warehouse Services

The Facilities Laundry and Warehouse Services provide services related to laundering, inventorying, distributing, and ordering all clothing and linen for inmates in custody.

It also provides warehouse services related to ordering, receiving, stocking, inventorying, and issuing supplies to all programs in the Corrections Division. The stores clerk provides for the management of hazardous materials in the facility; and inventory of fixed assets and supplies.

c. Food Services

Food services are contracted out to a provider and are overseen by a Lieutenant. Food Services provides food services for all inmates lodged in the jail and lunches to offenders assigned to work crews. Food Services are provided in accordance with constitutional, statutory, and sanitation regulations, as well as dietary standards and medical authority directives.

d. Medical and Mental Health Services

Medical and Mental Health services are contracted out to a provider and are overseen by a Lieutenant. Medical and Mental Health Services provides services related to the medical, dental and mental health needs of inmates as required by federal and state mandates and professional and community standards.