



The Controller's Office drafted and proposed the following Memorandum of Understanding (MOU) to ensure the Jail Oversight Board Liaison would be successful and effective. The MOU cites best practices and recommendations for agencies to follow when establishing an oversight liaison position, which parallels the duties and responsibilities of other jail and prison monitors and oversight officers that have been established via agency action or a court's order.

Liaisons are a common judicial and regulatory tool used to reliably address concerns with government agency transparency, accountability, and access. This MOU would establish a working relationship between the Board, Liaison, and Jail, and presents clear guidelines to ensure agencies are complying with local, state, and federal laws and regulations.



**MEMORANDUM OF UNDERSTANDING BETWEEN
ALLEGHENY COUNTY JAIL OVERSIGHT BOARD AND
ALLEGHENY COUNTY BUREAU OF CORRECTIONS**

DRAFT



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The following Memorandum of Understanding (“MOU” or “Agreement”) is entered into by and between the Allegheny County Jail Oversight Board (“JOB” or “Board”) and Allegheny County Jail (“ACJ” or “Jail”) and its alternative housing facilities.

I. Purpose

This MOU shall enhance the relationship between the Board, ACJ, and Warden’s Office (together, the “Parties”) as they ensure the proper administration of the oversight liaison position (“Liaison”).

The Board, pursuant to its authority under 61 Pa. C.S. §§ 1721-28, passed a Motion (see Exhibit A), dated August 24, 2022, employing a Liaison to assist in the oversight of the Jail, its employees, and the health and safekeeping of incarcerated individuals. On September 29, 2022, the Liaison announcement was posted online (see Exhibit B) by Allegheny County’s Department of Human Resources (“Job Announcement”) and had been made available until November 10, 2022. The Parties agree the Board shall manage the Liaison position and its responsibilities, and the Parties shall not obstruct, impede, or interfere with the Liaison’s stated roles and duties, nor shall they discriminate or retaliate against the Liaison.

II. Duration

This MOU shall commence once the Parties have signed, and the MOU passes via Board vote. This MOU will remain in effect unless expressly modified, altered, and/or amended, in writing, by the Parties, signed, and approved by Board vote.

The MOU shall apply notwithstanding changes to the Board’s members, the Jail, and its Warden, and in no way supersedes or replaces the JOB’s statutory duties or the responsibilities of its members. Under 61 Pa. C.S. § 1725, the terms of this Agreement are jointly agreed upon by the Parties.

III. Jail Oversight Board Liaison roles and responsibilities

The Parties agree that the Liaison shall have duties in accordance with this Agreement and the Job Announcement. The Parties further agree that the Liaison position fulfills responsibilities the Board shall delegate as part of its statutory authority. These include, but are not limited to:

Liaison roles and responsibilities

The Liaison shall receive, address, and document all steps regarding processing information and complaints about the conditions of confinement at ACJ. Generate weekly logs regarding complaints to be shared with JOB members.



The Liaison shall conduct inspections of ACJ and alternative housing facilities on JOB's behalf, document all information electronically, and report back to JOB all facts, findings, and observations. The Liaison shall regularly observe the living and physical site conditions at ACJ and all other alternative housing facilities. The liaison will conduct at least three (3) direct observations per facility each month and generate reports for JOB consideration.

Pursuant to 61 Pa.C.S. § 1724, assist the JOB in conducting biannual inspections of ACJ, in addition to any follow-up visits required to address issues or complaints brought to the JOB's attention. The Liaison shall assist in identifying known problem areas and may assist JOB members with drafting their written reports for public dissemination after inspections. To this end, answering calls and letters from incarcerated individuals, community agencies, and/or the public who may call regarding an incarcerated individual. All calls shall be processed within three (3) business days and letters within seven (7) business days of receipt. Communication with ACJ staff may be needed to efficiently deliver letter responses. The Liaison may also receive complaints for follow-up through a JOB member and shall investigate and report directly back to the JOB with any findings, observations, and/or resolutions.

