



## **Polk County Sheriff's Office**

850 Main St., Dallas, OR 97338

503-623-9251 – Patrol

503-623-9254 – Jail

[www.co.polk.or.us/sheriff](http://www.co.polk.or.us/sheriff)

### **RULES TO FOLLOW WHILE CONDUCTING BUSINESS AT THE POLK COUNTY JAIL**

The following rules and information were created to instruct contractors and their employees on the proper procedures for working in the Polk County Jail (PCJ). These rules shall be adhered to at all times. Any documented violation of these rules may result in immediate work stoppage and termination of contract. Contractors shall agree and sign the PREA & Custodial Sexual Misconduct Submission Form before working inside of the Polk County Jail.

What follows is a list of DO's and DON'Ts that you are required to follow at all times while working in the Polk County Jail. Failure to do so may result in immediate termination.

#### **Behavior expected of Contractors and Program Service Contract Employees:**

1. Always maintain a respectful demeanor.
2. You shall notify staff if you have had a personal relationship with any inmate in custody or have previously fraternized outside of the facility.
3. Do not talk to any inmates that are not assigned to work with you. It is considered polite to respond to a cordial greeting like "Good morning," but do not stop to make conversation.
4. When being approached by an escorted inmate(s); always stop what you are doing, take your equipment and move against the opposite side of the hall or room and place your equipment in front of you. Allow the inmates to pass with the Corrections Deputy. The Corrections Deputy should occupy the space between you and the inmate.
5. Never touch an inmate or hug them.
6. Never bring anything to the jail for an inmate or take anything out of the Jail for an inmate.
7. In the secure area of the jail, never walk up behind or suddenly approach an inmate or Corrections Deputy.
8. Never use any nicknames with inmates or Corrections Deputies. Treat everyone with respect.
9. Contractors shall bring into the PCJ only the tools, supplies and equipment required to do the work assigned. Lunch boxes, drink containers, etc. shall be left outside the detention areas.
10. If you are about to use an elevator/doorway and a Corrections Deputy and/or inmate are also to do the same, always allow them to go first and wait for the next elevator. Do not ride an elevator with inmates unless instructed to do so by a Corrections Deputy.
11. If you witness a disturbance, never interfere. Always do your job and allow the Corrections Deputies to do theirs. Under no circumstances are you permitted to be involved in any interactions with the inmates. The deputies are there to protect you and themselves. Do not put the Corrections Deputies in this position.
12. If provided, you are required to wear your uniform and security identification displayed visibly from the collar or a lanyard at all times while you are inside the PCJ.
13. All personal ID and jewelry is to be left in your vehicle prior to entering the PCJ or placed in a visitor locker if such locker is available. Do not take items such as jewelry, lighters or other personal items into the facility. Cell phones or other electronic communication devices, pocket knives and/or weapons of any kind are prohibited.
14. Never leave tools and equipment unattended while inmates are present.
15. Use only the equipment necessary and approved for your duties and wear approved safety equipment when required.
16. All tools and equipment must be kept with you at all times. Tools and equipment can be used as a weapon.
17. Prior to your shift and at the end of your shift, conduct an inventory of tools and equipment. If anything is missing, find it! If you do not find the item, notify a Corrections Deputy.
18. Follow any and all instructions given to you by a Corrections Deputy.

19. If told or asked to leave an area, do so immediately and do not ask questions. This is for your own safety.
20. Before exiting an elevator or room, look both ways to ensure the halls are secure and safe.
21. Follow all PCJ procedures for emergency evacuations and medical emergencies.
22. Under no circumstances are you to engage in a threat of violence with an inmate, Corrections Deputy, or other staff member.
23. All doors to restrooms and custodial closets must be locked at all times when not in use. These can be good hiding places for inmates, so protect yourself and others.
24. Do not report for work under the influence of drugs and/or alcohol.

## **PREA**

The Prison Rape Elimination Act (PREA) is a federal law enacted and signed into law in 2003 for the purpose of establishing a zero tolerance standard for the incidents of rape and sexual misconduct in prisons and local jail detention facilities. The PREA requires that prevention of prison rape and sexual misconduct will be a top priority in prisons, police lock-ups, local jails and juvenile detention facilities. It requires the development and implementation of national standards for the detention, prevention, reduction and punishment of prison rape and sexual misconduct. You are required to report any witnessed violations of PREA.

### **General Behavior:**

Generally, a jail/correctional facility can be safer than walking alone on the street at night. However, at times a jail/correctional facility can be a dangerous place. These instructions are for your protection and are to be followed to the letter. Always remember that this is a jail and you can never 100% anticipate the actions of inmates.

In the event that you identify an inmate that you have known prior to this employment do not make any attempt to acknowledge this individual. If they say "hello" to you first, acknowledge them but do not engage in any casual conversations. This policy does not require contractors to be rude or not supervise the inmate workers. A simple acknowledgement in response to a greeting from an inmate shall not be a violation of this policy; however, no further conversation or contact with non-inmate workers is permitted. Immediately notify your supervisor and a Jail staff member. You will be required to file a report about your prior relationship with the inmate. This is to preclude any special treatment or relationship from arising out of the incident. This is for the protection of the inmate and YOU!

Clothing and/or safety attire that has wording/graphics that is sexually suggestive, drug or alcohol related, insulting, vulgar, which depicts violence, gang membership related, or ridicules a particular person or group is prohibited.

In addition, you are required to not become an active member of conversation between inmates and/or between inmates and deputies/staff unless necessary in the performance of the programming. Nor are you to discuss safety and security issues you see while in the jail. This would include your current and future work schedule inside the Jail. Confidentiality of safety and security issues is paramount in maintaining the working relationships we have established within the jail.

Do not touch anything that is not yours. Under NO circumstances are you permitted to leave the Jail with property not owned/belonging to you or your company. This includes anything found in the garbage (i.e. soda cans, paper rolls, food and literature) or anywhere in the PCJ. If you do not come to work with it, you do not go home with it!

### **Acknowledgement:**

In the event of a violation of these policies, the Polk County Sheriff's Office shall have the right to require the contractor to immediately and permanently be removed from the job site. I have read these rules and procedures and understand that failure on my part to follow all rules regarding working inside the Polk County Jail will result in the immediate termination of my contract.