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**NEVADA COUNTY  
SHERIFF'S OFFICE**



**CORRECTIONS  
DIVISION DIRECTIVE**

**47**

**Effective Date 03/26/02**

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**SUBJECT**

**WBCF PROFESSIONAL STANDARDS OF CONDUCT**

**POLICY**

The Corrections Division of the Nevada County Sheriff's Office has adopted the following rules to regulate employee conduct and set professional standards. It is the responsibility of all correctional division employees to obey these standards. Failure to obey these standards may be cause for disciplinary action.

**PURPOSE**

To set professional standards for the employees in the correctional division.

**CODE REFERENCE**

**CASE LAW**

**DEFINITIONS**

**PROCEDURE**

**A. Responsibility:**

1. Employees are responsible to obey the orders given by supervisors and other senior members of the division's chain of command. The chain of command includes: shift supervisors, acting shift supervisor, and operations commander, support manager, division manager (captain), Undersheriff and the Sheriff. Employees must promptly obey orders given by members of the chain of command, and must familiarize themselves with the policies and regulations of the department, and the operational directives and procedures established for their assigned work locations. Ignorance of written policies and procedures is no excuse for violation.
2. Under normal circumstances, all staff will follow the established chain of command for making requests, answering questions, following orders, et cetera. If there are extenuating circumstances, i.e., the next person in the chain is part of the incident, or is not immediately available, et cetera, it may be appropriate to report to the next person in the chain.

3. Employees will carry out all prescribed security and safety procedures, taking any additional action required to maintain the security and safety of the staff members, visitors, and inmates of the facility. Employees must report to their supervisor all matters affecting the security and safety of the facility.

B. Conduct:

1. Employees must be alert, courteous, and professional in their dealings with inmates, fellow employees, visitors, and members of the public. Employees must not use indecent, abusive, profane, sexually explicit, otherwise improper language while on duty. Employees will not touch inmates except during searches or restraint intended to overcome resistance, combativeness, or facility disruption. This includes gestures of cordiality. Employees will not use inmate toilet facilities.
2. All employees must avoid irresponsible or unethical conduct, or conduct reflecting discredit on themselves or the department, either on or off duty.

C. Punctuality:

Employees must report for duty promptly at the time directed and not leave work assignments before completion of their scheduled workday or when the relief person has begun work, except with their supervisor's permission.

D. Distractions:

Employees assigned to security post positions or to direct supervision and control of inmates will not read, listen to a private radio, play video computer games, surf the internet, or engage in any distracting amusement or activity while on assignment, except such authorized reading as may be required in the proper performance of their assigned duties. Personal phone calls are prohibited, except in an emergency.

E. Alertness:

Employees must not sleep or be less than alert and in full possession of all faculties while on duty.

F. Address and Phone Numbers:

Employees must promptly report any change in their address or telephone number in writing to the support lieutenant's office. If an employee does not have a telephone, the employee must furnish his or her supervisor with information on how the employee can be reached quickly.

G. Emergencies:

Regardless of an employee's job classification, in an emergency, any employee must perform any service, including custodial functions, if so directed by the Sheriff, Undersheriff, division manager, facility commander, support manager, or his/her designee. At any time an employee is contacted by telephone or is otherwise informed of an emergency situation at the facility to which he/she is assigned, the employee must report without delay to the officer-in-charge.

H. Visiting:

Employees must not receive personal visits while on duty except with permission of the employee's supervisor.

I. Transactions:

Employees must not trade, barter, lend, borrow, buy, sell, or otherwise engage in any other personal transactions with any inmate. Employees must not directly or indirectly give to or receive from any inmate, or member of the inmate's family, promise of a gift.

J. Communications:

Employees must not contact, cohabit, or correspond with inmates, probationers, parolees, convicted felons, or their families, except as required by the employee's assigned duties or as specifically approved by the Sheriff, division manager (captain), or facility commander. If an employee is contacted by an inmate, probationer, parolee, convicted felon, or any member of their families other than under approved circumstances, the employee must immediately report the fact to the Sheriff, division manager, or facility commander.

K. Legal Assistance to Inmates:

Employees must not assist an inmate in the preparation of any legal document, or give any form of legal advice or service, except as specifically authorized by the Sheriff, division manager, or facility commander. Employees should help inmates find qualified assistance for their legal problems.

L. Relatives:

Employees, who become aware that any relative or close friend has been committed to, or transferred into the custody of our jail, must report the matter to the Sheriff, division manager, or facility commander.

M. Vehicles:

Employees must use county vehicles for official business only and as specifically authorized by the Sheriff, division manager,

or facility commander. Employees must not allow an inmate to drive a county vehicle, except in an extreme emergency, and must report such instance to the employee's supervisor immediately following the incident.

N. Gratuities:

Employees must not solicit, accept, or receive directly or indirectly any fee, commission, gratuity, or gift from any person or business organization doing or seeking to do business with the county.

O. Intoxicants and Drugs:

1. Employees are prohibited to report for duty under the influence of intoxicants or drugs to the extent that it interferes with job performance.
2. It is the duty of every employee to promptly report to the Sheriff, division manager, or facility commander the presence of an employee on duty in the county correctional facilities who appears to be under the influence of intoxicants or drugs to the extent that he/she is unable to perform assigned duties.
3. Employees must not bring any kind of alcoholic beverage or any kind of drugs upon the grounds of the county correctional facilities unless specifically authorized to do so by the Sheriff, Undersheriff, division manager, or facility commander, except prescription drugs prescribed by a licensed physician of the employee.
4. Any employee obtaining for, or delivering to an inmate any alcoholic preparations of any kind, or a drug of any type, except as specifically authorized by the Sheriff, Undersheriff, division manager, or facility commander, will be subject to dismissal from service and criminal prosecution.

P. Arrest or Conviction:

If an employee is arrested or convicted of any felony or misdemeanor, the employee must promptly notify the Sheriff, Undersheriff, division manager, or facility commander of the fact. Misconduct, which impairs an employee's ability to do his/her job, or effects or involves the department, may be cause for disciplinary action.

Q. Identification Card:

Every employee will be issued a departmental identification card. Employees must, while on duty, carry such card upon their person and produce the card upon request. An employee must promptly report the loss of his/her identification to the Sheriff, Undersheriff, division manager, or facility commander.

R. Transporting Inmates:

In transporting inmates, the shortest practical route to the destination and return will be used at all times, except in emergencies. Transportation officers will not leave inmates unattended in a vehicle for any reason except in an emergency situation. No stops will be made en route to and from the destination at any time, except as the situation actually requires or in real emergencies. The transportation officer is responsible for placing and removing mechanical restraints on persons he/she transports. The transporting officer will complete pre-booking forms.

S. Incident Reports:

1. Any event or activity occurring within the jurisdiction of the correctional division which may be of immediate interest or concern to the sheriff's office, of special interest to other county departments, or the news media, will be immediately reported by telephone to the facility commander and division manager. A written report will be submitted to the division manager within seventy-two (72) hours of the verbal notice.
2. Incidents to be reported include, but are limited to, all crimes such as homicide or severe assaults upon or by inmates or employees, escapes and sensational activities or events such as riots, strikes, suicides, demonstrations, disturbances, or disruption of essential services, and significant damage or destruction of county property.