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OPERATIONS AND RESPONSIBILITIES

I. OPERATIONS

A. The correctional system of Mendocino County is comprised of the following facilities and functions:

1. BUILDING ONE DETENTION FACILITY -

a. Male Housing

(1) As the Sheriff's primary detention facility. Building One houses a combination of medium security male inmates, protective custody, and all levels of maximum security male inmates.. Building One is responsible for the reception of all pre-trial arrestees into the corrections system from all law enforcement agencies; and the release of all inmates. The overall rated capacity is 154.

2. BUILDING TWO DETENTION FACILITY -

a. Building Two Detention Facility has the responsibility for the detention of minimum security male inmates, special needs male inmates, and Maximum 2 and 3 male inmates. It also houses female inmates of all security levels.

(1) The overall rated capacity of the two male housing wings is 108.

(2) The overall rated capacity of the two female housing wings is 39.

3. COURTHOUSE HOLDING FACILITY -

a. MENDOCINO COUNTY COURTHOUSE - The Courthouse Holding Facility is located on the ground floor of the Mendocino County Courthouse, and is a limited use detention facility which is in operation only during court hours. This facility makes possible the systematic and organized flow of inmates to the proper courtrooms, and provides for their secure detention prior to and immediately after court proceedings.

4. FOOD SERVICES -

- a. Food Services is responsible for the operation of the facility kitchen and related components, and will provide a standardized management system in order to execute a cost effective and efficient food services operation, as well as complying with all applicable federal, state, and local health laws and regulations in order to provide adequate health and safety protection for all inmates, staff, and visitors. Food Services provides service to the county corrections system.

5. TRANSPORTATION DETAIL -

- a. The Transportation Detail of the Corrections Division executes and supervises all movement of inmate/prisoners between county facilities, to and from judicial proceedings, to and from medical/mental health facilities, and to and from out-of-county corrections medical/mental health facilities.

II. RESPONSIBILITIES

- A. The Sheriff is charged with the responsibility for the county corrections system and for the welfare and safety of those people committed to his custody.

1. The Corrections Division is in charge of the overall corrections system and related services within the Sheriff's Office and executes its responsibilities through the central administration of the Sheriff's Office.

B. CORRECTIONS DIVISION COMMANDER

1. The Corrections Division Commander will have the primary authority and responsibility for the operations, staff assignments, program development, personnel supervision and training, maintenance and auxiliary inmate services, subordinate only to the Sheriff.
2. The Corrections Division Commander exercises general administrative and operation control of the county corrections facilities, and is responsible for implementing Sheriff's Office and Corrections Division policies and procedures.
3. The Corrections Division Commander participates in the preparation of the Corrections Division budget, monitors the facility's expenditure of public funds, and coordinates the operations of the corrections facilities with the managers of the other divisions of the Mendocino County Sheriff's Office.
4. The Corrections Division Commander may grant temporary suspension from Corrections Policy and Procedures when

necessary, in accordance with Title 15, Section 1012. (See Policy and Procedure Manual - Section 102.01.)

C. CORRECTIONS LIEUTENANT

1. The Corrections Lieutenant, under the direction of the Corrections Division Commander, performs general administrative duties; and, in the absence of the Corrections Division Commander, assumes his functions, duties, and responsibilities.
2. The Corrections Lieutenant assists the Corrections Division Commander in developing procedure, management plans, compilation of operational statistics, and budget preparation for the facility.
3. The Corrections Lieutenant coordinates activities relating to the operations, staff assignments, program development, personnel supervision and training, upkeep and maintenance of the physical plant and its equipment, supervision of Facility Supervisors, and acts as the facility's liaison to the public and media, when applicable.
4. The Corrections Lieutenant may grant temporary suspension from Corrections Policy and Procedures when necessary, in accordance with Title 15, Section 1012. (See Policy and Procedure 102.01 - Temporary Suspension Of Policies.)

D. CORRECTIONS SERGEANT

1. The Corrections Sergeant, under the direction of the Corrections Lieutenant, exercises supervision and control over the systems and daily operations of the Building One Main Detention Facility and the Building Two Detention Facility.
2. The Corrections Sergeant directs all activities related to inmate welfare and housing, monitors support services, and maintains order and security within the facilities and its immediate operational areas, and ensures their efficient and effective operation.
3. The Corrections Sergeant may be assigned supervisory responsibilities to a particular facility, or overall supervisory responsibilities of the entire corrections facility and support services.
4. The Corrections Sergeant conducts briefings, trains and assigns personnel, receives and reviews reports of crime and incidents occurring within the corrections facilities, monitors reception processing, booking and related activities, and ensures maintenance of all logs and records pertaining to the operation of his/her shift in accordance with established policy and procedure.

