

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

CHAPTER 11 - POST ORDERS
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DATE
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OPERATIONS LIEUTENANT

GENERAL INFORMATION

- . The Operations Lieutenant is directly responsible to the Custody Bureau Commander for the overall operations of the facility, primarily the second floor housing level.
- . The Lieutenant ensures all staff carry out the mission of the facility in a secure and orderly manner which provides for the safety of the community, staff and inmates.
- . The Lieutenant will have a working knowledge of all departmental General Orders.
- . The Lieutenant will have a working knowledge of all post orders, and facility policies and procedures applicable to their responsibilities.

SPECIFIC POST ORDERS

1. Ensure Sergeants, Deputies, civilian staff, and volunteers understand, comply with, and carry out their duties in accordance with all post orders, facility policies, procedures and departmental directives.
2. Ensure through weekly inspections, living units are being maintained in an appropriate manner by staff supervision, and the highest levels of sanitation are maintained throughout the facility.
3. Monitor emergency calls to ensure actions taken are in accordance with appropriate policies and procedures.
4. Receive or initiate reports regarding exceptional staff performance and make recommendations for departmental commendations.
5. Receive or initiate reports regarding improper staff job performance and make recommendations to the Captain as to the need for disciplinary action.
6. Facilitate the investigation of disciplinary appeals.
7. Monitor the Facility Training Program through the FTO Sergeant.
8. Ensure all operational procedures and programs are implemented in an orderly, timely and efficient manner.
9. Assume responsibility for authorization for the use of force, chemical agents, or security equipment consistent with departmental and facility policies and procedures.
10. Respond to all requests regarding information involving an inmate in the hospital.
11. Accept reports from the medical staff regarding inmates with communicable diseases and dispense information to staff as necessary.
12. Approve personnel usage of vacations (except annual), overtime, sick leave and watch exchanges.
13. Inspect facility security devices and conditions, fire life safety systems, sanitation and cleanliness.
14. Direct emergency situations and initiate appropriate notification to division and department heads regarding unusual incidents.
15. Provide security for inmates confined to the hospital.
16. Review and respond to inmate requests and grievances.
17. Supervise Inmate Council members; review and maintain recommendations for expenditure of funds from the Inmate Welfare account.
18. Provide authorization or denial to requests from staff to open outgoing inmate mail.

19. Review major rule violation sanctions and appeals.
20. Review the continual use of Disciplinary Segregation after 30 days.
21. Maintain fire life safety inspection reports for a minimum of 2 years.
22. Provide security and space for approved media interviews with inmates.