

## **Superintendent**

The Superintendent is the person ultimately responsible for all aspects of a smooth running institution. To make this task easier, three Assistant Superintendents divide the various responsibilities into three major categories. Even with the Assistant Superintendents, there are some areas that report directly to the Superintendent's office or the Executive Assistant. All staff under the Superintendent's direction takes the lead in promoting the Oregon Accountability Model by **Role Modeling** pro-social behavior, **Reinforcing** positive behavior and **Re-directing** negative behaviors by inmates.

## **Assistant Superintendent Security**

In absence of the Superintendent, the Assistant Security is responsible for the institution. The Assistant Superintendent is responsible for institution security and directs the security operations of the Penitentiary which includes security staffing, inmate housing, tool and key control, emergency equipment, perimeter surveillance and security, emergency response system, etc. The Assistant Superintendent Security commands all staff in security uniform that makes up the majority of the staff at the Penitentiary. A paramilitary style of command is used with Captains being the highest ranking security staff who report directly to the Security Manager or Assistant Superintendent Security. Security embraces Oregon's Accountability Model which promotes interaction between staff and inmates. Security staff must supervise the inmates, conduct searches, respond to emergencies and write reports about inmate misconduct.

## **Assistant Superintendent Transitional Services**

This position serves directly under the Superintendent and functions as the principal advisor regarding inmate program management. The Assistant Superintendent is responsible for the direction and management of the Activities Section, Social/Support Services Section, Legal Library, Inmate Work Programs, Discrimination, OSP Minimum facility, and is the Superintendent's liaison to Health Services, Behavioral Health Services, Work Force Development, Religious Services, Records, and Transition Coordinator.

The position is charged with the responsibility of reducing inmate idleness, encouraging contact with the community, ensuring appropriate inmate classification and assignments, and to provide for the safety and protection of staff, inmates, and the community in order to reduce the risk of criminal conduct. The Penitentiary offers a wide variety of programs for inmates to participate. This position also acts as Superintendent in the Superintendent's absence.

## **Assistant Superintendent General Services**

The Assistant Superintendent General Services serves directly under the Superintendent. This position is responsible for administrative oversight of the following sections:

- Physical Plant operations which includes development operation and management of the buildings, electrical, plumbing and HVAC systems of a 750,000 square foot penitentiary.
- Food Services operations which includes purchasing food, and supplies and the preparation and serving of over 6,000 inmate and staff meals daily.
- Administrative oversight of the Safety and Sanitation program ensuring all federal, state, and local requirements are met.

This position is also the liaison with the Canteen and principal advisor on fiscal issues to the Superintendent and services as the Acting Superintendent of the institution during the Superintendent's absence.

## **Executive Assistant to the Superintendent**

The Superintendent's Executive Assistant serves as the public information officer and legal information officer for the institution. The Executive Assistant responds to many routine concerns and inquiries from the public, institution staff, inmates, inmate visitors and family members, the media and legal profession, governor's office and other public agencies. The position is directly responsible to the Superintendent as an assistant for the management of executive services in critical and specialized areas that cross the Assistant Superintendents for Security, Transitional Services, and General Services lines of authority. This position also supervises the inmate grievance system.