MISSION

To accept and lawfully hold prisoners in a safe, humane, wholesome environment that returns people to the community better, or no worse than they arrived.

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CODE OF ETHICS

My fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of criminal justice service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.

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Chapter 1 - Role and Authority

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Authority and Legal Assistance

100.1 PURPOSE AND SCOPE

This policy acknowledges and reflects the legal authority under which the Weld County Sheriff's Office shall operate and maintain a local detention facility in this state (CRS § 17-26-101). In addition to the authority vested by state law, the detention facility operates in accordance with these laws, constitutional mandates, regulations and local ordinances.

100.2 POLICY

It is the policy of this Office that the local detention facility will be maintained by all lawful means for the incarceration of persons suspected of violating the law or who have been adjudicated as guilty of committing a crime or civil offense by a competent legal authority, as prescribed by law (CRS § 17-26-103).

100.3 LEGAL FOUNDATION

Detention Facility staff at every level must have an understanding and true appreciation of their authority and limitations in the operation of a local detention facility. The Weld County Sheriff's Office recognizes and respects the value of all human life and the expectation of dignity without prejudice toward anyone. It is also understood that vesting law enforcement personnel with the authority to incarcerate suspected law violators to protect the public and prevent individuals from fleeing justice requires a careful balancing of individual rights and legitimate government interests.

100.4 LEGAL ASSISTANCE

The following are examples of areas where the services of the County Attorney and legal specialists can be of benefit to the Office:

(a) Analyze and alert the detention facility executive and management team to detention facility-related case law.

(b) Serve as a legal consultant in the construction and review of new detention facility policies and procedures.

(c) Serve as a legal consultant on issues related, but not limited to the following:

1. Use of force
2. Faith-based requests
3. Complaints and grievances
4. Allegations of abuse by staff

(d) Serve as legal counsel in legal matters brought against this office and the Sheriff.

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Custody Manual

101.1 PURPOSE AND SCOPE

The Custody Manual is a statement of the current policies, rules and guidelines of this office's Detention Facility. All prior and existing manuals, orders and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized, however, that work in the custody environment is not always predictable and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably known to them at the time of any incident.

101.2 POLICY

The manual of the Weld County Sheriff's Office detention facility is hereby established and shall be referred to as the Custody Manual. All members are to conform to the provisions of this manual.

101.2.1 DISCLAIMER

The provisions contained in the Custody Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Weld County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the county, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for office administrative action, training or discipline. The Weld County Sheriff's Office reserves the right to revise any policy content, in whole or in part.

101.3 RESPONSIBILITIES

The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue Numbered Memos, which shall modify the provisions to which they pertain. Numbered Memos shall remain in effect until such time as they may be permanently incorporated into the manual.

The Detentions Captain shall ensure that the Custody Manual is reviewed annually, updated whenever necessary and staff trained accordingly to ensure that the policies in the manual are current and reflect the mission of the Weld County Sheriff's Office. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes.

101.3.1 COMMAND STAFF

The command staff should consist of the following:

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- Sheriff
- Detentions Captain
- Detentions Lieutenants

101.3.2 OTHER PERSONNEL

Line and supervisory staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisors issues that might be addressed in a new or revised policy.

All members suggesting revision of the contents of the Custody Manual should forward their suggestions in writing to the sergeant in charge of the Subject Matter Expert (SME) committee who will consider the recommendation.

101.4 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

Office - The Weld County Sheriff's Office

Contractor - Any person who provides services for the Weld County Sheriff's Office. A contractor is not considered an employee.

Custody Manual - The Office Custody Manual

Juvenile - A person under the age of 18.

May - Indicates a permissive, discretionary or conditional action.

Member - This term applies to all persons who are employed by the Weld County Sheriff's Office or who are appointed to serve as volunteers. This includes deputies, reserve deputies, general services staff, contractors and volunteers.

Deputy - All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law as a deputy of the Weld County Sheriff's Office.

On-duty employee - Status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The job classification title held by a deputy.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

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101.5 DISTRIBUTION OF MANUAL

Copies of the Custody Manual shall be made available to all members. An electronic version of the Custody Manual will be made available to all members on the office network.

No changes shall be made to the electronic version without authorization from the Detentions Captain.

101.6 MANUAL ACCEPTANCE

As a condition of employment, all members are required to read and obtain necessary clarification of this office's policies. All members are required to sign a statement of receipt acknowledging that they have received a copy or have been provided access to the Custody Manual.

101.7 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Custody Manual revisions. All changes to the Custody Manual will be posted on the office network for review prior to implementation. The Training Sergeant will forward revisions to the Custody Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email or online acknowledgement, review the revisions and seek clarification as needed.

Each supervisor will ensure that members under his/her command are familiar with and understand all revisions.

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Post Orders

102.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the development of post orders and the training of members assigned to each post.

102.2 POLICY

It is the policy of this office to develop comprehensive post orders for every position. Copies of the orders should be maintained at each post or available electronically. Members shall be familiar with the post orders before working a position.

102.3 DEVELOPMENT

Clear procedures should be incorporated into post orders for all regular daily activities including, but not limited to, safety checks, face counts, head counts, meals, medication rounds, recreation, clothing exchange, mail distribution and response to emergencies, such as fires, natural disasters and criminal acts.

102.4 REVIEW AND UPDATE

Post orders shall be reviewed at least annually and updated whenever necessary by the Subject Matter Expert (SME) committee.

102.5 TRAINING

The Training Sergeant shall ensure that all staff members assigned to posts are properly trained to perform all of the duties and responsibilities described in the post orders. This is particularly true in fire, life-safety and the emergency response procedures that have been implemented by the Detentions Captain. This may include the use of self-contained breathing apparatus (SCBA) if such equipment is available and/or required by the local fire authority. All training should be documented in each employee’s training file and retained in accordance with established records retention schedules.

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Administrative Communications

103.1 PURPOSE AND SCOPE

Effective communications within the Office are critical to the accomplishment of the mission of the Office and the effective operation of the detention facility. Administrative communications of this office are governed by the following policy.

103.2 POLICY

The Weld County Sheriff's Office will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

103.3 MEMORANDUMS

Memorandums may be issued periodically by the Sheriff or the authorized designee to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status.

103.4 OTHER COMMUNICATIONS

General Orders and other communications necessary to ensure the effective operation of the Office shall be issued by the Sheriff, Undersheriff, or an authorized designee.

103.5 PERSONNEL ORDERS

Personnel orders may be issued periodically by the Sheriff, through the chain of command, to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations or other changes in status.

103.6 VOLUNTARY SEPARATION LETTERS

When an employee voluntarily submits a letter that announces their intended separation from the agency, the following steps must be taken:

(a) On the same day that the supervisor receives the letter, it is scanned and emailed to the routing group WC NO LONGER EMPLOYED.

1. The original is placed into interoffice mail and forwarded to the office technician assigned to personnel records management.

(b) Depending on circumstances, the office technician creates and transmits the appropriate action notice to Weld County Human Resources, either that same day, or no later than the next business day.

(c) At the end of the separating employee’s last day of work, the employee’s supervisor must approve all outstanding time in the PeopleSoft database.

1. Human Resources will be freezing the employee’s timesheet on the day following the employee’s last day at work.

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103.7 SURVEYS

All surveys made in the name of the Office shall be authorized in advance by the Sheriff or an authorized designee.

103.8 CORRESPONDENCE

All office correspondence is to be written in a clear, concise manner, consistent with the report formats and guidelines prescribed in this policy and reflecting the highest possible quality in organization, grammar, punctuation and spelling.

All external correspondence shall be on office letterhead. All office letterhead, including all digital facsimiles of the letterhead, shall bear the signature element of the Sheriff or the authorized designee. Personnel should use office letterhead only for official business. Office letterhead may not be used for personal purposes.

103.9 COMPLETED STAFF WORK

All staff reports (e.g., reports assigned to a specific person for the purpose of responding to a problem or issue) shall incorporate the principle of "completed staff work," which requires the person to whom a task has been delegated to complete and document the delegated work to such an extent that the only thing left for the decision-maker to do is to approve, or decline to approve, the recommendation. Staff reports that only point out weaknesses or merely suggest needed actions are not completed staff work and are not acceptable.

The writer of the staff report should document the efforts made to have the report reviewed by or acted upon by those individuals representing work units or other entities likely to be affected by any proposed changes.

103.10 INTRODUCTORY SUMMARY MEMORANDUMS

Any memorandum that exceeds one page in length should contain a brief introductory summary section synopsizing the subject matter.

103.11 ADMINISTRATIVE REPORT FORMAT

All staff reports submitted via the chain of command to superior officers for further action should be written in accordance with the following format, when applicable.

Executive Summary Section - The staff report should begin with a brief statement of the problem or issue and what could be done about it. This summary should restate the main points of the report in general, non-technical language, leaving out details. The length of the executive summary section should range from one paragraph to one page.

Problem/Issue Identification Section - This section of a staff report is critical to the success of the reader's ability to grasp the issues involved and to arrive at an informed decision. It should strive to identify the true nature and scope of the problem by identifying the known facts and

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background of the situation, including who has the problem, how long has it existed and the known or likely consequences of the problem.

Forecast Future Impacts - This section of the report should clearly define the problem and be accompanied by an analysis of relevant factors, supported by specific examples, details or testimony, clarifying what the problem is and why it exists. Generally, the reader should be able to leave this section of the report clearly understanding the issues involved and the consequences of taking no action.

Alternatives Analysis Section - Whenever the seriousness or complexity of a problem warrants the development of alternative solutions, a staff report should include a section containing a discussion of different courses of action and their consequences, taking into account the comments and positions of other staff members or entities affected by an Office response to the problem.

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Numbered Memos

104.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Numbered Memos.

104.2 POLICY

Numbered Memos establish a communication practice that may be used by the Sheriff to make immediate changes to policy and procedure in accordance with and as permitted by statutes, regulations or negotiated contracts. Numbered Memos will immediately modify or change and supersede the sections of this manual to which they pertain.

104.3 NUMBERED MEMOS PROTOCOL

Numbered Memos will be incorporated into the manual as required upon approval of the Sheriff, through the chain of command. Numbered Memos will modify existing policies or create a new policy as appropriate. The previous policy will be rescinded upon incorporation of the new or updated policy into the manual.

Any Numbered Memo issued after publication of the manual should be numbered consecutively, starting with the four digit year, followed by the number “01” as in yyyy-01.

104.4 RESPONSIBILITIES

104.4.1 SHERIFF

The Sheriff, with the assistance of office staff, shall issue and be responsible for all Numbered Memos, including their publication and dissemination throughout the Office.

104.4.2 MANAGERS AND SUPERVISORS

Sergeants and supervisors are responsible for ensuring that staff under their command receive training on all new Numbered Memos.

Training documentation shall be placed into the supervisor’s file or the employee’s training file.

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Annual Facility Inspection

105.1 PURPOSE AND SCOPE

Annual facility inspections are the collections of data designed to assist administrators, managers and supervisors in the management of the custody facility by means of establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the annual facility inspection.

105.2 POLICY

This office will use a formal annual inspection process of its facility to ensure that practices and operations are in compliance with statutes, regulations, policies and procedures and best practice standards. Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers and changes in laws and regulations.

105.3 DETENTIONS CAPTAIN RESPONSIBILITY

The Detentions Captain is responsible for collecting performance indicators and other relevant data to generate and provide an annual inspection of all custody facilities. The Detentions Captain will ensure that inspections are conducted as outlined below for each facility type on an annual basis.

Annual inspections may be used in preparation of inspections by outside entities, such as inspections by county commissioners, a government inspection authority, a professional organization, or an accreditation body. In this case, the local inspection will serve as a pre-inspection review that will prepare the facility for the outside or third-party evaluator (CRS § 17-26-126).

105.4 INSPECTION AREAS

The annual inspection should include the following areas in the assessment process:

(a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Detentions Captain, Lieutenants, key program staff and service providers. The individual conducting the assessment will need to advise key personnel of the areas they will be inspecting so the appropriate materials will be brought up to date and made available to the assessment team.

(b) **Policy review** - A review of all detention facility policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the detention facility operation.

(c) **Record review** - A review of the records that support detention facility activities, medical records and the facility's financial records should be conducted to ensure that contractual benchmarks are being met and that any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.

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(d) **Benchmark review** - A review of the Office stated goals and objectives should be discussed with the Detentions Captain, program managers and other key providers of programs. This will provide the opportunity to identify any areas that require correction, additional resources or that reflect a successful performance that should be acknowledged and possibly replicated.

(e) **On-site inspections** - The assessment team should conduct on-site inspections of the facility to verify that activities in the facility are in alignment with goals and objectives and compliant with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and staff, should be reported as a part of the detention facility assessment. An inspection checklist should be used to guide the inspection process and to ensure consistency. It is important that the detention facility assessments be viewed as a credible measurement instrument as many issues identified in the assessment may require significant funding.

(f) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records and recommendations should be analyzed and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.

(g) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the detention facility system. The completed report and any analysis and documentation required to justify costs, policy revisions or any other administrative requirements should be submitted to the Sheriff.

(h) **Monitor progress** - The Detentions Captain should ensure that approved recommendations are being instituted by the responsible program providers.

105.5 FOCAL POINTS FOR INSPECTIONS

Inspections of facilities used for detaining persons pending arraignment, held during trial and held upon a lawful court commitment should include inspection of the policies, procedures and performance by management and staff to ensure compliance and timely updates. Inspections should include, but are not limited to, the following inspection points:

- Staff training
- Number of personnel
- Policy and procedures manual
- Fire suppression pre-planning
- Incident reports
- In-custody deaths
- Documented suicide attempts

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Annual Facility Inspection

- Classification plan
- Reception and booking
- Communicable disease prevention plan
- Inmates with mental disorders
- Restrictive housing
- Developmentally disabled inmates
- Use of force and restraint devices
- Contraband control
- Perimeter security
- Searches
- Access to telephones
- Access to courts and counsel
- Inmate visiting
- Inmate mail
- Religious access
- Health care services
- Intake medical screening
- Pest control
- Detoxification treatment
- Suicide prevention program
- First-aid kit
- Meals, frequency of serving
- Minimum diet
- Food services plan
- Food serving and supervision
- Facility sanitation, safety, maintenance
- Tools, key and lock control
- Use of safety and detoxification cells
- Plan for inmate discipline including rules and disciplinary penalties, forms of discipline, limitations on discipline and disciplinary records

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Annual Facility Inspection

- Standard bedding and linen use
- Mattresses

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Special Assignments and Promotions

106.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Weld County Sheriff's Office.

106.2 POLICY

The Weld County Sheriff's Office determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Sheriff.

106.3 GENERAL REQUIREMENTS

The following conditions should be used in evaluating employees for specialized assignment, promotion and transfer:

(a) Meets the minimum positional requirements of the job description.

(b) Presents a professional, neat appearance.

(c) Maintains a physical condition which aids in job performance.

(d) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to organizational goals and objectives in a positive manner

106.3.1 DISQUALIFICATION

The Weld County Sheriff's Office shall not promote, assign or transfer any member to a position that may allow contact with inmates if the member has (28 CFR 115.17):

(a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution as defined in 42 USC § 1997.

(b) Been convicted of engaging or attempting to engaged in sexual activity that was facilitated by force, overt or implied threats of force, coercion, or if the victim did not consent or was unable to consent or refuse.

(c) Been civilly or administratively adjudicated to have engaged in the activity described in paragraph (b) of this section.

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The Office shall either conduct criminal background records checks at least every five years on current employees or have in place a system for otherwise capturing such information.

Employees who may have contact with inmates shall disclose any conduct described above in written applications or interviews for promotion or specialized assignment.

106.4 DEPUTY SPECIALIZED ASSIGNMENTS

Placement into or removal from the following assignments shall not be considered a promotion or a demotion:

(a) Detentions special enforcement team member
    1. Negotiation Team (hostage or other)
(b) Investigators
    1. Detentions Criminal Specialist (unless initial assignment resulted in a promotion)
(c) Detention Facility Intelligence
    1. Security Threat Group (STG) member
(d) Training Officer
    1. Facility Training Instructor (FTI)
    2. Facility Training Officer (FTO)
    3. Fitness Standard Instructor
    4. Defensive Tactics Instructor
    5. Firearms/Control Devices Instructor
(e) Court Services Deputy
(f) Special duty assignment:
    1. WCSO Firearms certified
    2. Booking Deputy credential
    3. Honor Guard
    4. Special Needs credential
    5. Gender Responsive credential
    6. Subject Matter Expert (SME) committee member
    7. Crisis Intervention Team
    8. Emergency Practicals Team

This is not an exhaustive list of all special assignments. Specialized assignments may be created or removed based on the needs of the Sheriff's Office.

106.4.1 DESIRABLE QUALIFICATIONS

Qualifications that will be considered for a specialized assignment include:

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(a) Required experience for the specialized assignment.

(b) Completed probation.

(c) Has shown an interest in the specialized assignment.

(d) Education, training and demonstrated abilities in related areas, such as law, gang suppression, medical/mental health issues in the detention facility, report writing, public relations.

(e) Completion of any training required by government or professional organization.

106.5 SPECIALIZED ASSIGNMENT SELECTION PROCESS

The following criteria apply to specialized assignments:

(a) Administrative evaluation, as determined by the supervisor in charge of the specialized assignment, will be conducted. This should include a review of qualifications and the employee's performance evaluation history.

(b) The supervisor in charge of the specialized assignment will schedule interviews with each candidate.

(c) Based on evaluation and interview results the supervisor in charge of the specialized assignment will submit his/her recommendation to the Detentions Captain via chain of command.

(d) Appointments will be made by the Detentions Captain.

The policy and procedures for all positions may be waived for temporary assignments or emergency situations. This policy may also be waived to allow selected candidates to attend requisite training programs.

106.6 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with the Department of Human Resources. Promotions should be on the basis of merit and specified qualifications.

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Discriminatory Harassment

107.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent office members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

107.2 POLICY

The Weld County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Office will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Office will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Office may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

107.3 DEFINITIONS

Definitions related to this policy include:

107.3.1 DISCRIMINATION

The Office prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual’s protected class. It has the effect of interfering with an individual’s work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or office equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to office policy and to a work environment that is free of discrimination.

107.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination,

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participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

107.3.3 SEXUAL HARASSMENT
The Office prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person’s sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

107.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and Colorado Civil Rights Division guidelines.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with county or office rules or regulations, or any other appropriate work-related communication between supervisor and member.

107.4 RESPONSIBILITIES

This policy applies to all office members, who shall follow the intent of these guidelines in a manner that reflects office policy, professional standards, and the best interest of the Office and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Sheriff, the Director of Human Resources, or the Citizens of Weld.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

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Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

107.4.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Sheriff or the Director of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

107.4.2 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Office and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or managerial responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

107.4.3 RESPONSIBILITIES UPON RECEIPT OF COMPLAINT

Upon receipt or notification of a complaint filed with the Colorado Civil Rights Division, the Sheriff or the authorized designee shall assign the complaint for action. The person assigned the complaint is responsible to ensure completion of the following (CRS § 24-34-301, et seq.):

(a) Provide a written answer to the complaint within the time required after receiving it.

(b) Supply and explain all relevant information, data, or papers upon request.

(c) Respond to all telephone or mail inquiries from the Colorado Civil Rights Division.

(d) Attend all meetings, hearings, or fact-finding conferences when requested.

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107.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Office that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated. The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

107.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

107.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Sheriff, the Director of Human Resources, or the Citizens of Weld.

107.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Office. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

107.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Sheriff (CRS § 24-34-408). The outcome of all reports shall be:

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(a) Approved by the Sheriff, the Citizens of Weld, or the Director of Human Resources, depending on the ranks of the involved parties.

(b) Maintained for a minimum of five years and in accordance with the established records retention schedule (CRS § 24-34-408).

107.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

107.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during the member's term with the Office.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

107.7.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, manager, the Sheriff, the Director of Human Resources, or the Citizens of Weld for further information, direction, or clarification.

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Chapter 2 - Organization and Administration

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Drug- and Alcohol-Free Workplace

200.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

200.2 POLICY

It is the policy of the Weld County Sheriff's Office to provide a drug- and alcohol-free workplace for all members.

200.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on office time can endanger the health and safety of office members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Sergeant or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see Work Restrictions in this policy).

200.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Office while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician.

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

200.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on office premises or on office time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

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Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

200.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources, their insurance providers, or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

200.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug, or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Office.

200.7 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any of the following circumstances:

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing the employee's ability to perform duties safely and efficiently.

(b) The employee discharges a firearm in the performance of duties (excluding training or authorized euthanizing of an animal).

(c) The employee discharges a firearm issued by the Office while off-duty, resulting in injury, death, or substantial property damage.

(d) The employee drives a motor vehicle in the performance of duties and becomes involved in an incident that results in bodily injury, death, or substantial damage to property.

200.7.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

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(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

200.7.2 DISCIPLINE
An employee may be subject to disciplinary action if the employee:

(a) Fails or refuses to submit to a screening test.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof within 72 hours after being requested that the employee took the controlled substance as directed, pursuant to a current and lawful prescription issued in the employee's name.

200.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Office will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

200.9 CONFIDENTIALITY

The Office recognizes the confidentiality and privacy due its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately in the member’s confidential medical file in accordance with the Personnel Records Policy.

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Supervision of Inmates

201.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safety and security of the facility through the application of appropriate staffing levels.

201.2 POLICY

It is the policy of this facility to provide for the safety and security of citizens, staff and inmates through appropriate staffing levels that are sufficient to operate the facility and perform functions related to the safety, security, custody and supervision of inmates.

201.3 SUPERVISION OF INMATES

There shall be, at all times, sufficient staff designated to remain in the detention facility for the supervision and welfare of inmates, to ensure the implementation and operation of all programs and activities and to respond to emergencies when needed (6 CCR 1010-13:18.2). Such staff must not leave the detention facility while inmates are present and should not be assigned duties that could conflict with the supervision of inmates.

At least one female staff member shall be on duty at all times. Certain duty stations require continuous staff presence.There shall be at least one staff member present at the following duty stations at all times:

- Booking
- Male disciplinary segregation unit
- Locations containing inmates on suicide watch

Staff members understand that there is a limited expectation of privacy in a correctional setting.However, staff members shall be trained to appropriately balance privacy concerns with legitimate security interests.Staff should be aware that conduct without a legitimate security interest will be viewed as degrading or humiliating.

When supervising inmates of the opposite gender, staff should take extra precautions to preserve inmates bodily privacy when entering areas where inmates may be in a state of undress (i.e. bathrooms, showers, clothing exchange areas) in a manner that does not jeopardize safety and security.

To the extent reasonably practicable, inmate bathrooms and clothing exchanges areas will contain modesty screens that preserve privacy without creating areas that cannot be properly supervised.

The Detentions Captain or the authorized designee shall be responsible for developing staffing plans to comply with this policy. Records of staff deployment should be maintained in accordance with established records retention schedules.

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201.4 SEPARATION OF DUTIES

Maintenance personnel are employed to perform preventive, routine and emergency maintenance functions. Custody staff will not be given physical plant maintenance duties that distract from their primary responsibility of supervising inmates.

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Prohibition on Inmate Control

202.1 PURPOSE AND SCOPE

The purpose of this policy is to define the requirement that staff should at all times exercise control of the inmate population under their supervision and should prevent inmates from controlling other inmates within the facility.

202.2 POLICY

All staff, including support staff, contractors and volunteers should exercise control and supervision of all inmates under their control. It is the policy of this office to prohibit any staff member to implicitly or by dereliction of duty allow, any inmate to exercise authority, control, discipline or rule over any other inmate.

Jail staff shall maintain control over the jail at all times.Inmates shall not be given authority or control over security of the facility or staff responsibilities.

202.3 EDUCATION, DRUG OR ALCOHOL PROGRAM ASSISTANTS

Nothing in the policy is intended to restrict the legitimate use of inmates to assist in the instruction of educational or drug and alcohol programs. Any use of inmates in this manner will be expressly authorized by the Detentions Captain in a legally prescribed manner. Any program that uses inmates to assist in legitimate program activities will be closely supervised by facility employees or vocational instructors. Nothing in this section is intended to authorize an inmate program assistant to engage in disciplining other inmates.

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Equipment Inventory and Supplies

203.1 PURPOSE AND SCOPE

This facility must have the materials, supplies and equipment that are necessary to maintain effective and efficient operations. This policy establishes responsibilities and requirements for purchasing, storing and inventory of those items.

203.2 POLICY

The Detentions Captain shall ensure that all detention facility property and fixed assets are inventoried annually and that all supplies purchased are reconciled with the invoice prior to payment.

The Detention Facility maintains a secure storage area for the purpose of storing supplies and equipment. The Support Services Director shall maintain oversight of the area.

With the exception of medical supplies, which are ordered by the medical staff, the Support Services Director, working with the office technician in charge of purchasing, is responsible for the purchasing and acquisition of materials and equipment for this facility. Supplies and equipment that are not needed for immediate use should be stored in a secure storage area.

Requisition forms should be completed by staff members and received by the office technician in charge of purchasing before any supplies or equipment are purchased and distributed to the facility. Any encumbrance to this facility’s budget requires review and approval by the Detentions Captain and the Budget Manager.

The County Purchasing Department, in conformance with established policies, is responsible for negotiating all other purchases.

203.3 PURCHASING

The Detentions Captain, along with the Budget Manager, is responsible for managing the purchasing process to ensure that amounts and types of purchases fall within budget parameters. The Detentions Captain must also ensure that this facility's purchasing process complies with applicable laws, regulations and office policies.

With approval of the Detentions Captain purchases that are a critical need may be procured by way of a P-card.

Personnel with spending authority should adhere to the following strategies:

(a) Be knowledgeable about the county's requirements and procedures for purchasing goods and services.

(b) Establish a working relationship with this facility’s purchasing agent.

(c) Provide the purchasing agent with information describing the types of goods and services required to operate the facility.

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(d) Ensure that staff with spending authority follow procedures that outline the process for submission and approval of purchase requisitions

(e) Review purchase requisitions to verify the need, urgency and priority.

(f) Monitor service contracts to ensure that this facility is receiving the scope and quality of services specified in the contract

(g) Regularly monitor expenditures to make certain the purchase of goods and services is charged to the appropriate accounts and within budget limits.

(h) Keep purchase records to maintain the integrity and availability of purchasing documents, including requisitions, purchase orders, receiving reports and invoices.

203.4 EQUIPMENT INVENTORY

The Detentions Captain or authorized designee will conduct an audit on all supplies and equipment annually. All losses will be reported by the Sheriff to the Board of County Commissioners. The Budget Manager may also conduct an interim audit on all fixed assets in order to maintain a complete and accurate accounting of equipment and its location.

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Tool and Culinary Equipment Control

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a tightly controlled process for the use of tools and culinary equipment in order to reduce the risk of such items becoming weapons for the inmate population. While there are times that specific inmate workers may need to possess tools or equipment for legitimate daily operations, the possession and use of those tools must be carefully monitored and controlled by staff.

204.2 POLICY

It is the policy of this facility to securely store, inventory, control and monitor the use of tools and culinary equipment to ensure accountability and the secure use of these items.

204.3 CUSTODY TOOLS

Tools include all implements that are maintained within the secure perimeter of the facility to complete specific tasks. These tools include, but are not limited to, mops, brooms, dustpans and floor polishers.

All tools, culinary items or medical equipment shall be locked in secure cabinets or storage rooms when not in use.

Any time tools are brought into a secure area where inmates are present, staff supervising the area shall count the number of tools brought in to ensure that the same number of tools are taken out.

Any tool that is used within the secure perimeter of the facility must be closely monitored and controlled by the staff supervising the area so that it cannot be used as a weapon. Inmates who are assigned tasks that require these tools shall be closely supervised.

An inventory of all tools used and stored within the secure perimeter of the facility shall be developed and maintained by the Detentions Captain. Tools will be inventoried by an assigned staff member at least once every 24 hours. The loss of any tool will be immediately reported to the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool, including:

(a) Detaining and searching any inmate who had access to the tool.

(b) Conducting a thorough search of the immediate area for the missing item.

(c) Initiating a facility-wide search.

The staff member responsible for the supervision of the use of missing tool will prepare and submit a report to the Shift Sergeant documenting the specific tool that is missing and the circumstances of the disappearance. The Shift Sergeant will complete an incident report in the JMS.. All staff members involved in the search will submit a supplement to the Shift Sergeant's incident report documenting their findings.

