

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## GENERAL PROVISIONS

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Chapter

### JA 03 -

### ESTABLISHMENT, MAINTENANCE, AND GUIDE TO THE WCCF MANUAL SYSTEM

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JA 03/01.00 **GENERAL**

JA 03/01.01 **Purpose**

The purpose of this chapter is to outline the organization and construction of the WCCF operations manual system and outline the requirements to maintain, understand, update, and reference.

JA 03/01.02 **Cross Reference**

JA 01 - Introduction  
JA 02 - Purpose of the Manual  
JB 01 - Mission Statement

JA 03/01.03 **Definitions**

<b>index number</b>	the number used to index, organize, and outline material in the manual; the number used to retrieve or refer specific information in the manual
<b>manual</b>	a book of instruction issued to WCCF members to provide direction and guidance concerning the requirements and operations of the WCCF
<b>member</b>	all personnel employed by the WCCF on a full-time or part-time basis
<b>P/P</b>	Policy and Procedure
<b>P/P Coordinator</b>	the WCCF member assigned to coordinate and control the P/P issue, printing, re-issue, and maintenance of manuals and archiving of manuals
<b>WCCF</b>	Weber County Correctional Facility
<b>WCSO</b>	Weber County Sheriff's Office

JA 03/02.00 **PURPOSE OF MANUAL**

JA 03/02.01 **Policy**

It is the policy of the WCCF:

- A. to provide a copy of the WCCF manual to each member of the staff; and to ensure the mission, policies and procedures of the WCCF are made known to each member;
- B. that each chapter shall be modified as necessary:
  - 1. to improve policy and procedure;
  - 2. to correct inaccuracies or other problems;
  - 3. and shall be reviewed at least every 18 months;
  - 4. and as chapters are added or modified, that all manuals are to be updated immediately;
- C. that manuals are the property of the WCCF;
- D. if manuals are lost or stolen, this shall be reported, in writing, to the facility Commander;
- E. to provide a manual which is easy to reference, use, and understand; and
- F. to use the manual system as a tool, which will aid members in a more uniform and efficient manner.

JA 03/02.02 **Rationale**

- A. It is intended that manuals will help ensure the orderly function of the WCCF.
- B. The manuals will help carry out the mission of the WCCF and the WCSO.
- C. It is intended that the effect of the manuals will include increased professionalism and morale, as members are aware of the performance levels expected of them and understand correct policies.
- D. Written procedures must reflect current operational requirements. This can only be accomplished with an on-going system of review and modification.
- E. If policies are not current:

1. there is a risk that staff will follow instructions which are no longer valid;
  2. there is greater risk of liability;
  3. staff will lose confidence in the manual system.
- F. Because of the nature of correctional facilities, much information in WCCF directives could be used by inmates to the disadvantage of the WCCF. Therefore, it is in the interest of the WCCF to control sensitive information found in parts of the manual.
- G. The method of organizing the WCCF manual is intended to provide staff a convenient means of using manuals.
- H. The indexing system provides a quick, orderly method of searching and citing manual material.

JA 03/02.03 **Purpose of Manual System**

- A. The WCCF Policy Manual is intended to serve as a guide to members of the WCSO and appropriate others by consolidating information on procedures, rules and regulations, responsibilities, mission, and objectives.
- B. The WCCF Manual is not intended to cover every situation which may arise in the discharge of duties.
1. There will be many situations which will require the use of judgment and discretion.
  2. The WCCF Manual is intended to provide a foundation upon which to build that judgment.
- C. The manuals shall:
1. help maintain uniformity by standardizing policies and procedures, rules and regulations, and definitions within the WCCF;
  2. provide a quick reference to information and requirements through an organized index system;
  3. help ensure compliance with requirements and laws by converting those requirements into policy and procedure;
  4. document operational and legal requirements; and,
  5. provide a means of monitoring compliance.

JA 03/03.00 **MAINTENANCE OF MANUALS**

JA 03/03.01 **Administrative Responsibility**

- A. The WCCF Policy and Procedure Coordinator shall be responsible for:
  - 1. ensuring that numbered copies of the manual are issued and available to each member;
  - 2. disseminating material and the documentation necessary to update the manual to each staff member;
  - 3. coordinating the scheduled review and updating of each chapter on the anniversary of its issuance or last revision.
- B. Supervisors/Designees shall:
  - 1. be responsible for ensuring that when provided with chapter revisions they are reviewed, corrected, and returned to the P/P Coordinator by the required date;
  - 2. notify staff when chapters have been added to the manual, and ensure member manuals have been appropriately updated.

JA 03/03.02 **Member Responsibility**

- A. Members shall promptly update their assigned manuals with revisions, as provided.
- B. Members shall develop a working knowledge of all material in their assigned manuals, including revisions.
- C. Members may be required to produce their manuals for inspection to ensure they have properly maintained and updated the manual. Failure to meet the requirements of this section may be considered a breach of discipline.
- D. Members shall also be required to possess an annual open-book test during the year to ensure they have read and understand the elements of each chapter in the material they are issued.
- E. Volunteers and contract employees are not issued a manual and need not be tested regarding manual content; however, the members' responsibility for their supervision shall ensure that each volunteer has a working knowledge of, and complies with, the WCCF policies and procedures.

- F. Part-time members shall be tested on the manual, in the same manner as full-time members.

