

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 12.07
		Issue Date: September 5, 2008
		Revision Date: November 9, 2015; January 4, 2016; March 16, 2020
CHAPTER: Corrections		
SUBJECT: Personal Items Allowed Within the Jail's Security Perimeter		Related Laws:

POLICY: Control Contraband

RULE: No personal items shall be taken within the secure perimeter that pose a hazard to safe operations, interfere with job duties or present a risk to security without the written permission of a shift supervisor or higher ranking command staff. This includes but is not limited to backpacks, ignition devices, tobacco products, umbrellas, totes, briefcases, sport bags, cell phones, cameras, pagers, glass bottles, lap top computers, electronic devices capable of connecting to the internet, cell service or taking pictures or any other like items that are not job related. Personal items that are allowed to be taken to posts may not be carried when escorting inmates and shall be secured in an area that prohibits inmate access.

PROCEDURE:

- I. Staff shall secure their personal belongings in their assigned lockers and may only carry work related items essential to the performance of their duties to their assigned post. This shall not include any item listed above with the following exceptions:
 - A. Personal hygiene items may be taken to post as necessary.
 - B. Employees assigned to the Corrections Records Area will be allowed to bring personal items into this area, but their personal items must be secured in their assigned locker.
 - C. Arresting officers may bring their cell phones into the Bookin area.
 - D. A lunch bag with small drinks and a snack items are authorized on post but shall be secured in a secure area away from inmates. Meals must be taken off post in an authorized dining area.
 - E. Small radios or electronic devices only capable of playing music may be taken to posts as long as they do not interfere with safety, security or the completion of job duties.

- F. No electronic devices may be brought inside the secure perimeter of the jail that have the capability of connecting directly to cellular, Wi-Fi or other wireless means. Electronic devices having only Bluetooth connectivity capability are allowed in the secure perimeter; however, the Bluetooth connectivity must be disabled.

- II. Contract employees shall secure their personal belongings in the lockers provided in the jail's main lobby area.

- III. Workers assigned to Pre-Trial services will be allowed to bring personal items to this area, but these items shall be secured away from inmates.

- IV. Volunteers and visitors shall secure personal belongings in the Visitor lockers before entering the secure perimeter. Any item listed above that is required by the volunteer/visitor to conduct business within the facility shall be cleared by the Reception Post Officer before being allowed into the secure perimeter.

- V. Corrections personnel will escort all contractors entering the secure perimeter to and from the work site. Tool and equipment control measures will be the responsibility of the Corrections personnel who requested entry clearance.