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204.4 MAINTENANCE OR CONSTRUCTION TOOLS

Maintenance or construction tools are those tools and equipment that are brought into and out of the secure perimeter of the facility by employees or contractors to facilitate repairs or construction of the physical plant. Only the tools and equipment needed specifically for the intended work will be permitted into the facility. All tools and equipment will be inventoried and a list of the tools will be provided to the Support Services Director prior to any tools or equipment being brought inside the secure perimeter.

A staff member will check the tools being brought into this facility against the inventory list. Prior to entering the secure perimeter of the facility, the contractor shall be instructed to maintain personal possession of the tools at all times. When it is necessary to complete a task in an area where inmates are present, the inmates shall be locked down by staff supervising the area.

When the person has finished working in the area, a deputy will ensure that all tools are accounted for by checking the tool inventory. In the event of a discrepancy, the on-duty supervisor shall be immediately notified and appropriate action taken to locate or account for the items. Once all tools have been accounted for, the inmates may be released from lockdown.

204.5 EXTERIOR-USE TOOLS

Exterior-use tools are those that are used by inmate workers outside of the secure perimeter. These tools include, but are not limited to, the following:

- Handheld tools
- Power tools
- Landscape maintenance tools

Only inmate workers who are classified to work outside the secure perimeter of the facility will be allowed to possess exterior-use tools. The deputy responsible for supervising inmate workers on outside work crews will inventory all tools assigned for this purpose at the beginning of the shift.

Any tool issued to an inmate will be logged with the inmate’s name, the tool type and serial number documented. When an inmate worker is finished with that tool, the responsible staff member shall check the tool against the check-out log and document its return. Inmate workers shall not be permitted to pass tools between each other except under the direct supervision of a deputy.

All tools will be checked-in and noted on the log and returned to the tool storage area at the end of each shift. Until all tools are accounted for, inmate workers should not be released from the work assignment.

In the event that an exterior-use tool is missing, the deputy shall immediately notify a supervisor. A thorough search for the tool will be undertaken and an incident report shall be completed. Inmates may only be released from their work assignments when it has been determined that it is safe to do so, and upon the approval of the supervisor. The incident report with all relevant information shall be documented in the JMS.

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204.6 KITCHEN EQUIPMENT

Culinary tools are located in the kitchen and include common tools used in the preparation, service and delivery of meals.

All kitchen knives or metal tools with sharp edges shall be stored in a locked cabinet. There shall be an outline of the tool's assigned location in the cabinet so that any tool missing from the cabinet can be easily identified. When in use, all knives shall be tethered to the work area. All tools shall be returned to the secure cabinet when not in use.

The deputy assigned to the kitchen shall inventory all kitchen tools at the beginning of his/her shift and prior to the arrival of inmate workers. Kitchen tools will only be issued to inmates who have been classified as inmate workers. Staff will supervise inmates at all times when the inmates are using tools.

Each tool issued will be assigned to an individual inmate and logged. The inmate's name and the tool type will be documented. When an inmate worker is finished with a tool, the tool shall be checked in with the deputy and documented. Inmate workers shall not be permitted to pass tools between each other except under the direct supervision of a deputy.

All tools will be returned to the kitchen tool cabinet at the end of each shift and all tools must be accounted for prior to any inmate worker being released from the work assignment.

In the event that a kitchen tool is missing, the deputy shall immediately notify the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool. A thorough search for the tool will be undertaken and an incident report shall be completed by the deputy responsible for the supervision of the use of the tool. The incident report with all relevant information shall be documented in the JMS.

204.7 INDIVIDUAL EATING TOOLS

Individual eating utensils in the form of a plastic spork (combination fork/spoon) shall be counted by the deputy supervising the meal service prior to and at the completion of each meal and during daily housing unit inspections. In the event that a utensil is missing, the housing unit shall be immediately locked down and a supervisor notified. A thorough search of the housing unit shall be initiated to locate the tool.

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Property and Evidence

205.1 PURPOSE AND SCOPE

This policy provides for the proper collection, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and those persons authorized to remove and/or destroy property (CRS § 13-14.5-108).

205.1.1 WELD EVIDENCE UNIT SECURITY

The Weld County Evidence Unit shall maintain secure storage and control of all property and evidence necessitating custody by the Office. The Evidence Unit reports to the Administration Division Lieutenant who is responsible for the security of the Evidence Unit. Evidence keys and other securities are maintained only by the Evidence Supervisor and Administration Lieutenant and Captain. Evidence Unit keys shall be maintained in a secure manner and not loaned to anyone.

Any individual entering the secured Evidence Storage areas other than authorized Evidence Unit personnel must be accompanied by Evidence Unit personnel or the Administration Division Lieutenant/Captain. Visiting personnel must sign in and out on an entry log sheet, completing all applicable fields. The entry shall be initialed by the accompanying individual.

205.1.2 EVIDENCE UNIT MANAGEMENT RESPONSIBILITIES

The Administration Division Lieutenant is responsible for the management of the Evidence Unit. The Administration Division Lieutenant should designate a specific Evidence Supervisor to assist with documenting, classifying, storing, tracking and disposing of evidence, found property, and items for safekeeping received or managed by the Evidence Unit.

205.2 DEFINITIONS

Definitions related to this policy include:

Chain of Custody – The chronological documentation or paper trail showing the collection, custody, control, transfer, analysis, and disposition of evidence whether physical or electronic.

Controlling Deputy – The Deputy who originally submitted the property or evidence item(s) to the Evidence Unit, **OR** the Deputy assigned to oversee the criminal case and/or investigation to which the item(s) relate.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case.

EMS - Evidence Management System

Found Property - Includes property item(s) found by an employee or citizen where the owner cannot be readily identified or contacted, or the reasonable and practical transfer of property cannot be facilitated, and has no apparent evidentiary valueand is not known or suspected to be connected to any crime. Reference includes Weld County Code, Chapter 2, Article VIII Disposition of Recovered Property.

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RMS - Records Management System

Safekeeping - Includes **non-evidentiary** property item(s) that has come into Office custody for temporary protection by or on behalf of the lawful owner. The following are types of safekeeping property:

- Property obtained by the Office for safekeeping (as allowed by policy)
- Personal property of an arrestee not taken as evidence
- Property taken for safekeeping under authority of a law

Reference includes Weld County Code, Chapter 2, Article VIII Disposition of Recovered Property.

205.3 PROPERTY AND EVIDENCE HANDLING

Any employee who first comes into possession of any property or evidence shall retain such items in his/her possession until it is properly documented and placed in the designated evidence locker or storage room, along with the evidence/property label. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property that has no apparent evidentiary value, excluding contraband, such property may be released to the owner without the need for submission to the Evidence Unit. Such returns shall be appropriately documented by the Deputy.

205.3.1 PROPERTY AND EVIDENCE BOOKING PROCEDURE

All evidence must be booked prior to the employee going off-duty. Employees booking property and evidence shall observe the following guidelines:

(a) Complete the property and evidence entry label in the Evidence Management System (EMS), describing each item separately, listing all serial numbers, owner's name, finder's name and other identifying information or markings.

(b) The submitting deputy shall note the appropriate review date on the entry in EMS, reflecting the type of property submitted (30 days out for Found or Safekeeping, 18 months for misdemeanor evidence, 36 months for felony evidence).

(c) The submitting deputy shall place all items in appropriate packaging, seal the packaging, and initial/date/badge number the item's seal as consistent with the WCSO Evidence Packaging Manual.

(d) Complete an evidence/property label and attach it to the packaging in which the property is stored, ensuring each item has the appropriate case number listed and supplemental report sequence number associated in the RMS or EMS.

(e) Items that are inconsistent with standard packaging containers shall be tagged, labeled and submitted with deference given to the integrity of the item's evidentiary value.

(f) At time of submission, when applicable, deputies shall submit the Request for Laboratory Examination (RFLE) and associated cover letter electronically through Forensic Advantage and provide a printed or e-mailed copy with the associated item. (email to evidence@weldgov.com)

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(g) All property and evidence submitted to Evidence in the EMS shall be documented in the associated case report or supplemental in the RMS for reference.

(h) When the property or evidence is too large to be placed in a temporary evidence locker, the submitting deputy should coordinate the item(s) submission with Evidence Unit personnel, in compliance with direction from the WCSO Evidence Packaging Manual.

205.3.2 NARCOTICS AND DANGEROUS DRUGS

All narcotics and dangerous drugs shall be booked separately using a separate property and evidence record. Drug and narcotics paraphernalia shall also be booked separately.

The deputy seizing the narcotics and dangerous drugs shall weigh all items prior to submission with another certified deputy present as a witness. The submitting deputy and witness deputy shall document their actions per the property and evidence booking procedure and WCSO Evidence Packaging Manual.

205.3.3 EXPLOSIVES

Deputies who encounter a suspected explosive device shall promptly notify an immediate supervisor or the Shift Sergeant. The bomb squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives and known combustible devices such as VAPE Pens will not be accepted into the Evidence Unit facility. Only fireworks that are considered stable and safe, "exploding targets" available at retailers that maintain a factory seal, and road flares or similar signaling devices may be booked into the Evidence Unit. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials. The Evidence Unit personnel are responsible for coordinating the transfer to an appropriate agency that is equipped to safely dispose of such materials, on a regular basis, or any such items that are not retained as evidence.

205.3.4 EXCEPTIONAL HANDLING

Certain property and evidence items require a separate process as identified in the WCSO Evidence Packaging Manual. The following items shall be processed in the described manner:

(a) Items wet with bodily fluids such as blood or semen stains shall be air-dried prior to booking.

(b) Items that are potential biohazards shall be appropriately packaged and marked to reduce the risk of exposure or contamination. Any evidence collected which may contain DNA, should be properly labeled as such.

(c) License plates found not to be stolen or connected with a known crime should be released directly to the registered owner of said license plate, returned to the Department of Motor Vehicles, or in the event of unsuccessful attempts of return, submitted as safekeeping.

(d) Vehicles without evidentiary value will not be accepted by the Evidence Unit. Vehicles that contain items of evidentiary value associated within or on the vehicle may be temporarily stored in a secured bay in the Evidence Unit, pending the execution of a

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search warrant and/or processing by Field Evidence Technicians or Lab Personnel. In such cases the vehicle itself is not considered evidence. After processing the vehicles for evidence that may be contained in or on the vehicle, coordinated efforts will be made with the controlling deputy for proper storage and/or release to the owner.

1. If the vehicle itself is determined to be maintained as a custodial evidence item by the controlling deputy, the storage location will be determined by the Evidence Unit once it has been submitted for physical custody and documented in the EMS. All property and evidence shall be removed and submitted appropriately (evidence/found/safekeeping) by the controlling deputy prior to long-term storage.
2. Due to the operational and logistical constraints of vehicle storage, if the relevant parts or portions of the vehicle with evidentiary value can be submitted without submitting the entire vehicle, the controlling deputy shall make a reasonable attempt to do so:
    (a) If the evidence is specific to a bumper, quarter panel, head rest, seat, carpet or upholstery, etc - AND it can be separated from the vehicle without compromising the integrity of the evidence - such items should be removed, packaged, and submitted into Evidence and the vehicle stored or released as appropriate for a non-evidentiary item.
    (b) Prior to taking such actions, the deputy shall consult with his/her supervisor and appropriate chain of command.
3. If the vehicle needs to be moved to another location for storage, the controlling deputy shall assist with securing and monitoring the tow and transport.
4. Reasonable efforts should be made to preserve the vehicle as evidence with a defensible chain of custody.

(e) All bicycles and bicycle frames require a property record in the EMS. Property tags will be securely attached to each bicycle or bicycle frame. Bicycles with no evidentiary value should be released directly to the registered owner of the bicycle, or in the event of unsuccessful attempts of return by the controlling deputy, submitted as found property or safekeeping property in the EMS.

(f) All cash shall be counted in the presence of another deputy and the envelope initialed by both deputies. A currency counter with the ability to capture serial numbers in a PDF format is available for evidentiary purposes.

(g) All evidence collected by personnel processing a crime scene requiring specific storage requirements pursuant to laboratory procedures should clearly indicate storage requirements on the property label.

(h) Submission of items that are believed to contain child pornography shall be affixed with the appropriate sticker.

(i) County property, unless connected to a known criminal case, should be released directly to the appropriate County department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

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205.4 PACKAGING OF PROPERTY AND EVIDENCE

Packaging will conform to certain procedures as outlined in the WCSO Evidence Packaging Manual. Certain items require special consideration and shall be booked separately as follows:

(a) Controlled substances

(b) Firearms (ensure they are unloaded, rendered safe, and booked separately from ammunition)

(c) Currency and counterfeit currency

(d) Jewelry

(e) Property with more than one known owner

(f) Drug paraphernalia

(g) Fireworks and other combustible materials

(h) Contraband

(i) Biohazards

205.4.1 PACKAGING CONTAINER

Employees shall package all property and evidence in a suitable container that is appropriate for its size as outlined in the WCSO Evidence Packaging Manual. Knife boxes or sharps tubes should be used to package knives or any other sharp items. Handgun boxes should be used for handguns. Syringe tubes should be used to package syringes and needles.

An individual property label shall be securely attached to the outside of all items or group of items packaged together.

205.4.2 PACKAGING CONTROLLED SUBSTANCES

The deputy seizing narcotics and dangerous drugs shall retain such evidence in his/her possession until it is properly weighed, packaged, labeled and submitted. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances. When conducted, the result of this test shall be included in the deputy's report.

The weighing, field testing and entering into evidence of any controlled substance shall be witnessed by a deputy or supervisor in addition to the submitting deputy. The witness signature must be included with the evidence entry.

(a) All narcotics and dangerous drugs shall be submitted separately from paraphernalia. Controlled substances shall not be packaged with other property.

(b) The submitting deputy should weigh the suspected narcotics or dangerous drugs in the container in which it was seized.

(c) The weight of the submitted evidence shall be noted by a scale printout and the printout initialed by the submitting and witnessing deputies in compliance with the Weld Evidence Packaging Manual.

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A full description of the item, along with packaging and total weight of the item as seized, will be placed in the case report and on the property label.

A completed evidence label shall be attached to the outside of the packaging. The chain of custody shall be recorded through the EMS.

205.4.3 RIGHT OF REFUSAL

The Evidence Unit personnel have the right to refuse any piece of property or evidence that is hazardous or that has not been properly documented or packaged. Should the Evidence Unit personnel refuse an item of property, they shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting deputy through the RMS or EMS to address the deficiency.

The submitting deputy shall correct the packaging or submission issue as soon as practical. Unreasonable delays by the submitting deputy to correct the issue(s) will be brought to his or her supervisor.

205.5 RECORDING OF PROPERTY AND EVIDENCE

Evidence Unit personnel receiving custody of evidence or property shall utilize a standard property control process for each piece of property received as provided in the RMS or EMS to document the chain of custody.

The chain of custody shall be maintained and documented, including a unique item number created for each piece of property received. The chain of custody shall record, by item number (as applicable), the date received, case number, tag number, item description, item location and date disposed.

Any changes in the location of property held by the Weld County Sheriff's Office shall be noted in the EMS to identify proper chain of custody records.

205.6 PROPERTY CONTROL

Each time Evidence Unit personnel receives or releases property/evidence to another person, they shall enter this information in the EMS as provided. Deputies desiring evidence for court shall contact the Evidence Unit personnel at least one business day prior to the court day.

205.6.1 RESPONSIBILITIES OF OTHER PERSONNEL

Every time property is released or received, an appropriate entry in the EMS shall be completed to maintain the chain of custody. No property or evidence is to be released without first receiving the appropriate authorization from a controlling deputy and/or District Attorney's Office if required.

If a deputy has a request for analysis of items, subsequent to initial submission, they shall submit the RFLE and associated cover letter electronically through Forensic Advantage and provide a printed or emailed copy with the associated item to the Evidence Unit (email to evidence@weldgov.com).

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205.6.2 EVIDENCE RELAY FROM SUBSTATIONS

Deputies who submit evidence to the authorized substations and secured evidence drop-off locations shall conform to standard submission practices, documentation and packaging.

Submitting deputies who request an RFLE for an item or items, should consider submitting at the main Evidence Unit facility to limit delays for the transfer to the regional lab.

Authorized personnel transferring evidence items from the substations and secure evidence drop-off locations shall conform to standard transfer practices, ensuring each individual item receives an appropriate entry on the RMS or EMS as provided, to maintain the chain of custody. To avoid delays in processing evidence items, the evidence relay should be conducted once per calendar week.

205.6.3 TRANSFER OF EVIDENCE TO CRIME LABORATORY

When releasing evidence for forensic analysis to the crime laboratory, Evidence Unit personnel will release the evidence out of the Evidence Unit, indicating the location change and required information in the EMS. Accompanying forms and the request for laboratory analysis (RFLE) will be provided to the lab at the time of submission.

Upon delivering the evidence to the lab, the transporting employee will receive a submission receipt from the lab to document chain of custody. The lab submission receipt shall be submitted to Weld County Records for filing with the case.

205.6.4 TEMPORARY STATUS CHANGE OF PROPERTY AND EVIDENCE

Temporary release of property to deputies for investigative purposes, or for court, shall be noted in the EMS, stating the date, time and to whom it was released.

Evidence Unit personnel shall obtain the signature of the person to whom property was released and the reason for release. Any employee receiving property shall be responsible for such property until it is returned to Weld County Evidence or released to another authorized person or entity. If the property is not to be returned to the Evidence Unit, Evidence Unit personnel must be notified to document the chain of custody in the EMS as a final release.

The return of the property should be recorded in the EMS, indicating date, time and the person who returned it.

205.6.5 AUTHORITY TO RELEASE PROPERTY AND EVIDENCE

Evidence Unit personnel property and evidence technician shall not release any property or evidence without authorization from an appropriate authorized member of the Sheriff's Office. The controlling deputy (and/or District Attorney's Office as required), shall authorize the disposition or release of all evidence and property coming into the care and custody of the Sheriff's Office when the items are not required for the prosecution of a criminal case.

For property in custody of the Sheriff's Office for investigatory or prosecutorial purposes and owned by a victim or witness, evidence personnel shall, upon the request of the owner, with authorization from the controlling deputy and/or prosecuting attorney:

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(a) Provide a list describing the property, unless such release would seriously impede an investigation.

(b) Return the property expeditiously, unless the property is contraband or required as evidence.

Upon the authorization of a prosecuting attorney, property held as evidence of a crime may be photographed and released to the owner.

205.6.6 RELEASE OF PROPERTY

A reasonable attempt shall be made to identify the rightful owner of found or stolen property or evidence no longer needed for an investigation or prosecution. Per Weld County Code 2-8-60 (a1) "Reasonable notice shall consist of written notice sent by certified mail to the last known address of the presumed owner."

Property belonging to a crime victim shall be promptly released to the victim unless needed for evidence (CRS 24-4.1-302.5(1)(k)). Following a request from the victim, property no longer needed for evidence shall be returned to the victim within five working days unless the property is contraband or subject to forfeiture proceedings (CRS § 24-4.1-303(7)).

Release of property shall be made upon receipt of an authorized release notification. The release authorization shall be signed by the authorizing controlling deputy (or District Attorney representative) and must conform to the items listed on the property label or must specify the specific item to be released. Release of all property shall be properly documented.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 30 days, or longer in compliance with Weld County Code. During such period, the Evidence Unit shall attempt to contact the rightful owner by certified mail when sufficient identifying information is available. Per Weld County Code 2-8-60 (2), the property may be disposed of in twenty (20) days if the property is not claimed.

The Evidence Unit shall release the property to the owner or finder, upon valid identification and proper documentation presented by the owner or finder, for which an authorized release has been received. The owner or finder shall also be required to pay any costs incurred by the agency, including costs for advertising or storage. A signature of the person receiving the property shall be recorded in the RMS or EMS.

Property with potential resale value and not held for any other purpose and not claimed within 20 days after notification (or 30 days after submission if notification is not feasible for found or safekeeping property, 180 days for evidence authorized for release and abandoned) may be auctioned to the hightest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed or converted as allowed.

Property with no assessed value, or which potential valued would be nullified by the effort and expense to auction it, may at the discretion of the Evidence Unit be donated or destroyed.

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The final disposition of all such property shall be fully documented in the item's chain of custody history. Upon release or other form of disposal, the proper entry shall be recorded in the RMS or EMS.

Proceeds from the auction of unclaimed property shall be deposited into the County General Fund.

205.6.7 STOLEN OR EMBEZZLED PROPERTY

Stolen or embezzled property or property believed to be stolen or embezzled that is in the custody of this office shall be restored to the legal owner at the authorization of the controlling deputy. Pursuant to CRS § 13-25-130 (1), "any photographic, video tape, or film record, when satisfactorily identified and authenticated, is as admissible into evidence as the property itself." Such property may be released from law enforcement custody when the following is satisfied (CRS § 13-25-130(3)):

(a) Photographs of the property are filed and retained by the Weld County Evidence.

(b) Satisfactory proof of ownership is shown by the owner.

(c) A declaration of legal ownership is signed under penalty of perjury.

(d) If a defendant has been filed upon, he/she has been notified that such photographs, video tapes or films have been taken, recorded or produced.

(e) A receipt for the property is obtained from the owner upon delivery.

205.6.8 DISPUTED CLAIMS TO PROPERTY

Occasionally more than one party may claim an interest in property being held by the office, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a court order or other proof of the undisputed right to the involved property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for the Office may be asked to file an interpleader in court to resolve the disputed claim.

205.6.9 RELEASE AND DISPOSAL OF FIREARMS

A firearm may not be released until a background check has been completed and it has been verified that the person receiving the weapon is not prohibited from receiving or possessing the weapon. (18 USC § 922 (d); CRS § 13-14-105.5; CRS § 18-1-1001; CRS § 18-6-801)

205.6.10 DISTRICT ATTORNEY AND DEFENSE COUNSEL EVIDENCE VIEWING

The WCSO is responsible for ensuring the security and integrity of all evidence stored at the evidence facility. The WCSO has adopted property and evidence policies and guidelines which include procedures used to adhere to industry standards related to evidence, and to ensure that reasonable steps have been taken to obtain a secure and efficient property and evidence management system. Importantly, the policies also provide protection of the chain of custody.

SCHEDULING - A minimum of 72 hours advance notice is required (or longer if the case involves voluminous items of evidence) for evidence viewings. All appointments to view items in evidence

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shall be scheduled during normal business hours and only when sufficient personnel are available to conduct the viewing (minimum of two WCSO employees).

Defense Attorneys or their Investigators who want to view evidence shall contact the controlling deputy handling the case and make arrangements for viewing the evidence. The controlling deputy is responsible for contacting the Evidence Unit to set a date and time for the viewing.

The allotted time for evidence viewings will not exceed two hours. To ensure the most effective use of this time, requestors should provide a list of specific items to be viewed or a priority of items to be viewed. If necessary, multiple or extended viewings may be pre-arranged as personnel are available.

Any viewing can be terminated at the discretion of the controlling deputy or Evidence Unit personnel for violations of procedure, unprofessional conduct or for any unforeseen law enforcement emergency.

GENERAL PROCEDURES:

(a) All parties shall wear appropriate Personal Protective Equipment if deemed necessary by WCSO personnel.

(b) Viewing are conducted in the presence of the controlling deputy or sworn designee.

1. WCSO personnel are prohibited from disclosing anything overheard or observed during the viewing that carries established Attorney-Client Privilege to the case being viewed.
2. The exceptions to this disclosure include the need to report administrative or criminal violation by the viewing parties that could result in termination of the viewing.
3. The controlling deputy or sworn personnel present at the viewing shall only document their presence at the viewing as appropriate in the RMS.

(c) Evidence should only be handled by WCSO personnel.

1. Viewing parties may not touch or manipulate evidence items removed from packaging.
2. In appropriate circumstances and when authorized by Evidence Unit personnel, and when such manipulation does not compromise the integrity of the packaging or evidence item, minimal handling of packaged evidence items may be permitted.
3. Appropriate and reasonable requests for WCSO personnel to position the evidence items for viewing and/or photography will be accommodated.

(d) At no time shall WCSO personnel leave evidence unattended during the viewing by others.

(e) Only sworn deputies are authorized to open evidence.

(f) Only one item of evidence shall be opened and viewed at one time.

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(g) Any items that are fragile, whose evidentiary value may be destroyed, lost or otherwise compromised or any item that could be hazardous (i.e. biohazard, chemicals/drugs, SANE kits, control kits, etc.) will not be opened or manipulated.

(h) As a reasonable security measure, the evidence viewing room at the Evidence Facility is video monitored. No audio is recorded.

1. Due to the presence of CCTV footage, the activation of a deputy's Body Worn Camera is not authorized.
2. The WCSO does not intend to review the recording, and deputies do not have access to the video recording room.
3. The exceptions to this would be the need to report administrative or criminal violations by the viewing parties that could result in the termination of the viewing.

(i) A court order or written authorization from the District Attorney's Office will be required to view cell phones or other items that have not yet been sent to CBI or other laboratory for testing.

EVIDENCE UNIT PERSONNEL PROCEDURES:

(a) When the attorney/investigator (or his/her designee) arrives, the Evidence Unit personnel will verify that person's identification and make a photocopy of the identification which is retained in the record.

(b) The Evidence Unit personnel will note in the property records that the items are being viewed. The evidence will be placed in the viewing room.

(c) The Evidence Unit personnel will be available to assist the controlling deputy if necessary, with viewing supplies or evidence handling.

(d) At the conclusion of the viewing and at the discretion of the controlling deputy present, the Evidence Unit personnel will assist, if needed, in repackaging evidence with the controlling deputy.

(e) The Evidence Unit personnel will return the evidence to the proper storage location and document appropriate notes in the evidence software for chain of custody purposes.

DEPUTY/DETECTIVE PROCEDURES:

(a) Only the controlling deputy may open evidence for the item to be examined or photographed.

(b) Deputies should carefully scrutinize inappropriate or unreasonable requests for handling or manipulating evidence. If a request is deemed questionable, the controlling deputy should decline the request until consultation with the District Attorney's Office can be made.

(c) When handling evidence subject to cross-contamination or other loss, a clean pair of rubber/latex gloves shall be worn by each participant prior to each item being opened, and a clean piece of butcher paper shall be placed under each item before it is opened and viewed.

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(d) Scissors or other implements used to open any item shall be wiped clean with alcohol (or other cleaning fluid/wipes) prior to opening any such item, if subject to cross contamination.

(e) After each item is viewed, it shall be re-sealed in or with its original packaging.

CONFIDENTIAL VIEWINGS:

Viewings requested without a controlling deputy present, are not consistent with Evidence best practices and contrary to WCSO Policy. If a confidential viewing is sought, the requesting party shall make a written motion to the court and provide notice to the Sheriff's Office legal counsel, providing the opportunity for the WCSO to respond and advocate for Evidence best practices and appropriate jurisdiction. If a court orders a confidential viewing, it will be conducted as follows:

(a) It will be conducted at the Weld County Evidence Facility.

(b) The controlling deputy or another sworn deputy must be present at the Evidence Unit and is responsible for opening any evidence being viewed. If the assigned controlling deputy is prohibited from the viewing room, the controlling deputy may open the evidence immediately outside the viewing room. Evidence Unit personnel will take the evidence into the viewing room and remain in the viewing room with the evidence to maintain the chain of custody.

(c) The defense counsel or investigator may not touch open evidence. If evidence needs to be moved or turned over, Evidence Unit personnel shall move the evidence. As described in the general procedures, certain evidence still may not be touched at any time, however, certain evidence, with approval of Evidence Unit personnel in consultation with the sworn representative, may be touched while remaining inside the packaging.

(d) The cameras in the evidence viewing room will remain on. These cameras do not have audio capabilities and will not be viewed by anyone unless Evidence Unit personnel believes a policy has been violated.

(e) The controlling deputy or sworn personnel present at the viewing shall document only their presence at the confidential viewing in the RMS system without disclosing specific details. The Evidence Unit personnel and controlling deputy will not disclose anything overheard or observed during the viewing, unless there is a policy violation.

205.7 DISPOSITION OF PROPERTY

All property no longer held for evidence in a pending criminal investigation or proceeding and held for 180 days or longer where the owner has not been located or fails to claim the property, may be sold at a public auction in compliance with existing laws, upon receipt of proper authorization for disposal by the controlling deputy or District Attorney's Office.

