

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Detention and Corrections Bureau Policy Manual

Bureau Policy: 1.215.00 Facility Specific Policy

Facility Policy: (34)1.215.00 Facility Specific Policy

The following manuals shall be reviewed annually and provided to ASU in accordance with Bureau Policy:

West Valley Facility Specific Manual	Administrative sergeant or designee
Post Orders	Administrative sergeant or designee
Emergency Operations Manual	Operations sergeant
Health Services Manual	Health Services director or designee
Food Services Manual	Food Services director or designee
Transportation Manual	Transportation sergeant

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Bureau Policy Section: Detention and Corrections Bureau Policy Manual

Bureau Policy: 1.215.00 Facility Specific Policy

Facility Policy: (34)1.215.05 Facility Specific Procedure Manual Distribution

A copy of the West Valley Detention Center Facility Procedure Manual shall be maintained at the following locations:

1. Facility Commander's Office
2. Executive Officer's Office
3. Administrative Sergeant's Office
4. Bridge
5. Security Administration's Lieutenant's Office
6. Security Administration's Sergeant's Office

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Bureau Policy: 1.220.00 Temporary Operating Procedures

Facility Policy: (34)1.220.00 Temporary Operating Procedures

The Temporary Operating Procedures Log shall be maintained by the administrative sergeant or designee. All original copies shall be retained at their work station for reference and review. A copy of the memorandum will be routed to the watch commander to be placed on the briefing board.

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Bureau Policy Section: Board of State and Community Corrections Compliance

Bureau Policy: 1.410.01 Public Information Plan and Title 15, Inmate Use

Facility Policy: (34)1.410.01 Public Information Plan and Title 15, Inmate Use

Housing unit staff shall make the Public Information Plan (PIP) available when an inmate submits a request on an Automated Request Slip (ARS). The inmate may read the PIP while seated alone in the dayroom or the General-Purpose Room (G-room) during their tier time. Administrative housing inmates may view the PIP in the Administrative Housing Corridor. Pro Per inmates may request to view the PIP during their allotted time in the Law Library. Staff shall not allow the PIP to be viewed without supervision or in the privacy of any inmate's cell/dorm. Staff shall not discuss the contents with inmate.

Staff shall inspect the PIP prior to and immediately after inmate use to check for irregularities. Staff shall log the time and date the inmate was provided with access on the automated request slip.

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Bureau Policy Section: Board of State and Community Corrections Compliance

Bureau Policy: 1.410.02 Public Information Plan and Title 15, Review by the Public

Facility Policy: (34)1.410.02 Public Information Plan and Title 15, Review by the Public

The Public Information Plan (PIP) shall be available for review at the Public Information Window in the Public Visiting Lobby. Upon request, the public may review the PIP in the immediate area and under supervision. Members of the public shall be given a reasonable amount of time to review the PIP (one person at a time). Staff shall inspect the PIP prior to and after use by the public, checking for irregularities. Under no circumstances shall staff discuss the contents of the PIP with the public.

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Bureau Policy Section: Board of State and Community Corrections Compliance

Bureau Policy: 1.410.05 Public Information Plan and Title 15, Distribution

Facility Policy: (34)1.410.05 Public Information Plan and Title 15, Distribution

A copy of the Public Information Plan shall be maintained at the following locations:

1. Public Visiting Lobby
2. Law Library
3. Housing unit control room for each housing unit

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Bureau Policy Section: Board of State and Community Corrections Compliance

Bureau Policy: 1.410.25 Individual and Family Service Program

Facility Policy: (34)1.410.25 Individual and Family Service Program

Information pertaining to the Individual and Family Service Program can be located within the Public Information Plan (PIP). The PIP is available in all housing unit control rooms and on Starlink.