

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE MANAGEMENT

Chapter

JD 01 - INMATE CODE OF CONDUCT

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JD 01/01.00 **GENERAL**

JD 01/01.01 **Purpose**

The purpose of this chapter is to provide policy, procedures, and other requirements of acceptable standards and expectations for inmates under the jurisdiction of Weber County Correctional Facility.

JD 01/01.02 **Cross Reference**

JC 03 - Ancillary Admission Functions
JC 05 - Prisoner Orientation
JD 02 - Inmate Classification
JD 06 - Inmate Disciplinary Procedures
JG 03 - Inmate Funds and Accounting

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JD 01/01.03 **Definitions**

chain of command the unbroken line of authority extending from Sheriff through a single subordinate at each level of command to the level of execution

housing unit a group of cells or bunks sharing a common area

R&O Reception and Orientation

section/unit coordinator a housing unit officer assigned to have on-going interaction of inmates in a designated housing unit

WCCF Weber County Correctional Facility

WCSO Weber County Sheriff's Office

JD 01/02.00 **INMATE GENERAL CONDUCT REQUIREMENTS**

JD 01/02.01 **Policy**

It shall be the policy of the Weber County Correctional Facility:

- A. to develop rules and regulations for inmates;
- B. to enforce inmate rules and regulations;
- C. that inmates are informed of facility rules and regulations; and
- D. that inmate rules and regulations be updated and/or reviewed as appropriate.

JD 01/02.02 **Rationale**

- A. Inmates cannot be expected to conform to the rules of the facility if they are not provided with the means to understand what is expected of them.
- B. Written rules and regulations should be provided:
 - 1. to ensure fair notice to inmates;
 - 2. to reasonably ensure that staff and inmates understand rules and regulations; and
 - 3. as a reference for staff and inmates.
- C. Staff should assist inmates who cannot read or otherwise understand inmate rules and regulations to ensure that all inmates have an understanding of what is expected of them.
- D. Some operations of the WCCF may be highly procedural and would require extensive explanation if included in the inmate handbook. It may be more efficient to simply reprint selected sections of the WCCF policy manual and make them available to inmates upon request rather re-write those policies in the inmate handbook.

JD 01/02.03 **Procedure: Inmate Standards of Conduct**

- A. Inmates housed in the WCCF have Standards of Conduct to follow.
- B. Inmates shall:
 - 1. respect the civil and legal rights of all inmates, visitors, and staff;

2. be respectful, courteous and civil with the public, staff and each other and shall not use coarse, loud, profane, or unnecessarily harsh language;
3. meet established standards and report conditions or circumstances that would prevent them or others from meeting these standards;
4. observe and abide by housing unit rules;
5. not engage in "horseplay" or the playing of pranks at any time, in the cells, common areas, or other rooms or buildings allotted to their use;
6. not engage in discussions or debates, nor speak disparagingly of the nationality, race or beliefs of any persons to the detriment or safety, security, management or control of the WCCF;
7. not act in such a manner that adversely affects the safety, security, management, or control of the WCCF;
8. not engage in any act or conduct which violates Federal, State or local laws or ordinances;
9. not become involved with or become a member of any organization, association, movement, group, gang or combination which has adopted a policy of advocating violence or acts of force to deny others their constitutional rights; advocate racial or religious discrimination as a political philosophy or objective; or who may threaten the safety, security, management or control of the WCCF;
10. not ridicule, mock, deride, taunt, or belittle any person or group of persons, willfully embarrass, humiliate, or do anything that might incite any person to act out in an inappropriate manner;
11. not engage in or encourage others to engage in any form of sit down, slow down, or work stoppage for any reason, against the WCCF;
12. comply with WCCF policies and procedures;
13. not conduct themselves or cause or encourage others to conduct themselves in a manner which may have a negative impact on the safety, security, management or control of the WCCF;
14. NOT use equipment, facilities, supplies, etc. for anything other than the purpose it was intended or without proper authorization;

15. perform assigned duties or tasks promptly as directed and as required by law and consistent with WCCF policy and procedures;
16. request clarification from staff on unclear instructions, orders, policies, procedures, etc.;
17. not accept loans, gifts, compensations, or barter from other inmates;
18. not purchase, bargain, etc., for items belonging to another inmate;
19. not sell, trade, or loan items to other inmates;
20. not have any involvement in the setting or maintaining of any fire;
21. not commit assault and battery, or assault with a deadly weapon;
22. not engage in or incite a riot (create or engage in a disturbance of WCCF operations);
23. not escape, attempt to escape, or plan an escape;
24. not be in possession or use of a firearm, explosive weapon, or infernal device;
25. not commit robbery with force;
26. not commit a sexual assault or make a verbal, physical, or written threat;
27. not take a hostage;
28. not intentionally cause the death of another;
29. not fight;
30. not tamper, interfere with, alter, jam, jack, or otherwise damage or destroy a lock, locking device, locking mechanism, security device or door;
31. not possess or use any intoxicants or unauthorized drugs, produce a positive urinalysis or breath analysis, or refuse to submit to urinalysis or breath analysis on request;
32. not deliberately damage, lose, or destroy county property or the property of another;