The Liaison will provide the JOB monthly reports of complaints regarding ACJ and all other alternative housing facilities. These reports are to be prepared and delivered to the JOB as a whole and sensitive information shall remain confidential unless otherwise directed by the JOB.

Any modifications, additions, and/or changes to any duties shall requires prior written notice, a Board vote, and issued to the Liaison with a reasonable, grace period. To the extent applicable, the Board shall take steps to provide written, advanced notice to the Jail and Warden's Office if any modifications, additions, and/or changes to the Liaison's duties are conducted.

Professionalism and codes of conduct

The Liaison shall be independent of both the Board and Jail. To be independent, the Liaison shall be impartial and objective in all activities, and avoid any conduct that may impair, or appear to impair, its impartiality and objectivity.

The Liaison shall take reasonable measures to comply with relevant professional and ethical codes of conduct, as promulgated by organizations such as the American Bar Association (*Standards for Criminal Justice Monitors and Monitoring*), Code of Conduct for Judicial Employees, Academy of Court-Appointed Neutrals (*Appointing Neutrals Handbook*), JAMS Arbitrators Ethics Guidelines, and applicable state rules of professional responsibility.



The Liaison shall not allow the prospect of future engagements or other economic opportunities to influence its independence.

Except in furtherance of reasonable fees and expenses, and the annual compensation determined by the Board, the Liaison shall not accept anything of value from the Board or Jail, unless the value is nominal.

The Liaison shall not provide, or offer to provide, any services to the Board or Jail for a period of at least one year from the date the position is terminated, other than serving in a liaison role not objected to by the Board.

Any expansion of the Liaison's duties that increases its annual compensation shall be compliant with the terms of this Agreement.

The Liaison shall take reasonable measures to ensure members of the Board comply with the relevant provisions of these standards.

Handling confidential information

Notwithstanding access to jail information, records, and documents, the Jail shall not be required to disclose information subject to attorney-client privilege, the attorney work-product doctrine, or disclosures of which would otherwise be inconsistent with applicable state or federal law.

Liaison shall respect the Jail's proprietary and confidential information, take reasonable measures to protect that information, and shall not use the Jail's proprietary or confidential information for personal gain or for purposes beyond the scope of the Liaison position and oversight functions of the Board.

The Liaison shall return confidential information that is the property of the Jail and is not required to be maintained by the Board, this Agreement, or applicable law.

Conducting Jail interviews

The Liaison shall familiarize themselves with the policies and procedures regarding the variety of staff holding positions within the Jail. While conducting interviews, which the Liaison shall maintain access to conduct, the Liaison shall fully disclose its identity, and if appropriate, have documentation that establishes the Liaison's status and authority.

The Liaison shall inform the interviewee why it is collecting the information and what they are authorized or required to do with the information. The Liaison shall respect a Jail employee's right to counsel, and if the employee, whether represented or unrepresented, is a subject or target of a Liaison investigation, the



employee shall be made aware of this status and be made aware of the opportunity to have counsel present during any interviews if they choose.

As outlined under this Agreement, the Liaison shall exercise sufficient authority to collect information confidentially, or otherwise protect the identity of persons providing information. The Liaison shall inform employees of the level of confidentiality afforded to them, if any, when providing information to them. This shall include stating clearly and in writing the following:

- Information provided to the Liaison does not constitute notice to the Jail of a complaint or grievance, nor does it substitute any internal ACJ or union process that redresses employee or resident complaints;
- Information given to the Liaison is not privileged;
- Information given to the Liaison may later be disclosed to the Board and included as part of the Liaison's obligation to produce reports; and,
- To the extent possible, any information provided that may later be disclosed will not include any personal and identifying information

Reporting obligations and communications

The Liaison shall draft and submit to the Board and the Jail, a scheduled, written report each month that states the findings, conclusions, and recommendations of investigations and interviews conducted in the preceding month (e.g., the Liaison submits a report to be added to December's JOB meeting minutes and includes information obtained during November and months prior).