Property with potential resale value and not held for any other purpose and not claimed within 20 days after notification (or 30 days after submission if notification is not feasible for found or safekeeping property, 180 days for evidence authorized for release but abandoned) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed or converted as allowed.

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Property with no assessed value, or which potential value would be nullified by the effort and expense to auction it, may, at the discretion of the Evidence Unit, be donated or destroyed.

The final disposition of all such property shall be fully documented in the item's chain of custody history. Upon release or other form of disposal, the proper entry shall be recorded in the RMS or EMS.

Abandoned motor vehicles impounded by the Office may be sold at a public or private sale following notice pursuant to CRS § 42-4-1805.

Proceeds from the sale of unclaimed property shall be deposited into the County General Fund.

205.7.1 EXCEPTIONAL DISPOSITIONS

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law or by a court of competent jurisdiction:

- Weapons declared by law to be nuisances, and firearms in compliance with Weld County Code 2-8-60 (7)
- Animals, birds and equipment related to their care and containment that have been ordered forfeited by the court (refer to Animal Control for current practices)
- Counterfeiting equipment
- Gaming devices
- Obscene matter ordered to be destroyed by the court
- Altered vehicles or component parts
- Narcotics
- Unclaimed, stolen or embezzled property
- Destructive devices
- Incendiary devices or unstable and/or combustible materials

205.7.2 UNCLAIMED MONEY

If found money is no longer required as evidence and remains unclaimed after one year, the money is presumed abandoned property (CRS § 38-13-201).

205.7.3 CONVERSION OF PROPERTY TO AGENCY USE

In compliance with Weld County Code 2-8-60, unclaimed or abandoned property may be converted to agency use "to carry out normal duties and responsibilities" of the Office. A Unit or individual may submit a memo to the Sheriff via the chain of command requesting the specific item to be converted and the specific purpose and duration of its use. Upon support and approval of the Sheriff, final approval rests with the Weld County Board of Commissioners.

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205.7.4 ADMINISTRATIVELY CLOSED DISPOSITION

In the event a property or evidence item(s) cannot be physically accounted for and cannot be reconciled to another physical location through the chain of custody, the item may be Administratively Closed, as a noted disposition in the item's individual chain of custody record.

An item may be Administratively Closed only after the matter has been referred to Professional Standards for review and recommendation of a course of action and all due diligence has been exhausted to locate the item. The status of Administratively Closed shall only be approved by the Sheriff, in writing, and this authorization attached to the RMS or EMS as the final disposition for chain of custody. The Evidence Unit shall provide written notice to the controlling deputy, the owner, and the District Attorney's Office (as applicable) of the item(s) status and final disposition.

205.8 RETENTION OF BIOLOGICAL EVIDENCE

Evidence Unit personnel shall ensure that no biological evidence held by the Office is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

(b) The defendant's attorney

(c) The appropriate prosecutor

(d) Any sexual assault victim

(e) The Investigation Division supervisor

Biological evidence shall be retained for a minimum period established by law, or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Office within 90 days of the date of the notification. A record of all certified mail receipts shall be retained.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the applicable prosecutor's office.

205.8.1 SUFFICIENT SAMPLE PRESERVATION

DNA evidence that is subject to preservation pursuant to CRS § 18-1-1103 shall be preserved in an amount and manner sufficient to develop a DNA profile, based on the best scientific practices at the time of collection, from the biological material contained in or included on the evidence (CRS § 18-1-1104 (2)).

If DNA evidence is of such a size, bulk or physical characteristic as to render retention impracticable, the submitting or controlling deputy shall remove and preserve portions of the evidence likely to contain DNA related to the offense in a quantity sufficient, based on the best scientific practices at the time of collection, to permit future DNA testing.

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The preserved DNA evidence shall, whenever possible, include a sample sufficient to allow for independent testing by the defendant. After preserving the necessary amount of the DNA evidence, the remainder of the evidence may be properly destroyed as allowed by law.

205.8.2 RECORDS RETENTION AND PRESERVATION

The Evidence Unit shall maintain a DNA item for the statutory period of a DNA specimen collection from an eligible individual from the date of collection.

(a) DNA evidence collected in reference to a criminal investigation of a felony that does not result in or has not resulted in charges being filed shall be preserved for the length of the statute of limitations for the felony crime that was investigated (CRS § 18-1-1003 (1)).

(b) Except as provided by law (CRS § 18-1-1105; CRS § 18-1-1106; CRS § 18-1-1107), the Office shall preserve the DNA evidence for the life of a defendant who is convicted, if the sample was collected in a criminal investigation that resulted in a conviction listed in CRS § 18-1-1102 (1) and CRS § 18-1-1103 (2).

(c) A court may order the Office to preserve existing biological evidence for DNA testing at the request of a defendant (CRS § 18-1-414 (2)).

205.8.3 EXPUNGEMENT OF DNA EVIDENCE

A person may qualify for expungement and destruction of DNA evidence. This Office will destroy DNA evidence after a written notice of expungement is received from the Colorado Bureau of Investigation (CRS § 16-23-105).

205.8.4 DISPOSITION OF DNA EVIDENCE

In cases described in state law (CRS § 18-1-1102(1)(c); CRS § 18-1-1102(1)(d)), the Office may seek to dispose of DNA evidence by providing notice to the District Attorney who prosecuted the charges (CRS § 18-1-1105(2)).

If the District Attorney determines that the DNA evidence should not be disposed of, the District Attorney will provide notice. Upon receipt of the notice, the Office shall preserve the DNA evidence until such time that a court order is obtained to dispose of the DNA evidence (CRS § 18-1-1105(4)).

If the Office does not receive notice from the District Attorney within a reasonable amount of time, the Office may file a motion with the court that entered the conviction in the case, asking for a court order to dispose of the DNA evidence.

The Office may not request permission to dispose of DNA evidence in cases described in state law (CRS § 18-1-1102(1)(a); CRS § 18-1-1102(1)(b); CRS § 18-1-1105(1)).

205.8.5 DISPOSITION OF VICTIM DNA EVIDENCE

If DNA evidence is being held that is the property of the victim, the victim may request the District Attorney to review whether the DNA evidence may be returned. If the District Attorney determines the DNA evidence may be returned, the District Attorney may file a petition with the court for the return of the DNA evidence. Upon proper receipt, the Office will release DNA evidence belonging to the victim (CRS § 18-1-1107).

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205.9 ABANDONED MONEY

Currency and other intangible property considered abandoned in the possession of the Evidence Unit shall be transferred to the Weld County Treasurer's Office in compliance with Weld County Code (2-8-30(B); 2-8-90) and documented in the RMS or EMS.

205.10 INSPECTIONS OF THE PROPERTY AND EVIDENCE UNIT

On a monthly basis, the Administration Lieutenant shall inspect the property and evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(a) Unannounced inspections of property and evidence storage areas shall be conducted at least annually, as directed by the Administration Captain.

(b) A 100% inventory should be completed over the course of each calendar year, to be conducted in sections or groups broken up by month. This inventory shall be completed by Evidence Unit Personnel and documented appropriately.

(c) An annual audit of high value property and evidence (guns, money, and drugs) held by the Office shall be conducted by a Division Lieutenant who is not routinely or directly connected with property and evidence control, as assigned by the Administration Captain.

1. This audit should include at least 10% of each high value group and 1% of all other items.

(d) At the discretion of the Sheriff, whenever a change is made in personnel who have unaccompanied access to the secured storage of the Evidence Unit, an inventory of all evidence/property shall be made by the Evidence Unit, accompanied by an individual not associated with the Evidence Unit to ensure that records are correct, and all evidence and property is reconciled.

1. Prior to the transition of a new Sheriff, a full inventory shall be made and documented for accountability purposes.

205.11 ANNUAL REPORTING

The date and results of all inspections and audits shall be documented and forwarded to the Sheriff through the chain of command.

Additionally, the Evidence Unit Supervisor shall be responsible to submit an annual report by March 1st of each year to the Administration Lieutenant, providing the following information:

(a) Census of Property and Evidence in custody of the Office, by type and in total, for each of the previous three years, January 1 through December 31.

(b) Statistics of the number of property and evidence items submitted by the Office, by type and in total, for each of the previous three years, January 1 through December 31

(c) Statistics of the number of property and evidence items released, converted, auctions, and destroyed by the Office, by type and in total, for each of the previous three years, January 1 through December 31.

(d) Reporting of any revenue collected by auction for each of the previous three years, January 1 through December 31.

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205.11.1 ANNUAL REVIEW

The Evidence Unit Supervisor will review this policy and any referenced manuals annually, revising and updating each as necessary to maintain best practices and compliance with applicable laws.

The Evidence Unit Supervisor will also review appropriate staffing and space levels for the current and projected census of property and evidence items, reporting any deficiencies with support and recommendations in the Annual Report to the Administration Lieutenant.

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Records and Data

206.1 PURPOSE AND SCOPE

This policy establishes guidelines for the control and access of confidential records by staff, contractors and volunteers.

206.2 POLICY

Members of the Weld County Sheriff's Office will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

206.3 ACCESS TO CRIMINAL RECORDS

Official files, documents, records, electronic data, video and audio recordings and information held by the Weld County Sheriff's Office or in the custody or control of office employees, volunteers or contractors are regarded as non-public and/or confidential.

Access to confidential paper or electronically generated records in this facility is restricted at various locations according to job function and the need to know. Employees working in assigned areas will only have access to the information that is necessary for the performance of their duties. Granting access to other employees or anyone outside of the work area must meet with supervisory approval. All requests for information received from outside the Office shall be forwarded to the Records Custodian.

Custody staff, volunteers and contractors shall not access, disclose or permit the disclosure or use of such files, documents, reports, records, video or audio recordings or other confidential information except as required in the performance of their official duties and in accordance with office policies, statutes, ordinances and regulations related to data practices.

Custody staff, volunteers and contractors who are uncertain of the confidentiality status of any document should consult with a supervisor or Records Custodian to determine the status of the documents in question.

206.4 STAFF TRAINING

Prior to being allowed to work inside this facility, all custody staff, volunteers and contractors will receive training on office records, policies and confidentiality requirements, including the potential criminal and civil penalties that may result from a breach of confidentiality in violation of this policy and all applicable statutes.

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Research Involving Inmates

207.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safeguards and guidelines to protect inmates from being used as research subjects in medical and other research experiments based only on their status as inmates and without proper approval, review or informed consent.

207.2 POLICY

The Weld County Sheriff's Office will conduct and support research that improves operations, enhances professional knowledge, decreases recidivism and advances the office's mission in accordance with existing laws and with appropriate protection of all inmates. However, the use of inmates for medical, pharmaceutical or cosmetic experiments is prohibited.

207.3 AUTHORIZATION REQUIREMENTS

Prior to initiating any approved research, all persons conducting research in this facility must agree to abide by all office policies relating to the security and confidentiality of inmate files. Based upon the intended use of the research, guidelines will be established regarding what information shall be accessible to the researcher or the research organization.

Any requests for an exception shall include a response to the following questions as part of the proposed research project:

- Who is conducting the research?
- What is the purpose of the research?
- What is the methodology?
- Do the researchers or persons advocating research involving the use of inmates have an understanding of their ethical responsibilities, including considerations for the establishment of an Institutional Review Board (IRB), as described in 45 CFR 46.301 et seq.?
- Any other information as deemed appropriate by the Detentions Captain or Sheriff.

Inquiries regarding proposed research projects from local, state and federal executive and legislative bodies/agencies will be brought to the attention of the Sheriff immediately by the employee who receives the request. At the direction of the Sheriff, an appropriate and timely response will be made to each legitimate inquiry.

Research or studies involving more than the information identified as public information may require signed release/waiver forms from the involved inmates. The Sheriff should consult and seek guidance from the legal counsel serving the Office or other legal expert in these matters.

Inmates are not precluded from individual treatment based on the need for a specific medical procedure that is not generally available. An inmate's treatment with a new medical procedure by the inmate's own physician shall be undertaken only after the inmate has received a full

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explanation of the positive and negative features of the treatment, and only with the inmate's informed consent.

207.4 LEGAL CONSIDERATIONS

Any research conducted or supported by the United States Department of Health and Human Services will be required to comply with the provisions of 45 CFR 46.301 et seq.

207.5 INMATES IN COMMUNITY-BASED RESEARCH

When inmates participate in a community-based research program, the following shall occur:

(a) The intake nurse shall collect all relevant data, including the name and contact information of the treating physician, and all available detail about the treatment regimen and the condition being treated.

(b) The Responsible Physician shall be contacted prior to the initiation of treatment.

(c) Consultation with community researchers shall be made by the Responsible Physician to determine the intent of the study and any necessary parameters to measure as the treatment period progresses.

(d) Upon removal from the program, discussion should occur on obtaining information to protect the health of the inmate.

207.6 HUMAN RESEARCH STUDIES

This office does not endorse enrolling inmates into human research studies. Requests to enroll inmates in human research studies will not ordinarily be approved. However, any request to enroll an inmate into such a study must be reviewed by the Sheriff, the Responsible Physician and legal counsel, and authorization provided prior to enrollment. Any authorized enrollments shall comply with all state and federal guidelines.

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Inmate Records

208.1 PURPOSE AND SCOPE

This policy establishes the procedures required to create and maintain accurate records of all persons booked and confined in this facility.

208.2 POLICY

It is the policy of this office that all records shall be complete and comprehensive, resulting in reliable data that provides information about each inmate’s period of confinement, as well as histories of previous confinement in this facility. All inmate records are official office documents and should be used for official business only. Inmate records are a vital component of the criminal justice system and should only be released to authorized persons.

208.3 RECORD MAINTENANCE

It shall be the responsibility of the Records Custodian/Records Divisionto maintain the following records on all persons who have been committed or assigned to this facility, including but not limited to the following:

- Information gathered during the admission process as provided in the Inmate Reception Policy
- Photographs and fingerprints cross referenced to the booking number
- Duration of confinement
- Cash and property inventory and receipts
- Classification records, including inmate classification levels and housing restrictions
- Housing history records
- Reports of disciplinary events and dispositions
- Grievances and dispositions
- Reports of incidents or crimes committed during confinement
- Court appearances, documents, and the disposition of hearings
- Work documentation
- Program documentation
- Visitation records
- Telephone records
- Medical, dental, mental health, drug and alcohol screenings, assessments, treatments, and medications
- Return endorsements of commitments and court processes (CRS § 17-26-116; CRS § 17-26-117)

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The Detentions Captain or the authorized designee shall establish a procedure for managing inmate records.

208.4 RELEASE OF INMATE RECORDS

Inmate records are confidential and shall be used for official business only. Any release of inmate records shall be made only in compliance with a lawful court order or as authorized by state and federal law to persons having a legitimate criminal justice need, or with a consent form signed by the inmate. A copy of the release authorization document shall be maintained in the inmate record file.

208.5 ELECTRONIC RECORD MAINTENANCE

All inmate records and data maintained in an electronic format shall be accessible only through a login/password-protected system capable of documenting by name, date and time any person who has accessed the information. The Detentions Captain shall be responsible for working with the information technology personnel to ensure the security of the data and to develop and maintain a copy of the security plan.

208.6 RECORDS RETENTION

Inmate records shall be maintained consistent with the established records retention schedule.

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Report Preparation

209.1 PURPOSE AND SCOPE

Report preparation is a major part of each deputy's job. The purpose of these reports is to document incidents at the facility, refresh the deputy's memory and provide sufficient information for a follow-up investigation and successful prosecution or a disciplinary proceeding. Report writing is the subject of substantial formal and on-the-job training.

209.2 POLICY

It is the policy of the Weld County Sheriff's Office that members shall act with promptness and efficiency in the preparation and processing of all reports.

209.3 REPORT PREPARATION

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. Reports shall be prepared by the staff assigned to investigate or document an incident, and when necessary, approved by a supervisor and submitted to the intended recipient in a timely manner. Reports relating to any incident resulting in death, injury or endangerment to staff or a visitor, serious injury to an inmate, escape, a major disturbance, a facility emergency or an unsafe condition at the facility shall be completed as soon as practicable but within 24 hours of the incident. It is the responsibility of the assigned employee to ensure that all the above listed reports meet this requirement or that supervisory approval has been obtained to delay the report. The supervisor must determine whether the report will be available in time for appropriate action to be taken, such as administrative notifications or resolution, investigative leads or an inmate disciplinary proceeding.

Handwritten reports must be prepared legibly. If the report is not prepared legibly, the employee shall be required by the reviewing supervisor to promptly correct the report. Employees who dictate reports by any means shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

209.4 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate office-approved form unless otherwise approved by a supervisor.

209.4.1 CRIMINAL ACTIVITY REPORTING

When an employee responds to an incident, or as a result of self-initiated activity, and becomes aware of any activity where a crime has occurred, the employee is required to document the activity in a witness statement and advise a Sergeant. The fact that a victim is not desirous of

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prosecution is not an exception to documentation. If a Detentions Criminalist Specialist (DCS) is available, the witness statement and any evidence of the crime should be forwarded to the DCS Deputy for investigation. If DCS is unavailable, the on-duty Sergeant will determine whether to call a Patrol Deputy or forward the information to the DCS Deputy for investigation the following day.

209.4.2 INCIDENT REPORTING

Incident reports generally serve as an in-house documentation of occurrences in the facility and to initiate, document and support the inmate disciplinary process. The Office shall establish a filing system that differentiates between incident reports, crime reports and disciplinary actions. This policy does not require the duplication of information on two different forms. Where both exist, cross-referencing facilitates retrieval of one or both.

Incidents that shall be documented using the appropriate approved report include:

(a) Non-criminal incidents of rule violations by inmates.

(b) Attempted suicide or suicidal ideation on the part of an inmate.

(c) Non-criminal breaches of security or evidence of an escape attempt.

(d) Non-criminal security threats, including intelligence related to detention facility activities.

(e) Significant incidents related to medical issues, health or safety in the detention facility.

(f) Discovery of contraband in the possession of inmates or their housing areas.

(g) Detaining or handcuffing any visitor at the facility.

(h) Traffic collisions involving office vehicles.

(i) Risk management incidents including injuries to inmates and lost or damaged property.

(j) Accidental injuries of staff, inmates or the public.

(k) Information that may have a significant impact on the safety, security, or orderly operations of the detention facility.

209.4.3 DEATHS

All deaths shall be investigated and a report completed by a qualified investigating officer to determine the manner of death and to gather information, including statements of inmates and staff who were in the area at the time the death occurred.

Reporting of deaths will be handled in accordance with the Reporting In-Custody Deaths Policy.

209.4.4 INJURY OR DAMAGE BY AGENCY/OFFICE PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of an employee. Reports shall be taken involving damage to office property or equipment.

209.4.5 USE OF FORCE

Reports related to the use of force shall be made in accordance with the Use of Force Policy.

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209.5 GENERAL POLICY OF EXPEDITIOUS REPORTING

In general, all employees and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

209.5.1 GENERAL POLICY OF HANDWRITTEN REPORTS

Some incidents and report forms lend themselves to block print rather than typing. In general, the narrative portion of those reports in which there is a long narrative should be typed or dictated.

Supervisors may require, with the foregoing general policy in mind, block printing or typing of reports of any nature for office consistency.

209.5.2 GENERAL USE OF OTHER HANDWRITTEN FORMS

County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

209.6 REPORT CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return it to the reporting employee for correction as soon as practicable. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner. It shall be the responsibility of the supervisor rejecting the report to follow up on any report corrections not received in a timely manner.

209.7 REPORT CHANGES OR ALTERATIONS

Reports that have been approved by a supervisor and submitted for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted may be corrected or modified by the authoring employee only with the knowledge and authorization of the reviewing supervisor. Reviewing supervisors should not alter reports. When modifications are required, these should be the responsibility of the authoring employee.

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Key and Electronic Access Device Control

210.1 PURPOSE AND SCOPE

This policy outlines the methods that the Office will use in maintaining strict security of its keys and electronic access devices. For ease of reference, the term “key” as used in this policy includes all physical means of access to or exit from the secure areas of the facility.

210.2 POLICY

It is the policy of this office that all keys used to access secure areas of the facility or to exit the secure areas of the facility are strictly controlled. Employees and supervisors will be held accountable for the security and safety of the facility. All key control activities shall be accurately documented on a daily basis.

210.3 KEY IDENTIFICATION

All keys that open any doors within the facility shall be marked with unique identification codes that will allow for quick inventory. Keys that are bundled together as a set shall be numbered or coded with a tag to identify that set and the number of keys on the ring. The identifying numbers or code on keys shall not correspond to numbers/codes on locks.

A separate secure document identifying all keys will be maintained by the Support Services Director.

210.4 KEY SET CONTENTS

Key sets issued to staff for use within the secure perimeter of the facility shall not contain any key that would permit access to areas outside the secure perimeter. The armory key shall not be permitted inside the secure perimeter except at the direction of the Shift Sergeant. Facility master keys shall not be permitted inside the facility except during an emergency requiring their use.

210.5 KEY CONTROL

All facility keys shall be maintained in a locked key box that is accessible by staff only. The facility has an electronically controlled biometric fingerprint key inventory system. Some members shall be issued an individual identification number for the system which he/she will keep confidential.

At the end of a shift, members shall return their keys to the electronic key system.

Under no circumstances shall an employee pass a key or key set to another employee. All keys must be checked out through the control process. Employees shall not possess any key for which they have not been authorized.

Employees shall not duplicate, mark, alter or manufacture any key without written authorization from the Detentions Captain or the authorized designee.

Supervisors shall, at the beginning and end of their respective shifts, check the key box for alarms and investigate and attempt to resolve them before the supervisors may end their shift. Alerts are sent to the Support Services Director who shall immediatley notify the Shift Sergeant.

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Under no circumstances will security keys be made available to inmates regardless of their status.

210.6 LOCK POLICY

All security perimeter entrances, Master Control doors and cell doors shall be kept locked, except when used for admission or exit of employees, inmates or visitors, and in an emergency. Operators of sallyports shall ensure that only one of the doors of a sallyport is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit.

210.7 TESTING

Locks to security doors or gates shall be tested for proper function at least monthly to ensure proper operation. This testing shall be performed by the Support Services Director or the authorized designee and documented and a weekly report forwarded to the Detentions Captain.

210.8 MASTER FACILITY KEYS

Master facility keys may be kept in a locked cabinet in a secure location. Supervisors shall ensure that these keys are accounted for at the beginning and end of their respective shifts.

210.9 MISSING KEYS

Any staff member who discovers that a key or key set is missing shall immediately make a verbal report to a supervisor and shall prepare a written incident report as directed by the supervisor. The supervisor shall immediately initiate a search for the missing key. If a reasonable effort to locate the key fails, the supervisor shall order a lockdown of the facility. All inmates shall be locked in their cells/housing units and a facecount conducted. Inmates shall not be allowed to pass into or out of the facility without being thoroughly searched for the missing key. The supervisor shall, as soon as practicable, notify the Detentions Captain regarding the loss of the key, when it was discovered and the circumstances involved.

A methodical and thorough search of the entire facility will be made by the on-duty staff. Additional staff may be called to assist with the search. If, after a thorough search, the key or key set is not located, the Detentions Captain will determine whether to re-key any locks that may have been compromised, and whether this should be done immediately.

The Detentions Captain shall initiate an investigation into the disappearance of the keys to reexamine the procedures for key control, and shall notify the Sheriff of his/her findings. Based upon the findings of the investigation and any recommendations, the procedures governing this policy may be amended.

210.10 EMERGENCY KEY SET

At least one key set containing every key for the facility shall be kept separate from all other key sets in a secure location and made accessible only to the Detentions Captain, Shift Sergeant, supervisor or the authorized designee in the event of an emergency.

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210.11 DAMAGED KEYS OR LOCKS

Damaged keys or locks shall be promptly reported to the Support Services Director. No part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the Shift Sergeant, who will ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practicable. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No inmate shall be secured in a cell, detention room or area that has inoperable locks.

210.12 KEY CONTROL RECORDS

Each shift is responsible for reporting any key malfunctions or missing key sets. Key control measures shall be documented by the electronically controlled biometric fingerprint key inventory system and automatically sent to the Support Services Director.

210.13 ELECTRONIC ACCESS DEVICES

Proximity cards, fobs or other devices may be issued to staff to allow access to restricted or controlled areas of the facility. In the event of a lost or stolen device, an employee shall notify his/her supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

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Activity Logs and Shift Reports

211.1 PURPOSE AND SCOPE

Accurate and legible records are vital to the management of the facility. They provide a means for managers to review events and emergency situations that have occurred within the facility.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of the facility.

211.2 POLICY

This policy establishes the requirement for the preparation, maintenance and retention of permanent logs and shift reports to provide a record of both routine activities and unusual events such as emergencies or other notable occurrences.

211.3 PROCEDURES

All members assigned to a security post shall prepare accurate shift activity logs. The shift activity log is a permanent record of the daily activities. Employees who falsify any official document may be subject to disciplinary action, up to and including termination, as well as criminal prosecution.

All members will adhere to the following procedures when preparing a daily activity log or shift report:

(a) Black ink pen shall be used, unless entries are logged into an electronic record.

(b) Entries should be legible and provide sufficient detail to ensure that the log entry or report properly reflects the events of the day.

(c) Entries shall include the name and badge number of the individual making the entry if there is no electronic identifier assigned to individual users by the JMS.

(d) Entries shall reflect the date and time of the event logged.

(e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.

(f) Handwritten log entries requiring modification shall be crossed out with one line and a new entry made, noting that it is a correction.

211.4 SHIFT ACTIVITY LOGS

All pertinent shift activities should be documented in the electronic or handwritten logs. At a minimum this includes:

- Personnel on-duty
- Bookings and releases
- Counts

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- Safety checks, security checks and inspections and routine activities
- All searches/shakedowns
- Inmate movement within the facility and inmates received at a housing assignment
- Meal service
- Professional visits to the housing units, including maintenance work and tours
- Alarms and security equipment tests
- Medication delivery, sick call or inmate complaint of illness or injury and the action taken
- Disciplinary actions
- Inmate behavior observations
- Discovered contraband
- Activities and programs offered and the attendees
- Unusual occurrences
- Use of emergency equipment
- Any use of force
- Sanitation inspections
- Key counts
- Duty station equipment inventory

211.5 SHIFT CHANGE

Each deputy assigned to a security post shall deliver a verbal status report for the oncoming staff. This report, along with written documents shall include the following:

- An up to date, clean roster
- Exchange of security equipment (e.g., cut down knife, radio)
- Information that would assist the oncoming staff
- Unusual occurrences
- Court list
- Medical clinic list
- Keep separate list

211.6 SUPERVISOR RESPONSIBILITIES

Supervisors shall review shift activity logs during the course of each shift. Supervisors should include comments in an electronic logbook with regard to an incident or unusual occurrence in

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the facility.Information from this logbook shall be communicated at shift briefings.The Detentions Captain or designee should be notified when contraband is discovered or there are any physical security discrepancies.

Whenever a major event in the facility requires a coordinated command response, the incident commander should designate someone to keep a running log that identifies, at a minimum, the following:

- Date and time the incident began
- Specific location of the incident
- Times of significant response measures taken during the incident
- Name, identification number and time of arrival of personnel on-scene
- Orders issued by the incident commander
- Significant events that occurred as a result of the incident

The above information should remain available to the incident commander throughout the event to assist with ongoing response planning.

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Administrative and Supervisory Inspections

212.1 PURPOSE AND SCOPE

The purpose of this policy is to establish both regularly scheduled and unannounced inspections of the facility's living and activity areas. This is to encourage contact with staff and inmates and to observe inmate living and working conditions. Inspections may be useful in identifying deficiencies, which can be corrected, as well as processes working properly, which may be replicated elsewhere in the facility.

212.2 POLICY

Tours and inspections shall be conducted by administrative and supervisory staff throughout the detention facility at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates and the visiting public.

212.3 INSPECTIONS

The Detentions Captain is responsible for ensuring that scheduled and unscheduled inspections, visits and contacts are implemented to minimally include:

(a) The general conditions and overall climate of the facility.

(b) The living and working conditions of inmates.

(c) Communication between administrators, managers, supervisors, staff, inmates and the visiting public.

(d) Compliance with policies.

(e) Safety, security and sanitation concerns.

