

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 4.08
		Issue Date: June 4, 2007
		Revision Date: June 13, 2007; February 21, 2012
CHAPTER: Employee Conduct		
SUBJECT: Relations Between Sheriff's Office Employees and Inmates		Related Laws:

POLICY: Sheriff Office employees shall remain professional in their contact with all people.

DEFINITION:

Arrestees and Inmates: Any person currently in custody of any correctional facility including alternative programs.

RULE:

1. Sheriff's Office members will not engage in any activity with arrestees, inmates or members of the public that is likely to bring discredit or embarrassment to the Office. Staff shall not engage in any of the following activities with current arrestees, inmates or prisoners unless they have obtained express permission from the Division Commander or Sheriff:
 - a. Monetary transactions not work related.
 - b. Purchase, sell, accept, or offer any gift or article.
 - c. Deliver any message or article to or for any inmate, unless in the performance of established duties.
 - d. Date or engage in sexual relations.
 - e. Engage in a personal relationship with a person he/she knew, or should have known, was a felon, whether in custody or not.
 - f. Establish or maintain a personal relationship with a person he/she knew, or should have known, was actively engaged in criminal activity.

2. Employees entering into off-duty social relationships that have been converted from on-duty official contacts must notify the Division Commander either in person or through the chain of command when the social relationship is sought by the employee or the other party.

3. Staff shall notify their supervisor immediately if a family member, friend, or acquaintance is lodged in the Lane County Jail. Efforts shall be made by command staff and the employee to avoid contact between the employee and the custody for the duration of the lodging to avoid potential conflict.

PROCEDURES:

I. Reporting:

- A. In the event that an employees' family member, friend or acquaintance is lodged in the Lane County Jail, the employee will notify their shift supervisor via a memorandum or email.
- B. Staff members will avoid working or visiting the housing area their family member, friend or acquaintance is housed in, with exception to responding to emergency situations.

II. Staff Visiting Guidelines:

- A. Visitation of an incarcerated family member, friend or acquaintance will not occur during the affected employee's on duty hours.
- B. If an emergent situation arises which requires the employee to visit their incarcerated relative while on duty, the employee must receive approval in advance from their shift supervisor.
 - 1. The visit should occur away from the housing area the relative is housed to ensure privacy and the relative's safety.
- C. Employees may visit their incarcerated family member, friend or acquaintance during the normal scheduled social visiting time.
 - 1. Employees must not don their Sheriff's Office uniform while visiting.