The report shall be provided at least five (5) business days prior to monthly Board meetings, discussing, among other things, any updates and statuses of any investigations, inspections, and/or Jail issues. If the Board discusses issues raised by the Liaison's monthly reports during monthly meetings, it shall provide the Jail and Warden's Office an adequate opportunity to respond in writing and/or verbally during monthly meetings. If the report is to be made public via Board vote, all steps shall be taken by the Board to redact information subject to privacy and applicable law (e.g., personal identifying information or information covered by attorney-client privilege and the attorney work product doctrine).

The Liaison shall also assist the Board by conducting investigations and inspections, meeting with staff and incarcerated, and preparing written and verbal reports and testimony at Board meetings. Relatedly, the Liaison shall be provided access to inspect, copy, and review Jail records, documents, policies, and procedures, and shall submit monthly logs and/or notifications to the Board and Warden's Office detailing such actions taken.

The Liaison's recommendations shall be pragmatic, reasonable, and designed to achieve the objectives of this Agreement. When developing recommendations, the



Liaison shall, as appropriate, consider such factors as the length of time required to implement the recommendations, costs, existing internal controls and compliance programs, the culture of the organization, the likelihood of the recommendations to be sustainable, and their impact on the Jail's operations. It is critical the Liaison work with the Jail cooperatively to develop recommendations. The Liaison shall consider the Jail's existing plans, recommendations, and concerns, any reasonable changes proposed or made by the Jail. If the Liaison rejects any of the Jail's proposals, the Liaison should articulate the reasons for the rejection in any eventual report.

The Liaison shall produce findings and conclusions fairly, objectively, and impartially, and be based on relevant evidence. The Liaison shall state the factual basis of all findings and conclusions, and maintain records sufficient proving that factual basis, including material facts that do not support the Liaison's findings and conclusions.

At any point the Liaison determines its reports, investigations, testimony, or related work product contains errors or inaccuracies, the Liaison has a duty to formally notify the Board and Jail to correct any such deficiency.

Work plan

The Liaison is required to formulate a work plan, once hired, which may be developed in consultation with the Board. If the Liaison is required to make any material changes to the work plan, either due to changing circumstances, new information, or modifications to this Agreement, the Liaison shall disclose the changes to the Board, and, if appropriate, the Jail.

The Board shall routinely evaluate the effectiveness of the work plan, including the performance of the Liaison. The results of these evaluations shall be used in the consideration of that Liaison for future assignments and responsibilities.

Fees and reasonable expenses

The Liaison shall incur costs that are reasonably necessary for carrying out this position. And where appropriate, the Liaison should look to utilize the Board's resources to reduce costs. If material fees and expenses are expected, the Liaison shall inform the Board prior to incurring those expenses.

The Liaison shall prepare and issue invoices to the Board that are sufficiently detailed, provide details on the type of work performed, and expenses incurred, unless the parties agree otherwise. The Liaison shall respond to any Board inquiries regarding costs and expenses in writing. The Board shall vote to approve any such costs and expenses in a reasonable time and manner.



IV. Jail Oversight Board roles and responsibilities

The Board accepts responsibility for the performance of this MOU, including the agreed roles by Board members and the Liaison. In accordance with the Liaison's responsibilities, the following non-exhaustively outlines the duties of these parties:

- The Board shall manage the Liaison, and work with the Parties to facilitate the administration of Liaison duties and responsibilities.
- The Board shall make funds available for the Liaison's costs and expenses reasonably accrued in furtherance of its roles and responsibilities. The Board may provide for the creation of a replenishing fund to finance expected fees and expenses by the Liaison.
- The Liaison shall assist the Board by conducting investigations and inspections, meeting with staff and incarcerated, and preparing written and verbal reports and testimony at Board meetings.
- Each month, the Liaison shall draft a report, to be submitted to the Board and Warden's Office at least five (5) business days prior to monthly meetings, discussing, among other things, updates and statuses of any investigations, inspections, and/or Jail issues.
- If the Board discusses issues raised by the Liaison's monthly reports during monthly meetings, it shall provide the Jail and Warden's Office an adequate opportunity to respond in writing and/or verbally during monthly meetings.
- The Liaison shall be provided access to inspect, copy, and review Jail records, documents, policies, and procedures, and shall submit monthly logs and/or notifications to the Board and Warden's Office detailing such actions taken.
- The Board shall vote to make any policies or procedures public and/or available online, as appropriate.
- The Board shall conduct a vote to modify, add, and/or change any of the duties of the Liaison, which shall be written and documented, and shall require prior written notice to the Liaison and issued with a reasonable, grace period.

