

<b>Office of the Sheriff</b>	
<b>Terry L. Thompson</b>	
<b>General Order</b>	

**To:** All WCSO Staff

**From:** Sheriff Thompson

**CC:**

**Date:** 04-February-2013

**Re:** Personal Property

#13-01

The purpose of this General Order is to define what items of personal property an employee may bring into the secure perimeter of the Weber County Correctional Facility (WCCF). This General Order supersedes any directive issued prior to this date.

#### **Rationale**

Jails and prisons are necessarily controlled environments. The safety and security of staff and inmates may be jeopardized when there is a lack of control over the environment within the security perimeter of the facility. Staff attentiveness to assigned duties is paramount to safety, security, order and control within the corrections environment. Staff should not be distracted by activities that are not a part of their assigned duties. Lockers are available outside of the secure perimeter where employees may store items of personal property that are not authorized to be inside the facility.

#### **Policy**

It is the policy of the WCCF to control the environment within the secure perimeter of the WCCF. This shall include controlling items of personal property which may be introduced into the secure perimeter by WCSO employees. All personal property items introduced into the facility by employees are subject to search. Items of personal property which are determined to cause adverse effects on job performance of any employee shall be removed from the facility. Staff shall not carry out, nor bring in, any items, food, or messages for inmates except as authorized by policy, procedure or directive.

Staff are authorized to bring into the secure perimeter of the WCCF items which are necessary in the performance of their assigned duties. When a property item is otherwise unauthorized, a Bureau Commander may temporarily authorize items of personal property which may be deemed necessary for an employee to perform his/her duties, on a case-by-case basis.

Authorized items include:

- Study materials which are part of an employee's professional development.
- A reasonable amount of food items. These must be stored in a manner that does not create a barrier to daily work activities in control rooms, etc. Food may be transported to a staff member's post in its packaged form (i.e., sack from a restaurant, etc.) or small lunch box type containers no larger than approximately 12" x 12" designed to carry food items.
- Media devices designed only to play music (no DVD playback, camera or recording capability) are authorized. **Staff are not to wear headphones or ear buds.**

All personal property items not specifically authorized by policy, procedure or directive shall be deemed to be unauthorized including:

- Personal electronic devices including, but not limited to: cell phones, tablets, laptops, electronic readers, and DVD players.
- Containers, including, but not limited to: bags, backpacks, purses, duffle bags, coolers, and sacks, unless authorized above.
- Personal medications or medical devices, including sharps. These items should be stored in a locker which is available outside the secure perimeter.

Exceptions to any of the above may be granted only by written authorization from the Division Chief Deputy.