

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## INMATE MANAGEMENT

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Chapter

### JD 08 - PRIVILEGE LEVELS

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JD 08/01.00 **GENERAL**

JD 08/01.01 **Purpose**

The purpose of this chapter is to provide the Weber County Correctional Facility Policy and Procedure for an inmate privilege level management system.

JD 08/01.02 **Cross Reference**

JD 02 - Inmate Classification

JD 08/01.03 **Definitions**

**contract** a written agreement, signed by the Lieutenant, between an inmate and WCCF

**IMC** Inmate Management Committee

**R&O** Reception and Orientation; for classification purposes, is designated as unclassified

**SMI** Special Management Inmate

**TRO** Temporary Restriction Order

**WCCF** Weber County Correctional Facility

JD 08/02.00 **PRIVILEGE LEVELS**

JD 08/02.01 **Policy**

It is the policy of the WCCF that:

- A. a privilege level management system is established which allows inmates to demonstrate their ability to govern their behavior in the WCCF, in a progressively responsible manner; and
- B. the system provides positive reinforcement of manageable inmates as provided in this chapter.

JD 08/02.02 **Rationale**

- A. A policy establishing a privilege level system aids staff in management of the inmate population.
- B. Providing privileges for all classification levels and assists in controlling contraband and maintaining safety and security of the facility.
- C. A privilege level system gives each individual incarcerated the opportunity to demonstrate his ability to govern his behavior and provides positive reinforcement for manageable inmates.
- D. Providing positive reinforcement for inmates gives them the opportunity to establish goals and rewards for appropriate behavior.

JD 08/02.03 **Procedure: Function of Privilege Levels**

- A. The Privilege level shall be determined by the inmates level of Classification.
- B. The Privilege level system, as utilized, is for the purpose of positive reinforcement of manageable inmates and to allow inmates to demonstrate their ability to govern their behavior in a progressively responsible manner.
- C. Privilege levels are progressively more permissive with control gradually being shifted back into the inmate's realm.
- D. Inmates with classification level of Maximum, Medium, or Minimum shall have privileges available as managed by the WCCF privilege level system.
  - 1. Inmates classified as Level 1 should have privileges as determined by the privilege level I.

2. Inmates classified as Level 2 should have privileges as determined by the privilege level II.
3. Inmates classified as Level 3 should have privileges as determined by the privilege level III.
4. Inmates classified as level 4 should have privileges as determined by the privilege level IV.
5. Inmates classified as Levels 5 and 6 should have privileges as determined by the privilege level V.

JD 08/02.04 **Procedure: R & O Privileges**

- A. Inmates on R & O status should be granted the standards set in the privilege level system under R & O until they are classified and moved to a designated housing.
- B. R & O status inmates housed in other than specific designated R & O housing will be managed by privilege level designated for that housing unit.

JD 08/02.05 **Procedure: Special Management Inmates**

- A. Privilege levels for SMI should:
  1. be at the level for the assigned housing unit; and
  2. provide staff a period of time to observe and evaluate an inmate recently transferred to the housing unit.
- B. Privilege levels for SMI may include inmates who impact on the safety, security, control or management of the facility, such as:
  1. psychiatric problems;
  2. behavioral problems;
  3. verbal assaults;
  4. foul and abusive language;
  5. flooding;
  6. fire setting;
  7. self destructive behavior;

8. aggression;
  9. safety from other inmates; or
  10. inmates requiring intensive segregation, etc.
- C. Privilege levels can be altered by contract or directive to meet the needs of the facility and/or inmate as outlined in this policy.

JD 08/02.06 **Procedure: Privilege Level Review**

Privilege level reviews shall be consistent with Classification assessment/ reassessment as set forth in WCCF Classification Policy, JD 02.

JD 08/02.07 **Procedure: Contract Privileges**

- A. Contract privileges shall be authorized by the IMC in accordance with WCCF Policy.
- B. Privileges granted as a result of a contract shall be consistent with the standards outlined in WCCF policy, orders, or facility directives.
- C. A copy of the contract form should:
  1. be placed in the inmates file;
  2. be forwarded to the Jail Commander for information; and
  3. be maintained in the housing unit.
- D. The contract should be reviewed at least every sixty (60) days and may be updated, modified or terminated by the IMC.
- E. A contract may be restricted temporarily, and shall be documented by a (TRO) by the Housing Sergeant when it is determined that the continued authorization of said contract may be detrimental to the safety, security, management and control of the WCCF.
- F. Property that may be allowed by contract should meet privilege level criteria.
  1. A Privilege contract shall be completed by the inmate and forwarded for consideration through the Housing Sergeant.
  2. Property allowed by contract shall be processed according to current property procedures.