JA 03/03.03 **Scheduled Review and Modification**

- A. When a chapter is published (new or revised existing chapters), a review date shall be assigned a maximum of 18 months from the date of issue or re-issue.
- B. When a chapter's date of review lapses:
  - 1. the chapter shall be reviewed to determine whether it is still valid; and
  - 2. if valid as written, the chapter shall be assigned a new 18-month review date, and the title sheet shall be changed to reflect the new scheduled review date; or
  - 3. if modification is required, the chapter shall be re-written, a new review date assigned, and then re-distributed.
- C. Frequently, modification needed in chapters will be discovered prior to the expiration of the 18-month review date.
  - 1. When it is necessary to require modification, it shall be done as soon as practical or reasonably possible.
  - 2. Minor changes may be directed to the members, which require them to make minor "pen and ink" adjustments until a re-issue is made.
  - 3. When a chapter is significantly modified, a new 18-month review date shall be assigned.

JA 03/03.04 **Updating Manuals**

- A. When new or modified chapters are published, the P/P Coordinator's manual shall be updated immediately.
  - 1. The new or modified chapters shall be added to the manual.
  - 2. The chapters which were replaced shall be archived by the WCCF P/P Coordinator, who shall maintain a file of previous chapters to provide a historical record of the WCCF Policy and Procedure.
- B. It is the responsibility of each member to update his manual by adding the new pages, making pen and ink changes, as directed, and deleting those pages which are no longer valid.

JA 03/03.05 **Safeguarding Manuals**

- A. The WCSO is the owner of all manuals.
- B. Members shall return manuals to the WCCF upon separating from service.
- C. WCCF manuals shall be distributed under conditions established by the WCCF.
  - 1. Distribution of material from WCCF manuals shall be permitted only as authorized by the WC Sheriff or WCCF Chief Deputy.
  - 2. Since the WCSO is owner of the manual, the WC Sheriff has the right to grant or withdraw access unless otherwise required by law.
- D. It is in the interest of the WCSO and WCCF to limit the distribution and availability of substantial portions of the WCCF manual.
- E. Contents of the manual shall not be provided to persons outside the WCSO unless authorized, in writing, by the WC Sheriff/Designee.
- F. Photocopying the manual by members of the WCSO for job-related purposes is authorized. Such photocopying shall be consistent with requirements in this manual and, specifically, the provision of this chapter.

JA 03/03.06 **Lost Manuals**

- A. **Member Responsibility**
  - 1. It is the responsibility of the WCCF members to notify their immediate supervisors, in writing, if their individual manuals are lost, damaged, or need replacement.
  - 2. The supervisor shall, in the event the manual has been lost or is not recoverable due to a member's termination, notify the WCCF Chief Deputy, in writing, with the circumstances surrounding the loss of the unrecoverable manual.
- B. **WCCF Commander**
  - 1. The WCCF Chief Deputy shall be the only WCCF member who is authorized to grant a manual be written off, once it has been issued.
  - 2. The WCCF Chief Deputy shall notify the WC Sheriff, in writing, and give a copy to the P/P Coordinator, that a manual is unrecoverable for one of the following reasons:

- a. It is not economically feasible to attempt recovery;
- b. The manual cannot be located;
- c. Member refuses to give up manual (action taken to recover manual should be noted);
- d. Manual has been destroyed (verification/condition under which the manual was/has been destroyed should be provided);
- e. Separation of member was such that it could be detrimental to the WCSO to pursue further recovery attempts.

C. P/P Coordinator Responsibility

The P/P Coordinator shall take appropriate action to indicate in the appropriate file that the manual has been lost.

- 1. The written record of action shall be retained for two years and the file action indefinitely.
- 2. The manual number shall not be re-assigned.



JA 03/04.00 **ORGANIZATION OF MANUAL**

JA 03/04.01 **Manual Components**

- A. The WCCF Manual is divided and subdivided into the following component parts:
  - 1. Titles
  - 2. Volumes
  - 3. Chapters
  - 4. Sections
  - 5. Subsections
  - 6. Items
- B. This format should be the same for all volumes.

JA 03/04.02 **Indexing System**

- A. An eight-digit alpha-numeric index number is used to outline, organize, and reference the information contained in the WCCF Policy and Procedure Manual.
- B. Using the index number JA 01/02.03 as an example, the manual components are identified as follows:
  - 1. Title - J
  - 2. Volume - JA
  - 3. Chapter - JA 01
  - 4. Section - JA 01/02
  - 5. Subsection - JA 01/02.03
- C. In citing the manual components in a report log or other form of written communication, the components should be written as follows:
  - 1. Title - J
  - 2. Volume - JA
  - 3. Chapter - JA 01
  - 4. Section - JA 01/02
  - 5. Subsection - JA 01/02.03
  - 6. Items - The addition of letters and numbers of the outline should be added when citations refer to components below the subsection. For example: JA 01/02.03,A,2,a.

JA 03/04.03 **Page Numbering**

The page number appearing in the lower center of each page is intended to only assist new readers in locating the content of the chapter. As partial amendments are made, it is possible for more than one page in sequence to have the same number, or to find a page is deleted. Pending a complete revision takes place which would correct the page number, the member reader shall rely on the organization of the manual components, as the system is intended, to answer questions of complete volumes.

JA 03/04.04 **Amendments, Revisions, and Deletions**

- A. The manuals are organized to allow revision of one title, volume, chapter, or section without upsetting other titles, volumes, chapters, or sections. Each of these components, though part of the whole, is independently indexed.
- B. Addition to the manuals will be distributed through the P/P Coordinator, assisted by the members' supervisors, as necessary, to each member of the WCCF.
- C. The distribution shall be documented to ensure accountability.

JA 03/04.05 **Table of Contents**

- A. A master table of contents, listing volumes and chapters, is located at the front of each manual.
- B. More detailed tables of contents are found at the beginning of each chapter.

JA 03/04.06 **Tenses**

The present tense includes the past and future tense, and future tense includes the present.

JA 03/04.07 **Singular/Plural**

The singular includes the plural.

JA 03/04.08 **Gender**

Unless specifically limited by context or obvious intent, the male gender includes the female, and female gender includes the male.