V. County Sheriff roles and responsibilities

Per the Board's August 2022 Motion, the Office of the Sheriff of Allegheny County shall house the Liaison position, and shall do so with adequate accommodation, while the Board shall supervise and manage the Liaison's responsibilities.

- The Sheriff's Office and its staff shall assist in the administration of Liaison duties and responsibilities.
- The Sheriff's Office shall provide the Liaison with administrative accommodations and amenities (e.g., office and/or desk space, phone and/or computer access, etc.) that it provides its civilian employees.



- The Sheriff's Office shall provide the Liaison with adequate privacy and/or private space to work, speak to, or meet with County corrections officers, staff, and incarcerated individuals regarding ACJ operations, transportation, or management.
- The Sheriff's Office shall provide the Liaison with access to technology to draft reports and logs, respond to calls, and process letters from incarcerated individuals, community agencies, and the public.
 - The Liaison will process phone outreach within three (3) business days and letters within seven (7) business days of receipt.
 - The Liaison shall communicate with ACJ staff to efficiently facilitate complaints and sending and receiving letters from incarcerated individuals.

VI. Allegheny County Jail roles and responsibilities

The Board's Liaison position assists with fulfilling statutory responsibilities regarding inspections, addressing staff and incarcerated individual-related complaints, and generating reports. The Warden and ACJ shall provide the Liaison with access to fulfill these and other responsibilities enumerated below:

- The Jail, its Warden, and Jail staff shall facilitate the administration of Liaison duties and responsibilities.
- The Liaison shall have access to all information that is reasonably necessary to fulfill the duties outlined under this Agreement and as determined by the Liaison and Board. Any request for such information shall be in writing and provided to the Jail, and whether a request for information or a report, the Jail shall have an opportunity to provide a response.
- ACJ and the Warden shall provide the Liaison access to corrections staff and incarcerated individuals such that it can meet with them in private, without the presence of the Warden, or ACJ or County staff.
 - The Warden's Office shall notify Jail staff and corrections officers of the Liaison's position and its roles and responsibilities.
 - The Warden's Office shall organize sessions with team leads and administrative officers such that the Liaison may learn about their responsibilities and gain an understanding of ACJ operations.
 - The Liaison shall submit its monthly reports to the Warden's Office and Board at least five (5) business days prior to monthly Board meetings. The Jail shall have an adequate opportunity to provide a written or verbal response to any findings in the Liaison's report.
- ACJ and the Warden shall provide the Liaison with access to Jail facilities to conduct unannounced and announced inspections, as it provides JOB members under 61 Pa. C.S. § 1724.
 - The Liaison shall have access to observe the living and site conditions at ACJ and the County's alternative housing facilities.
 - The Liaison shall have access to inspect, copy, and review ACJ's records, documents, policies, and procedures.



- Any generated reports shall be shared with the Warden's Office and JOB. Any request to make records public shall be pursuant to Board vote and the Warden's Office shall be given adequate opportunity to provide a written and/or verbal response prior to any vote.
- The Liaison shall have access to facilities and Jail records to prepare any reports and findings later submitted to the Board and Jail.
- The Jail shall not be required to disclose information subject to attorney-client privilege or the attorney work product doctrine, or the disclosure of which would otherwise be inconsistent with applicable laws. The Liaison shall respect proprietary and confidential information and take reasonable measures to protect that information. The Liaison shall not use such proprietary and confidential information for personal gain or for any purpose beyond the scope of this Agreement.
- If the Jail chooses not to respond to or produce records in connection with the Liaison's request, and the reasoning is rooted in the Jail's security and/or safety interests and/or is proprietary, the Jail shall provide such response in writing to the Liaison and Board as soon after the request was made as possible.
- The Jail shall indemnify and hold harmless the Liaison from claims arising from the Liaison's performance of its duties under this Agreement.