5. The Corrections Sergeant may assist in special assignments as assigned by the Corrections Lieutenant, and may assume the duties of the Corrections Lieutenant in his absence.
6. All requests for time off and/or schedule changes will be done on an Activity Justification Report (AJR) and forwarded to the Corrections Lieutenant. The Corrections Lieutenant will either approve or deny the request. Those accepted will be forwarded to the employee in charge of staff scheduling to post the necessary changes.

E. CORRECTIONS DIVISION FACILITY TRAINING OFFICER (F.T.O.)

1. The Facility Training Officer, under the direction of the Corrections Sergeant, exercises supervision and control over newly appointed personnel to the facilities.
2. The Facility Training Officer assists in the development of training programs for the facilities and directs all phases of the training therein of new employees.
3. The Facility Training Officer will conduct evaluations, review training progress reports, and review time utilization of personnel undergoing training.
4. All requests for time off and/or schedule changes will be done on an Activity Justification Report (AJR) and forwarded to the Corrections Sergeant. The Corrections Sergeant will either approve or deny the request.

F. CORRECTIONS DEPUTY

1. The Corrections Deputy, under the direction of the Corrections Lieutenant or the Corrections Sergeant, exercises line supervision and control over assigned post responsibilities and performs routine security, custodial and clerical functions within the corrections system.
2. The Corrections Deputy may perform the functions of Central Control Deputy, Booking Deputy, Reception Security Deputy, Housing Security Deputy, Transportation Officer, Facility Training Officer, Transportation/Court Liaison Deputy, or other assigned duties.
3. All requests for time off and/or schedule changes will be done on an Activity Justification Report (AJR) and forwarded to that employee's immediate supervisor. The supervisor will either approve or deny the request. Those accepted will be forwarded to the employee in charge of staff scheduling to post the necessary changes.

G. SHERIFF'S TRANSPORTATION UNIT

1. The Sheriff's Transportation Unit, under the direction of the Corrections Sergeant or designee, and supervision by the Corrections Sergeant executes the movement and supervision of inmates between county facilities, to and from judicial proceedings, to and from medical/mental health facilities, and to and from out-of-county corrections, medical, and/or mental health facilities.
 - (1) The Transportation Unit is operated through a Court Liaison Deputy. This duty assignment is charged with specific duty assignments of personnel assigned both primarily and temporarily to this unit.
2. The Sheriff's Transportation Unit maintains order in the courtroom in accordance with established laws and procedures; coordinates with Superior Court Bailiffs, Sheriff's Deputies, and other law enforcement officers in maintaining order during legal proceedings.
3. The Sheriff's Transportation Unit assists corrections personnel in the processing and controlling of prisoners, as well as maintaining supervision and security over inmates within the corrections facilities in accordance with established corrections operational procedures.
4. The Sheriff's Transportation Unit maintains various records relative to the transportation and delivery of inmates to and from different facilities, and performs other related duties as required.
5. All requests for time off and/or schedule changes will be done on an Activity Justification Report (AJR) and forwarded to the Corrections Sergeant supervisor. The supervisor will either approve or deny the request. Those accepted will be forwarded to the employee in charge of the staff scheduling to post the necessary changes.

H. ACCOUNT CLERK

1. The Account Clerk shall be responsible for the auditing of received inmate funds into an inmate accounting system after receipt by corrections staff members and disbursement thereof.
2. The Account Clerk shall also be responsible for managing the Inmate Commissary; inmate ordering, packaging, inventory, and receipt.

I. RECORDS CLERK

1. Under the supervision of the Administrative Services Manager, the Record's Clerk's chief function will be the proper completion of post booking duties:

- a. Filing of "A" files.
- b. Proper distribution of accumulated paperwork.
- c. Access documentation as requested by competent authority.
- d. Recover accumulated paperwork from both jail facilities.
- e. Additional duties as required. See Policy and Procedure 206.10 - Corrections Division Records Management and Access.

