



WEBER COUNTY ANIMAL SERVICES

POLICY AND PROCEDURES

INMATE RULES

EFFECTIVE DATE: 02/01/2011
STANDARD NUMBER: N/A

REVIEW DATE: 03/10/2011
APPROVED: Signature on file
Sheriff Signature

1. Purpose

To make sure Weber County Animal Services employees are following Weber County Sheriff's Office and Jail policy in working with and the handling of inmates. This is for the protection of employees, inmate workers, and citizens who use the shelter.

2. Rationale

Animal Services uses Inmate Workers to help with cleaning and other duties as assigned. There is a need to establish guidelines within Weber County Sheriff's Office Policy for hired staff to understand the limits of interactions and for the protection of shelter employees, inmate workers and citizens who use the shelter.

3. Policy

A. Rules to be followed by Staff

1. Animal services staff will follow all rules that have been established by those in charge of the Weber County Jail.
2. Staff will follow all rules that have been established by the shelter in dealing with inmates. The jail's policy will have priority whenever there is a question or concern.
3. Inmates Workers will be treated with professionalism and respect by all staff members.
4. Any issue or concerns regarding inmate workers behavior, performance, conduct, or well being must be brought to the attention of the director. Attempts will not be made to correct or resolve any issue involving an inmate worker by individual staff members.

B. Weber County Animal Services Inmate Rules

1. Follow the Code of Conduct as established by the Weber County Sheriff's Office. See Attached Material
2. The inmates are not to have any money unless it has been authorized by the Sheriff's Office Deputy in Charge.
3. No outside food is to be given to the inmates.

4. While we want to be examples to the inmates and treat them with respect, we are not to become familiar with them. Do not ask personal questions or seek information from an inmate.
5. Shelter employees shall not give out any personal information about themselves, other staff members, or anyone else. This includes phone numbers and addresses.

C. Inmate Safety Concerns

1. Inmates are not allowed to be involved in the euthanasia process in any way.
2. Inmates are not allowed in the euthanasia room or medical room at any time.
3. The inmates shall wear leather gloves at all times when handling any animals. Inmates will not be allowed to remove any animal from their enclosure without direction from or under supervision of a shelter employee.
4. No inmate should be asked to do any job that you as a shelter employee would not do yourself.

D. Custodial Sexual Relations

1. Utah Code 76-5-412 defines Custodial Sexual Misconduct. All Animal Services Staff shall read and follow the rules outlined in this code as it relates to in-custody inmate workers at all times.