

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## ADMINISTRATION

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Chapter

### JB 14 - EXIGENT NOTIFICATION PROCEDURES

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JB 14/01.00 **GENERAL**

JB 14/01.01 **Purpose**

- A. The purpose of this chapter is to provide Corrections Division policy and procedure for timely communication of critical or important information inside and outside the chain-of-command.
- B. It is the intent of this chapter to provide an avenue for communication necessary to ensure compliance with all legal requirements or to call attention to non-compliance.

JB 14/01.02 **Cross Reference**

JB 14/01.03 **Definitions**

<b>exigent circumstances</b>	situations which result in loss of life, injury, or significant harm; violation of legal requirements, systematic violation of Sheriff's Office policy and procedures; criminal actions of staff or supervisors or other related matters. Such situations require immediate aid or action and the normal chain-of-command is precluded due to the circumstances
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JB 14/02.00 **PROCEDURES FOR EXTRAORDINARY COMMUNICATION**

JB 14/02.01 **Policy**

It is the policy of the Corrections Division that:

- A. members shall notify their immediate supervisors, verbally and in writing, of situations which exist which appear to be a violation of:
  - 1. Utah statutes;
  - 2. Sheriff's Office policies and procedures;
  - 3. decrees of local, state or federal courts; or
  - 4. other agreements and commitments made by the county;
- B. whenever possible, members shall follow the established chain-of-command; and
- C. this policy is valid only when ordinary reliance on chain-of-command or the grievance system is not possible due to exigent circumstances.

JB 14/02.02 **Rationale**

- A. A system should be in place that allows staff to communicate with appropriate supervisors in the event of extraordinary circumstances.
- B. A system of communication should allow staff to communicate outside of their chain-of-command when circumstances dictate for reasons of discretion or when the normal chain of command would otherwise be inappropriate.

JB 14/02.03 **Procedure: Exigent Notification**

A. **General**

- 1. Members shall communicate via the established chain-of-command for consistency with the general policy of the Sheriff's Office.
- 2. There may be circumstances which require members to go beyond the chain-of-command to resolve matters which could result in:
  - a. loss of life, injury, or other significant harm;
  - b. violation of legal requirements;

- c. systematic violation of Sheriff's Office policy and procedure;
  - d. criminal actions of staff or supervisors;
  - e. matters which would/could result in significant operational dysfunction; and
  - f. other similar or related matters.
3. Circumstances which would permit resolving these problems outside or beyond the chain-of-command would include:
- a. lack of availability of immediate superior in chain-of-command;
  - b. involvement of immediate superior or superiors in misconduct or problem being reported; or
  - c. refusal or resistance of superior to deal with or forward matter to higher authority.
4. When such circumstances arise, the member's immediate superior should be notified before going outside the chain-of-command, if possible. Exceptions would include those circumstances listed in this policy.
5. Communication authorized under this chapter shall be documented in the form of written reports, memoranda, etc.
6. Unless circumstances dictate otherwise, those bypassed in the chain-of-command shall be notified of the actions taken and reasons for initiating the extraordinary procedures.
7. The member initiating the extraordinary procedures shall be notified of the actions taken to resolve the matter in question.

B. Forcing the Chain of Command

- 1. When members wish to forward information, and there is no emergency involved or a problem related to timeliness, the member shall submit the information in writing up the chain-of-command.
- 2. If the superior disagrees with the communication, he shall attach a memorandum to the communication stating his own position. He shall not, however, destroy or refuse to forward the communication.
- 3. If the supervisor destroys or refuses to forward the communication he

shall be subject to disciplinary action.

JB 14/02.04 **Procedure: Staff Responsibility**

A. Line Level Staff

1. Line level staff shall notify immediate superior, verbally and in writing, unless otherwise directed by this chapter.
2. Distribution of this notification shall include the immediate superior, with the reporting member retaining a copy.

B. Supervisory Staff

1. Supervisory staff shall:
  - a. receive, review, and evaluate the notification from the reporting member;
  - b. take necessary steps to alleviate the problem.
  - c. complete, in writing, the determination/action taken and distribute copies to appropriate persons, with the original written information from the member originating the matter.
2. Distribution of this notification shall include the next immediate superior in the level of command, with the supervisory manager retaining a copy.

C. Middle Management Staff

1. Middle Management Staff shall:
  - a. receive, review, and evaluate the written notification from the reporting supervisor;
  - b. take appropriate action, including resolution of the problem, if not settled at the previous level; and
  - c. complete written notification regarding the determination/action taken; and
  - d. distribute copies to appropriate persons, including the original written notifications from the member originating the matter.
2. Distribution shall include the next immediate superior in the level of

command, with the middle management staff member retaining a copy.

D. Executive Management Staff/Bureau Commander

1. Executive Management Staff/Bureau Commander shall:
  - a. receive, review and evaluate the memorandum from Middle Management staff member;
  - b. take appropriate action, including resolving the problem, if not settled at the previous level; and
  - c. document, review actions, if any, and notify middle management member of final disposition.
2. If the matter exceeds the authority of the Bureau Commanders, he shall refer the matter to the Chief Deputy who shall notify the Sheriff.

E. Follow-up

1. All persons involved in this process should notify the person from whom the original notification was received, of the disposition of the matter.
2. Prompt feed-back will ensure greater staff confidence in this process.