

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 6.44</b>
		Issue Date: August 29, 2016
		Revision Date: February 28, 2017
<b>CHAPTER: Human Resources</b>		Related Policy: G.O. 3.18 Sheriff's Office Volunteer Programs; G.O. 4.07 Sexual Misconduct with Suspects, Inmates, and Other Persons; G.O. 6.35 Student Internships; G.O. 6.45 Background Investigations; G.O. 12.11 PREA
<b>SUBJECT: Orientation and Training for Volunteers, Extra Help Employees, Student Volunteers, Contract Employees, Contractors and Any Other Part-Time Personnel</b>		Related Laws:

**POLICY:** To maintain the high standard of conduct expected for all associated with the Sheriff's Office, all individuals that represent the Sheriff's Office, regardless of position, will receive orientation and training, unless this requirement is waived by the Sheriff or designee.

**RULE:** The working relationship between the Sheriff's Office and extra help, contract employees, volunteers or interns can be terminated without cause, at any time.

**PROCEDURE:**

- I. A background check will be completed prior to anyone performing work or volunteering for the Sheriff's Office. Failure to pass minimum standards for the position sought will result in being excluded from associations with the Lane County Sheriff's Office.
  
- II. All extra help, contract employees, volunteers (except Neighborhood Watch and only designated SAR personnel) and interns shall attend Sheriff's Office orientation which will include training regarding the Sheriff's Office General Orders and Sheriff's Office policies and procedures. Orientation and training should be scheduled prior to the first day reporting for duty.
  - A. All will receive the following training:
    1. Workplace Harassment
    2. Bloodborne Pathogens
    3. General Orders
    4. CJIS Security awareness

- B. Contract Employees – Medical and Food Services will receive additional training in:
  - 1. Prison Rape Elimination Act (PREA)
  - 2. Key Control
  - 3. Radio Protocol
  - 4. Emergency Situation Protocol
  - 5. Hostage Situation Protocol
  - 6. Contraband Protocol
  - 7. Inmate Communications
  - 8. Any Additional annual training as mandated by the Oregon Jail Standards and the Lane County Sheriff's Office.
  
- C. Extra Help – any additional training will depend on the position the employee will be working, but may include:
  - 1. Prison Rape Elimination Act (PREA)
  - 2. Key Control
  - 3. Radio Protocol
  
- D. Volunteers – any additional training will depend on the volunteer position, but may include:
  - 1. Prison Rape Elimination Act (PREA)
  - 2. Search and Rescue 101
  - 3. Radio Protocol
  - 4. Key Control
  - 5. Emergency Situation Protocol
  - 6. Hostage Situation Protocol
  - 7. Contraband Control
  - 8. Inmate Communications

9. Any Additional annual training as mandated by the Oregon Jail Standards and the Lane County Sheriff's Office.
- III. Equipment Service Contractors/Construction workers working within the Corrections Facility will receive, and required to sign, the internal form entitled: "Guidelines for Working in a Correctional Facility". (Attached below)

# Guidelines for Working in a Correctional Facility

**Failure to work within these guidelines may result in termination of your contract.**

## I. Behavior Expected of Contractor and Contractor's Employees

1. As a general rule do not talk to inmates. If a conversation does arise, be careful not to disclose personal information about yourself or your family. Conversation should be professional, respectful, and polite.
2. Never touch an inmate.
3. Never pass anything to or take anything from an inmate.
4. Never walk up behind or suddenly approach an inmate or a Deputy.
5. Never use any nick names with inmates or Deputies. Treat everyone with respect.
6. Contractors shall bring into the facility ONLY the tools, supplies and equipment required to do the work assigned. Lunch boxes, drink containers, etc., shall be kept in a secure area in their workspace as designated appropriate by their Supervisor and the Sheriff's Office.
7. In the event that you witness a disturbance, **never interfere.** Always do your job and allow the Deputies to do theirs. The Deputies are there to protect you; so if you get involved in an altercation, the Deputies must then protect both you and themselves.
8. You are required to wear your uniform and security identification at all times when you are in the Sheriff's Office and on duty, or coming into or leaving work.
9. All personal I.D. and jewelry is to be secured in a safe place approved by your Supervisor and the Sheriff's Office.
10. Never leave your tools and equipment unattended.
11. Use only the approved products for your duties.
12. All tools and equipment must be kept with you at all times. Your equipment could be used as a weapon.
13. Prior to your shift, conduct an inventory of all your equipment. Do the same after completing each section of the facility. If anything appears to be missing, **report it immediately.**
14. Follow any and all instructions given to you by a Deputy or Security Staff.
15. At times you will be asked to leave an area before you are finished. Do so immediately and do not ask any questions. This is for your own safety.
16. Before exiting an elevator or room, look both ways to ensure that the halls are secured and safe.
17. At times you may be locked in an elevator or cell for your own protection. Do not resist or argue with the Deputy.
18. Follow all correctional facilities procedures for emergency evacuations and medical emergencies.
19. Under no circumstances are you to engage in a threat of violence with an inmate, Deputy, or fellow employee.
20. All doors must be **locked at all times.** When working in these areas always lock the doors while you are inside and relock them upon your departure. These can be good hiding places for inmates; so protect yourself and others.