VII. Withdrawal and termination

Under some circumstances, the Board and Liaison may initiate a withdrawal or termination process to remove the Liaison from its position. This section provides prerequisites to withdrawal, required notice, and other implications of termination or withdrawal.

If the Liaison develops or discovers a conflict of interest that impairs their independence or ability to fully accomplish the roles and responsibilities of this Agreement, the Liaison shall provide full written disclosure to the Board immediately. Following the written disclosure, the Liaison shall begin to withdraw unless the conflict of interest is cured or waived by the Board. Examples of exclusionary conflicts of interest include, but are not limited to:

- Prior, non-Liaison work with the Allegheny County Bureau of Corrections that was related or unrelated to the activity, or the investigation of the activity, giving rise to the Liaison position, with consideration given to the significance and nature of the work, and the period during which the work occurred.
- Prior Liaison work with the Allegheny County Bureau of Corrections, including independent monitoring work initiated by the Jail in response to the discovery of wrongful acts that gives rise to this Agreement.
- Prior affiliation with a private firm that provided legal or professional services to the Allegheny County Bureau of Corrections during the time of that affiliation.



- Any other factor that could bias or impair, or be perceived to bias or impair, the Liaison's judgment, objectivity, or independence.

If the Jail develops or discovers the Liaison has a conflict of interest, is not complying with applicable law, or the provisions of this Agreement, and requests the Liaison be withdrawn or terminated, it shall provide this to the Board in writing immediately, to include all findings and evidence to support this determination.

The Liaison may also voluntarily withdraw from its position at any time, so long as it provides reasonable advanced notice to the Board and Jail. If such a withdrawal occurs, the Liaison shall confer with the Board to wind up responsibilities, and if appropriate, assist with securing a replacement for the Liaison position.

The Liaison may begin to withdraw from its position if the Board fails to compensate the Liaison in compliance with the Job Announcement, this Agreement, and a coinciding offer letter, or the Jail acts in a manner that materially prevents the Liaison from fulfilling its obligations under the Agreement. If this occurs, the Liaison shall confer with the Board, provide the reasons for the proposed withdrawal, and allow the Board reasonable opportunity to cure issues. If these issues cannot be cured, the Liaison shall confer with the Board to wind up responsibilities and assist with securing a resolution, which may include securing a replacement Liaison.

The Board may initiate termination in accordance with applicable law but may initiate this process if the Liaison fails to disclose a material conflict of interest, be impartial, or fails to uphold the requirements outlined under this Agreement. Likewise, if the Board determines the Liaison does not have or cannot obtain the expertise, resources, or ability necessary to conduct its roles and duties effectively and within an appropriate time frame, the Board may initiate termination. If termination is warranted, the Board shall document the reasons for termination in writing and officialize this process with a vote.

VIII. Complete Agreement; modifications and changes to MOU

This document reflects the complete MOU Agreement between the Board and ACJ and its Warden and shall commence once all Parties have signed and it passes via Board vote.

The MOU shall remain in effect unless expressly modified, altered, and/or amended in writing by the Parties, signed, and approved by Board vote. This MOU shall additionally apply notwithstanding membership changes to the Board, Jail, or its Warden.



Exhibit A. Allegheny County Jail Oversight Board Incarcerated Individuals Welfare Fund Subcommittee Motion, approved during August 2022 Board Meeting.

