

## **2.100. STAFF ORIENTATION**

**110.00. ORIENTATION PROCEDURES:** A Type I facility staff member shall be assigned to assist in the orientation of newly assigned staff. Areas covered include, but shall not be limited to, the following:

- Introduction to the station/division staff
- Staff locker and station/division keys
- Explanation of work schedule, vacation schedule and time sheets
- A tour of the station and jail
- Food services procedures, deliveries and storage facilities
- Kitchen area
- Public lobby
- Exterior and interior security systems/features
- Facility maintenance request procedures
- Location of facility manuals
- Facility forms

(Rev. 05/2019)

## **2.200. STAFF RULES AND REGULATIONS**

**200.35. AUTHORIZED GLOVES:** Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

**200.70. MEALS:** The Detention and Corrections Bureau policy limits staff to one meal per shift, this policy shall not apply at the Type I facilities. Type I facility staff shall eat their meals and snacks out of public view. Visitors may eat at the Type I facilities with permission from the watch commander and shall not be required to sign a log.

(Rev. 05/2019)

**200.80. REMOVING FOOD FROM STAFF DINING ROOMS:** Type I facilities do not have dedicated staff dining rooms. (Refer to Type I Policy Manual Section 2.200.70)

(Rev. 05/2019)

**200.85. PERSONAL VEHICLES:** Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

**210.00. FAMILY MEMBERS BOOKED:** Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

**210.05. COUNTY EMPLOYEE/OFFICIALS BOOKED:** Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

**220.00. BRINGING ITEMS INTO THE FACILITY:** Type I facility staff are authorized to bring the following items/equipment into the jail:

- Handcuffs/handcuff case and key
- Small flashlight and holder
- O.C. and O.C. holder
- Digital recorder and holder
- Locker key
- Wristwatch
- Handkerchief, comb and/or hairbrush
- Forms/"Posse" box with papers, pens, templates, etc.
- HT holder
- Pre-prepared personal meals and snacks. Limited refrigerator space may be available for use
- Other items as specifically approved by a supervisor

All other personal property shall be secured in the staff member's vehicle or locker.

(Rev. 05/2019)

## **2.300. STAFF GUIDELINES FOR DEALING WITH INMATES**

**300.10. ESCORTING/UNCOOPERATIVE FEMALE INMATES:** Generally, female safety staff escort female inmates when they are moved within the facility. Station officers, when on duty, shall accompany a male safety staff member when female inmates are escorted within the facility. If a female safety staff member or female station officer is unavailable, a male safety staff member may escort female inmates.

Station officers shall not be required to search or otherwise come in close contact with combative inmates. Safety staff shall manage the inmate as necessary, with the station officer remaining in a position of observation.

(Rev. 05/2019)

**300.62. SUICIDE RECOGNITION/PREVENTION:** If an arrestee exhibits signs and/or symptoms of being suicidal, they are not eligible for booking at a Type I facility. If an inmate begins exhibiting signs and/or symptoms of being suicidal after they have been booked/received at a Type I facility:

- The watch commander shall be notified immediately
- The inmate shall be removed from other inmates, with the corresponding observation log and regimen set in place. (Refer Detention and Corrections Bureau Policy Section 11.500)
- Arrangements shall be made as soon as possible to transport the inmate to an appropriate treatment or jail facility.

(Rev. 05/2019)

**300.75. REMOVING INMATES FROM THE FACILITY:** Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

**301.00 STAFF CONTACT WITH INMATES WITH DISABILITIES:** It is incumbent on staff to use good judgment when dealing with inmates with disabilities. Staff should understand inmates with disabilities may not react as quickly, see, hear or move the same way as inmates without disabilities. Staff shall take disabilities into consideration when addressing issues involving inmates. Staff shall ensure inmates with disabilities are given an equal opportunity to participate in services, programs and activities offered to other inmates of the same classification level. Nothing in this policy should be construed to encourage staff to not enforce the law and facility policies or compromise the safety and security of themselves, professional staff, visitors, inmates, or the facility. Inmates with disabilities must comply with facility rules and regulations and still present the same potential threat as any other inmate. (Refer to Bureau Policy Section 18.025.00)

(Rev. 05/2019)

## **2.400. INMATE RULES**

**400.01. INMATE ORIENTATION:** Inmates booked at a Type I facility shall be given an inmate orientation pamphlet at the time of booking. Additional orientation material shall be available to these inmates upon arrival at a Type II facility.  
(Rev. 05/2019)