

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Staff Orientation

Bureau Policy: 2.110.00 Orientation Procedures

Facility Policy: (34)2.110.00 Staff Orientation Procedures

All newly hired sheriff's custody assistants and sheriff's custody specialists will be provided with a West Valley Detention Center orientation class provided by the sheriff's training specialist(s).

All new deputies, assigned to West Valley Detention Center, shall be trained by corrections training officers (CTO).

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.00 Staff Rules and Regulations

Facility Policy: (34)2.200.20 Uniforms

The following facility employees will wear a Class "A" uniform during the performance of their duties:

- Floor sergeants
- Floor corporals
- Deputies assigned to the following posts
 - Visiting Lobby
 - Male/Female Intake
 - Male/Female Classification
 - Kitchen support
 - Video Court
 - Support Services
 - Hospital Transportation
- Deputies assigned to the floors have the option to wear either a Class "A" or "B" uniform

Professional staff assigned to the floors will wear a Class "8" uniform.

For specifications regarding uniforms, refer to Department Policy Section 1.650.00

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.00 Staff Rules and Regulations

Facility Policy: (34)2.200.25 Reporting for Duty

[REDACTED]

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.35 Authorized Gloves

Facility Policy: (34)2.200.35 Authorized Gloves

Facility Procedure Manual does not differ from Bureau policy.

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.55 Flashlight and Batons

Facility Policy: (34)2.200.55 Flashlight and Batons

Facility Procedure Manual does not differ from Bureau policy.

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.70 Meals

Facility Policy: (34)2.200.70 Meals

Employees assigned to West Valley Detention Center, are entitled to one, 30-minute uninterrupted meal break, per assigned shift. Generally, employees are to remain on the facility for their meal break and are to take their break away from their assigned post. The facility shall provide the employee with one meal, per assigned shift. This meal will be provided in the Officer's Dining Room (ODR). The use of the ODR is for on-duty employees. An off-duty employee or a visitor, shall not use the ODR without approval from a shift supervisor.

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.80 Removing Food from Staff Dining Rooms

Facility Policy: (34)2.200.80 Removing Food from Staff Dining Rooms

Staff shall not remove food from staff dining rooms without approval from a shift supervisor. Approval by the shift supervisor shall be documented on the Officer's Dining Room Meal Request form.

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.200.85 Personal Vehicles

Facility Policy: (34)2.200.85 Personal Vehicles

Staff at West Valley Detention Center shall not park their vehicles in the:

- Designated red zones
- Employee of the quarter parking
- Sergeant parking
- Watch commander (lieutenant) parking
- Executive officer parking
- Operations lieutenant parking
- Facility commander parking
- Deputy chief parking

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.220.00 Bringing Items into the Facility

Facility Policy: (34)2.220.00 Bringing Items into the Facility

Items brought into the facility shall be subject to search to protect the safety of staff, inmates, and the security of the facility. Shift supervisors shall search without discrimination. Employees' personal property shall be left in their vehicles or lockers.

Professional staff and contract employees may bring items necessary for the performance of their jobs according to Bureau Policy.

Safety employees may bring in department issued items into the secure area of the facility which are vital for the performance of their duties. Executive staff and approved administrators entering the facility shall be allowed to bring in items, such as briefcases, which contain paperwork and county issued laptops or notebook computers. The shift supervisor may approve any exceptions.

Employees may use a clear Ziploc style bag (not to exceed 1 gallon in size) to bring personal hygiene items or medication to their assigned post. Small clear backpacks or clear handbags, similar in size to the Ziploc bags, are acceptable. All other backpacks, purses, handbags, firearms, and other items unnecessary for job performance shall not be permitted into secure areas of the facility.

Employees preferring to bring their own meal may do so. The meal shall be carried in a clear Ziploc (not to exceed 1 gallon in size). The bag must be labeled with the employee's name and date before it is stored in any employee break room refrigerator. Staff shall not bring in any ceramic, glass, metal storage container, or metal utensils into the secure portion of the facility.

Devices with cellular capabilities shall not be allowed into the secured portion of the facility without approval. Only the facility commander or designee, may authorize staff to retain cellular phones for short-term emergency reasons. Requests for such authorization shall be in memo form and shall have specific time limits. The facility commander or designee may authorize shift supervisors and specialized staff to retain cellular phones.

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Bureau Policy Section: Staff Rules and Regulations

Bureau Policy: 2.220. Staff Rules and Regulations

Facility Policy: (34)2.230.00 Overtime Regulation

Employees assigned to the West Valley Detention Center shall adhere to the following facility regulations when working overtime:

- Employees may work a maximum of sixty (60) hours of overtime per pay period and must take one (1) day off per week.
- Employees working overtime may do so when there is a minimum of 8 hours of rest prior to their next scheduled shift.
- Employees shall not be scheduled or permitted to work overtime concurrently with vacation or 4850 leaves of absence unless expressly authorized by the facility commander, and upon concurrence with the deputy chief.
- Employees shall not be permitted to work overtime at any other station or division until approval has been obtained from his/her facility commander.
- It shall be the responsibility of the employee to adhere to all facility overtime rules and monitor overtime hours worked (as to not exceed 60 hours per pay period).

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Bureau Policy Section: Staff Guidelines for Dealing with Inmates

Bureau Policy: 2.300.30 Inmate Movement

Facility Policy: (34)2.300.30 Inmate Movement

Inmates shall always be escorted when leaving their assigned housing, unless they are an inmate worker assigned to a specialized area.

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Bureau Policy Section: Staff Guidelines for Dealing with Inmates

Bureau Policy: 2.400.01 Inmate Orientation

Facility Policy: (34)2.400.01 Inmate Orientation

New arrestees booked into West Valley Detention Center shall be provided with the following forms of orientation at the facility:

- Printed Inmate Rules and Regulations pamphlets (ASU #060803) are available in English or Spanish. Inmates shall receive this pamphlet at booking.
- Inmate Orientation Video shall be broadcast on the housing segment televisions. The video shall be played twice, once in the morning and once in the evening. Housing unit staff shall ensure the housing segment televisions are turned on when the Inmate Orientation Video is broadcast. Support Services staff shall be responsible for broadcasting the video throughout the facility.