3. Medically ordered property shall be processed through the Lieutenant/designee and is not necessarily regulated by the privilege level system.
- G. Contract privileges may be immediately suspended by the Housing Sergeant should the inmate be reassigned housing which would otherwise limit such property. Appropriate documentation concerning such a suspension shall be made in the inmates file by the Housing Sergeant and a copy forwarded to the IMC.

JD 08/02.08 **Procedure: Privilege Level Record Keeping and Tracking**

The IMC shall ensure all Privilege level reviews are documented.

# Privilege Level Contract Criteria

## Minimum Qualifications for Contract Privileges

| CLASSIFICATION  | R&O | Level 1 | Level 2 | Level 3 | Level 4 | Level 5/6 |
|-----------------|-----|---------|---------|---------|---------|-----------|
| PRIVILEGE LEVEL | R&O | I       | II      | III     | IV      | V         |

|  |     |    |    |    |    |    |
|--|-----|----|----|----|----|----|
| Number of days at present level                                | N/A | 28 | 28 | 21 | 14 | 14 |
| Number of day at present level <i>major</i> disciplinary free* | N/A | 28 | 28 | 21 | 14 | 14 |
| Number of day at present level <i>minor</i> disciplinary free* | N/A | 21 | 21 | 14 | 7  | 7  |

\* Loss of all Contract Privileges may be imposed following a conviction of a major disciplinary offense. Contract Privileges reductions may be considered from the date of disciplinary convictions.

| CLASSIFICATION  | R&O | Level 1 | Level 2 | Level 3 | Level 4 | Level 5/6 | Comments |
|-----------------|-----|---------|---------|---------|---------|-----------|----------|
| PRIVILEGE LEVEL | R&O | I       | II      | III     | IV      | V         |          |

|                            |            |                         |                         |                         |                                 |  |   |
|----------------------------|------------|-------------------------|-------------------------|-------------------------|---------------------------------|--|---|
| Telephones                 | 15 minutes | 15 minutes              | 15 minutes              | 20 minutes              | 25 minutes                      | 25 minutes   | During out-of-Cell Time   |
| Library                    | No         | Book Cart*              | Book Cart*              | Book Cart*              | Book Cart*                      | Book Cart*   | * Book Cart schedule to be determined by WCCF   |
| Books in Possession        | 0          | 3                       | 3                       | 5                       | 5                               | 5  | Does not include religious books or other authorized programs materials   |
| Commissary Purchase Limits | None       | 20.00                   | 20.00                   | 30.00                   | 40.00                           | 40.00  | Does not include special purchase items such as Shoes, Radios, etc. Specific items identified on Commissary order sheet available to select Classification levels only. |
| Visiting                   | None       | 30 Minutes 1 x per week | 30 Minutes 1 x per week | 30 Minutes 1 x per week | 30 Minutes 2 x per week         | 30 Minutes 2 x per week                              | Visiting schedule for each housing unit determined by WCCF  |
| Showers                    | Yes        | Yes                     | Yes                     | Yes                     | Yes                             | Yes  | Showers during scheduled Out-of-Cell times  |
| Newspapers                 | No         | Yes                     | Yes                     | Yes                     | Yes                             | Yes  | By subscription only, inmate responsible for subscription   |
| Personal Shoes             | No         | Yes                     | Yes                     | Yes                     | Yes                             | Yes  | By Commissary purchase, Privilege Contract, or when medical necessity as approved by WCCF Dr.   |
| Work Details               | No         | In housing unit only    | In housing unit only    | In Pod unit             | All details in secure perimeter | All details in secure perimeter and Kiesel facility* | * Kiesel facility/ Community Service work details outside of secure perimeter   |
| Radio AM/FM                | No         | No                      | No                      | Yes                     | Yes                             | Yes  | Walkman type radio (no internal speaker), by Commissary purchase, Privilege Contract only   |