

## 7-07/030.00 Compliance Lieutenant

The Compliance Lieutenant, or their designee, should track the status of all investigations, reviews, and evaluations of all custody use of force incidents, and allegations of force to ensure investigations, reviews, and evaluations are completed appropriately and timely.

The duties of the Compliance Lieutenant's classification shall include the following:

- Possess a thorough understanding of emergency procedures and management of significant incidents;
  - Ensure all reports and notifications are accurate and timely;
  - Review all Use of Force Packages from line sergeants and lieutenants;
  - Review the performance of on-the-scene emergency activities of subordinates, supporting compliance with Department policy and efficient use of resources;
  - Conduct administrative investigations on Category 1 uses of force;
  - Review all civil claims/lawsuits;
  - Review and track all force and administrative investigations;
  - Review and analyze inmate injuries for trends;
  - Review and analyze inmate grievances for trends;
  - Review and analyze timely entries into the Performance Recording and Monitoring System (PRMS) and e-LOTS;
  - Timely entry of use of force incident information in the Preliminary Data Entry (PDE) system of PRMS;
  - Reconciliation of PRMS and e-LOTS;
  - Identify potential at-risk employees as it relates to force, conduct, and inmate grievances;
  - Analyze trends and assess potential risk management issues and trends related to use of force, inmate injuries, and other potential areas of liabilities and report those findings directly to the unit commander;
  - Mitigate and minimize risks to the Department and personnel through monitoring, evaluating, reporting, and remediating employees' performance;
  - Draft, compile, and submit reports, statistics, and analysis as requested by the unit commander, or at the direction of Custody Services Division - Administration;
  - Prepare special projects, memoranda, and correspondence as required at the direction of the unit commander and Custody Training and Standards Bureau (CTSB);
  - Assist in identifying training issues, specifically at the supervisory level;
  - Communicate with his/her supervisors keeping them aware of problems, issues and activities concerning the areas of responsibilities;
  - Ensure facility is meeting risk management standards and goals as determined by the Assistant Sheriff.
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