

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## GENERAL PROVISIONS

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Chapter

### JA 04 - WCSO MANUAL CHAPTERS

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JA 04/01.00 **GENERAL**

JA 04/01.01 **Purpose**

The purpose of this chapter is to provide policy, procedure and rationale for receiving and incorporating selected WCSO policy manual updates into WCCF policy manuals.

JA 04/01.02 **Cross Reference**

JA 04/01.03 **Definitions**

**WCCF** Weber County Correctional Facility

**WCS** Weber County Sheriff

**WCSO** Weber County Sheriff's Office

JA 04/02.00 **WCSO MANUAL CHAPTERS**

JA 04/02.01 **Policy**

It is the policy of the WCCF that:

- A. WCSO policy manual updates that are deemed relevant for WCCF staff are received and incorporated into WCCF policy manuals.
- B. limited WCSO policy manuals are updated, maintained at the WCCF, and are available for review by WCCF staff, and;
- C. limited WCSO policy changes or updates shall be incorporated into the WCCF policy manual system by inserting the changes into section JA 04 of the WCCF manual.

JA 04/02.02 **Rationale**

- A. WCCF staff should have a *general* knowledge of the WCSO policy and procedure manual with specific knowledge of sections selected for inclusion with this chapter. These sections are determined to be appropriate for immediate or frequent reference.
- B. Updates to the WCSO policy and procedure manual are distributed to Sheriff's Office staff members to be incorporated into WCSO policy manuals. The WCCF maintains a limited number of WCSO policy and procedure manuals for reference by WCCF staff. WCSO policy manual updates that are received by the WCCF and deemed specifically relevant to *all* Sheriff's office members, specifically correctional staff, shall be incorporated into the WCCF members' corrections manual system and shall be updated in the WCSO Policy and Procedure reference manuals retained at the WCCF.

JA 04/02.03 **Procedure: Receiving WCSO Policy Updates**

- A. The WCS shall authorize all updates to WCCF policy and WCSO policy manuals.
- B. Authorized changes or updates to the WCSO policy manual shall be distributed to the WCCF staff in the following manner:
  - 1. WCSO staff shall prepare the appropriate pages to be included, which may include a cover sheet explaining the specific changes to be incorporated; and
  - 2. WCSO staff shall forward change information to the WCCF administrative staff for inclusion by the WCCF Chief Deputy.

JA 04/02.04 **Procedure: Distribution of WCSO Policy Updates to WCCF Staff**

- A. The WCS, in conjunction with the WCCF Chief Deputy, shall determine policy changes or updates that should be incorporated into the WCCF manual system as directed by this policy.
- B. The WCCF Chief Deputy shall review all approved WCSO policy changes or updates when received.
- C. The WCCF Chief Deputy shall direct that WCSO policy manuals maintained by the WCCF be updated to reflect the appropriate changes.
- D. WCSO policy distributed for inclusion shall be incorporated into WCCF policy manuals in section JA 04, as directed in this policy.

JA 04/02.05 **Procedure: WCSO Policy Index**

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