

**LIAISON JOB DESCRIPTION
ALLEGHENY COUNTY JAIL OVERSIGHT BOARD
ALLEGHENY COUNTY, PENNSYLVANIA**

Section 1. PURPOSE

The members of the Allegheny County Jail Oversight Board (“Board”) recognize that the Board Liaison’s work is instrumental to the Board’s ability to perform its functions, including “the operation and maintenance of the prison and all alternative housing facilities, the oversight of the health and safekeeping of inmates,” and ensuring “that the living conditions within the prison and alternative housing facilities are healthful and otherwise adequate.” 61 Pa.C.S. §§ 1721-1728. The Board’s purpose here, in more fully and explicitly delineating the Liaison’s Job Description, is to help the Liaison, Board, and jail administration better understand the Liaison’s roles, responsibilities, and duties.

Section 2. EFFECTIVE DATE

This Job Description is effective upon approval by Board vote.

Section 3. LIAISON DUTIES AND RESPONSIBILITIES

The Liaison’s job responsibilities shall include, but are not limited to:

1. The Liaison serves as an agent of the Board.
2. The Liaison shall receive, investigate, document, and address complaints about the conditions of confinement at the Allegheny County Jail “ACJ” and alternative housing facilities.
3. The Liaison will conduct regular visits to, and inspections of, ACJ and alternative housing facilities.
4. The liaison will perform research and data collection relating to advancing the Board’s mission.
5. The Liaison will strive to maintain collaborative working relationships with incarcerated persons, their families, jail staff, and Board members.
6. Consistent with these general duties, the Liaison’s specific responsibilities and tasks may include:
 - a. Effectively and timely communicating with incarcerated persons and their family members; current or former jail staff; and individual Board members
 - b. Addressing complaints from incarcerated persons and their families
 - c. Performing investigations relating to complaints (the necessity and scope of which will be informed by a variety of factors)
 - d. Drafting reports relating to complaints, investigations, interviews, etc.
 - e. Preparing/using spreadsheets and/or databases to log complaints and track data
 - f. Requesting, collecting, and organizing information shared with the Board by Jail Administration
 - g. Researching best/model practices state-wide and nationally

- h. Helping to draft research reports
- i. Helping to review, create, or suggest revisions to ACJ and Board policies
- j. Providing the Board with regular oral and written updates and reports, including on matters such as uses of force and lockdowns
- k. Assisting Board members in connection with inspections, including providing briefing ahead of inspections, helping to prepare post-inspection reports, etc.
- l. Facilitating and supporting the work of the Board subcommittees
- m. Helping to plan Board trainings

Section 4. CONFIDENTIAL INFORMATION

The Liaison shall respect confidential information held by the County as well as that shared by incarcerated persons, and take reasonable measures to protect that information.

Information provided to the Board by the Liaison is generally presumed to be confidential, unless disclosing the information has a public purpose and the disclosure can be made without violating any individual person's rights.

Section 5. WORKFLOW

Generally, to help facilitate clear and timely communication, complaints or requests for information from incarcerated persons and their families should be communicated directly to the Liaison. The Board is exploring how to use technology to better facilitate communications between the Liaison and incarcerated persons.

The Liaison may receive requests and assignments from any Board member. However, the Appointments Committee shall appoint a Board member to oversee the liaison's workflow and—when necessary due to capacity concerns, a question as to the appropriateness of a requested assignment, or other reasons—exercise their judgment to modify/limit/alter workflow.

While the Liaison will communicate with myriad jail staff as necessary to perform their role, jail administration will designate one primary point of contact to interface with the Liaison—particularly as it relates to matters that may be particularly time sensitive or of elevated significance.

Section 6. THE BOARD AND ACJ'S SHARED RESPONSIBILITY TO EFFECTIVELY COMMUNICATE

The Liaison, Board, and jail administration and staff shall all timely, efficiently, and respectfully communicate in furtherance of our shared goals. This means, among other things, that—in order to advance the goals of transparency and accountability—jail staff shall promptly communicate with the Liaison and/or Board concerning issues impacting the health, safety, and welfare of inmates or jail staff.