*ALLEGHENY COUNTY JAIL OVERSIGHT BOARD
INCARCERATED INDIVIDUALS' WELFARE FUND SUBCOMMITTEE*

MOTION

WHEREAS, on June 3, 2021, the JOB voted in favor of a Motion presented by the IWF Sub-Committee which authorized a Liaison position for the JOB in order to assist it in fulfilling its statutory obligations;

WHEREAS, on September 2, 2021, the JOB voted in favor of a Motion presented by the IWF Sub-Committee which mandated creation of a full-time salaried position of JOB Liaison, incorporated the proposed job description into the position, authorized a search to be conducted by the IWF Sub-Committee to fill the position, and authorized payment of salary and benefits not to exceed \$85,000 from the IWF, said salary and benefits to be subject to regular review by the JOB;

WHEREAS search and research efforts have been conducted by the IWF Sub-Committee to fill the JOB Liaison position, including extensive conversations with the Pennsylvania Prison Society (PPS), a statutorily authorized organization, since 1829, serving the Commonwealth of Pennsylvania as an independent prison and jail monitor and ombuds;

WHEREAS conversations with the PPS were unproductive, and it was agreed by the JOB that the position of JOB Liaison would be recruited, hired and maintained in a Department within the County;

WHEREAS the Office of the Sheriff of Allegheny County has agreed to maintain the position of JOB Liaison;

WHEREAS the JOB approved the creation of the JOB Liaison within the Office of the Sheriff of Allegheny County by unanimous vote on July 7, 2022 and further tasked the IWF with creating and presenting a detailed plan for the recruitment and hiring of said position:

IT IS HEREBY MOVED that the JOB shall approve the recruitment and hiring plan attached hereto and made a part hereof.

Submitted: August 24, 2022



*ALLEGHENY COUNTY JAIL OVERSIGHT BOARD LIAISON
RECRUITMENT AND HIRING PLAN*

The Incarcerated Individuals Welfare Fund (IIWF) Sub-Committee (IIWFSC) shall engage in the following steps to actively recruit, and ultimately hire, an outstanding candidate for the position of JOB Liaison.

1. The IIWFSC shall submit the attached advertisement to the advertising sources listed on same attachment within five (5) days of receiving approval of the hiring and recruitment plan by the JOB.
2. The IIWFSC shall allow twenty-one (21) days for the collection of resumes in response to the advertising. The Office of the Controller shall be responsible for the physical collection of the resumes. The Controller shall distribute the resumes to the members of the IIWFSC as they are received.
3. Following the twenty-one-day resume collection period, the members of the IIWFSC shall individually review the resumes and provide to the Controller's Office a list of their top five (5) candidates. The list of candidates must be provided to the Controller's Office no later than the end of business on the tenth (10th) day following receipt of the resumes at the conclusion of the twenty-one-day collection period.
4. If the IIWFSC, in its discretion, does not believe that enough qualified resumes are received, then the IIWFSC shall request an additional period of time from the JOB to advertise the position and collect resumes.
5. After the Controller's Office receives the list of the top five (5) candidates from each member of the IIWFSC, it shall compare the lists and provide a list of the overall top five (5) candidates to the IIWFSC. These top five (5) candidates shall be interviewed by the IIWFSC. Each of the top five (5) candidates shall be advised of their status within three (3) days of the list being provided to the IIWFSC.
6. Interviews of the top five (5) candidates shall be conducted by the IIWFSC within fourteen (14) days of the list of the top five (5) candidates being submitted to it.
7. The IIWFSC shall have a recommendation to the JOB of a person to fill the position of the JOB Liaison within seven (7) days after the final interview.



Exhibit B. Allegheny County Department of Human Resources Liaison Job Announcement.

ALLEGHENY COUNTY
Department of Human Resources
414 Grant Street, 920 City-County Building
Pittsburgh PA 15219
Phone: (412) 350-6830
Website: <http://alleghenycounty.us/careers>

08/22

JOB ANNOUNCEMENT

- Job Title:** Jail Oversight Board (JOB) Liaison
- Department:** Allegheny County Sheriff's Office
- Compensation:** Contracted Position - Compensation commensurate with experience, but not to exceed \$85,000/yearly
- How to Apply:** Applications can be submitted online until the position is filled and/or the posting is closed. After reviewing this job announcement, please click on the link at the bottom of the page to apply online. **A resume is required with the application.** Further instructions on submission of documents are available in the online application. **A resume may not be submitted for an application.**

Minimum Requirements: Bachelor's Degree in Social Work, Sociology, Criminal Justice, or related field. Equivalent experience in lieu of degree, with a minimum of three (3) years of experience working in human services, public health, case management services, and/or a criminal justice-affiliated environment.