(f) Potential security problems related to design, construction, or maintenance of the facility.

(g) Inmate concerns.

(h) Potential risks created by inmate behavior.

(i) Meal services.

212.3.1 AREAS TO BE INSPECTED

Supervisor inspections should occur in all occupied areas of the facility on a daily basis, including weekends and holidays. Inspections should be conducted randomly and special effort should be given to tour and informally inspect the following areas:

- Inmate housing areas
- Booking and receiving areas, including holding cells
- Exercise yard and recreation areas
- Visiting and program areas
- Medical and dental service areas

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- Vocational work areas (e.g., the kitchen, janitorial closets)
- Sallyports and transportation staging areas

212.4 INSPECTIONS OF SECURITY EQUIPMENT

The Detentions Captain shall ensure that weekly inspections of all security devices are conducted and shall have documented all actions taken to correct identified deficiencies, including maintenance records, and shall retain those records in accordance with established records retention schedules.

212.5 DOCUMENTATION AND REPORTING

Each staff member conducting the inspection or tour shall document the activity in the appropriate station form or facility log. The log should include any significant findings that indicate remedial action or training may be needed. Significant issues of security or safety shall be addressed promptly. Commendable or successful actions that should be replicated elsewhere in the facility should also be noted in the log.

The Shift Sergeant shall review the logs daily and ensure that any deficiencies noted are addressed or forwarded through the chain of command, as appropriate, and that commendable actions are also appropriately addressed.

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Perimeter Security

213.1 PURPOSE AND SCOPE

The purpose of this policy is to establish this facility's security perimeters, to ensure that incarcerated inmates remain inside the perimeter, and that visitor, vendor, volunteer and employee access is granted only with proper authorization and through designated safety vestibules and sallyports. The secure perimeter of this facility will provide protection from the escape of persons being processed, held or housed, and will act as a defense against the entry of unauthorized persons. It shall also be maintained to prevent contraband from entering the secure areas of the facility.

213.2 POLICY

All entry points to the secure perimeter of the facility shall be monitored and controlled continuously by Master Control staff. The entire perimeter shall be inspected, maintained, monitored and continuously assessed to ensure its physical integrity and prevent unauthorized entry, inmate escape and contraband from entering the facility.

213.3 VISITORS

This facility shall be maintained as a secure area and no person shall enter any portion of the inner perimeter without specific authorization from the Detentions Captain or the authorized designee. All visitors shall be required to provide satisfactory identification, such as a valid driver license, valid passport or military identification. Visitors shall be required to sign in on the visitor log, state the reason for the visit, and undergo security screening. Visitors must wear a visitor's badge at all times. Visitors with known contraband items such as tools shall be escorted by staff members at all times while they are in the secure areas of the facility.

213.4 PROCEDURE

The secure perimeter shall be maintained by assigned staff. The Detentions Captain or the authorized designee shall ensure that a staffing plan is in place to monitor the secure perimeter of this facility. Suspicious activity at or near the perimeter shall immediately be reported to the Shift Sergeant and Master Control. Master Control staff shall initiate an appropriate facility and/or law enforcement response.

Individuals suspected to be in violation of any law may be subject to detention or arrest. Warrant checks should be conducted on all individuals who are on the property without proper authorization. Individuals found to be loitering on or around the perimeter of the facility will be stopped and questioned to determine the circumstances of their presence. They may be denied entrance into the facility or ordered to leave the premises.

Master Control staff shall identify all persons seeking to gain access to the secure perimeter of the facility. Persons delivering goods or services shall identify themselves to Master Control staff prior to being allowed access to the delivery area.

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Perimeter Security

Materials delivered to or transported from the facility's secure perimeter shall be inspected for contraband. Vendors making deliveries into the secure area of the facility will do so under the supervision of custody staff.

Keys to the secure perimeter shall be easily identifiable and issued only in emergency situations or with the authorization of the Detentions Captain or the authorized designee.

Weapons lockers are provided outside all secure perimeter entrances. All weapons must be secured prior to an individual being allowed to enter the facility.

The sallyport and the secure garage are to be used for the transfer of inmates.

Operation of the sallyport doors will be done in such a manner as to effectively control movement into and out of the secure perimeter of this facility. Master Control staff are responsible for ensuring all perimeter surveillance equipment is in good working order and shall immediately report malfunctions or failures to the on-duty supervisor and submit a work order to the Administrative Sergeant..

Outer perimeter security may be accomplished by using fencing or another type of barrier. These barriers should be designed to route vehicular and pedestrian traffic away from non-public areas. Outer perimeter lighting should be designed to illuminate all areas of the exterior to allow visual inspection by video monitor or perimeter patrols.

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Accessibility - Facility and Equipment

214.1 PURPOSE AND SCOPE

This policy is intended to ensure that staff and the general public have access to the facility, in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (29 USC § 794).

214.1.1 DISABILITY DEFINED

A disability is any physical or mental impairment that substantially limits one or more major life activities. These include, but are not limited to, any disability that would substantially limit the mobility of an individual or an impairment of vision and/or hearing, speaking or performing manual tasks that require some level of dexterity. Additionally, disability includes a physical or mental impairment that would inhibit a person's ability to meet the requirements established by the Office for conducting visitation or other business in the facility.

214.2 POLICY

The Weld County Sheriff's Office prohibits discrimination of persons with disabilities. The Weld County Sheriff's Office adheres to the ADA and all other applicable federal and state laws, regulations and guidelines in providing reasonable accommodations to ensure that the facility is reasonably accessible to and usable by individuals.

214.3 ACCOMMODATIONS

As part of the compliance with the ADA and the commitment to provide access to persons with disabilities, the Office will provide reasonable accommodations that include, but are not limited to:

- Vehicle parking areas that accommodate cars and vans or other vehicles with wheelchair lifts.
- Public areas that are wheelchair accessible.
- Drinking fountains that can accommodate wheelchairs or other mobility devices.
- ADA-compliant elevators.
- Restroom areas that are wheelchair compliant and meet ADA standards for accessibility.
- Services and equipment for the deaf and hard of hearing.
- Visitor check-in areas.
- Visitation areas, including attorney interview rooms that can accommodate wheelchairs and other mobility devices.

214.4 ADA COORDINATOR

A Human Resources staff member serves as the ADA Coordinator for the County in conjunction with the Director of Buildings and Grounds. The ADA Coordinators responsibilities include, but

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are not limited to, coordinating compliance with ADA requirements. The ADA Coordinator should be knowledgeable and experienced in a variety of areas, including:

- The office structure, activities and employees, including special issues relating to the requirements of the detention facility.
- The ADA and other laws that address the rights of people with disabilities, such as Section 504 of the Rehabilitation Act (29 USC § 794).
- The accommodation needs of people with a broad range of disabilities.
- Alternative formats and technologies that enable staff, inmates and the public with disabilities to communicate, participate and perform tasks related to jail activities.
- Construction and remodeling requirements with respect to ADA design standards.
- Working cooperatively with staff, inmates and the public with disabilities.
- Local disability advocacy groups or other disability groups.
- Negotiation and mediation.

214.5 DISSEMINATION OF INFORMATION

The ADA Coordinator will be responsible for the dissemination of information to staff and visitors on issues specifically related, but not limited to:

- Services available to members of the public who are disabled.
- Accessing services to accommodate disabilities.
- Registering complaints or grievances relating to issues involving the ADA.

214.6 TRAINING

The ADA Coordinator should work with the Training Sergeant as appropriate, developing training regarding issues specifically related, but not limited to:

- The requirements of Section 504 of the Rehabilitation Act (29 USC § 794).
- Office policies and procedures relating to ADA requirements.

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News Media Relations

215.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to this facility's incidents and general public information.

215.2 POLICY

It is the policy of this office that the ultimate authority and responsibility for the release of information to the media shall remain with the Sheriff. However, in situations not warranting immediate notice to the Sheriff and in situations where the Sheriff has given prior approval, the Detentions Captain, Shift Sergeants or designated Public Information Officer may prepare and release information to the media in accordance with this policy and applicable law.

215.3 MEDIA REQUEST

Any media request for information or access to this facility shall be referred to the designated Public Information Officer or, if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this office make any comment or release any official information to the media without prior approval from a supervisor or the designated Public Information Officer.

(b) In any situation involving a law enforcement agency, reasonable efforts shall be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this office.

(c) Under no circumstance should any member of this office make any comment to the media regarding any law enforcement or corrections-related incident that does not involve this office without prior approval of the Sheriff or the authorized designee.

215.4 MEDIA ACCESS

Authorized members of the media may be provided access to scenes of disasters, investigations, emergencies and other law enforcement activities related to this facility, subject to the following conditions:

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times.

(b) Media representatives may be prevented from interfering with emergency operations and investigations.

1. In situations where media access would reasonably appear to interfere with the facility's security, emergency operations or an investigation, every reasonable effort should be made to provide media representatives with information regarding the incident in such a manner that does not compromise the safety and security of the inmates, staff or the facility itself. All information released to

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the media should be coordinated through the Public Information Officer or other designated spokesperson.

(c) No member of this office shall be subjected to media visits or interviews without the consent of the involved employee.

(d) Media interviews with individuals who are in custody shall not be permitted without the approval of the Sheriff and the express consent of the person in custody. The supervisor shall obtain a signed waiver from the inmate prior to being interviewed, photographed or videotaped.

215.5 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of personnel working in this facility, advance information about planned actions by custody personnel, such as movement of persons in custody or the execution of a mass arrest in which field booking is arranged, should not be disclosed to the news media nor should media representatives be invited to be present at such actions except with the prior approval of the Sheriff.

Any exceptions to the above should only be considered for the furtherance of this facility's legitimate purposes. Prior to approving any exception, the Sheriff will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

215.6 SCOPE OF INFORMATION SUBJECT TO RELEASE

The Office will maintain a daily log of individuals who are currently in custody or were recently booked. Unless restricted by law and except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation, the following information on inmates and persons booked is considered public information and can be released upon request:

(a) The full name and occupation of the inmate

(b) The inmate's physical description, including age

(c) Date and time of arrest

(d) Date and time of booking

(e) Location of arrest

(f) The factual circumstances surrounding the inmate's arrest

(g) All charges the inmate is being held on, including outstanding warrants, probation/ parole holds

(h) Amount of bail

(i) The time and manner of the inmate's release or the location where the inmate is currently being held

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(j) Court appearance dates

(k) Arresting agency

Information on this facility's policies and procedures regarding non-security related matters (e.g., programs, facility rules and regulations, visitation, health care, religious services) can be released to the general public by any custody staff member. A copy of the applicable portions of this facility's policy and procedures manual can be made available for public review with the approval of the Sheriff.

Any information related to the safety, security and maintenance of order shall be redacted before being provided to the general public. Applicable regulations for the operation of a custody facility can be made available for review by the public and inmates. Inmates can request a copy through the inmate programs staff.

Information related to escapes, suicides or crimes occurring in this facility shall only be released with the approval of the Detentions Captain or the authorized designee.

Identifying information pertaining to a juvenile detainee shall not be publicly released without prior approval of a competent court, except as otherwise authorized by law. Information concerning incidents involving certain sex crimes and other offenses set forth in all applicable laws shall be restricted.

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or until otherwise cleared by the coroner's/medical examiner's office or otherwise required by law.

215.6.1 RESTRICTED INFORMATION

It shall be the responsibility of the Detentions Captain or the authorized designee to ensure that restricted information is not inappropriately released to the media by this office. When in doubt, authorized and available legal counsel should be consulted.

Examples of such restricted information include, but are not limited to:

(a) Confidential personnel information concerning staff and volunteers of the Office.

1. The identities of custody personnel involved in major incidents may only be released to the media pursuant to consent of the involved personnel or upon a request processed in accordance with the Colorado Criminal Justice Records Act (CRS § 24-72-301 et seq.).

(b) Criminal history information.

(c) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(d) Information pertaining to pending litigation involving this office.

(e) Information obtained in confidence.

(f) Any information that is otherwise privileged or restricted under state or federal law.

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Community Relations and Public Information

216.1 PURPOSE AND SCOPE

This policy provides guidelines to custody personnel when dealing with the public or interested groups when requests are received to share information about the operations and policies of the facility.

216.2 POLICY

It is the policy of the Weld County Sheriff's Office to protect the privacy rights of individuals while releasing non-confidential information to interested groups when requests are received. Information that has the potential to negatively affect the Detention Facility or an investigation will not be released.

216.3 RESPONSIBILITIES

The Detentions Captain is responsible for ensuring that the following information is public and available to all who inquire about it.

(a) Visitation schedule; this should include days and times visiting is allowed and how many visits inmates may receive, as well as reasons why visiting may be restricted.

(b) Telephone and correspondence rules and availability to inmates.

(c) Facility rules and limits of discipline.

(d) Access to personal care items for the indigent inmate.

(e) Access to medical, mental health and dental care.

(f) The process by which inmates are oriented to the facility.

This information is to be made available at the facility's front desk and assembled into a binder or clearly posted for public viewing. This information is provided to the inmates via the Inmate Handbook. At the discretion of the Sheriff, the information may also be made available electronically. No information will be released on persons whose booking process is not completed.

216.4 PROHIBITED MATERIALS

Policies, procedures and other information and materials related to the safety and security of inmates, custody personnel, the facility or the maintenance of order should not be provided as a part of the public information material unless directed by the Detentions Captain.

216.5 TOURS OF THE CUSTODY FACILITY

Tours of this facility may be arranged through the Support Services Division. Authorized tours are subject to facility rules and restrictions:

(a) Persons who tour this facility must be of an appropriate age as determined by the Sheriff.

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(b) A short application form must be completed and a background check for warrants will be conducted before an applicant is approved to participate in a tour.

A record of all facility tours should be maintained in accordance with applicable retention requirements.

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Victim Notification

217.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure victims of crimes receive notice when an inmate held for those crimes is released or escapes, and that victims receive any other notification required by Colorado law.

217.2 POLICY

It is the policy of this office to act in accordance with all laws regarding victim notification.

217.3 PROCEDURE

The Detentions Captain shall ensure that a system is in place for release or escape notifications on any inmate housed in this facility.

Notification requirements that are known during the booking process should be documented in the appropriate designated section of the inmate’s booking file.

A Victim Notification form will be filled out by the arresting agency at book-in that will include; victim name, phone number and offenders name.

In the event that an individual contacts this facility and requests notification on any inmate housed in this facility, staff should advise them to contact VINE LINK and get registered for notification or refer them to the Victim Advocate.

217.4 NOTIFICATION

Unless ordered by the court or a supervisor, no victim or witness information shall be provided to any inmate by any member of this facility (CRS § 24-4.1-303). Any unauthorized access or release of victim information is a direct violation of victim confidentiality and applicable policies, and may subject the person releasing the information to disciplinary action, up to and including termination from employment and/or criminal prosecution.

217.4.1 REQUIRED NOTIFICATIONS

The victim will be notified by the VINE LINK system upon a change in status of the offender.

Notification to a victim or the victim’s designee may be made by mail, electronic communication, telephone, or by an automated victim notification system.

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Vehicle Safety

218.1 PURPOSE AND SCOPE

It is the policy of this office to maintain and operate the vehicles assigned to this facility in a lawful and safe manner. The Office utilizes office-owned motor vehicles for a variety of applications. To maintain a system of accountability and ensure that office-owned vehicles are used appropriately, regulations relating to the use of these vehicles have been established. The term “office-owned” as used in this section also refers to any vehicle leased or rented by the Office.

218.2 POLICY

The Weld County Sheriff's Office provides vehicles for official business use and may assign take-home vehicles based on its determination of operational efficiency, economic impact to the Office, tactical deployments and other considerations.

218.3 USE AND SECURITY OF AGENCYOFFICE VEHICLES

All staff members who operate office-owned or leased vehicles must comply with all applicable state laws and must possess a valid driver license endorsed for the type of vehicle operated.

218.3.1 USE OF SEAT BELTS

The use of seat belts and other safety restraints significantly reduces the chance of death or injury in case of a traffic collision. This policy establishes guidelines for seat belt use to promote maximum operator and passenger safety, thus reducing the possibility of death or injury as the result of a motor vehicle crash. This policy will apply to all members operating or riding in office vehicles.

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this office, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

Whenever possible, inmates should be secured in a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts. The inmate should be in the seating position for which seat belts have been provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

No person shall operate an office vehicle in which the seat belt in the driver’s position is inoperable. No person shall be transported in a seated position in which the seat belt is inoperable.

No person shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts, except for vehicle maintenance and repair staff who shall do so only with the express authorization of the Sheriff.

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Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

218.3.2 VEHICLE SECURITY
Office vehicles will be locked and the keys will be secured when not in use. The staff will make every effort to ensure that the vehicles are parked in a secure location.

Under no circumstances will inmates be allowed to operate a vehicle or have possession of any vehicle keys. Inmate workers who are assigned to clean vehicles must be closely supervised by staff.

The loss of any vehicle key shall be promptly reported, in writing, to the on-duty supervisor.

218.4 VEHICLE INSPECTIONS
All office-owned vehicles are subject to inspection and or search at any time by a supervisor. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or any of its contents, regardless of who owns the contents.

218.5 VEHICLE SAFETY REPAIRS
Anyone authorized to drive office vehicles is responsible for assisting in maintaining the vehicles so that they are properly equipped, maintained and refueled and present a clean appearance.

Anyone authorized to drive office vehicles is responsible for inspecting the interior and exterior of any assigned vehicle before placing the vehicle into service and again at the conclusion of his/her shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

Vehicles that are deemed as unsafe shall not be used until necessary repairs are made. The written request for repairs shall be submitted before the operator checks out a replacement vehicle. The Quartermaster or the authorized designee shall monitor the maintenance requests and ensure that the necessary repairs are made before the vehicle is placed back into service.

218.6 COLLISION DAMAGE, ABUSE AND MISUSE
When an office-owned or leased vehicle is involved in a traffic collision, the involved member shall promptly notify a supervisor. A traffic collision report shall be filed with the agency having jurisdiction. The member shall complete the county’s vehicle accident and damage form.

When a collision involves an office vehicle or when a member of this office is an involved driver in a collision that occurs in this jurisdiction, and the collision results in serious injury or death or potentially involves any criminal charge, an outside agency should be summoned to handle the investigation. If the member is incapable of completing the county’s vehicle accident and damage form, a supervisor shall complete the form.

Any damage to a vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered. It shall be documented in memorandum

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format and forwarded to the Shift Sergeant. An administrative investigation will be conducted to determine if there is any vehicle abuse or misuse. If it is determined that misuse or abuse was a result of negligent conduct or operation, appropriate disciplinary action may result.

218.7 TOLL ROAD USE

The administrative office manager shall maintain a record of all nonexempt license plates and, to prevent toll charges from accruing, shall notify the appropriate toll road authority of the Office vehicles that traverse the toll roads while in the performance of their official duties.

All employees who utilize a toll road in the performance of their duties in a vehicle that is not equipped with an automatic toll pass shall immediately notify their direct supervisor of toll road use. Supervisors will forward all toll road usage memos to the administrative office manager immediately upon their receipt. Toll roads should be avoided if an alternative route exists that will not cause undue delay in the performance of one's duties.

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Fitness for Duty

219.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Office and the community. The purpose of this policy is to ensure that all employees of this office remain fit for duty and able to perform their job functions.

219.2 POLICY

The Weld County Sheriff's Office strives to provide a safe and productive work environment and ensure that all members of this office can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Office may require a professional evaluation of a member's physical and/or mental capabilities to determine the member's ability to perform essential functions.

219.3 DEFINITIONS

Invalid evaluation -- A finding indicating the employee may not have cooperated with the evaluation, has not been truthful, or has shown malingering or other response manipulation on psychological tests causing test findings to be inconsistent or invalid.

No psychological diagnosis -- The results of the evaluation do not suggest that the employee is unfit for duty as a result of a mental disorder or mental health diagnosis.

Required Review Incidents--First responders to, or an active participant in, a line of duty death or serious injury of a colleague, an event where personal safety is unusually jeopardized or any significant event capable of causing considerable emotional distress to those who are exposed to it.

Unfit for duty -- A finding that the employee is unfit for duty and unlikely to become fit in the foreseeable future, with or without treatment.

Unfit but treatable -- A finding that the employee is currently unfit but appears amenable to treatment that will restore fitness in a reasonable amount of time. These findings mean employee leave time is considered as sick leave and no longer as administrative leave from that time the finding is made.

Treatment Practitioner: A practitioner selected by the employee that provides treatment to the employee for a condition.

Examining Practitioner: A practitioner appointed by the Sheriff or Human Resources that determines if an employee is fit for duty. At the discretion of the Sheriff, the examining practitioner may also be the treatment practitioner.

Safety-Sensitive Job Assignment--Any job assignment with essential duties that require the employee be armed, have custody of another person, supervise prisoners, operate an emergency motor vehicle, provide security to the Court or transport prisoners. This also includes employees

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who control the dispatch or movement of employees performing these essential duties. Safety-Sensitive Jobs include the following:

- Undersheriff
- Captain
- Lieutenant
- Sergeant
- Deputy
- Master Control Operator
- Reserve Deputy

Cause—objective facts and rational inferences drawn from those facts that would cause a reasonably prudent supervisor to conclude an employee may be a risk to public or workplace safety because of psychological fitness. Examples of behaviors that may be considered for cause may include, but are not limited to, threats of violence, impaired concentration, abusive behavior of co-workers, prisoners or the public, emotional responses disproportionate with stimuli, angry outbursts, paranoia, anxiety, or unexplained changes in behavior.

219.4 MEMBER RESPONSIBILITIES

It shall be the responsibility of each member of this office to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of the position.

During working hours, all members are required to be alert, attentive, and capable of performing their assigned responsibilities.

Members who feel unable to perform their duties shall promptly notify a supervisor. In the event that a member believes that another office member is unable to perform the member's duties, such observations shall be promptly reported to a supervisor.

219.4.1 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 16 hours in a one-day period (24-hour period)
- 30 hours in any two-day period (48-hour period)
- 84 hours in any seven-day period (168-hour period)

Except in very limited circumstances members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, special events, contract work, general overtime, and any other work assignments.

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219.5 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform the member's duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member's normal behavior.

(b) A pattern of irrational conduct, hostility, or oppositional behavior.

(c) Personal expressions of instability.

(d) Inappropriate use of alcohol or other substances, including prescribed medication.

(e) A pattern of questionable judgment, impulsive behavior, or the inability to manage emotions.

(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

219.5.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform the member's duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document the supervisor's observations and actions in a written report and inform the member's Lieutenant or Captain.

219.5.2 DUTY STATUS

If exigent circumstances exist, the supervisor may place the employee on paid administrative leave.The supervisor shall determine if an application for a seventy-two-hour hold as provided in 27-65-106 is necessary.

Absent exigent circumstances, in conjunction with the Lieutenant or the member's Captain, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of the member's job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of the member's job, the supervisor the member's Lieutenant or Captain should immediately relieve the member of duty and placed on paid administrative leave pending further evaluation.

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Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Sheriff or Undersheriff shall be promptly notified in the event that any member is relieved of duty.

219.6 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered by the Sheriff or Undersheriff whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

A fit for duty may also be ordered when a required review incident has occurred.

219.6.1 PROCESS

The Sheriff or Undersheriff, in cooperation with the Department of Human Resources, may order the member to undergo a fitness-for-duty evaluation.

Paid administrative leave may be used while the member undergoes a fit-for-duty evaluation.

Approved requests are forwarded to the IA sergeant. The IA sergeant or designee contacts the member and provides instructions about scheduling and where to go.

The examining practitioner will provide the Office with a report indicating whether the member is fit for duty. If the member is not fit for duty, the examining practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Office will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner or the treatment practitioner shall be stored in a secure confidential file.

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Employees not fit for duty may be required to undergo treatment from a qualified treatment practitioner at their own expense. At the completion of the treatment, the employee may be required to submit all reports and evaluations from the treatment practitioner to the examining practitioner to determine if the employee is fit for duty.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Department of Human Resources.

219.6.2 PSYCHOLOGICAL EXAMINATIONS

The Sheriff's Office is committed to providing a safe working environment and to protect the health and safety of staff, visitors, prisoners and the public. Personal and work-related trauma,

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injuries, and other significant events can occur that may result in psychological problems that could compromise public and workplace safety. Employees in safety-sensitive job assignments may be assessed to establish the employee's psychological fitness for duty, when reasonably necessary, to ensure public and workplace safety.

Referral to peer-support, or the agency psychologist, for voluntary counseling is not considered criteria for placing an employee on administrative leave, nor does it require that a psychological fit for duty assessment be initiated.

219.7 APPEALS

An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness-for-duty examination shall be entitled to an administrative appeal as outlined in the County Code.

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Staffing

220.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of the facility, staff, visitors, inmates and the public.

220.2 POLICY

It is the policy of the Weld County Sheriff's Office to ensure the safety, security and efficient operation of this facility by assigning custody personnel according to a detailed staffing plan that is developed and maintained in accordance with law.

220.3 STAFFING PLAN REQUIREMENTS

The Detentions Captain shall ensure that a staffing plan conforming to the class type and size of this facility is prepared and maintained as described in the following section. The plan should detail all custody personnel assignments, including work hours and weekly schedules, and should account for holidays, vacations, training schedules and other atypical situations. The North Jail Complex will be staffed with 24-hour coverage anytime it is occupied by inmates.

At a minimum, the staffing plan will include the following:

- Facility administration and supervision
- Facility programs, including exercise and recreation
- Inmate supervision
- Support services including medical, food services, maintenance and clerical
- Other jail-related functions such as escort and transportation of inmates

220.4 STAFFING ANALYSIS

The Sheriff or the authorized designee shall complete an annual comprehensive staffing analysis to evaluate personnel requirements and available staffing levels. The staffing analysis will be used to determine staffing needs and to develop staffing plans.

This analysis shall include information gathered in collaboration with the health care provider in each facility regarding staffing requirements and an appraisal of health care services provided. The analysis relating to health care personnel shall be annually reviewed for adequacy and approved by the Health Services Administrator.

The Detentions Captain should ensure that staffing levels are sufficient to consistently and adequately fill essential positions, as determined by the staffing plan (28 CFR 115.13). Relief factors for each classification and position should be calculated into the staffing analysis to ensure staffing levels will consistently meet requirements. Staff should be deployed in an efficient and cost-effective manner that provides for the safety and security of the staff, inmates and the public.

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The staffing analysis should be used to identify whether required activities are being performed competently and in compliance with current laws and office policies. If deficiencies are noted, the staffing analysis should also include recommendations regarding what corrective measures may be needed, including the following:

(a) Operational changes

(b) Equipment requirements

(c) Additional training

(d) Supervisory intervention

(e) Additional personnel

220.5 REPORTING

The Sheriff will cause a report of the findings of the staff analysis to be submitted to the officials responsible for funding the detention facility operation.

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Employee Speech, Expression and Social Networking

221.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the legitimate needs of the Office.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

221.1.1 APPLICABILITY

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

221.2 POLICY

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this office. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this office be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Weld County Sheriff's Office will carefully balance the individual employee’s rights against the Office’s needs and interests when exercising a reasonable degree of control over its employees’ speech and expression.

221.3 SAFETY

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Weld County Sheriff's Office employees, such as posting personal information in a public forum, can result in compromising an employee’s home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee’s family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of a deputy who is working undercover.
- Disclosing the address of a fellow deputy.
- Otherwise disclosing where another deputy can be located off-duty.

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221.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the office's safety, performance and public-trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Office or its employees.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Office and tends to compromise or damage the mission, function, reputation or professionalism of the Office or its employees. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitution.
2. Expression that demonstrates support for criminal activity.
3. Participating in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example, posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the detention facility. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.

(e) Speech or expression that is contrary to this office's Code of Ethics.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the detention facility for financial or personal gain, or any disclosure of such materials without the express authorization of the Sheriff or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of office logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Office on any personal or social networking or other website or web page, without the express authorization of the Sheriff.

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(h) Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or office-owned, for personal purposes while on-duty, except in the following circumstances:

1. When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
2. During authorized breaks; however, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

221.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

Unless specifically authorized by the Sheriff or the authorized designee, employees may not represent the Weld County Sheriff's Office or identify themselves in any way that could be reasonably perceived as representing the Weld County Sheriff's Office in order to do any of the following:

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or on any website

When it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization but is likely to be identified as affiliated with this office, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Office.

