



STAFF/INMATE RELATIONS

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to protect the professionalism of the facility and guard against any compromise of integrity of its employees. All personnel will confine their relationships with inmates to those activities which are duly sanctioned as an integral part of their duties. Unauthorized on or off duty contacts of a personal nature between employees and inmates, or their families, or off duty contacts with known convicted felons, are specifically prohibited, except as may be modified by procedures outlined herein.

PURPOSE.

The purpose of this policy is to set forth guidelines governing staff relationships with inmates, both on and off duty.

OREGON JAIL STANDARDS:

- A-106 Code of Conduct

DEFINITIONS:

Convicted Felon. Any person convicted of a felony in Oregon, or in any state, of a crime that would be classified as a felony in Oregon.

Employee. Any person employed full-time, part-time, or in a temporary capacity of the AJ, or who is under contract or under the supervision of another division and provides services to the AJ.

Inmate. Any person incarcerated in the AJ.

Personnel or Business Transaction. The giving or receiving of a money, benefit or other consideration for the providing of a special privilege, purchase of goods or services or other bargained for behavior.

Personnel/Staff. Includes all employees, service employees and volunteers.

Volunteer. Any person who is providing non-compensable services to the AJ.

PROCEDURES.***SECTION A: ACTIVITIES OF STAFF***

- A-1.** Personnel/staff members must not engage in any personal relationship or business transactions with any inmate or former convicted felon without making a request in writing and obtaining approval from the Sheriff. This includes acceptance of gifts, favors, and special considerations of any sort, no matter how trivial they may seem.
- A-2.** Personnel/staff members approached by an inmate, both on or off duty, must refuse any such transaction and must report the incident to a shift supervisor as soon as possible. A jail Incident Report shall be written detailing the encounter.
- A-3.** Any employee who has a relative, spouse, or close personal acquaintance incarcerated in the AJ must give notification to a shift supervisor as soon as the employee becomes aware of the situation.

SECTION B: SUPERVISOR RESPONSIBILITIES

- B-1.** Upon notification from an employee, as in sections **A-1**, **A-2**, or **A-3** above, a corrections supervisor will take the matter under advisement and initiate any necessary inquiry of the circumstances and facts, in terms of:
- a. The impact the relationship or situation would have on the employee's capacity to effectively perform his/her job duties and responsibilities.
 - b. The impact the relationship or situation would have on the capability of DCAJ to carry out its legal responsibilities.
 - c. The impact the relationship or situation would have on the public's willingness to support the AJ.
 - d. Protection of the employee from being placed in a situation which would compromise his/her professional integrity.
- B-2.** The inquiry, if conducted, will include a discussion of the situation with the employee and any other affected persons.
- B-3.** Upon completion of the inquiry, the shift supervisor will forward the employee's notification, a copy of the inquiry report, and his/her comments to the Corrections Captain for disposition. The captain will assign any additional inquiry as deemed appropriate. The assigned supervisor will submit a written report to the Corrections Captain. The results of the inquiry and/or request will be forwarded to the employee and a copy will be filed in accordance with archive laws.

SECTION C: STAFF RULE VIOLATIONS

C-1. If an employee or staff member:

- a. Fails to report or give notification of a situation, as in sections **A-1, A-2 or A-3**;
- b. Does not refuse involvement in an unauthorized staff/inmate transaction;
- c. Fails to extricate him/herself from such an activity; and/or
- d. Otherwise violates this policy; **and**

C-2. A supervisor finds that the conduct:

- a. Adversely affects the employee in performing his/her job duties and responsibilities;
 - b. Adversely affects the ability of the AJ to carry out its legal responsibilities; and/or
 - c. Places the employee in a situation which compromises his/her professional integrity;
- THEN**

C-3. The Corrections Captain may take disciplinary action against the employee in accordance with DCSO policy *Disciplinary Action, 3.03*. In the case of service employees, the results of any inquiry or report of rule violations will be forwarded to the concerned business or vendor for disposition.