2-01/060.10 Access to Care Lieutenant

The duties of the Access to Care Lieutenant shall include the following:

- Ensure adherence to current policies and procedures;
- Assist with the implementation of any new policies, pilot programs, tracking, and reports which must be completed by line staff;
- Brief personnel on policy and procedure updates;
- Regularly attend daily High Observation Housing (HOH) and weekly Moderate Observation Housing (MOH) meetings;
- Oversee and manage Disciplinary Review Boards (DRBs) for inmates with mental illness who are referred for discipline housing;
- Monitor the following:
    - environmental conditions; including cleanliness, and maintenance;
    - suicide hazards within housing areas;
    - proper documentation of daily activities and any noteworthy incidents occurring in mental health housing;
    - visibility and availability of line sergeants on their assigned floors throughout their shift;
    - accessibility and availability of inmate programming;
    - inmate safety checks to ensure checks are conducted appropriately (refer to Custody Division Manual [CDM] section 4-11/030.00, "Inmate Safety Checks");
    - Americans with Disabilities Act (ADA) compliance to ensure court mandates are met.
- Assume the role of ADA Coordinator at their respective facility;
- Regularly inspect housing areas and review the electronic Uniform Daily Activity Log (e-UDAL) for the documentation of the supervisors' daily cleanliness inspections;
- Mitigate and minimize risks to the Department and personnel through monitoring, evaluating, reporting, and remediating employees' performance in regard to the treatment of inmates with mental illness;
- Assist in identifying training issues, specifically at the supervisory level, regarding appropriate access to care and the treatment of inmates with mental illness.

The Access to Care Lieutenant shall act as a liaison with applicable entities to assist with access to appropriate care for inmates with medical or mental illnesses. The Access to Care Lieutenant shall:

- Collaborate with facility and Correctional Health Services (CHS) staff on a daily basis to identify and address operational concerns or needs;
- Liaise and collaborate with CHS regarding the housing of inmates with mental illnesses;
- Liaise with the Custody Compliance and Sustainability Bureau (CCSB) to address and remedy identified deficiencies, ensure compliance and proper documentation regarding access to care for all inmates, and ensure court mandates are met.

The Access to Care Lieutenant is responsible for preparing required reports. The Access to Care Lieutenant shall:

- Conduct an initial internal assessment and review required documentation to identify deficiencies and

implement corrective measures when applicable;

- Complete weekly reports for their assigned areas and submit them to CCSB for review and compilation as requested by the unit commander and CCSB;
- Complete required quarterly reports related to court mandates as requested by the unit commander and CCSB;
- Submit compliance reports and supporting documentation as directed by CCSB.

For additional lieutenant duties, refer to the Department Manual of Policy and Procedures (MPP) section 2-02/070.00, "Lieutenants."