221.5 PRIVACY EXPECTATION

Employees forfeit any expectation of privacy with regard to anything published or maintained through file-sharing software or any Internet site open to public view (e.g., Facebook, MySpace).

The Office also reserves the right to access, audit and disclose for whatever reason all messages, including attachments, and any information transmitted over any technology that is issued or maintained by the Office, including the office email system, computer network or any information placed into storage on any office system or device.

All messages, pictures and attachments transmitted, accessed or received over office networks are considered office records and, therefore, are the property of the Office. The Office reserves the right to access, audit and disclose for whatever reason all messages, including attachments, that have been transmitted, accessed or received through any office system or device, or any such information placed into any office storage area or device. This includes records of all key

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strokes or Web-browsing history made at any office computer or over any office network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through office computers or networks.

221.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Sheriff or authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Office or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Office.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Office.

221.7 TRAINING

Subject to available resources, the Office should provide training regarding employee speech and the use of social networking to all members of the office.

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Information Technology Use

222.1 PURPOSE AND SCOPE

This purpose of this policy is to provide guidelines for the proper use of office information technology resources, including computers, electronic devices, hardware, software and systems.

222.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Weld County Sheriff's Office that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Office or office funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite) pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications including "shareware." This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

222.2 POLICY

Weld County Sheriff's Office members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Office in a professional manner and in accordance with this policy.

222.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any office technology system.

The Office reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Office, including the office email system, computer network or any information placed into storage on any office system or device. This includes records of all key strokes or Web-browsing history made at any office computer or over any office network. The fact that access to a database, service or website requires a user name or password will not create an expectation of privacy if it is accessed through office computers, electronic devices or networks.

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222.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to the Shift Sergeant.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by the Shift Sergeant.

222.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software infection, members shall not install any unlicensed or unauthorized software on any office computer. Members shall not install personal copies of any software on any office computer. Any files or software that a member finds necessary to install on office computers or networks shall be installed only with the approval of office information systems technology (IT) staff and only after being properly scanned for malicious attachments.

When related to criminal investigations, software program files may be downloaded only with the approval of IT staff and with the authorization of the Sheriff or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Office while on office premises, computer system or electronic device. Such unauthorized use of software exposes the Office and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of office- or county-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff.

222.4.2 HARDWARE

Access to technology resources provided by or through the Office shall be strictly limited to office-related activities. Data stored on or available through office computer systems shall only be accessed by authorized members who are engaged in an active investigation, assisting in an active investigation, or who otherwise have a legitimate law enforcement or office-related purpose to access such data. Any exceptions to this policy must be approved by the Shift Sergeant.

222.4.3 INTERNET USE

Internet access provided by or through the Office shall be strictly limited to office-related activities. Internet sites containing information that is not appropriate or applicable to office use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography,

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gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of the Shift Sergeant as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

222.4.4 OFF-DUTY USE

Members shall only use technological resources related to their job while on-duty or in conjunction with specific on-call assignments unless specifically authorized by the Shift Sergeant. This includes the use of telephones, cell phones, texting, email or any other "off-the-clock" work-related activities.

222.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure office computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by the Shift Sergeant and shall be changed at intervals as directed by IT staff or the Shift Sergeant.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to the Shift Sergeant.

222.6 INSPECTION OR REVIEW

The Shift Sergeant or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Office involving one of its members or a member's duties, an alleged or suspected violation of any office policy, request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the office computer system when requested by the Shift Sergeant or during the course of regular duties that require such information.

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Peer Support Team

223.1 PURPOSE AND SCOPE

The Sheriff’s Office employs over 400 full and part time employees. With an ever growing population, the office and its staff encounter an ever increasing number of critical incidents that may affect employees psychologically and emotionally. Deputies have traditionally supported each other when experiencing emotional difficulties or troubling stressors, however, there has been no structure or outreach defined by policy.

The Peer Support Team (PST) will provide support to personnel experiencing personal and/ or work related stress and also during and following critical incidents while on or off duty. In addition, the PST provides peer support for personnel and their families who experience stresses generated by the role of law enforcement in today’s society. The Peer Support Team also assists the department licensed mental health professional as needed.

The Peer Support Team and the PST Clinical Supervisor (department licensed mental health professional) will assist the Professional Standards Unit in providing pre-incident training for all Sheriff's Department sworn personnel. This pre-incident training will address the Officer Involved Shooting Protocol and associated potential responses to Office Involved shootings and other critical incidents at a minimum.

223.2 DEFINITIONS

Critical Incident: An incident that has the potential to cause significant physical or mental injury or to overwhelm the individual's capacity to manage the emotional impact.

Examples of critical incidents may include but are not limited to:

1. Shootings involving serious bodily injury or death.
2. Deputy involved shootings.
3. Death of a fellow or former employee.
4. Assault on an employee.
5. In custody deaths.
6. Significant suicide attempts.
7. Employee hostage situations.
8. Vehicular crashes that involve serious bodily injury or death.
9. Unusual catastrophic incidents such as an airplane crash, school bus crash, a fire, flood or tornado that causes loss of personal property, serious bodily injury or death.

Note: After many critical incidents, staff members may be placed on paid/unpaid administrative leave pending the results of an internal/criminal investigation or court proceedings. Peer Support Team members are still authorized to communicate with individuals during these time periods. The Peer Support Team Coordinator should be notified before any of these meetings take

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place. If a meeting would potentially hurt the image or mission of the Sheriff's Office, it should be brought under the advisement of the Sheriff before the meeting takes place. After a staff member is separated from the Sheriff's Office, they may be contacted by a member of the Peer Support Team to be advised of available counseling and assistance if they should need any. The Department's licensed mental health professional may also provide counseling to individuals who have separated from the Sheriff's Office for up to three additional months after separation.

Leave following a critical incident: An employee directly involved in a critical incident that does not involve the death or serious injury of another person due to the employee's actions may be granted immediate administrative leave at the discretion of a supervisor. Additional time off for sick (administrative) leave may be granted by the Sheriff or designee.

In incidents where an employee's actions result in the death or serious injury of another person, the employee may be placed on administrative leave until the administrative investigation of the incident is completed. Administrative leave beyond the completion of the administrative investigation is at the Sheriff's discretion.

223.3 ORGANIZATION AND ADMINISTRATION

The PST is comprised of Sheriff’s Office personnel and operates under the general direction of the PST Clinical Supervisor and the specific direction of the team coordinator and assistant coordinators. If the team coordinator is unavailable to oversee the team, one of the assistant coordinators assumes responsibility. In the event of the absence of the team coordinator and the assistant coordinators, an acting coordinator will be designated.

223.4 TEAM SELECTION

The PST Coordinator is designated by the Sheriff. The assistant coordinators are selected by the PST Clinical Supervisor and PST Coordinator. Department personnel are notified when there are vacancies on the PST. Interested personnel must submit a letter of interest to the PST coordinator within the specified time limit. In the letter of interest, applicants must include (1) information about why they wish to become a member of the PST, (2) a list of any past training relevant to peer support, (3) a description of experiences relevant to peer support, (4) a brief statement about how they personally manage stress, and (5) any other information pertinent to their application.

Applicants are screened and interviewed by the Coordinator and selected members of the PST to determine suitability. Current PST members may provide input before an applicant is appointed to the team. The PST Coordinator submits a list of qualified applicants to the Sheriff, via the Chain of Command, for final approval and appointment to the PST.

223.5 CONFIDENTIALITY

PST confidentiality is specified under Colorado Revised Statutes 13-90-107(m) and 12-30-125. Specific interactions are protected under this statute.

There are several circumstances where information obtained by PST members is not confidential, that include but are not limited to:

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(a) A law enforcement or firefighter peer support team member was a witness or a party to an incident which prompted the delivery of peer support services.

(b) Information received by a peer support team member is indicative of actual or suspected child abuse, as described in section CRS 18-6-40.

(c) Actual or suspected child neglect, as described in section CRS 19-3-102

(d) Actual or suspected crimes against at-risk persons, as described in CRS 18-6.5-103

(e) Due to alcohol or other substance intoxication or abuse, as described in CRS 27-81-111 and 27-82-107, the person receiving peer support is a clear and immediate danger to self or others.

(f) There is reasonable cause to believe that the person receiving peer support has a mental illness and, due to the mental illness, is an imminent threat to self or others or is gravely disabled as defined in CRS 27-65-102.

(g) There is information indicative of any criminal conduct CRS 13-90-107(m) and 12-30-125.

(h) Peace officer members of the PST are required to take action, including arrest, in domestic violence cases where there is probable cause that a crime has been committed.(CRS 18-6-803.6)

PST members are subject to all other disclosures mandated by law. Information communicated in PST interactions is not subject to disclosure in any administrative investigation.

223.6 PEER SUPPORT TEAM RESPONSE

Any Sheriff's Office personnel involved in a critical incident may be relieved of his/her duty and receive support and counseling, if required, from a member of the PST under the direction of the Clinical Supervisor. The PST is available on a 24-hour call-out basis. Any Sheriff's Office personnel may request a team member to respond to an incident and any team member may respond to any incident where assistance may be required. The PST Coordinator should be advised before any team member response whenever practical.

PST members may be asked to respond to the scene of any critical incident or other location to meet with involved personnel to provide immediate support. PST members may be requested to respond in the following situations:

1. Any critical incident
2. Any incident where a supervisor requests response of the PST
3. At the direction of the PST Clinical Supervisor or the PST coordinator
4. Upon the request of an involved employee
5. Any incident that is serious enough to warrant a clear need for PST support.

PST members should make a reasonable effort to contact the team coordinator prior to responding to a critical incident. If this is not possible, PST members must notify the team coordinator as soon as practical. While engaged in a PST role, PST members shall not be utilized for other

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assignments. In the event that any personnel directly involved in a critical incident requests a particular PST member who is not a witness or a party to the incident, supervisors shall make every effort to release the requested PST member from an alternate assignment so that the PST member may provide peer support to the involved person.

Any person associated with the Sheriff's Office may request PST assistance with personal or work-related matters. Weld County's Employee Assistance Program is available as well.

Supervisors may recommend that persons under their direct supervision contact the PST Clinical Supervisor or members of the PST if it is believed that PST support would assist the person to better manage personal or work-related stress. Recommendations do not constitute a supervisory order and PST contact is optional.

223.7 CRITICAL INCIDENT DEBRIEFING

Critical incident debriefing is a resource for personnel who have recently experienced a critical incident. The PST, under the direction of the PST Clinical Supervisor, will determine whether a debriefing is necessary following an incident. Critical incident debriefing is open to all personnel directly involved and/or affected by the critical incident. Participation in any critical incident debriefing or other group interaction is optional. Debriefings and other group interactions conducted under the facilitation of the PST clinical supervisor are confidential within the limits prescribed by law. C.R.S. 13-90-107(m) and 12-30-125.

PST member facilitated critical incident debriefings must be approved by the PST Clinical Advisor and shall be conducted in accordance with the PST Operational Guidelines which will be found in the most recent Peer Support Team Manual. The identity of participants and information discussed during any PST-member facilitated debriefing or other group PST interactions are considered confidential and shall not be subject to inquiry by Internal Affairs or other administrative inquiry.

Personnel involved in an Internal Affairs investigation or a supervisory inquiry that request assistance in dealing with the stress related issues arising from the investigation or inquiry may utilize the support services of the PST Clinical Advisor or uninvolved members of the PST.

223.8 POST-INCIDENT SERVICES

Post-incident services will be afforded to the involved officer, the officer's family and significant others. These services include:

1. Confidential post-incident and on-going intervention with the Coordinator or a qualified mental health professional
2. Peer support, upon the direction and guidance of the coordinator
3. Support during incident related recordings and reports
4. Temporary or administrative leave to manage the impact of the incident on the deputy, his or her family and significant others

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5. Guidelines and procedures for an officer's return to duty, which include ongoing support, consideration for returning to the scene of the incident, firing his or her weapon at the shooting range, and participation in a re-entry program with a partner

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Temporary Modified Duty Assignments

224.1 PURPOSE AND SCOPE

The purpose of this policy is to establish procedures for assigning employees to modified duty. Temporary modified-duty assignments may be available to employees who have incurred a duty-related illness, or injury, and due to restrictions or limitations, are unable to perform their regular assigned duties. Non-duty related illnesses, or injuries, may also be considered for eligibility in accordance with this policy. Eligibility for modified-duty assignment is subject to the approval of the Sheriff or an authorized designee.

Temporary modified-duty assignments are intended to provide an employee with the ability to continue working, within the limits of his/her restrictions and limitations, on a temporary basis while providing the Office with a productive employee during the interim.

Temporary modified-duty assignments are not guaranteed, and any assignments are dependent upon the needs of the Office. Special tasks/projects, or vacancies in critical positions, as determined by the Sheriff or his designee, will be considered for temporary modified-duty assignments. The Office will engage in a good-faith, interactive process to consider reasonable accommodations for any employee with temporary limitations or restrictions.

224.2 POLICY

Definitions related to this policy include:

Modified duty - A temporary limited-term assignment not requiring performance of the full range of duties associated with the employee’s regular job classification. Modified-duty also may be termed as light- duty.

Work-status report – A report generated by Weld County Human Resources that verifies an employee’s work status including; any limitations, restrictions, and the expected duration of the need for modified-duty assignments.

224.3 GENERAL CONSIDERATIONS

Modified-duty assignments shall be assessed, and regularly reassessed, to ensure the assignment meets the needs of the Sheriff’s Office, and the employee's ability to perform in a modified-duty capacity.

An injured employee may be assigned to a modified-duty position outside of his/her normal assignment, or duties, if it becomes available.

(a) If an employee cannot adequately perform in a modified-duty assignment, such assignment may be modified or terminated.

(b) The lack of Office need or a change in priorities may result in the employee's removal from or modification of a modified-duty assignment.

(c) The Office may place conditions, as deemed appropriate, upon any modified-duty assignment.

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224.4 PROCEDURE

1. Modified duty

(a) On an as-needed basis, the agency experiences the need for extra assistance to complete a special project, or experiences a critical vacancy, which requires an employee to temporarily fill a position until a hiring process can be completed.

i. These needs may be fulfilled with employees that are limited to modified-duty assignments.

(b) Modified-duty assignments may also consist of an assignment to another department in the county.

2. Modified duty assignments

(a) The Sheriff, or his designee, may assign employees who have temporary restrictions or limitations due to injury or illness to modified duty assignments.

3. Work assignment and schedule during modified-duty

(a) The employees current supervisor will provide the employee with a memo detailing the modified-duty, to include; assignment, schedule, limitations and restrictions determined by the employee’s healthcare provider, and the expected duration of the need for modified-duty.

i. A copy of the memo will be provided to Human Resources, the employee's temporary supervisor, the employee’s lieutenant and the Undersheriff.

ii. The employee's temporary supervisor shall coordinate efforts to ensure proper time accountability.

(b) The schedule may be adjusted to accommodate medical appointments or Office needs.

i. Employees on modified-duty are responsible for coordinating required doctor visits and physical therapy appointments, in advance, with their temporary supervisor, to appropriately account for any duty time taken.

(a) Doctor visits and appointments for treatment of injuries or illnesses that are not work-related shall be arranged during off-duty time or otherwise charged to the employee's sick leave.

ii. Employees shall have their health care provider promptly submit a status report to Human Resources, for each visit, and shall immediately notify Human Resources of any change in restrictions, limitations, or the expected duration, as determined by their health care provider.

(a) An employee assigned to a modified-duty assignment shall have their health care provider submit a status report, to Human Resources, no less than once every 30 days, while the employee is on modified-duty.

4. Duration and review of modified-duty assignments

(a) The duration of a modified duty assignment is dependent upon the needs fo the agency.

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224.4.1 RETURN TO FULL DUTY

Prior to returning to full-duty status, employees are required to provide an updated status report, signed by their health care provider, indicating that they are medically cleared to perform the basic and essential job functions of their assignment, without restriction or limitation.

(a) The status report will be provided to Weld County Human Resources.

(b) Human Resources will provide the Office with an updated work-status report that indicates the employee may return to full-duty, without restrictions or limitations.

The employee must notify their Lieutenant prior to returning to full duty from a modified-duty status.

(a) The Lieutenant verifies that the employee is eligible to return to full duty, without restrictions.

(b) The Lieutenant verifies that all training and certifications, necessary for a return to duty, are current.

(c) The Lieutenant notifies the employee that they can return to full duty.

(d) The Lieutenant sends a memo to the Undersheriff, advising the employee has returned to full duty.

224.4.2 MEDICAL EXAMINATIONS

The Office may require a fitness-for-duty examination of any employee assigned to a modified-duty assignment or of any employee having been on such assignment. Such examinations shall be at the expense of the Office.

224.5 PREGNANCY

Pregnancy is a temporary condition that permits an employee to seek a modified-duty assignment or job accommodations. When an employee discovers her pregnancy, she should consult with Weld County Human Resources, as soon as practicable, to ensure she is fully aware of all benefits available to her.

When the employee’s healthcare provider determines that the employee requires job restrictions, limitations, or accommodations; the employee shall have her healthcare provider submit a status report to Human Resources. Human Resources will provide the Office with a work-status report and the employee should follow the agency procedure for requesting a modified-duty assignment.

If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted, consistent with the County's personnel rules and regulations.

224.6 EXTENSION OF REVIEW STATUS

Employees who are in initial review or under special review, and are temporarily assigned to a modified-duty assignment, shall have their review period extended by a period of time equal to the employee's assignment to modified-duty.

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224.7 CERTIFICATIONS, TRAINING, AND QUALIFICATIONS

Employees assigned to modified-duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided the certification, training, or qualifications are not in conflict with any limitations or restrictions. Employees who are assigned to modified-duty shall inform their supervisor of any inability to maintain any certification, training or qualifications.

Employees assigned to modified-duty will not be eligible to attend training that does not support the essential requirements of their job function.

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Personal Appearance

225.1 PURPOSE

To ensure the appropriate professional appearance of all Weld County Sheriff's Office employees.

225.2 DEFINITIONS

Business Attire: A professional style of clothing consisting of, but not limited to, a button down collared shirt, neck tie, dress slacks, skirt or pant suit, and dress shoes.

Business Casual Attire: A semi-professional style of clothing that blends traditional business wear with a more relaxed style that is still professional and appropriate for an office environment, such as:

- Slacks or business dress pants, khakis, chinos, dark jeans without holes.
- Knee-length or maxi dresses.
- Button-down shirts, sweaters, blouses, henley or polo shirts.
- Cardigans, blazers, or sport coats (especially for the colder months).
- Shoes such as loafers, Oxfords, boots, pumps, or flats.
- Simple, professional accessories such as scarves, belts, or jewelry.

225.3 POLICY

Personal appearance should be maintained in a manner that is neat, clean and well-groomed.

Clothing

1. Sworn personnel: uniform should be clean, pressed and well maintained. Footwear and leather gear should be polished.
2. Civilian Personnel: All non-uniformed personnel are required to wear business or business casual attire that is appropriate for their assigned duties. (i.e., court appearances, training, office work)
3. Civilian Personnel are required to wear a county I.D. badge in a clearly visible manner in all Sheriff's Office facilities.
4. Only appropriate law enforcement related logos may be displayed on business casual attire.
5. Nothing from the following list shall be worn by employees, except sworn personnel with supervisor's approval for a specific mission or detail:
    - Well-worn athletic sneakers or tennis shoes.
    - Flip-flops, y- or thong-style sandals, or "croc" style sandals.
    - Dirty, stained, or wrinkled clothing.
    - Torn or ripped clothing, such as distressed jeans.
    - Clothing that is too tight or short.

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- Clothing that is oversized or too loose.
- Shorts.
- Tank tops or strapless shirts, backless or low-cut tops, or crop tops.
- Clothing with offensive or inappropriate messaging, logos, or text.
- Revealing items, including see-through items that reveal undergarments.
- Athleisure attire.

Hair; Sworn Personnel

1. Hair styles: Hair should be clean, neatly styled, and of a "natural" hair color (i.e., not colors unnatural to humans).
    - Males: hair must be neatly trimmed in a rounded, squared, or blocked style and does not touch the collar of the shirt.
    - Females: long hair must be secured in a fashion that eliminates risk (i.e., worn in a style that is secured to the back of the head).
    - Federal law prohibits discrimination against an individual, based on the individual's hair texture or hairstyle, if that hair texture or that hairstyle is commonly associated with a particular religion, race, or national origin; reasonable accommodations will be explored; however, safety is paramount and a hair style that presents a safety risk must be secured in a fashion that eliminates the risk.
        (a) Mustaches may be worn if they are professional and well-groomed, in appearance.
            i. Mustaches cannot extend below the corners of the mouth and cannot fully cover the upper lip.
            ii. Handlebar, Fu Manchu, horseshoe, or other extended types of mustaches are not authorized.
        (b) Beards and Goatees may be worn, if they are professional and well-groomed in appearance.
            i. Safety is a major concern. Deputies that choose to wear a beard/ goatee are encouraged to check the fit of SCBA and/or gas masks to ensure proper seal can be attained. If a proper seal cannot be attained, then the beard must be trimmed, or removed, to facilitate proper use of the safety equipment required for the deputy's job assignment; a beard length of ¾" or less is recommended. Safety, and the ability to properly use protective equipment, is the responsibility of the deputy.
            ii. Beards/ goatees cannot extend onto the neck.
            iii. Soul patches are not authorized.

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(c) Sideburns may be worn in a squared fashion to the bottom of the ear opening. Flared sideburns are not authorized.

The Sheriff, or his designee, determines if facial hair is professional and well-groomed.

Hair; Civilian Employees

1. Hair styles: Must be clean, neatly styled, and well-groomed in appearance, and of a "natural" hair color (i.e., not colors unnatural to human hair).
    - Unnatural colored highlights are acceptable but cannot exceed 20% of the total hair color.
        (a) Mustache and beards may be worn if they are professional and well-groomed in appearance.
        (b) The Sheriff, or his designee, determines if facial hair is professional and well-groomed.

Tattoos & Piercings

1. Modest piercings are allowed:
    - Nose piercings
        - Nostril is okay; septum, bridge, nasallang, & rhino piercings are not allowed.
        - No more than one piercing is allowed to be displayed.
        - Unusually large or obtrusive piercings are not allowed.
            - Ring thickness of 18 gauge (1mm) or smaller and a ring diameter of 10mm or smaller is allowed.
            - A stud size of 2mm or smaller is allowed.
    - Ear piercings
        - Sworn personnel, only females are allowed to wear one pair of post style earrings, one in each lobe, while on duty.
        - Civilian employees are authorized to wear earrings in a manner that presents a professional appearance.
            - Ear lobe, helix, daith, tash rook, rook, and forward helix are acceptable piercings.
            - Bars are allowed.
            - Gauges are not allowed.
    - Lip piercings
        - No lip piercings are allowed to be displayed.
    - Clear plugs can be worn to maintain piercings.

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2. Tattoos may be displayed while on duty or representing the agency unless considered controversial, disrespectful, or offensive.
3. Tattoos, scarifications, and brandings on the face, or front of the neck, are not authorized while on duty or representing the agency.
    - Modest hand tattoos are allowed, at the discretion of the Sheriff or designee.
    - Modest neck tattoos not extending onto the front of the neck, beyond the carotid arteries, are allowed at the discretion of the Sheriff or designee.
4. The Sheriff, or designee, determines if tattoos are controversial, disrespectful, or offensive.
    - Examples of potentially offensive body art:
        - Tattoos that bash a specific religion, race or gender.
        - Tattoos with profanity or controversial phrases.
        - Tattoos that bash or mock your company's values.
        - Tattoos of political figures.
        - Tattoos of weapons or threats of physical or emotional harm.
        - Tattoos of nudity or sexual innuendos.
        - Tattoos that promote drug or alcohol use.

Fingernails shall be clean, trimmed, and kept in a manner so that necessary equipment can be manipulated.

Cosmetics are authorized in moderation as long as a professional appearance is maintained.

Visible Jewelry should be reasonable and not present a safety hazard.

225.4 EXCEPTIONS

Supervisors may authorize exceptions that do not strictly adhere to the personal appearance policy, for personnel in specialized assignments, or for situations where the standards are not practical.

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Complaints

226.1 PURPOSE AND SCOPE

This policy provides guidelines for receiving and assigning complaints regarding the conduct of the Weld County Sheriff's Office (WCSO) members. The WCSO will take all complaints regarding the conduct of its members seriously. The complaint process will be reasonably convenient, courteous, and prompt. All signed, written complaints from parties with standing will be accepted, documented, and evaluated for further investigation. The citizens of Weld County may comment on, or report member misconduct without concern of reprisal or retaliation.

226.2 REFERENCES

Prison Litigation Reform Act (1996), C.R.S. 13-17.5-102.3; C.R.S. 24-31-902 C.R.S. 24-72-303

226.3 FORMS

See attachment: Admin Leave Notice 2024.pdf

See attachment: Complaint Form.pdf

226.4 DEFINITIONS

Administrative Leave - temporary separation of a member from the workplace when in the best interest of Weld County Government. Administrative leave for members includes regular pay and benefits except, under exceptional circumstances, pay and benefits may be suspended at the discretion of the Sheriff or the Undersheriff (unpaid admin leave).

Body Worn Camera (BWC) - an electronic device, provided by the WCSO, capable of capturing audio, video or both in a self-contained, rechargeable unit.

Complaint– an allegation of any misconduct by a member of the WCSO.

Complaint form– a WCSO provided form, or a document generated and signed by the complainant that contains all the requisite information; the date, time, location, and details of the incident, identity of the involved parties, the complainant's concerns, and any other information specific to the incident, such as report number or contact information.

Member– any person employed or appointed by the Weld County Sheriff's Office, including full-time deputies, reserve deputies, civilian employees, contract employees, and volunteers.

Misconduct – any conduct by a WCSO member that includes but is not limited to criminal conduct, violations of WCSO policy, post orders, general orders, written directives, rules, expectations, Weld County Code, etc.

Poor performance– performance which does not adhere to generally accepted modern policing standards.

Personnel Management Software - a software program used to document a complaint (Blue Team, Benchmark, etc.).

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Internal Investigation - an investigation of a complaint or allegation of misconduct, where a WCSO member is the alleged offending party.

Internal Affairs Unit– an investigative unit within the Administration Division that is tasked with maintenance of professional standards related to integrity, and the conduct of members.

Standing - the ability of an individual to bring a complaint based upon their stake in the outcome. A party seeking to demonstrate standing must be able to show enough connection to, or harm from, the conduct alleged in the complaint or allegation. Recipients of the alleged act are considered to have standing, as well as legal guardians and/or verified legal representatives.

Weapons – any handgun, rifle, shotgun, or conducted energy device, or other weapon defined by Colorado Statute

226.5 CITIZEN COMPLAINTS

(a) No member shall discourage, interfere, or unreasonably delay a person from making a complaint. Reasonable efforts will be made to ensure the complaint process is convenient, courteous, and prompt.

(b) When a citizen wants to file a complaint, they have two options:

  (a) Complete a complaint form (available at any WCSO location or from a member in the field) and drop it off or mail it to the Professional Standards Lieutenant.

  (b) Complete and submit a complaint form online.

(c) Received complaints will be forwarded to the Professional Standards Lieutenant.

226.6 SUPERVISOR COMPLAINTS (RESPONSIBILITY)

(a) When a supervisor observes or discovers member misconduct:

  (a) The supervisor will address the conduct at the level reasonable and proportional to the seriousness of the conduct.

    i. Supervisors have unilateral authority to impose disciplinary action when the action does not involve a loss of pay and/or benefits, or dismissal (verbal warning, verbal counseling, written warning, or written reprimand).

    ii. Supervisors must reference the employee's disciplinary history and request a range of discipline for similar offenses from Internal Affairs.

    iii. Written warnings and written reprimands must be provided to Internal Affairs by utilizing the complaint reporting system.

    iv. A supervisor must generate a report in the complaint reporting system for all discipline above the level of verbal warning and verbal counseling.

  (b) If the misconduct rises to a level of criminal activity or is so serious that the disciplinary action could result in a loss of pay or benefits, the supervisor will consult with the Professional Standards Lieutenant.

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(a) If the member's alleged actions jeopardize the safe and orderly operations of the Sheriff's Office, a Sergeant or above may place the member on paid administrative leave. The Sergeant or above will:

(a) Complete a written notice of administrative leave with pay and serve it to the employee when they are placed on leave.