Act 33/34 Clearances are required prior to appointment at the cost of the applicant.

Candidates for this position must provide proof of a Covid 19 vaccination. Allegheny County will allow for medical and religious exemptions from the requirements in accordance with state and federal law.

Additionally, it is the policy of Allegheny County that in order to receive a final offer of employment, candidates must successfully pass a background check, which includes verification of Allegheny County Real Estate Tax status, and drug/medical examinations as required for the position. The pre-employment drug screen must be completed within 48 hours of the acceptance of the conditional offer of employment.



Position Summary:

The Allegheny County Jail Oversight Board (JOB) is a statutory body consisting of Allegheny County officials and citizens that oversee the operation and maintenance of Allegheny County Jail (ACJ). This includes oversight of the alternative housing facilities of the Allegheny County Bureau of Corrections and the health and safekeeping of incarcerated individuals. The Liaison shall assist the JOB in fulfilling its statutory duties pursuant to 61 Pa.C.S. §§ 1721-28.

This position is housed within the Allegheny County Sheriff's Office, as the Sheriff is a JOB member, but the Liaison shall be managed by the entire Board. The duties and responsibilities under this role in no way supersede or replace the JOB's statutory duties.

Duties:

- Receive, address, and document all steps regarding processing information and complaints about the conditions of confinement at ACJ. Generate weekly logs regarding complaints to be shared with JOB members.
- Conduct inspections of ACJ and alternative housing facilities on JOB's behalf, document all information electronically, and report back to JOB all facts, findings, and observations.
- Regularly observe the living and physical site conditions at ACJ and all other alternative housing facilities. The liaison will conduct at least three (3) direct observations per facility each month and generate reports for JOB consideration.
- Pursuant to 61 Pa.C.S. § 1724, assist the JOB in conducting biannual inspections of ACJ, in addition to any follow-up visits required to address issues or complaints brought to the JOB's attention. The liaison shall assist in identifying known problem areas and may assist JOB members with drafting their written reports for public dissemination after inspections.
- Answering calls and letters from incarcerated individuals, community agencies, and/or the public who may call regarding an incarcerated individual. All calls shall be processed within three (3) business days and letters within seven (7) business days of receipt. Communication with ACJ staff may be needed to efficiently deliver letter responses.
- The liaison may also receive complaints for follow-up through a JOB member and shall investigate and report directly back to the JOB with any findings, observations, and/or resolutions.
- The liaison will provide the JOB monthly reports of complaints regarding ACJ and all other alternative housing facilities. These reports are to be prepared and delivered to the JOB as a whole and sensitive information shall remain confidential unless otherwise directed by the JOB.
- All other responsibilities may be assigned by the JOB with prior written notice.



Knowledge, Skills and Abilities:

Knowledge of:

- Jail environments and community agency resources
- Social work, mental and public health, or criminal justice areas
- Understanding incarcerated individuals; prior crisis management and/or legal experience a plus
- Local and state laws, rules, regulations, and policies.
- Microsoft Office, Excel and County computer systems and databases

Ability to:

- Conduct jail inspections, interviews with incarcerated individuals and jail staff
- Searches for documents and records.
- Engage with all racial, cultural, religious, and gender-based identities.
- Establish effective working relationships with government and jail staff, jail residents, governmental agencies, and the public.
- Deal effectively with potentially hostile or dangerous jail situations.
- Communicate effectively both orally and in writing.
- Demonstrate strong organizational and interpersonal skills.

Residency: Must become a resident of Allegheny County within one (1) year of appointment.

Veterans' Preference: Will be awarded to eligible candidates.