

WEBER COUNTY CORRECTIONAL FACILITY

Volume

GENERAL PROVISIONS

Chapter

JA 09 - POLICY REVIEW

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Pages

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JA 09/01.00 **GENERAL**

JA 09/01.01 **Purpose of Chapter**

The purpose of this chapter is to provide policy, procedure, and rationale for conducting internal reviews of operational policies within the WCCF. This chapter will define the manner in which policy reviews should be conducted and the manner in which review results should be reported.

JA 09/01.02 **Cross Reference**

JA 02, Purpose of Manual

JA 03, Establishment, Maintenance and Guide to the WCCF Manual System

Utah Jail Standards

JA 09/01.03 **Definitions**

Policy Review

for purposes of this policy, a review refers to the process of examining a policy, procedure, or practice to determine its applicability, efficiency, safety, etc. The review process also requires a system of reporting the findings of the review.

Reviewer

WCCF staff member assigned as an authorized and responsible party in a review process.

DSI

Digital Solutions Inc. - the computerized jail management information system used by the WCCF.

GRAMA

Government Records and Access Management Act.

OIC

Officer in Charge

PRC

Policy Review Committee

UJS

Utah Jail Standards

WCSO

Weber County Sheriff's Complex

WCCF

Weber County Correctional Facility

JA 09/02.00 **POLICY REVIEWS**

JA 09/02.01 **Policy**

It is the policy of the WCCF;

- A. policy reviews be conducted considering guidelines established in WCCF policy JA 02, Purpose of Manual;
- B. to conduct internal reviews of WCCF operational policies including, but not limited to:
 - 1. the presence of established policies, procedures, directives, etc.;
 - 2. staff performance related to the execution of established policies, procedures, directives, etc.;
 - 3. inmate classification and management functions;
 - 4. inmate grievance and disciplinary procedures;
 - 5. facility security functions, eg., physical plant and related protocols;
 - 6. inmate programs and services;
 - 7. life safety protocols;
 - 8. intake and release and procedures ancillary to the intake and release of inmates; and
 - 9. determining the need for establishment of or updates of policy and procedure as defined in WCCF policy JA 03.
- C. that review results provide documentation regarding operational compliance with case law, policies and procedures, and established professional standards regarding the implementation and use of policy and procedure; and
- D. that recommendations be made by the PRC concerning the revision, addition or deletion of WCCF policies and procedures are formalized.

JA 09/02.02 **Rationale**

- A. Conducting policy reviews provides facility administrative staff with effective feedback concerning;
 - 1. the orderly function of the WCCF;
 - 2. the accomplishment of established WCCF mission and goals; and
 - 3. the efficient, effective, and fiscal responsibility regarding the operation of the WCCF and its programs.
- B. Policy reviews enhance the safe, orderly function of the WCCF by examining established policies and procedures and verifying staff adherence to those policies. Perceived needs for improvement in policies and procedures and staff performance in relation to those policies can be identified and appropriate administrative remedies can be applied to address those needs.
- C. Established controls should be maintained to ensure quality, objective reviews are performed. The review process is not intended to be adversarial. Staff selected to participate in the review process should be knowledgeable concerning the operation of the functional area(s) being reviewed.
- D. Reviews are intended to aid in identifying functional areas of facility operation or staff performance that may create a risk to security if established policies and procedures are not followed or if staff performance is not consistent with established policies and procedures.

JA 09/02.03 **Procedure: General Policy Review Requirements**

- A. Scope of Review
 - 1. Policy reviews should examine selected areas of operation within the WCCF while considering:
 - a. compliance with prevailing law, standards, and established correctional practices;
 - b. efficient, productive interaction with other operational units within the WCSO and other Law Enforcement and Corrections agencies;
 - c. fiscal impacts; and
 - d. risk identification/ assessment.

2. Policy reviews may be conducted on a scheduled or unscheduled basis as directed by the Chief Deputy/ designee.
3. Policy reviews may identify specific WCCF functions which may be perceived to need improvement operationally or present a possible security risk. Additional inquiry or administrative action into these specific WCCF functions may be directed by competent authority.

B. Identification of Policy Review Needs

1. The need for policy reviews may be recognized as a result of;
 - a. requests from an operational Division or Bureau;
 - b. inspection/ review activities by outside agencies;
 - c. scheduled policy and procedure reviews;
 - d. other management functions as deemed appropriate by competent authority.
2. PRC members may be assigned to review specific operational functions for reasons to include but not limited to:
 - a. professional expertise or assignment within the WCCF;
 - b. access to or knowledge of specific operational functions;
and/or
 - c. supervisory responsibility for an operational function within the WCCF.

C. Authority

1. Authority to conduct WCCF policy reviews is granted through the Weber County Sheriff consistent with WCCF policy through the designated chain of command.
2. Staff members conducting policy reviews must have the confidence of facility administrators and should be granted authority to review potentially sensitive materials and procedures.
3. While assigned as an reviewer, the staff member so assigned shall have authority to review, report, and make recommendations regarding

specific operational functions within the WCCF consistent with their assignment.