(b) Collect agency issued weapon(s), BWC/blue tooth trigger, radio, identification, keys, proxy card, and badge, if applicable and deliver them to the Internal Affairs Unit.

(c) Notify their chain of command and the Internal Affairs Unit.

(c) Administrative Leave may be modified to Unpaid Administrative Leave (Weld County Code 3-3-70) and must be approved by the Sheriff or Undersheriff.

226.7 MEMBER COMPLAINTS

(a) When a member observes any other member(s) misconduct:

(a) The member will report the misconduct to an uninvolved supervisor.

i. The supervisor will address the conduct at the level reasonable and proportional to the seriousness of the conduct.

(b) Member-initiated complaints shall require a written statement. A signed complaint form is not required.

226.8 ASSIGNING COMPLAINTS

(a) Once the Professional Standards Lieutenant receives a complaint, they will verify the following:

(a) The complaint is received in a timely manner based on the seriousness of the complaint.

(b) The complainant has standing.

i. Third-party complaints will not be accepted.

(c) If a complaint is made by an inmate in secure custody of the Weld County Jail;

i. Complaints made by inmates in secure custody of the Weld County Jail related to confinement conditions or Detention's Division employee conduct shall be redirected to the Inmate Grievance Process prior to any Internal Investigation, consistent with the Prison Litigation Reform Act and C.R.S. 13-17.5-102.3.

ii. A Prison Rape Elimination Act (PREA) complaint of an inmate on inmate incident, is initially addressed by a Detentions Supervisor; however, any allegation of a staff on inmate incident will be reviewed by the Internal Affairs Unit.

(d) The complaint is not obviously false, frivolous, a repeated complaint over the same incident, or is an allegation that has already been addressed.

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(e) The complaint is signed and provides some form of contact information (phone number, email, physical address etc.).

(f) The complaint contains enough information for investigation.

(g) Prior to an internal investigation, the Sheriff or designee may determine that a complaint be administratively closed if the complaint would not constitute misconduct.

(b) Once a complaint is validated, the Professional Standards Lieutenant or the Internal Affairs Unit Sergeant will upload it to the Personnel Management Software, issue it a control number and assign it for investigation.

(a) Performance complaints will be handled by the members' supervisor, as they generally do not rise to the level of Internal Affairs intervention. Supervisor discretion is allowed; to provide training, mentoring/coaching, verbal warning/ counseling, written warning/reprimand, but is not limited to such.

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Administrative Investigations

227.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the investigations of complaints within the Sheriff's Office are consistent with provisions of the Weld County Code, best practices and WCSO policy. All administrative investigations will be conducted in an objective, unbiased, thorough manner. The WCSO recognizes this is essential to maintain accountability and public confidence.

227.2 FORMS

See attachment: Garrity Notice -2023.pdf

See attachment: Admin Leave Notice 2024.pdf

See attachment: Extension Request -2023.pdf

See attachment: Notice of Investigation 2024.pdf

227.3 DEFINITIONS

Administrative Investigation and Disciplinary Process – a formal process of internal control that assures that an allegation of violation of employer rules, policy, procedure, or other misconduct or improper actions by an employee are subject to a complete and objective investigation resulting in findings of fact and disciplinary action for any substantiated violation.

Body Worn Camera (BWC) - an electronic device, provided by the WCSO, capable of capturing audio, video or both in a self-contained, rechargeable unit.

Complaint – a written allegation of misconduct by any member.

Member– any person employed or appointed by the Weld County Sheriff's Office, including full-time deputies, reserve deputies, civilian employees, contract employees, and volunteers.

Misconduct– any conduct by a WCSO member that includes but is not limited to criminal conduct, violations of WCSO policy, post orders, general orders, written directives, rules, expectations, Weld County Code, violations of civil rights, etc.

Internal Affairs Unit – an investigative unit within the Administration Division that is tasked with maintenance of professional standards related to integrity, and the conduct of members

Personnel Management Software –a software program used to document an administrative investigation (Blue Team, Smartforce, etc.).

Subject Member – the member who is the subject of an administrative investigation.

227.4 GENERAL INVESTIGATIVE STEPS

(a) The assigned investigator shall review the complaint documented in the Personnel Management Software.

(b) The assigned investigator shall identify potential witnesses, sources of evidence and potential subject member(s).

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(c) If notice would not be detrimental to the investigation, the assigned investigator shall notify the subject member and their supervisor of the investigation within three (3) business days, using the Notice of Investigation form. The form will specify the date of the alleged incident and the nature of allegation.

(a) As reasonable, the investigator will not disclose the names of complainants, witnesses or other persons identified in the report.

(b) The investigator will admonish the subject member not to discuss or attempt to solicit any details of the incident, contact individuals as potential witnesses, or otherwise become involved in the investigation.

(d) All documents, interviews, and other forms of collected evidence shall be attached electronically to the Personnel Management Software incident. Large electronic files that exceed the upload restrictions of the Personnel Management Software will be stored in the Internal Affairs Unit safe or other appropriate restricted and secure storage location.

(e) Administrative investigations will be completed and submitted to the Administrative Captain or their designee for review and approval within 20 business days, absent extenuating circumstances.

(a) Time extensions may be approved by the Sheriff, or designee, when extenuating circumstances are shown.

(b) Complainant(s) and subject member(s) will be notified by the assigned investigator when extended time is approved.

Once the assigned investigator has completed the investigation, and attached all relevant documents, evidence, and information to the Personnel Management Software they will forward the investigation to the Administrative Captain for findings and discipline.

227.5 INVESTIGATIVE PRACTICES - CRIMINAL CONDUCT

(a) If criminal activity is discovered during any administrative investigation, the investigator will immediately suspend the investigation and notify the Sheriff, through the chain of command, and the Internal Affairs Unit.

(b) Information collected by the investigator that can be independently collected by criminal investigators and was not compelled or otherwise protected by the subject member's Garrity Rights, may be shared with criminal investigators.

(c) The administrative investigation will be completed by the assigned investigator only after the subject member has been charged or a determination not to file has been made by the jurisdictional authority.

(a) At the direction of the Administrative Captain, a parallel administrative investigation may be conducted, or

(b) The assigned investigator may observe during the criminal investigation to avoid the need to duplicate investigative actions, such as interviews.

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i. The assigned investigator must be present as an observer only and cannot be involved in the criminal investigation or offer input to criminal investigators.

ii. The assigned investigator may not be physically present in any criminal interviews but may observe the interviews remotely.

227.5.1 INVESTIGATIVE PRACTICES - UNTRUTHFULNESS

(a) Investigating allegations that a peace officer made untruthful statements (CRS §24-31-305)

(a) Upon notification or discovery, WCSO shall investigate when a peace officer, is alleged to have knowingly made an untruthful statement concerning a material fact, or knowingly omitted a material fact on an official criminal justice record, while testifying under oath, or during an administrative investigation and disciplinary process.

i. Any notification or discovery of an allegation of untruthful statements shall be referred to the Internal Affairs Unit and documented as an administrative investigation.

ii. WCSO is not required, but may opt, to investigate the allegation, if the subject member has not been employed for at least six (6) months preceding the date of notification.

iii. If the allegation is sustained, WCSO shall report the findings to POST.

227.5.2 INVESTIGATIVE PRACTICES - SEARCHES

(a) Searches of property and premises in the workplace may be conducted at any time, without notice, when there is reasonable suspicion that evidence may be present related to member wrongdoing (Weld County Code 3-3-40 Searches; Lexipol Standards of Conduct – Expectations of Privacy policy).

(a) The scope for searches includes, without limitation, offices, lockers, phones, BWC, desks, personal computer files, cabinets, file drawers, packages, envelopes, and county vehicles (or personal vehicles when used to conduct county business).

(b) The assigned investigator will seize evidence and document its custody and control in the Personnel Management Software.

(c) The assigned investigator will document facts, information and observations supporting reasonable suspicion, for the search, in the investigative report.

(a) Blood, breath, or urine tests shall be ordered when a supervisor reasonably believes the member may be under the influence of an intoxicating substance.

(a) Intoxilyzer alcohol testing equipment certified by the Colorado Department of Health CANNOT be used for administrative testing.

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(b) A member ordered to submit to a reasonable suspicion test shall be transported to the screening site by a supervisor, or other person designated by the supervisor, per the Drug and Alcohol Workplace Safety general order.

(c) Document facts, information and observations supporting reasonable suspicion in the investigative report.

227.5.3 INVESTIGATIVE PRACTICES - GARRITY

(a) The Garrity Advisement form should be read to the subject member and completed before the interview.

(a) At the discretion of the Internal Affairs Unit or assigned investigator, legal counsel representing the member can be present during the administrative interview. Legal counsel may not interfere with the interview(s).

227.5.4 INVESTIGATIVE PRACTICES - POLYGRAPHS

Polygraph examinations must be approved by the Sheriff or Undersheriff.

227.6 MEMBER OBLIGATIONS DURING AN INVESTIGATION

(a) All members will truthfully answer questions and cooperate fully during an administrative investigation.

(a) Failure to truthfully answer questions, disclose all information, or attempt to hide, alter, or destroy evidence, constitutes misconduct and dishonesty.

(b) Failure to fully cooperate including, but not limited to, attending scheduled appointments, answering questions, providing written statements or evidence, participating in an authorized polygraph examination, discussing or attempting to solicit details of the incident under investigation from others, constitutes misconduct and/or insubordination.

(a) The solicitation of statements or interview(s) of subject members or witnesses should occur during regularly scheduled work periods, when reasonably possible.

(a) Member interviews constitute work time.

(b) Work product(s) such as criminal reports, supplemental reports, public safety statements, observation logs, use of force reports, or other standard documentation completed during normal business, is considered a normal function of employment and is not compelled documentation.

(c) At the discretion of the Internal Affairs Unit or assigned investigator, legal counsel representing the subject member may be allowed to be present during the interview. Legal counsel may not interfere with the interview(s).

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Findings and Discipline

228.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure disciplinary actions taken by the Sheriff's Office are corrective in nature, provide a reasonable means for correcting performance, and are consistent with provisions of the Weld County Code.

228.2 REFERENCES

Board of County Commissioners of Weld v. Harold Andrews, Sheriff, 83CA0409; Weld County Code, Chapter 3 Human Resources, Article IV; Weld County Code 3-2-90 (c); WCSO General Order – Use of Accrued Vacation Leave In Lieu of Suspension.

228.3 DEFINITIONS

Complaint – an allegation of any misconduct by a member of the WCSO.

Findings– a conclusion based on analysis of information compiled in an internal investigation using specific evidentiary standard(s).

Findings Report– a report generated by the Administrative Captain detailing their analysis and resulting findings in response to an Internal Investigation.

Internal Investigation – an investigation of a complaint or allegation of misconduct, where a WCSO member is the alleged offending party.

Member– any person employed or appointed by the Weld County Sheriff's Office, including full-time deputies, reserve deputies, civilian employees, contract employees, and volunteers.

Personnel Management Software– a software program used to document an Internal Investigation (Blue Team, Benchmark, etc.).

Range of Discipline Report – a report generated by Internal Affairs detailing a subject members disciplinary history and findings from similar past disciplinary incidents.

Subject Member – the member who is the subject of an investigation.

228.4 FINDINGS TYPES

Exonerated – an investigative finding or conclusion that an event occurred but the totality of circumstances indicates there was no improper performance or conduct.

Inactivated – an investigative finding when the complainant fails to cooperate or provide enough specific information to conduct an effective investigation. Inactivated investigations are placed on hold pending further information and will be reactivated if actionable information is provided within 30 days.

Not Sustained – an investigative finding or conclusion that an event occurred but the totality of circumstances is insufficient to determine whether improper performance or conduct did, or did not, occur.

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Sustained – an investigative finding or conclusion that an event occurred, and the totality of circumstances indicates improper performance or misconduct was more likely than not.

Unfounded– an investigative finding or conclusion that an event never occurred and has no basis of fact.

228.5 EVIDENCE STANDARDS

Preponderance of the evidence – a burden of proof that requires the evidence to show that a fact or event was “more likely than not” to have occurred. It is commonly held that the preponderance of the evidence standard is defined as at least 51 percent of the evidence shows that a fact or event occurred.

Clear and Convincing evidence – a burden of proof that requires the evidence to show that a fact or event is “substantially more likely than not” to have occurred. This standard is higher than preponderance of the evidence, but it does not rise to the widely recognized standard of beyond a reasonable doubt that is used in criminal cases.

228.6 TYPES OF DISCIPLINE

(a) There are three general categories of disciplinary action that may be taken.
    (a) Discipline that does not affect pay or benefits.
    (b) Discipline that does affect pay or benefits.
    (c) Recommendation for dismissal.

(b) The recommendation for separation of a probationary member from the academy or FTO program, for failure to meet training standards, is not a disciplinary action.

228.7 RANGE OF DISCIPLINE

(a) The Internal Affairs Unit will generate a Range of Discipline report for the Administrative Captain or designee to aid in determining the range of discipline for similar violations.
    (a) The Administrative Captain or designee will consider the totality of circumstances before deciding on or recommending disciplinary action. These circumstances include but are not limited to:
        i. The seriousness of the violation
        ii. Prior work history
        iii. Experience
        iv. Mitigating, or aggravating, circumstances
            1. An effective intervention will be considered a mitigating factor in any discipline.
        v. Member attitude
        vi. The range of prior discipline for similarly situated members with similar violations

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(b) Members holding higher levels of responsibility may be held to higher standards of performance and thus have more severe disciplinary actions imposed than those who hold positions with lesser responsibility.

(c) The disciplinary action will be documented separately from the internal affairs investigation file in the Personnel Management Software.

228.8 DETERMINATION OF FINDINGS FOLLOWING AN INTERNAL INVESTIGATION

(a) Once an internal investigation is completed it will be assigned to the Administrative Captain or their designee for review and determination of appropriate findings.

(a) When reviewing investigations involving allegations of untruthfulness or omissions of material fact, the Administrative Captain or designee will determine findings using the clear and convincing evidence standard.

(b) When reviewing investigations involving allegations of all other misconduct, the Administrative Captain or designee will determine findings using the preponderance of the evidence standard.

(b) The findings will be based on the totality of circumstances and must be one of the following:

(a) Exonerated

(b) Inactivated

(c) Sustained

(d) Not sustained

(e) Unfounded

(c) The Administrative Captain or designee will prepare a findings report identifying the findings of each allegation.

(a) If the findings are sustained, the Administrative Captain or designee will determine disciplinary action or recommend termination to the Sheriff. The subject member’s chain of command will be notified of the findings.

(b) If the findings are anything other than sustained, the Administrative Captain or designee will notify the involved member and their chain of command of the findings.

228.9 DISCIPLINE THAT DOES NOT AFFECT PAY OR BENEFITS

(a) Discipline of this nature can be, but is not limited to; verbal warnings, verbal counseling, written warnings, and written reprimands when an internal investigation is not necessary.

(b) Supervisors have unilateral authority to impose disciplinary action when the action does not involve a loss of pay and/or benefits, or dismissal (verbal warning, verbal counseling, written warning, or written reprimand).

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(c) Supervisors have discretion whether to notify Internal Affairs when issuing a verbal warning or verbal counseling. Written warning and written reprimands must be provided to Internal Affairs.

(d) Supervisors will serve the verbal warning, verbal counseling, written warning, or written reprimand to the member.

(a) The written warning, or written reprimand will contain a synopsis of the facts and their decision on disciplinary action.

(b) The supervisor will obtain the signature from the member served, or a witness to the service, and date the signature.

(c) Members cannot utilize the grievance process for discipline that does not affect pay or benefits. The supervisor will not reference or give option for use of the grievance process in written warnings or written reprimands.

(d) Provide a copy to the member and forward the original written warning, or written reprimand and supporting documentation to Internal Affairs.

228.10 DISCIPLINE THAT DOES AFFECT PAY OR BENEFITS

(a) Authority is delegated to the Administrative Captain or designee, by the Sheriff, to use professional judgment and appropriate discretion to determine what disciplinary action affecting pay and benefits without dismissal, should be imposed.

(b) When the Administrative Captain or designee determines disciplinary action affecting pay and benefits is appropriate, they will prepare a summary document consisting of:

(a) The Findings Report

(b) The Range of Discipline Report

(c) The Administrative Captain's decision on disciplinary action

i. The Administrative Captain will serve the subject member with the summary document and obtain their signature or a witness signature to the service and record the date/time of the service.

ii. The Administrative Captain will provide the subject employee with Weld County Code 3-4-60 (Human Resources-Discipline and Grievance-Grievance procedure) and advise the subject member that the five-day clock to file a grievance began upon service.

228.11 RECOMMENDATION FOR DISMISSAL

(a) If the Administrative Captain or designee’s discipline recommendation is dismissal, they will provide the Sheriff or designee with the summary document.

(a) The Sheriff reviews the recommendation for dismissal and determines if a pre-dismissal hearing will be scheduled.

i. If so, service to the member and the pre-dismissal hearing are coordinated by the Internal Affairs Unit.

ii. The Internal Affairs Unit:

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1. Reviews the dismissal recommendation and supporting materials and consults with the Sheriff for scheduling, service, and documentation of pre-dismissal hearings.
2. Consults with the Human Resources, as needed, to support a continuing grievance process.
    (a) Preserves documents related to the disciplinary action in the Personnel Management System.
    (b) Forwards a copy of disciplinary action to Human Resources for the member’s file.

(b) Records related to all types of internal investigations are maintained in the exclusive custody and control of the WCSO and the Internal Affairs Unit.
    (a) Access to and release of these records should comply with the Colorado Open Records Act and Colorado Revised Statute §24-72-303(4) (a) through (g).
        i. The Sheriff, or designee, should be notified prior to the release of any IA file requested under the open records act.

228.12 REVOCATION OF POST CERTIFICATION FOR PEACE OFFICERS FOUND TO HAVE MADE UNTRUTHFUL STATEMENTS, AND POST REPORTING REQUIREMENTS

(a) Internal Affairs investigations that include any sustained allegations of a peace officer making untruthful statements or omissions of material fact will be reviewed by the Sheriff, or designee, to determine a finding in relation to CRS §24-31-305 (2.5) (a) (I) and (a) (II).

(b) If the Internal Affairs investigation shows, by clear and convincing evidence, that a peace officer, employed by the WCSO, knowingly made an untruthful statement concerning a material fact, or knowingly omitted a material fact on an official criminal justice record, while testifying under oath, or during an internal affairs or administrative investigation and disciplinary process;
    (a) The WCSO is required to report such fact to the POST Board on a form prescribed by the POST Board.
    (b) Upon notification, per CRS §24-31-305, the POST Board shall notify the peace officer of his/her right to request a "show cause hearing."
        i. If the POST Board revokes the peace officer’s POST certification, the revocation can be appealed to the POST Board, by the member.

(c) Nothing in CRS §24-31-305 prohibits the lawful use of deception or omission of fact by a peace officer while he or she is investigating criminal activity.

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Payroll Record Procedures

229.1 PURPOSE AND SCOPE

Payroll records are submitted to Human Resources on a bi-monthly basis for the payment of wages.

229.1.1 RESPONSIBILITY FOR COMPLETION OF PAYROLL RECORDS

Employees are responsible for the accurate and timely submission of payroll records for the payment of wages.

- Specific time reporting requirements may be imposed for employees depending upon their assignment.
- The time logged for the scheduled shift will be logged with the time reporting code of "Regular" in the payroll software
    - Deputies are allotted an additional .25 hours on their scheduled shift for vehicle pre-operational checks, equipment maintenance and preparation.
    - If the hours worked are spent working a special duty, training, or overtime, the associated department task needs to be selected.
- The time logged for any absence or tardiness during any scheduled shift (including volunteer or assigned shifts beyond the employees's regularly scheduled days) will be logged with the time reporting code related to the corresponding benefit time.
- Employees may be required to leave comments in the payroll management system that explain their absence from work.

229.1.2 TIME REQUIREMENTS

All employees are paid on a bi-monthly basis as scheduled by Weld County Human Resources. Payroll records shall be completed as required by Weld County Human Resources and Weld County Code..

229.2 DEFINITIONS

Scheduled shift - Any time that an employee is scheduled in advance to be at work.

Absence - Failure to work a scheduled shift, whole or in-part.

Excused absence - A scheduled or unscheduled absence that is properly documented for a valid reason, and can be accounted for through the use of benefit time or administrative leave as outlined by Weld County Code.

Unexcused absence - A period of time an employee misses work without a valid reason, proper notification, proper documentation, or availability of benefit time.

229.3 ACCOUNTING FOR TIME EARNED

Employees are required to accurately account for all time earned in the payroll management system.

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Employees are required to accurately account for all absences, whole or partial, for all scheduled shifts in the payroll management system. Benefit time must be used when an employee has an absence from any scheduled shift. Benefit time must be used as outlined in Weld County Code.

Supervisors are responsible for approving or denying accounted time in the payroll management system.

Supervisors shall request documentation when an employee requests to use any kind of leave without the proper amount of associated benefit time. This documentation will be used to verify the need for the absence and legitimize the employees accounted time in the payroll management system.

229.4 OVERTIME

Because of the nature of law enforcement work, and the specific needs of the Office, a degree of flexibility concerning overtime policies must be maintained.

Nonexempt employees are not authorized to volunteer work time to the Office. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

229.4.1 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. The supervisor approving the overtime must log their approval on the employee's time sheet.

229.4.2 CALL-IN TIME

Deputies are occasionally required to appear on their off-duty time, due to a call-in situation (staffing shortage, facility-wide shakedown, etc.). In these situations, the employee will be compensated accordingly.

All employees will receive a minimum of 2-hours credited time for all call-in appearances that occur outside of the employee's regularly scheduled work time.

If the call-in appearance does not exceed two hours, the employee logs two hours of call-in time on their time sheet.
The 2-hour minimum applies only if the employee has left their residence and is enroute to the jail.
If the call-in appearance extends longer than two hours, the employee logs the actual time worked.

229.4.3 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

TIME WORKED	INDICATE ON TIMESHEET
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour

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31 to 45 minutes	.75 hour
46 to 60 minutes	1.0 hour

229.4.4 VARIATION IN TIME REPORTED

Where three or more employees are assigned to the same activity, case or court trial, and the amount of time for which payment is requested varies between the three, the Shift Sergeant or other approving supervisor may require each employee to include the reason for the variation on their time sheet.

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Court Appearances and Subpoenas

230.1 PURPOSE AND SCOPE

This policy has been established to provide for the acceptance of subpoenas and court notices and to ensure that employees appear in court when requested and present a professional appearance.

230.1.1 DEFINITIONS

Definitions related to this policy include:

Electronic Subpoena - An electronic order directed to an individual commanding him/her to appear in court on a certain date and time to testify or produce documents in a pending court action. An electronic subpoena is accepted and tracked electronically by the issuing authority.

Mandatory appearance - Subpoenas and court notices require an employee's physical appearance in the specified court at the specified time unless advised by the notice or issuing attorney otherwise. Failure to appear either intentionally or by negligence may result in disciplinary action.

On call - When an employee has appeared in court or is on-duty and has been told by a member of the court that the employee is free to leave the court or return to duty, subject to being available by telephone or pager.

Standby - When an employee receives a subpoena or court notice of a type that allows him/her to not appear in court but to remain available by telephone or pager so that the employee may be directed to appear in court within a reasonable amount of time.

Subpoena - An order directed to an individual commanding him/her to appear in court on a certain date and time to testify or produce documents in a pending court action.

Subpoena Duces Tecum - A judicial order commanding a person to appear in court and produce an item(s) in the person’s personal custody and/or control to the Court

Trailing status - When an employee remains on standby status for additional court sessions until notified otherwise.

230.2 COURT SUBPOENAS

Employees who receive subpoenas or court notices related to their employment with this Office are subject to the provisions of this policy. Employees should be aware that their compliance is mandatory on all cases for which they have been properly subpoenaed or properly notified. This policy applies to civil and criminal subpoenas and notices. Employees are expected to cooperate with the prosecution to ensure the successful conclusion of a case.

230.2.1 SERVICE OF SUBPOENA OR DELIVERY OF COURT NOTICES

Service of a subpoena or court notice requiring the appearance of any employee in connection with a matter arising out of the employee's course and scope of official duties may be accomplished

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only by personal service on the employee unless the employee has signed a written admission or waiver of personal service (CRCP Rule 45(c); CRCP Rule 17(e)).

230.2.2 VALID SUBPOENAS

No subpoena or court notice shall be accepted for an employee of this office unless it has been properly served. Proper service may consist of the subpoena be placed in the employee's mailbox as long as sufficient time for the acceptance of service is provided.

230.2.3 ACCEPTANCE OF SUBPOENAS

PAPER SUBPOENAS

1. Work related paper subpoenas are received through inter-county mail or by personal service at the lobby counter during regular county business hours
2. Administration Division staff date and time stamp receipt a subpoena and place it in, or route it to, the appropriate employee's mail box
3. All employees check assigned mail boxes for subpoenas at the beginning of each regularly scheduled work day
    (a) Give a photocopy each subpoena to the supervisor
        i. Supervisors should, when able, attend court appearances to assess the quality of testimony given, demeanor, and appearance of subordinates
    (b) Promptly complete documentation of service acceptance for subpoenas from the District Attorney and send the documentation to the DA's Office via inter-county mail
4. Employees under paper subpoena by the District Attorney's Office will call
    (a) 970-356-4000 ext. 4746 prior to appearing and ensure that the subpoena has not been canceled or the appearance continued.
5. Direct questions about a subpoena to the attorney requesting the subpoena
    (a) Questions related to documents or materials requested in a Subpoena Duces Tecum should be directed to the Sheriff's Office Records Director
6. Document work time and note associated docket and/or case number on the electronic time sheet
    (a) Patrol Division personnel document subpoena work time associated with Sheriff's Office criminal cases in the electronic case management system

ELECTRONIC SUBPOENAS

1. Work related electronic subpoenas are received via the county e-mail system from www.cdacweb.com through the Colorado District Attorney's Council. Employees will electronically sign electronic subpoenas as soon as practicable from receipt
2. Employees who have conflicts with a subpoena will communicate with their supervisor to determine if the conflict can be resolved. If a conflict can't be resolved, the employee will click on the conflict button and give the reason they won't be able to make the subpoena date

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3. Supervisors receive notifications of employees who have indicated conflicts exist. Upon receiving a notification of conflict, the supervisor is responsible to accept or deny the conflict. The supervisor will follow up with the employee on all denied conflicts to resolve the conflict.
    (a) View employee subpoenas at http://www.cdacweb.com.
    (b) When able, attend court dates of subordinates to ensure quality of testimony, demeanor and appearance of employees during testimony
4. Employees under electronic subpoena can check the status of court dates by visiting http://www.cdacweb.com then use their sign-in to get the information.
5. Direct questions about a subpoena to the attorney requesting the subpoena.
6. Document work time and note associated docket and/or case number on the electronic time sheet.
    (a) Patrol Division personnel document subpoena work time associated with Sheriff's Office criminal cases in the electronic case management system

230.2.4 REFUSAL OF SUBPOENA

Training, vacations and regularly scheduled days off are not valid reasons for refusing a subpoena or missing court. If, due to illness or injury, the named employee is unable to appear in court as directed by a previously served subpoena, the employee shall, as soon as reasonably possible, inform the court clerk for the respective court division, the prosecuting attorney and the Shift Sergeant of the expected absence.

230.2.5 COURT STANDBY

To facilitate court standby agreements, employees are required to provide and maintain current information on their address and telephone number with the Office. Employees are required to notify the Office within 24 hours of any change in residence address or home telephone number, and to provide an accurate and reasonably reliable means or method for contact.

If an employee on standby changes location during the day, the employee shall notify the court clerk how he/she can be reached by telephone. Employees are required to remain on standby each day the case is trailing. In a criminal case, the prosecutor handling the case is the only person authorized to excuse an employee from standby status.

230.2.6 OFF-DUTY RELATED SUBPOENAS

Employees receiving valid subpoenas for off-duty actions not related to their employment with the Weld County Sheriff's Office shall comply with the requirements of the subpoena. Employees receiving these subpoenas are not compensated for their appearance. Arrangements for time off shall be coordinated through the immediate supervisor.