33. not commit forgery, embezzlement, or theft;
34. not have unauthorized possession of any tools or materials;
35. not be in the possession of any weapon;
36. not be involved in gambling, loan sharking, or extortion;
37. not resist arrest or required movement or refuse a direct order;
38. not interfere with an investigation, make false statements, or provide false identification;
39. not use any disguise or mask, or be in possession of any WCCF staff members', volunteers', or private citizens' clothing, any part of any official uniform, or ID;
40. not violate any contract, any community release agreement, classification, day pass agreement or any other agreement involving a community release agreement;
41. not adulterate or alter any food or drink;
42. not be in an area where drugs, intoxicants, or alcohol are being used;
43. not fail to take medication as prescribed, or fail to turn in prescribed medications, or have unauthorized possession of prescribed medications;
44. not manipulate housing assignment by use of violent, threatening, or disruptive behavior;
45. not encourage participation in any act or conduct which establishes, maintains or promotes a staff member's relationship with an offender or an offender's immediate family which is outside the color of employment for personal benefit or gain or which compromises a member's professional role;
46. not give or offer a bribe or anything of value to any correctional employee, law enforcement officer, government authority, volunteer, or any agent of the WCSO;
47. not commit frivolous misuse of administrative review;
48. not be in possession of stolen property and/or obtain goods under false pretenses;

- 49. not create a health, safety, or fire hazard, (i.e., clogging of any sink, shower, drain, toilet, waterline, sewage system or ventilation system);
- 50. not abuse the mail, telephone, or visiting privileges;
- 51. not engage in or encourage others to engage in prohibited sexual activities, homosexual activities, or indecent exposure;
- 52. not interfere with or fail to attend count, by being out of place or abusing passes or having unaccountable absence;
- 53. not participate in giving or receiving any tattoo;
- 54. not be in the possession of any item that may be considered contraband; and/or
- 55. not make obscene gestures, or use any derogatory language, toward any employee, volunteer, visitor, or agent of the WCCF or toward any non-inmate.

JD 01/02.04 **Procedure: Inmate Out of Cell Activities**

During out of cell activities:

- A. inmates shall not enter any cell other than the cell to which they are assigned;
- B. inmates shall behave in a polite, responsible manner;
- C. inmates shall not climb on fixtures;
- D. inmates shall not litter;
- E. inmates shall be dressed in designated inmate uniform; except when going and coming from the shower area or when going to or from recreational facilities where authorized gym clothes may be worn or as directed by WCCF staff;
- F. inmates shall NOT loiter on stairwells, shower areas, hallways, etc.;
- G. inmates shall be required to use the shower facility designated for their assigned housing section/unit unless otherwise directed by WCCF staff;
- H. inmates in WCCF maximum security housing units shall also promptly exit the cell when the cell door is unlocked during scheduled out of cell time, whereas cell door should remain locked immediately following inmate exiting during scheduled out of cell time;

- I. maximum security inmates requesting to return to their cells prior to the conclusion of their scheduled out of cell time shall forfeit the remaining out-of-cell time; and
- J. maximum security inmates shall not be allowed to loiter in the area beginning at the cell fronts and extending to the rail on the upper deck and immediately under the rail on the lower deck.

JD 01/02.05 **Procedure: Inmate Access to Rules and Regulations**

A. General

- 1. Inmates may have access to facility rules and regulations by:
 - a. receiving an inmate handbook at the time of admission;
 - b. viewing on orientation video during R&O;
 - c. asking a staff member questions; and/or
 - d. requesting a copy of the inmate rules and regulations policy from the inmate policy manual.
- 2. Inmates who cannot read or otherwise understand the rules shall receive assistance from a WCCF staff member.

B. Inmate Orientation Video

The Inmate Orientation Video shall be displayed as described in WCCF policy JC 05, Prisoner Orientation.

C. Inmate Handbook

Inmate Handbooks shall be issued as described in WCCF policy JC 05, Prisoner Orientation.

D. Inmate Policy and Procedure Manuals

- 1. Selected sections of the WCCF policy manual have been incorporated into an inmate policy manual.
- 2. Inmates may access copies of these policies as described in WCCF policy JC 05, Prisoner Orientation.
- 3. These inmate policy manuals shall be maintained by the WCCF policy and procedure coordinator and shall be updated:

- a. as required by existing WCCF policy;
 - b. by referring to designated review dates; and/or
 - c. when policy changes are implemented by the WCS or jail administration.
- 4. Inmates may request to “check out” copies of these policies by completing and inmate request form and giving the request to his floor officer.
 - 5. The floor officer shall provide the requested policy to the requesting inmate making proper notations on the sign out form in the manual.
 - 6. The floor officer shall ensure that the policy is returned to the manual making proper notations on the sign out form in the manual.

JD 01/03.00 **LEARNING OBJECTIVES**

Staff shall demonstrate an understanding of the following:

- A. Inmate Standards of Conduct;
- B. authorized out of cell activities;
- C. how inmates may gain knowledge of inmate rules and regulations.