4. While assigned as an reviewer, the staff member so assigned shall not have the authority to:
 - a. make changes to existing WCCF policy;
 - b. reassign staff; or
 - c. impose staff discipline as a result review findings.

JA 09/02.04 **Procedure: Staff Requirements**

A. **Staff Recommendations**

1. Any staff member may submit recommendations for the creation, revision, deletion or other changes to WCCF policies and procedures.
2. Staff shall forward such a recommendation, in writing, to the PRC Chairperson.
3. Staff members making such recommendations should include the current policy reference, the suggested change or modification, and the rationale for supporting such change or modification.
4. In the event that a staff member recommends the creation of new policy and procedure, the staff member should include relevant information supporting the rationale for creating the new policy.

B. **Policy Review Committee (PRC) Chairperson**

1. The PRC chairperson shall be responsible to:
 - a. coordinate approval for PRC activities through the Sheriff/ WCCF Chief Deputy;
 - b. set the schedule and agenda for PRC meetings;
 - c. maintain a historical file of PRC actions including meeting minutes, policy research materials, and policy changes, etc.;
 - d. prepare draft policy changes for review by the Sheriff/ WCCF Chief Deputy; and

- e. initiate distribution of approved new or revised policies.

C. Action by Policy Review Committee (PRC)

1. The PRC shall meet once per month on a schedule to be determined by the PRC chairperson.
2. At the direction of the PRC chairperson, the committee shall:
 - a. review current policies as per scheduled review dates;
 - b. consider recommendations received from staff members;
 - c. conduct research regarding staff recommendations to assess the need for policy revision, compliance, and ensure established standards and legal requirements are met;
 - d. make recommendations regarding policy needs based on staff feedback and policy reviews; and
 - e. forward written recommendations or policy drafts to the Corrections Chief Deputy/ designee for review.

JA 09/02.05 **Procedure: Selection of Policy Review Committee**

- A. In conjunction with the WCCF Chief Deputy/ designee shall designate selected staff to participate on the Policy Review Committee (PRC).
 1. The PRC should be comprised of at least 5 members which may include:
 - a. 1 chairperson;
 - b. representatives from operational Bureaus; and
 - c. ad hoc members as deemed appropriate for specific tasks.
- B. The PRC chairperson shall be directly answerable to the WCCF Chief Deputy/ designee regarding the specific review process and results.
- C. Committee members assigned to the PRC shall be directly answerable to the PRC chairperson regarding the specific review process and results.

JA 09/02.06 **Procedure: Review Process**

A. Initiating Review Activities

1. Policy and procedure reviews may be initiated:
 - a. by referencing the review date on the policy cover sheet;
 - b. at the request of the WCCF Chief Deputy;
 - c. at the request of the PRC Chairperson;
 - d. by WCCF staff through their chain of command to the WCCF Chief Deputy.
2. WCCF staff member may submit suggestions, recommendations or ideas regarding current or proposed policy or procedure to the PRC.

B. Review Process

1. Reviewers may interview appropriate staff members about facility operations pertinent to functions being reviewed.
2. Reviewers should observe facility operations regarding specific operational functions to evaluate compliance with:
 - a. Constitutional and legal requirements;
 - b. Utah Jail Standards;
 - c. Weber County policy;
 - d. WCCF/ WCSO policy and procedure, directive, etc.; and,
 - e. established correctional practice and fiscal/ accounting practices.

C. Proofs

The PRC should document reviewed operational functions for compliance or non-compliance with legal and/ or professional standards as described in B. (above) by;

1. obtaining copies or samples of completed forms or computer generated printouts used by staff to complete operational functions; and/or

2. creating a record of PRC activities related to review of operational functions; and
3. maintaining a file of review results to include, but not limited to, action plans or other recommendations as described in this chapter.

JA 09/02.07 **Procedure: Review Reporting**

A. **General**

1. The results of policy reviews conducted as described in this chapter are for the benefit of the WCCF and should be reported only to the Sheriff, WCCF Chief Deputy, WCCF Captain or as directed by competent authority.
2. Reviewers may be required to report review findings orally during meetings with WCCF selected supervisors and administrative staff.
3. When a policy or procedure has been reviewed and requires no change, the PRC should notify the WCCF Chief Deputy in writing of such.

B. **Action Plans**

1. Policy reviews are intended to identify where improvements may be appropriate regarding WCCF operations including:
 - a. policy and procedure;
 - b. staffing levels necessary to accomplish an operational function; and/ or
 - c. performance by staff assigned to a specific operational function.
2. When, as a result of the review process, an operational function is perceived to be non-compliant with legal or professional standards as described in this policy, reviewers should formulate an action plan recommending steps that may be taken to achieve greater compliance.
3. When, as a result of the review process, a need for improvement in policy, staffing or staff performance is identified, reviewers should report the condition in a timely manner to the WCCF Chief Deputy/ designee.