230.2.7 FAILURE TO APPEAR

Any employee who fails to comply with the terms of any valid and properly served subpoena may be subject to discipline as well as court-imposed civil and/or criminal sanctions for contempt of court.

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230.3 CIVIL SUBPOENAS NOT INVOLVING A GOVERNMENT PARTY

The Office will compensate employees who appear in their official capacity on civil matters arising out of the employee's official duties. In such situations, the Office will also reimburse any employee for reasonable and necessary travel expenses.

Except when acting as a witness for a government party, the Office will receive reimbursement for the employee's compensation through the civil attorney of record who called the employee as a witness. Any reimbursement received directly by the employee shall be promptly turned over to the Office.

230.3.1 PROCEDURE

To ensure that the employee is able to appear when required, that the employee is compensated for such appearance, and to protect the Office's right to reimbursement, employees shall follow the established procedures for the receipt of a civil subpoena.

230.3.2 CIVIL SUBPOENA ACCEPTANCE

Subpoenas shall not be accepted in a civil action in which the employee or the Office is not a party without properly posted fees pursuant to applicable law (CRCP Rule 45).

230.3.3 PARTY MUST DEPOSIT FUNDS

A private party in a civil action who seeks to subpoena an employee must deposit the statutory fee, if any, for each day's appearance before such subpoena will be accepted. Parties seeking to have the employee make multiple appearances must make an additional deposit in advance to include mileage reimbursement and per diem allowed by law.

230.4 CALL-IN TIME COURT APPEARANCES

If an employee is required to appear on his/her off-duty time for court, the employee will be compensated accordingly.

All employees will receive a minimum of 2-hours credited time for all court appearances that occur outside of the employee’s regularly scheduled work time.

- If the call-in appearance does not exceed two hours, the employee logs two hours of court time on their time sheet.
    - The 2-hour minimum applies only if the employee has left their residence and is enroute to the Courthouse when they are called off.
- If the call-in appearance extends longer than two hours, the employee logs the actual time worked.

230.5 COURTROOM PROTOCOL

Employees must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

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230.5.1 PREPARATION FOR TESTIMONY

Before the date of testifying, the subpoenaed employee shall request a copy of relevant reports and become familiar with their content in order to be prepared for court.

230.5.2 COURTROOM ATTIRE

Employees shall dress in uniform or business attire. Suitable business attire for men would consist of a coat, tie and dress pants. Suitable business attire for female employees would consist of a dress jacket, dress blouse and skirt or slacks.

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Gratuities

231.1 PURPOSE AND SCOPE

The agency concern is whether accepting a gratuity violates the public trust. The determination of whether a gratuity is acceptable, or not, must meet a three-prong analysis consisting of how a reasonable person would perceive the intent of the giver, the employee's reasonable belief of the reason behind the gift, and the circumstances surrounding the gift. The defining difference is whether the gift is given in appreciation, or as a spontaneous act of kindness, versus getting special consideration, exerting influence, or having been solicited by the recipient.

231.2 DEFINITIONS

Gratuity - any discount, gift, or benefit one receives by virtue of their profession.

231.3 PROCEDURE

1. Employees shall not accept any gift, or other item, that is prohibited by the Colorado Constitution, Colorado Revised Statutes, or reasonably appears to be given for the purpose of obtaining special consideration or exerting influence. Examples of prohibited gift/gratuity situations:

(a) Receiving any thing of monetary value that would, to a reasonable person, appear to have been accepted with the belief that the giver's intent is to obtain special consideration or exert influence.

(b) Discounted or free beverages, snacks, or meals offered, by a business, while the employee is on duty, or while the employee is off duty and known by the proprietor to be an employee.

1. The prohibition exists even if the discounted or free item is a company, or corporate, policy, because these types of discounts are not typically advertised to the public and are not spontaneous or random, in nature.

(c) Soliciting any form of gratuity, whether on, or off, duty.

(d) Using or attempting to use their official position for personal gain.

(e) Soliciting any personal notoriety and/or award, for services rendered incident to their position, or duty, as an employee of the agency.

2. Employees receiving prohibited gifts or gratuities are required to report and document such items to their immediate supervisor.

(a) The supervisor will document the nature of the gift, the attendant circumstances, and the disposition of the gift as an incident in Blue Team.

231.4 UNSOLICITED ITEMS PROCEDURE

1. Employees may accept the following unsolicited items, unless it would appear, to a reasonable person, that the item was offered with the intent to influence the employee's official actions, or in response to a special consideration.

(a) Items that are placed in a common area, where they are shared with coworkers.

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(b) Tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.

1. An award, with a monetary component, that honors or recognizes an employee is acceptable if; the nomination was made without the employee's knowledge, other similarly situated employees were eligible for the award, and there is no evidence that the award is based upon the employee's governmental status.

(c) Nominal purchases (<$25.00) made for an individual employee, either anonymously, or by a community member, as a spontaneous and random token of appreciation (e.g., a cup of coffee, a snack, a meal, or a beverage).

(d) Gifts motivated by a family or personal relationship, and not due to the recipient's status as a law enforcement officer.

(e) Discounts on services or items that are publicly advertised to all law enforcement officers or first responders by a company or corporation.

231.5 REFERENCES

Colorado Constitution Article XXIX, Section 3

Colorado Revised Statute § 24-18-104

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Cash Handling

232.1 REFERENCES
Weld County Code, Chapter 5 (Accounting Policy); Revenue and Finance, Article V Accounting Policy; Statement of Policy 5-5-10; Petty Cash Funds 5-5-20; Change Funds 5-5-230

232.2 DEFINITIONS
Banner System – Weld County Accounting System

Courier – Contracted armored car service

i-Receipt System – Sheriff's Office funds management system interfaced with the Banner System

i-Payment Revenue Portal – Cashiering Section within i-Receipt System

Keefe Commissary Network – Contract system that maintains inmate funds and interfaces with the i-Receipt System

232.3 POLICY
Desktop procedures (post-orders) will be created to ensure consistent cash handling processes. The post-orders will be reviewed annually, by the appropriate supervisor, to determine if any procedural changes are needed. If changes are needed, each unit must update their post-orders and submit them to the Administration Captain and Budget Manager for review and approval. Staff must review the Cash Handling Policy and post-orders annually; each employee must understand their role in their unit's cash handling process. New staff are required to review their unit's approved post-orders prior to assuming cash handling duties, and at least annually thereafter, trackable via the agency's training management system.

232.4 SOURCES OF FUNDS
Funds are collected for various reasons to include, but not limited to; civil documents requiring service, Vehicle Identification Number inspections, Model Traffic Code citations, Concealed Handgun Permits, Municipal Jail Housing payments, Law Enforcement Contract payments, fingerprints, jail records, mug shots, records releases, Body Worn Camera releases, photocopies and for inmates to use in the commissary network.

Fees and funds may be collected at all Agency locations; North Jail Complex; Law Administrative Building; Southwest Sub Station; Southeast Sub Station and Weld County Records.

Deposits are stored in safes in each respective location. Access to the safes is limited to personnel required to conduct cash transactions during their duties. When an employee who knows the safe combination leaves Office employment, the safe combination will be changed that same day.

232.5 DEPOSITS
Funds must be deposited at the bank or designated drop location daily. Independent reconciliation of deposit documents to the statement of accounts must be in place.

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A courier picks up deposits and delivers them to the bank. Deposits for the Jail, Records and Administration are picked up at the Law Administration Building. Deposits for substations are picked up at the Clerk and Recorder's satellite offices.

232.6 TYPES OF FUNDS

Informant Fund – The Strike Team Sergeant is designated as the fund manager. This responsibility may be delegated to another, but an audit of the fund shall be completed prior to the transfer of responsibility and access to the fund.

All transactions must be recorded on the ledger and contain the following details in the entry:

- Recipient
- Case Number
- Amount
- Date
- Reason for disbursement

The buy fund will be kept secure in the provided safe. The safe will be securely mounted in a location that has a locking door, and the door will be locked at all times when not occupied, creating two layers of security.

In accordance with the Informants Policy section on Audit of Payments, the Strike Team Sergeant or authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six (6) months, the Lieutenant assigned to oversee Internal Affairs (IA) will conduct an audit of all informant funds for accountability and security of the funds. The fund manager and the IA Lieutenant will review the ledger, records, receipts and funds, verifying the accuracy of the accounting. Each participant of the audit shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and immediate reporting of the discrepancy to the Sheriff.

Change Fund – Employees who are required within the course of their duties to conduct cash transactions will have access to a change fund. The purpose is to ensure effective and efficient customer service by promptly providing change for a cash transaction.

Employees are prohibited from using the change fund for any other purpose, such as check cashing or temporary loans to other employees.

Inmate Cash Out Fund – Cash out fund for inmate refunds leaving to other agencies. It is balanced against the (Keefe) ledger and inmate account receipts at the start of each shift and once every quarter by a supervisor.

Other Cash Handling – Employees who, within the course of their duties come into the possession of cash that is not their property or is outside their defined cash handling duties shall,

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as soon as reasonably practicable; verify the amount of cash, summon another employee to verify their accounting, and process the cash as safekeeping, evidence or found property. Each employee involved in the handling, verification or processing of cash shall complete appropriate documentation.

232.7 RECORD RETENTION

Cash collection sites are required to retain records pertaining to cash handling for seven (7) years after the close of each fiscal year.

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Chapter 3 - Recruitment, Selection and Training

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Employee Orientation

300.1 PURPOSE AND SCOPE

The purpose of this policy is to define the parameters for new employee orientation.

300.2 POLICY

It is the policy of the Weld County Sheriff's Office to provide new employees with basic information about the facility and the environment in which they will be working. Orientation is not meant to supplant other basic training required by law, ordinance or regulations.

300.3 NEW EMPLOYEE ORIENTATION

All new employees shall participate in an office orientation prior to assuming their duties. The orientation shall include but not necessarily be limited to the following:

- Office mission, vision, and values statement
- Office culture
- Code of ethics
- Detention Facility operations, policies, and procedures
- Overview of the criminal justice system
- Detention Facility tour
- Organizational chart
- Job descriptions
- Employee rights and responsibilities
- Personnel policies and employee rights and responsibilities
- Overview of inmate programs
- Emergency plans
- Handling confidential information and protected health information

300.4 EMPLOYEE ACKNOWLEDGEMENTS

Office personnel assigned to provide the new employee orientation and training will ensure that each new employee is given copies of or access to work rules and regulations, ethics, and any other Office documents, for which the employee will be held accountable.

A staff member will collect a signature from the employee, acknowledging receipt, review and understanding of the documents that shall be retained in the employee's personnel and/or training file in accordance with established records retention schedules.

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Continuing Education and Professional Development

301.1 PURPOSE AND SCOPE

This policy is designed to support the continuing education and professional development of Office personnel at all levels.

301.2 POLICY

It is the policy of the Weld County Sheriff's Office to encourage members to participate in continuing education and professional development opportunities whenever practicable.

The Office encourages all personnel to participate in formal education on a continuing basis.

301.3 OBJECTIVES

The objective for continuing education and professional development is for all members to enhance their knowledge and skills to their fullest potential.

Members who engage in furthering their education in conjunction with skills-based training make for well-rounded employees who can better serve the mission of the Office and the community.

Supervisors should accommodate, to the extent feasible and schedules permitting, requests by personnel for shift adjustments and available leave time to assist personnel with their continuing education and professional development efforts.

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Detention Facility Training Officer

302.1 PURPOSE AND SCOPE

The detention Facility Training Officer (FTO) program is intended to provide a standardized program to facilitate the deputy's transition from the academic setting to the actual performance of general corrections duties.

302.2 POLICY

It is the policy of this Office to assign all new deputies to a structured detention FTO program that is designed to prepare the new deputy to perform in a custody assignment, and to provide training on all skills needed to operate in a safe, productive and professional manner.

302.3 FACILITY TRAINING OFFICER

The FTO is an experienced deputy trained in the art and science of supervising, training and evaluating entry-level deputies in the application of their previously acquired knowledge and skills.

302.3.1 SELECTION PROCESS

Facility Training officers will be selected based on certain requirements, including but not limited to:

(a) A desire to perform the training mission.

(b) A minimum of twelve months as a deputy.

(c) A demonstrated ability to be a positive role model.

(d) Successfully passing a written test and an informal interview selection process.

(e) An evaluation by supervisors and current FTOs.

(f) A demonstrated ability to perform regular duties in a consistent and proficient manner.

302.3.2 TRAINING

All FTOs shall successfully complete an FTO course approved by the Sheriff's Office prior to being assigned a trainee or as soon as practicable.

All FTOs must complete and FTO update course every three years while assigned to the position of FTO.

302.4 FACILITY TRAINING OFFICER RESPONSIBILITIES

The trainer's responsibilities include the following:

(a) FTOs shall complete and submit a written evaluation on the performance of their assigned trainees on a daily basis.

(b) FTOs shall review the performance evaluations with the trainees each day.

(c) A detailed end-of-phase performance evaluation on the assigned trainee shall be completed by the FTO at the end of each phase of training.

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(d) TOs shall be responsible for signing off all completed topics contained in the training manual, noting the methods of learning and evaluating the performance of the assigned trainee.

302.5 FACILITY TRAINING INSTRUCTOR (FTI) RESPONSIBILITIES

The FTI is responsible for coordinating the training of trainees with the FTOs on the shift. The FTI acts as the representative for the FTO Program Supervisor. The FTI's responsibilities include the following:

(a) Coordinate the schedule of new deputies during phase training.

(b) Conduct shift FTO meetings after each phase.

(c) Maintain and ensure FTO/trainee performance evaluations on their shift are completed in a timely manner.

(d) Monitor individual FTO performance.

(e) Reports recruit training activities to the FTO Program Supervisor.

(f) Develop ongoing training for FTOs on their shift under the direction of the FTO Program Supervisor.

(g) Acts as liaison between the shift sergeants and the FTO.

302.6 FACILITY TRAINING OFFICER PROGRAM SUPERVISOR

The FTO program supervisor will be the Detention Deputy assigned to the Professional Standards Unit. The supervisor's responsibilities include the following:

(a) Assign trainees to shifts and reviews the schedule of new deputies during training.

(b) Selection, training, and oversight of the Facility Training Instructors (FTI) for each shift.

(c) Conduct periodic FTO meetings and coordinates FTO training.

(d) Maintain and ensure FTO/trainee performance evaluations are completed in a timely manner.

(e) Maintain, update and issue the training manual to each trainee.

(f) Monitor individual FTO performance.

(g) Monitor the overall FTO program.

(h) Develop ongoing training for FTOs.

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Recruitment and Selection

303.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Weld County Sheriff's Office and that are promulgated and maintained by the Human Resources.

303.2 POLICY

It is the policy of the Weld County Sheriff's Office that candidates for job openings will be selected based on merit, ability, competence and experience.

In accordance with applicable federal, state, and local law, the Weld County Sheriff's Office provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Office does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Office will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

303.3 RECRUITMENT

The Office should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates. The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive office website and the use of office-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Office shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Office should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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303.4 SELECTION PROCESS

The Office shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects.

Minimally, the Office should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

303.4.1 CANDIDATES PREVIOUSLY EMPLOYED BY A GOVERNMENTAL AGENCY

The Administrative Captain or designee shall ensure that a waiver is included in the application for applicants employed or previously employed by a law enforcement or governmental agency, in which the candidate authorizes disclosure of all files, including the candidate's internal affairs files.

The Administrative Captain or designee shall submit the waiver to the agency at least 21 days prior to making a hiring decision regarding the candidate (CRS § 30-10-526).

The Administrative Captain or designee shall determine if a new hire, appointee, or transfer has a record contained in the Colorado Peace Officer Standards and Training (POST) Board misconduct database created pursuant to CRS § 24-31-303 and notify POST if the Office employs the individual in a POST-certified position (CRS § 24-31-305).

303.5 BACKGROUND INVESTIGATION

Every person who may have inmate contact as a member or contractor shall, prior to service, undergo a thorough background investigation to verify his/her personal integrity and high ethical

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standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Weld County Sheriff's Office.

The Office shall either conduct follow-up criminal background records checks at least once every five years on members or contractors who may have contact with inmates or have in place a system for otherwise capturing such information (28 CFR 115.17).

303.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d; 16 CFR 640.1 et seq.).

303.5.2 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

303.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Office should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

The Administrative Captain should consider utilizing the services of an appropriately trained and experienced third party to conduct open-source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate, and validated.

(c) The Office fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Office should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

303.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators, candidate information, and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment

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- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

303.6.1 MANDATORY DISQUALIFICATION

No members or contractors shall be hired who have (28 CFR 115.17):

(a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 USC § 1997).

(b) Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent, or was unable to consent or refuse.

(c) Been civilly or administratively adjudicated to have engaged in the activity described in paragraph (b) of this section.

The Office shall ask all candidates who may have contact with inmates to disclose any conduct described above in written applications or interviews. Material omissions regarding such misconduct, or the provision of materially false information, are grounds for termination.

The Office shall make reasonable efforts to contact prior institutions that the candidate has been employed by to inquire about sexual abuse allegations in accordance with 28 CFR 115.17.

303.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law (CRS § 24-31-305; 4 CCR 901-1:10). Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Office and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources should maintain validated standards for all positions.

303.7.1 STANDARDS FOR DEPUTIES

Candidates shall meet the following minimum standards:

(a) For positions requiring basic peace officer certification, completion of basic training and passage of a POST-administered examination, as applicable (CRS § 24-31-305; CRS § 16-2.5-103).

(b) Have submitted to both a physical and a psychological evaluation (CRS § 24-31-303).

(c) Have a high school diploma or equivalent (CRS § 24-31-305).

(d) Possess a current first-aid and cardiopulmonary resuscitation certificate (CRS § 24-31-305).

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(e) Have submitted to a fingerprint-based criminal history record check (CRS § 24-31-303).

(f) For positions requiring basic peace officer certification, unless granted an exemption by the POST director, no disqualifying incidents, as defined in 4 CCR 901-1:1 and CRS § 24-31-305.

(g) For positions requiring basic peace officer certification, be in good standing with POST as determined by the POST director.

303.8 DOCUMENTING AND REPORTING

The background investigator and/or polygrapher shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate’s background investigation file.

303.9 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

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Relocation Assistance

304.1 PURPOSE AND SCOPE

When it is in the best interest of the Weld County Sheriff's Office to relocate a newly hired employee, the agency may provide relocation assistance, to the employee under the provisions of this policy.

The use of the relocation incentive is completely optional for a newly hired Detentions Deputy. If a newly hired Detentions Deputy agrees to use the incentive, the following stipulations are in effect, and a signed contract is required before any payments or disbursements are made.

304.2 DEFINITIONS

Newly Hired - A person who has received, and accepted, an offer for employment and has completed the requisite steps to begin working

Detentions Deputy - An entry-level security position assigned to the Weld County Jail

Direct Recruiting - Agency representatives attending or coordinating job fairs, conventions, seminars or mobile testing locations

304.3 POLICY

Eligibility - Newly hired Detentions Deputies are eligible to receive up to $2,700 for reasonable and actual relocation expenses, under the following conditions:

(a) Their current home and/or employment is outside of the State of Colorado and over 200 miles from the Weld County Sheriff's Office Jail complex (2110 O Street, Greeley, Colorado)

(b) They were hired after January 1, 2019

(c) They were hired as a result of a direct recruiting effort by the Weld County Sheriff's Office or Weld County Human Resources

(d) Their new place of residence is within the geographic boundaries of Weld County, or within a reasonable, commutable distance from a county immediately adjacent to Weld County

Direct Payment/Reimbursement - Some expenses will be paid via direct payment to a third-party, while others will be paid as a reimbursement item, similar to business travel expenses. Itemized invoices or receipts must be submitted for direct payment and reimbursement. Reimbursement payments will not be made prior to the end of the employee's first week of the academy

Approved Relocation Expenses and Limitations -

- Relocation of household goods - The relocation assistance can be applied to:
    - Professional moving costs and related insurance coverage
    - Moving van rental and fuel

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- Miscellaneous associated expenses - Other eligible expenses include; reimbursement for penalties associated with breaking a lease, rental deposit, costs and related service charges for utility service hookups, temporary storage costs at destination, etc.
    - Some examples of moving expenses not authorized by this policy:

      Special services such as maid service, carpet service, disassembly of unusual article

      Transportation of vehicles, camping or utility trailers, building materials, firewood, landscape materials, animals, boats, or items not considered to be normal household items

      Visits to the new location to secure new housing

      Costs associated with the sale or purchase of residences

      Costs associated with the forfeiture of a deposit, as a result of damage, cleaning fees, etc.
- Temporary living expenses - Temporary lodging and meal expenses, for a period of no more than 15 days, can be submitted for reimbursement

Repayment Provision - The relocation assistance must be reimbursed, on a prorated scale, if the employee works as a Detentions Deputy for less than three years

- During the first 90 days of employment:
    - If the employee is terminated by WCSO, the employee reimburses the actual incentive amount, up to $2,100 instead of the full $2,700
    - If the employee resigns in the first 90 days, they are responsible for the entire incentive amount, up to $2,700
- After the first 90 days and up to one year, any form of termination to include transferring to a civilian position or another department, being fired, or voluntarily resigning, the full amount of the incentive is to be reimbursed to the County from the remaining paychecks
- For anything worked between one year and one day, through two years, any form of termination to include transferring to a civilian position or another department, being fired or voluntarily resigning, two thirds of the relocation incentive (up to $1,800) will be taken from the remaining paychecks
- For anything worked between two years and one day, through three years, any form of termination to include transferring to a civilian position or another department, being fired or voluntarily resigning, one third of the relocation incentive (up to $900) will be taken from the remaining paychecks
- If the deputy is still employed at three years and one day, they are absolved of any commitment to repay the relocation incentive.

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Training

305.1 PURPOSE AND SCOPE

This policy establishes training requirements and guidelines for deputies, supervisors and managers. The policy addresses the Detention Facility training program and the probationary evaluation.

305.2 POLICY

It is the policy of this office to assign all new deputies to a structured detention facility training program designed to prepare the new deputy to perform in a correctional assignment with the skills needed to operate in a safe, productive and professional manner.

All members shall meet the initial and annual training requirements and standards in accordance with state statutes.

305.3 DEFINITIONS

Facility Training Officer (FTO)- an experienced deputy trained in the art and science of supervising, training and evaluating entry-level deputies in the application of their previously acquired knowledge and skills.

305.4 TRAINING OBJECTIVES

The objectives of the training program are to accomplish the following:

(a) Improve the competency of staff at all levels.

(b) Ensure that staff can carry out the mission of the Office through a thoroughly demonstrated knowledge of office policies and procedures.

(c) Increase the technical expertise and overall effectiveness of personnel.

(d) Provide for continued professional development of office personnel.

305.5 MINIMUM TRAINING REQUIREMENTS

All members, full- or part-time, shall successfully complete all initial, annual and advanced training as required by the state, which may include a basic training academy approved by the Colorado Peace Officer Standards and Training Board (4 CCR 901-1:10).Deputies assigned to work in the facility prior to completing their initial required training may do so only when under the direct supervision of a fully trained member.

All deputies shall receive 120 hours of training during their first year of employment. The training shall include, at a minimum:

(a) Security/safety/fire/medical/emergency procedures

(b) Supervision of inmates

(c) Suicide intervention/prevention

(d) Use of force

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(e) Rights of inmates

(f) Key control

(g) Interpersonal relations

(h) Standards of conduct/ethics

(i) Cultural awareness

(j) The Prison Rape Elimination Act (PREA)

(k) Communication skills

In addition, all deputies shall receive 24 hours of annual training. The training shall include, at a minimum:

- Standards of conduct/ethics
- Security/safety/fire/medical/emergency procedures
- Supervision of inmates
- Use of force

305.6 DETENTION FACILITY TRAINING PROGRAM PHASES

The detention facility training program is designed to build upon the conceptual foundation taught in the basic academy or core training module, whereupon the theoretical knowledge gained can be molded into a practical skill set. The detention facility training program consists of the five phases described below.

305.6.1 ACADEMY PHASE - FACILITY ORIENTATION

The Detention Training Deputy will, at a minimum:

(a) Brief the trainee on the purpose, scope and responsibilities expected during the training program.

(b) Explain the evaluation system and acquaint the trainee with the rating forms that will be used.

(c) Provide the trainee with any required equipment or materials.

(d) Tour the entire facility and support services with the trainee.

(e) Introduce the trainee to the Detentions Captain and key supervisory, administrative and support personnel.

305.6.2 FIRST PHASE - SHADOWING

In this phase the trainee will be exposed to the many duties at each post by observing the FTO demonstrate how each task is to be performed. The FTO should provide instruction to the trainee and encourage the trainee to ask questions.

Time should be made available during this phase to allow the trainee to study policies and procedures, directives, post orders and any other materials deemed necessary by the FTO.

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The FTO will monitor the trainee’s progress by asking questions and administering tests on the materials and demonstrations that have been provided to the trainee.

The work performance of the trainee will be evaluated and recorded daily by the FTO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the FTO.

305.6.3 SECOND PHASE - HANDS-ON WITH CLOSE SUPERVISION

During this phase the FTO will instruct the trainee in each required activity at each post. Once each task is demonstrated, the trainee will be directed to perform each activity under the close supervision of the FTO.

The FTO will provide direction as needed to the trainee during the hands-on activities.

The work performance of the trainee will be evaluated and recorded daily by the FTO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the FTO.

305.6.4 THIRD PHASE - SOLO WITH MONITORING

During this phase the trainee will be directed to work solo in each area that training has been provided.

The solo activities of the trainee will be monitored by the FTO.

The work performance of the trainee will be evaluated and recorded by the FTO. Areas of deficiency will be discussed and remedial training provided if deemed necessary by the FTO.

305.6.5 FOURTH PHASE - WORKING INDEPENDENTLY WITH SUPERVISION

The trainee will work independently of the FTO and demonstrate the ability to satisfactorily perform the duties and functions of the position of Detention Deputy.

The FTO, after seeing and documenting the proficiency of the trainee, will sign-off that the trainee has completed all required training and will inform the Detention Training Deputy, the Shift Supervisors and the Detentions Captain.

305.7 PROBATIONARY PERIOD EVALUATION

Probationary employees will receive a written evaluation of their job skills and learning progress at the completion of each phase of training. Prior to being permanently appointed, each probationary employee will receive a final evaluation. These evaluations shall be in writing and discussed with the employee by his/her supervisor. The final evaluation shall be made a part of the employee's personnel record.

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Specialized Training

306.1 PURPOSE AND SCOPE

Deputies who are assigned to specialized response units will receive training commensurate with the complexity of their specialties and must be able to demonstrate proficiency in the specific skills related to their specialized functions.

306.2 POLICY

It is the policy of the Office to provide specialized training to members based on need and complexity of assignment.

306.3 QUALIFICATIONS

To be eligible for assignment to a specialized emergency unit, deputies are required to be off probation and to have at least twelve months of experience as a deputy.

306.4 TRAINING

The Training Sergeant is responsible for ensuring that all personnel who are assigned to a specialized emergency unit will receive not less than 8 hours of specialized training as specified above or as part of their annual training requirements.

The Office will use courses certified by a competent government or standards-setting organization whenever practicable. All training should include testing to identify and document the employee's knowledge in the subject matter presented.

It shall be the responsibility of the employee to provide the Training Sergeant or specialty supervisor with evidence of completed training and education in a timely manner. The Training Sergeant or supervisor shall ensure that copies of training records are placed in the employee's training file.

306.5 TRAINING REQUESTS

Occasionally, employees may need to attend training hosted outside the agency. To attend an outside agency training, employees must submit a training request.
1. Go to

https://weldgov.sharepoint.com/sites/SmartForce

(Can also be accessed at www.weldsheriff.com under the community tab; select employee links, then select training request form).
2. Log in using your county network login and password.
3. Complete and submit the training request.

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Chemical Agents

307.1 PURPOSE AND SCOPE

This policy establishes the required training for deputies to be authorized to carry and use chemical agents.

307.2 POLICY

The Office authorizes the use of selected chemical agents. Chemical agents are weapons used to minimize the potential for injury to deputies, inmates and others. Chemical agents should only be used in situations where such force reasonably appears justified and necessary.

307.3 CHEMICAL AGENT TRAINING

Only deputies trained and having shown adequate proficiency in the use of any chemical agent and the Use of Force Policy are authorized to carry the device.