J. FOOD AND LAUNDRY SERVICES SUPERVISOR

1. The Food and Laundry Services Supervisor, under the direction of the Corrections Lieutenant, shall be responsible for the daily preparation of meals for the corrections facilities.
2. The Food and Laundry Services Supervisor assists the Dietician in meal planning, plans and directs the packaging of hot or cold meals to be distributed to designated inmate housing areas. Trains, schedules, and evaluates the work of other kitchen workers. Maintains and supervises the maintenance and proper care of kitchen equipment. Inspects food preparation facilities to assure that proper sanitary conditions and safety procedures are met. Maintains regular records regarding such matters as quantity and distribution of food and supplies, prepares reports as required, inventories and orders food supplies.
3. Standards set forth by the Board of State and Community Corrections relating to food groups and minimum number of servings shall be the criteria used in estimating food requirements and planning menus within budgetary allowances.
4. The Food and Laundry Services Supervisor shall inspect all food service areas for compliance with sanitary, safety, and housekeeping standards.
5. The Food and Laundry Services Supervisor will plan menus, provide a portion control system, supervise and assist kitchen personnel, train inmate food service workers, prepare a yearly food budget, plan logistical support system for the food service function, and provide a food cost accounting system.
6. The Food and Laundry Services Supervisor will supervise the Corrections Laundry Facility. Trains, schedules, and evaluates the work of the Laundry Supervisor. Maintains and supervises the maintenance and proper care of laundry equipment. Inspects laundry facilities to assure that proper sanitary conditions and safety procedures are met.

K. COOK

1. The Cook shall be responsible for the preparation of all types of foods, including special or restricted diets.
2. The Cook prepares food for distribution, cleans, and organizes work areas, and records food consumption, maintains proper sanitation and safety procedures, secures work area, and serves food.
3. The Cook operates a variety of cooking and cleaning equipment, stocks food, and supervises inmate kitchen workers.
4. The Cook may assume the additional duties of Food and Laundry Services Supervisor in his/her absence.

L. RELIEF COOK

1. The Relief Cook provides for the temporary intermittent relief to fill shift assignments created by the absence of regular staff.
2. The Relief Cook performs the same duties as a full-time Cook.
 - a. Provide individual counseling and guidance regarding personal problems, such as, but not limited to, contacting inmates' families about marital problems.
 - b. Conduct religious services for those inmates requesting them on an individual or group basis.

M. LAUNDRY SUPERVISOR

1. This position has the responsibilities to operate the Corrections Laundry Facility in a timely, effective, and safe manner. Is under the supervision and direction of the Food and Laundry Services Supervisor.
2. Supervises inmates assigned to the Laundry Facility.
3. Mends clothing as needed, discards clothing not mendable.
4. Maintains appropriate levels of clothing/linen.

N. CHAPLAIN

1. Corrections staff members shall make available to inmates, upon their request and choice, the services of a Chaplain.
2. The Chaplain may:
 - a. Assist inmates in their request for material services.

- b. Assist the various clergy in their efforts regarding individual inmates.

O. VOLUNTEER ORGANIZATION

1. Organized volunteer groups from the community shall, with the approval of the Corrections Division Commander, be permitted to visit inmates in the designated area only, limited only to the security needs of the facility, inmate and staff.
2. The purpose of such visit shall include, but not be limited to, rehabilitation and educational programs for inmates.
3. Appropriate security checks shall be made, prior to admittance, of all individuals participating in such program.
4. All accessibility of volunteers is coordinated through the Inmate Services Coordinator.

P. INMATE SERVICES COORDINATOR

1. Responsibilities of the Inmate Services Coordinator include, but not limited to, develop, research and coordinate all educational programs within the jail system and chairperson of all jail educational committees. Research the educational needs by contact with Corrections personnel. Be responsible for inmate orientation and jail familiarization. Will coordinate A.A., N.A., family counseling, and religious programs within the jail system. Coordinate the appearance of outside speakers regarding subject matter of relevance to inmates. Shall clear all books/magazines donated to inmates for suitability, they will then become property of Inmate Welfare Fund.
2. Immediate supervisor is the Corrections Lieutenant.
3. The Inmate Services Coordinator is honorary member, with NO voting capabilities, and shall attend all meetings of the Inmate Welfare Fund Expenditure Committee.
4. Coordinates all requests from volunteers as they pertain to inmates.
5. Coordinates processing of applications from potential volunteers with Sheriff's Office Volunteer Coordinator and Corrections Sergeant.
6. Provides requisitions to Corrections Lieutenant of items to be purchased utilizing inmate welfare fund.
7. Acts as runner in supplying inmates with legal materials in accordance with requests for legal reference materials.

Q. PROGRAM AIDE

1. The Program Aide, under the supervision and direction of the Inmate Services Coordinator, performs routine clerical and/or record keeping activities, assists with the instruction of the inmates in education, life skills, vocational training, and computer skills.
2. Keeps and updates attendance record in regards to program participation. Helps develop and maintain the inmate's library, provides lead direction to inmate workers who perform basic clerical and janitorial duties.
3. Answers and routes incoming calls, processes incoming and outgoing mail. Inventories office supplies and orders supplies as needed.
4. Performs related duties as required.

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ANNEX A
Organizational Chart