(a) The Training Sergeant shall ensure that appropriate training for all chemical agents occurs annually at a minimum.

(b) All initial and proficiency training for chemical agents will be documented in the deputy's training file.

(c) Deputies failing to demonstrate continuing proficiency with chemical agents or knowledge of the Use of Force Policy will lose their authorization to carry or use the devices and will be provided remedial training. If, after two remedial training sessions, a deputy fails to demonstrate proficiency with chemical agents or knowledge of the Use of Force Policy, the deputy may be subject to discipline.

(d) The Training Sergeant shall be responsible for ensuring that all personnel who are authorized to use chemical agents have also been trained in the proper treatment of persons who have been affected by the use of chemical agents. Training should include the initial treatment, (e.g., providing the proper solution to cleanse the affected area) and knowing when to summon medical personnel for more severe effects.

307.4 PROFICIENCY TESTING

The Training Sergeant shall ensure that all training delivered to staff should also test proficiency in order to document that the employee understands the subject matter, and that proficiency training is monitored and documented by a certified weapons or tactical instructor.

307.5 TRAINING RECORDS

It shall be the responsibility of the Training Sergeant to ensure that the following is maintained on file for all training provided by the Office:

- A course outline or lesson plan
- A roster signed and dated by those in attendance
- The name of the person coordinating the training

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The Training Sergeant shall ensure that copies of such training records are placed in the employee’s training file and retained in accordance with established records retention schedules.

307.6 REVIEW, INSPECTION AND APPROVAL

Every chemical agent delivery device will be periodically inspected by the Quartermaster or the designated instructor for a particular device.

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Prison Rape Elimination Act Training

308.1 PURPOSE AND SCOPE

This policy establishes an education and training process related to implementation of the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation (PREA Rule) (28 CFR 115).

308.2 POLICY

The Weld County Sheriff's Office endeavors to comply with the training standards in the PREA Rule and to ensure that all staff, volunteers and contractors are aware of their responsibilities and that staff, volunteers, contractors and inmates are aware of the policies and procedures of the facility as they relate to PREA.

308.3 MEMBER TRAINING

All staff, volunteers and contractors who may have contact with inmates shall receive office-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Sergeant shall ensure that the staff receives training and testing in prevention and intervention techniques, that they have sufficient knowledge to answer any questions the arrestees and inmates may have regarding sexual assault or abuse, and are familiar enough with the reporting process to take an initial report of a sexual assault or abuse. The Training Sergeant shall be responsible for developing and administering this training, covering at a minimum (28 CFR 115.31; 28 CFR 115.32):

(a) The zero-tolerance policy for sexual abuse and sexual harassment and how to report such incidents.

(b) The dynamics of sexual abuse and sexual harassment in confinement.

(c) The common reactions of sexual abuse and sexual harassment victims.

(d) Prevention and intervention techniques to avoid sexual abuse and sexual harassment in the detention facility.

(e) Procedures for the investigation of a report of sexual abuse and/or sexual harassment.

(f) Individual responsibilities under sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures.

(g) An individual's right to be free from sexual abuse and sexual harassment.

(h) The right of inmates to be free from retaliation for reporting sexual abuse and sexual harassment.

(i) How to detect and respond to signs of threatened and actual sexual abuse.

(j) How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex or gender non-conforming inmates.

(k) How to comply with relevant laws related to mandatory reporting of sexual abuse and sexual harassment to outside authorities.

(l) How to avoid inappropriate relationships with inmates.

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(m) Tailored training for managing male, female, and transgender inmates.

Training should include written testing to validate knowledge and understanding of the material. The Training Sergeant shall document, through signature or electronic verification, that staff, volunteers and contractors have received and understand the training. The Professional Standards Unit will maintain training records on all those receiving training in accordance with procedures developed by the Training Sergeant.

The Training Sergeant shall provide annual refresher training to staff and contractors that covers PREA and the office's sexual abuse and sexual harassment policies and related procedures.

308.4 SPECIALIZED MEDICAL TRAINING

All full- and part-time qualified health care and mental health professionals who work regularly in the facility shall receive all of the member training listed above, as well as training that includes (28 CFR 115.35):

(a) Detecting and assessing signs of sexual abuse and sexual harassment.

(b) Preserving physical evidence of sexual abuse.

(c) Responding effectively and professionally to victims of sexual abuse and sexual harassment.

(d) Reporting allegations or suspicions of sexual abuse and sexual harassment.

The Training Sergeant shall maintain documentation that the facility’s health care and mental health professionals have received the training referenced above, either from this office or elsewhere.

308.5 SPECIALIZED INVESTIGATIVE TRAINING

Specialized investigative training for investigators shall include the uniform evidence protocol to maximize potential for obtaining useable physical evidence; techniques for interviewing sexual abuse victims; proper use of *Miranda* and *Garrity* warnings; sexual abuse evidence collection in confinement settings; and the criteria and evidence required to substantiate a case for administrative action or referral for prosecution (28 CFR 115.21; 28 CFR 115.34).

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Health Care Training

309.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a framework for orientation and training for health care providers working in this facility.

309.2 POLICY

The Office will develop and approve training to maintain and improve the effectiveness of the care delivered, as well as to maintain the safety and security of the custody environment.

309.3 NEW HEALTH CARE PROVIDER ORIENTATION

All health care providers shall complete an orientation program prior to performing services at the detention facility on behalf of the Office. At a minimum, the orientation program shall include:

- A facility tour
- Staff rights and responsibilities
- Inmate rights and responsibilities
- Safety and security
- Emergency procedures
- Policy, procedures and job description resources
- Guidelines for conduct with inmates
- Health care delivery protocols
- Universal precautions
- Disposal of biohazardous waste
- Aspects and dynamics of health services within a custody environment
- Key and equipment control
- The mission and goals of the facility
- Pregnant women's rights and responsibilities for prenatal and post-partum care
- Medical grievance process
- Medical and mental health care responses according to established Colorado jail Standards

309.4 FACILITY-SPECIFIC TRAINING

The Training Sergeant should include appropriate health care providers in training and training exercises relative to facility safety and security including, but not limited to, the following:

- Emergency medical triage in the facility

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- Emergency evacuation routes and procedures of the inmates from the facility (6 CCR 1010-13:14.4)
- Communication systems during facility emergencies
- Security during facility emergencies
- Qualified health care professional response during “officer down” incidents
- Responding to critical facility emergencies
- Facility hostage policy and medical response tactics
- Medical emergency transportation procedures
- Media relations

309.5 TRAINING FOR ALL MEMBERS WHO HAVE CONTACT WITH INMATES

All members who have contact with inmates should receive training in the following before they work independently and at least every other year thereafter:

(a) First aid, CPR and the use of Automated External Defibrillators (AEDs)

(b) Identifying withdrawal symptoms/chemical dependency and any associated need for emergency care (e.g., stroke, allergic reaction)

(c) Recognizing life threatening situations and the need for emergency care such as a stroke or allergic reaction

(d) Recognizing mental health issues, including indications of a suicide risk

(e) The facility's suicide prevention plan

(f) How to initiate inmate care and how to process inmate requests for care

(g) Care for pregnant inmates (to include the Use of Restraints Policy regarding restraint of pregnant inmates)

(h) Confidentiality of health care information and an individual's rights to access their own health care information

(i) Mandatory training on PREA and related policies and procedures (annually)

309.6 INITIAL INMATE SCREENING

Members who conduct initial inmate screening should be trained before they work independently and every year thereafter. The training should include:

(a) General health care issues, including mental health issues that are likely to be encountered.

(b) Facility procedures for screening.

(c) Use of facility forms, including the purpose of each question and the observations required.

(d) When a supervisor is required or appropriate.

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(e) When a person should not be accepted as an inmate in the facility due to a health care issue.

309.7 MEDICATION

Members who deliver or administer medication should be trained as needed regarding:

(a) Security and control of medication

(b) Inmate identification procedures

(c) Common side effects

(d) Administration of medication

(e) Documentation

309.8 TESTING

All training delivered to health care providers should include a testing component documenting an understanding of the subject material.

309.9 APPROVAL AND TRAINING RECORDS

The Training Sergeant, Health Care Adviser and Inmate Services Director shall develop or approve all health care-related training.

All training shall be documented including names of attendees, the date of the training, the training provider, the length of the training and the subject matter covered.

The Training Sergeant shall maintain training records in accordance with established records retention schedules.

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Briefing Training

310.1 PURPOSE AND SCOPE

Briefing training is generally conducted at the beginning of the deputy's assigned shift. Briefing training provides an opportunity for an important exchange of information between employees and supervisors.

310.2 POLICY

Briefing training covers a wide range of topics selected by the management/supervisory and training staff.

The supervisor conducting briefing training is responsible for the preparation of the materials necessary for constructive training. Supervisors may delegate this responsibility to a subordinate deputy in their absence or for training purposes. The briefing training will be based upon a structured program to provide topics related to, but not limited to, the following:

- Custody facility policies and procedures
- Numbered Memos not yet established into policy
- Reviewing recent incidents for training purposes
- In preparation or response to an unusual occurrence
- Statutory requirements or court orders
- Operation of new equipment, including computer software
- Notifying the staff of changes in schedules and assignments
- Any other topic as determined by the Sheriff or Detentions Captain

310.3 COMPUTER-BASED TRAINING OPTIONS

The Lexipol Daily Training Bulletins (DTBs) is a web-based system that provides training on the Weld County Sheriff's Office Custody Manual and other important topics. Generally, 20 training bulletins are available each month. However, the number of DTBs may be adjusted by the Training Sergeant.

Personnel assigned to participate in DTBs should only use the passwords and login names assigned to them by the Training Sergeant. Personnel should not share their passwords with others and should frequently change their passwords to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Office.

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisors. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although

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the DTB system can be accessed from any Internet-active computer, employees shall only take DTBs as part of their on-duty assignments as there will be no authorization for taking or viewing DTBs while off-duty.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

310.4 TRAINING RECORDS

The Training Sergeant will assist the Shift Sergeants with identifying relevant topics for delivery during briefing training and will be responsible for maintaining all briefing training records.

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Training Plan

311.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a training plan that will provide for the professional growth and continued development of facility personnel and to forecast annual funding needs for future training. By doing so, the Office will ensure its personnel possess the knowledge and skills necessary to professionally manage the inmate population.

311.2 POLICY

The Training Sergeant shall conduct an annual training needs assessment to determine the training needs of all employees based upon state laws, regulations, certification requirements and continued professional training requirements.

A training plan shall be based on the assessment. It is the responsibility of the Training Sergeant to develop, maintain, review and update the training plan on an annual basis.

The annual training plan should be presented to the management staff for review. The approved training plan should include the annual funding requirements forecast by the Training Sergeant. The Training Sergeant shall coordinate with the budgetmanager to develop a funding source for all mandatory training.

The Sheriff or the authorized designee shall have final approval of the training plan and the budget to ensure that the training to be delivered is fiscally responsible and meets the mission of the Office.

The Training Sergeant will execute the training plan on behalf of the Sheriff.

311.3 TRAINING SERGEANT

A qualified individual shall be appointed by the Sheriff or the authorized designee to serve as the Training Sergeant, who shall report to the Sheriff or the authorized designee.

Full-time employees who are assigned to be trainers shall receive specialized instruction, which at a minimum should include a 40-hour train-the-trainers course.

The Training Sergeant is responsible for developing an annual training plan. The plan should ensure that employees meet all state law and certification requirements, any specialty training required for specialty assignments, and all continued professional training requirements. The plan should include a process to review course content and quality, typically by way of attendee feedback and/or a course audit by the training staff.

311.4 TRAINING RECORDS

An individual training file shall be maintained by the Training Sergeant or the authorized designee for each employee in hard copy or electronic format. Training files shall contain records of all training and education (original or photocopies of available certificates, transcripts, diplomas and other documentation) for all employees.

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The maintenance of the training records shall be in sufficient detail as to comply with any outside audit requirements.

It shall be the responsibility of the involved employee to provide the Training Sergeant or the authorized designess with evidence of completed training or education in a timely manner.

The Training Sergeant orauthorized designess shall ensure that copies of such training records are placed in the employee's training file.

Training records shall contain the following information:

- Name of the employee
- Date of hire
- Education and training background (education and training received prior to hire)
- Type of training received
- Date the training was received and successfully completed
- Title of the training and name of the provider
- Test scores or training benchmarks

The Training Sergeant shall also be responsible for documenting the waivers of the training requirements based upon equivalent training received before employment or demonstrated competency through proficiency testing.

311.5 COURSE CERTIFICATION/QUALITY ASSURANCE

Training courses should be subject to a quality assurance process that, at a minimum, provides:

- A complete description of the course, including the number of certified training hours achieved.
- A curriculum including job-related topics, and content and performance objectives.

Training should not only include the minimum number of hours required annually, but also instruction specific to tasks performed by employees in the facility. Courses should include a testing component that shows a measurable transfer of knowledge and a mastery of topics.

311.5.1 COURSE RECORDS

It shall be the responsibility of the Training Sergeant to ensure that the following is maintained on file for all training provided by the Office:

- The course outline or lesson plan
- A roster signed and dated by those in attendance
- The name of the person coordinating the training

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311.6 TRAINING PROCEDURES

All employees assigned to attend training shall attend as scheduled, unless previously excused by their immediate supervisors or the Training Sergeant.

(a) Excused absences from mandatory training should be limited to the following:

1. Court appearances
2. Authorized vacation
3. Sick leave
4. Physical limitations preventing the employee's participation
5. Emergency situations

(b) When an employee is unable to attend mandatory training, that employee shall:

1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
2. Document his/her absence in a memorandum to the supervisor.
3. Make arrangements through the supervisor and the Training Sergeant to attend the required training on an alternate date.

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Travel and Training Reimbursement

312.1 PURPOSE AND SCOPE

This policy provides guidelines for travel expenses and reimbursement requests. This policy aligns with Weld County Code Section 2-12-160 but offers more specific guidance and direction for Sheriff's Office employees.

312.2 GENERAL GUIDELINES

Employees are sometimes required to travel outside the county to conduct county business and to attend training/conferences. Weld County Code provides for reimbursement for actual expenses incurred while on county business. Specific guidelines exist to ensure the expenses are reasonable and necessary.

312.3 OPTIONS FOR REIMBURSEMENT

Employees must select one of two options for reimbursement. Employees cannot combine both methods on the same trip.

When meals are included as part of the training event or included in the cost of the hotel room, a deduction must be made from the cash advance/per diem rate; reimbursement is not allowed for meals that are provided if the employee chooses to dine at an alternate location.

A meal may be provided for single-day travel/training outside of Weld County.

- Reimbursement for meals is not reasonable for short-term travel out of county, even if the travel is during the mid-day hours.
- Short-term travel is considered a round-trip that is 5 hours or less.
- If Advanced Officer Training is held outside the county, the meal is not considered a reimbursable expense.

(a) Per Diem

Employees may choose to be reimbursed for meals and incidentals using a per diem allowance. Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

Per diem is calculated using the Employee's time of departure and time of return based on the rates on the GSA website (https://www.gsa.gov/travel/plan-book/per-diem-rates).

(a) Cash Advance

Employees may request a cash advance before the training occurs. Cash advances are given to an employee to assist in covering the costs associated with out of town/state travel for training. All checks will be picked up in person, by the employee, from the Professional Standards Unit and the employee must sign the Unit's agreement for advances. If an employee receives a cash advance, they must complete the personal expense claim to settle the advance within fourteen days of their return. Itemized receipts must be turned in with the personal expense claim (digital

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image is acceptable). The personal expense claim must be totaled and mathematically accurate, including verifying tips do not exceed 20% and all totals are legible.

The County will be reimbursed by receipts and/or cash totaling the advance amount. If the employee is not timely in returning funds and/or receipts the employee will not be eligible for advances for future training.

The request for a cash advance must be sent to Professional Standards at least 10 business days before departure to receive an advance

312.4 CASH ADVANCE CRITERIA

If an employee chooses the cash advance method of reimbursement for actual expenses, which includes, but is not limited to, the cost of meals and incidentals incurred while attending conferences and training, the following rules apply:

(a) Cost of the meal is to be reasonable and will be based on GSA per diem rates. The per diem rate includes tipping.

(b) Tipping is reimbursed at no more than twenty (20) percent, unless it is automatically added for a large group at a higher amount.

(c) Itemized receipts are required (digital image is acceptable). If an itemized receipt is not turned in, no reimbursement will be allowed.

(d) If meals are provided as part of the conference or built into the standard hotel room cost, reimbursement will not be allowed.

(e) Copy of the conference or meeting agenda (meeting schedule) must be included with the reimbursement request.

(f) Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay per-view movies, in-theater movies, social activities and related incidental costs are not reimbursable.

(g) No reimbursement for alcohol or snacks.

    (a) Receipts that show an alcohol or snack purchase will not be accepted for reimbursement.

    (b) Alcohol and snack purchases must be made as a separate transaction.

(h) All receipts must only be for the expenses of the employee who received the cash advance.

(i) The cost of the meal must be reasonable. The agency expectation is that meals will have a cost consistent with current GSA per diem rates for the travel area.

(j) Current GSA per diem rates are available from Professional Standards and will be included with all training/ conference itineraries, for reference.

(k) The allowable costs for reimbursement are not cumulative; if a meal is skipped, that amount cannot be added to what is spent on another meal.

(l) If a circumstance arises that is not covered by this policy, it is an expectation that the most conservative course of action will be taken.

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(m) If a reimbursement request is not consistent with the Agency's expectations, an explanation must be provided.

(n) If the meal total is considered unreasonable, the employee will be notified and the reimbursement amount will be reviewed, and may be adjusted or denied, by Sheriff's Office executive staff.

312.5 TRANSPORTATION

(a) All local and in-state training will be attended by using a WCSO vehicle.

(b) In special cases, or if an agency vehicle is not available, mileage will be reimbursed to the employee who uses his/her personal vehicle.

- A supervisor and Professional Standards must approve the use of a personal vehicle, in writing.
- If an employee chooses to drive his/her personal vehicle instead of an available agency vehicle, mileage will not be reimbursed.

(c) When an employee is flying from Denver International Airport, the requirement to use an agency vehicle does not apply.

- Mileage reimbursement where either the point of origination or the point of return, or both is the employee's home, is measured from the employee's home to the destination and return, or, from the employee's department address to the destination and return, whichever is less.
- Extended parking fees will be reimbursed for the economy parking at the airport, or the uncovered parking at the off-site shuttle parking lots.
    i. If an employee chooses to park in the garage at the airport, or covered parking at the off-site shuttle lots, the employee will not be reimbursed for the additional costs associated with the covered parking.

(d) Transportation, such as UBER, mileage, parking and other incidentals are not covered by per diem. The employee will need to seek reimbursement after the training is complete and provide receipts.

312.6 HOTELS

(a) Accommodations for lodging will be made by the training unit.

- Employees are not allowed to switch hotels unless they can show, in writing, why an alternative choice is financially a better option.

312.7 FEES

(a) Baggage fees, taxi/shuttle fares, and other incidental fees will be reimbursed.

- Receipts must be provided.
- The fee must be reasonable.

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Chapter 4 - Emergency Planning

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Facility Emergencies

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a plan to appropriately respond to emergencies within the facility and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, employees, visitors, inmates and all others who enter the detention facility, while allowing the facility to fulfill its primary purpose.

Facility emergencies related to fire will be addressed in the Fire Safety Policy.

400.2 POLICY

It is the policy of this office to have emergency response plans in place to quickly and effectively respond to and minimize the severity of any emergency within the facility.

400.3 PROCEDURE

-

The facility emergency plan is intended to provide the staff with current methods, guidelines and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff, inmates or the community.

The DetentionsCaptain or their designee shall develop, publish and review emergency response plans that address the following:

(a) Escapes

(b) Disturbances/riots

(c) Hostages

(d) Mass arrest / Civil disturbances

(e) Weather emergencies

(f) Hunger Strikes

(g) Disruption of essential services

(h) Periodic testing of emergency equipment

(i) Explosive device

(j) Medical Emergency

(k) Pandemic response / outbreak of communicable disease

(l) Hazardous materials

(m) Active shooter

(n) Other emergencies as needs are identified

The facility emergency response plans are intended to provide the staff with current methods, guidelines and training for minimizing the number and severity of emergency events that may

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threaten the security of the facility or compromise the safety of staff, inmates or the community. Reasonable accommodations will be made for those with hearing and/or visual impairments.

The emergency response plans are intended to provide information on specific assignments and tasks for personnel. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans should include procedures for continuing to house inmates in the facility, the identification of alternative facilities outside the boundaries of the disaster or threat and the potential capacity of those facilities, inmate transportation options and contact information for allied agencies.

The emergency response plans shall be made available to the staff, volunteers and contractors working in the facility as needed.

400.3.1 INCIDENT COMMAND

Prolonged or potentially large scale operations involving extra resources requires the establishment of an Incident Command.

The Incident Command System ensures that all staff involved in an operation reports to only one source. This eliminates the potential for staff to receive conflicting orders from multiple sources, thus increasing accountability, preventing freelancing, improving the flow of information, helping with the coordination of operational efforts, and enhancing operational safety.

While the role of Incident Command is primarily tasked to command staff, any staff member is authorized to establish and run Incident Command until relieved by higher authority. The Emergency Plan provides general guidelines and recognize that each incident is unique with variables that cannot always be foreseen. Staff are expected to utilize their training, knowledge, and experience to exercise good judgement.

400.4 EMERGENCY LOCKDOWN

Upon detecting any significant incident that threatens the security of the facility, staff shall immediately lockdown the affected wing and notify the Shift Sergeant. The Shift Sergeant, may determine a facility wide lockdown is warranted and shall notify the Lieutenant as necessary.

If a lockdown or building freeze is ordered, all inmates will be directed to their housing area/cells. All inmates in transit within the facility should either be held in place or transported to a secure location.

A count shall be immediately conducted for all inmates, visitors, contractors and staff. The Shift Sergeant shall be immediately notified of the status of the count. If any person is unaccounted for, the Shift Sergeant shall direct an immediate search of the facility and notify the Lieutenant of the situation as soon as practicable.

Lockdown is not to be used as a form of punishment. It may only be used to ensure order and be limited to the duration of time needed to resolve the emergency.

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400.5 HUNGER STRIKE

Upon being made aware that one or more inmates is engaging in a hunger strike, the staff will notify the Shift Sergeant, who will notify the Lieutenant. The Lieutenant should evaluate the basis for the strike and seek an appropriate resolution. Upon coming to a resolution, the Lieutenant will communicate the resolution to the Shift Sergeant for implementation.

Should the Lieutenant be unable to resolve the grievance leading to the strike, the Lieutenant will notify the Captain and provide updates on the status of the hunger strike.

400.5.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Shift Sergeant should notify Jail Medical Staff to review, coordinate and document any medical actions taken, based upon protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals should monitor the health of inmates involved in the hunger strike and make recommendations to the Inmate Services Director or the Lieutenant responsible for oversight of Inmate Services.

If an inmate is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for mental illness will be followed.

400.5.2 RESPONSE TO HUNGER STRIKES

Beginning at the line staff level, a resolution to grievances should be sought at the lowest level. The Inmate Grievances Policy shall guide staff on resolving inmate grievances.

If the hunger strike remains unresolved, the Shift Sergeant may direct the appropriate staff to examine the inmate commissary purchases made in advance of the hunger strike, and to monitor commissary purchases made during the hunger strike. Additional staff should be directed to observe the cell area, including trash containers, of the inmates involved for evidence of food items purchased from the commissary and of food hoarding.

400.5.3 LEGAL GUIDANCE

If attempts to resolve the grievance are unsuccessful or not reasonably possible, the Sheriff or their designee should consider consulting with legal resources as appropriate to develop other steps to resolve the issues.

400.6 RESPONSE TO DISTURBANCES

The staff should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. The staff should immediately notify the Shift Sergeant of the incident.

400.6.1 NOTIFICATIONS

The Shift Sergeant should notify the Lieutenant of the disturbance as soon as practicable. Based on the seriousness of the event, the Lieutenant should notify the Captain as soon as practicable .

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400.6.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Shift Sergeant or the authorized designee should notify the appropriate qualified health care professionals in order to review, coordinate and document medical actions based upon protocols and/or at the direction of the Responsible Physician.

400.6.3 REPORTING

The Shift Sergeant should direct that an incident report be completed containing the details of the disturbance no later than the end of the shift. If appropriate, a crime report shall be initiated and prosecution sought.

400.7 RIOT IN DETENTION FACILITY

A riot is when three or more persons actively participate in conduct that creates grave danger of, or does cause damage to property or injury to persons and substantially obstructs the performance of institutional functions, or commands, induces, entreats, or otherwise attempts to persuade others to engage in such conduct.

Staff should make reasonable attempts to prevent inmate-on-inmate violence but should take measures to avoid being engulfed in the problem, thereby exacerbating the situation.

400.7.1 RESPONSE TO RIOTS

Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow down in order for staff to develop response plans, to ensure there are adequate facility personnel to effectively take the required actions, and that responding staff are appropriately equipped with protective gear.

Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient staff members are present to safely suppress the riot. Nothing in this policy shall prohibit any staff member from assisting staff members who are being assaulted.

Operational response philosophy should be a show of force, opportunity to renounce participation, and use of force to restore order.

All inmates who have participated in a riot shall be separated and secured as soon as practicable. If necessary, injured inmates shall receive a medical evaluation and treatment. Other housing units must be secured, with sufficient staff remaining at their posts to continue to supervise the unaffected units. When the riot has been suppressed, all involved staff must immediately return to their assigned posts.

Criminal charges should be pursued against participants to hold them accountable and discourage others from participating in future incidents.

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400.7.2 QUALIFIED HEALTH CARE PROFESSIONAL RESPONSE

Incident Command or their designee should notify the qualified health care professionals and identify a staging area for medical emergency responders and for medical triage should it appear to be necessary.

The jail medical provider should be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical personnel during the incident.

400.7.3 NOTIFICATIONS

As soon as practicable, the Shift Sergeant or a responsible staff member shall notify the Lieutenant, who in turn shall notify the Sheriff via chain of command.

400.7.4 REPORTING

The Shift Sergeant should ensure that applicable incident reports be completed no later than the end of the shift. If appropriate, a criminal report shall be initiated and prosecution sought. The Lieutenant should complete an after action report detailing the incident.

400.7.5 DEBRIEFING

All responding staff, including medical responders, shall be debriefed on the incident as soon as practicable after the conclusion of the emergency incident. The staff shall examine the incident from the perspective of what worked, what actions were less than optimal and how the response to a future incident might be improved. Crisis counseling should be made available to staff.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing should be focused on the incident and an improved response. The Captain should serve as the moderator to ensure that the debriefing remains productive and no individual or group involved in the response is ridiculed.

400.8 HOSTAGES

Freedom and/or hostages will not be exchanged for hostages and control of the facility will not be relinquished. Providing arms, drugs and/or alcohol to hostage takers is not negotiable.

Hostages should cooperate with hostage takers to the extent that they are physically, legally, or morally able without endangering others or threatening the safety and security of the facility.

It is the policy of the Weld County Sheriff's Office to use all available resources necessary to bring about a successful end to a hostage situation.

400.8.1 RESPONSE TO HOSTAGE INCIDENT

Master Control should immediately be notified at the earliest sign of a hostage incident. Master Control shall notify the Shift Sergeant. The Shift Sergeant will notify the Lieutenant as soon as practicable. The Lieutenant should notify the Sheriff via chain of command.

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The Shift Sergeant will establish incident command and make every effort to ensure that the hostage incident remains confined to the smallest area possible. A facility wide emergency lockdown should be initiated.

400.8.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS
Incident Command or their designee should notify the qualified health care professionals and identify a staging area for medical emergency responders and for medical triage should it appear to be necessary. The location shall also serve as a medical staging area for other medical emergency responders.

400.8.3 HOSTAGE RESCUE
Communications with the hostage-taker should be established as soon as practicable. Hostage-taker demands for the staff to open doors will not be met. A hostage rescue team should be immediately summoned and the established protocols for resolving the situation shall be implemented. The Detentions Captain and Sheriff should be consulted regarding decisions faced by the hostage rescue team.

400.8.4 REPORTING AND DEBRIEFING
Following the conclusion of a hostage incident, A debriefing should be conducted for all responding staff. All aspects of the incident should be reviewed, focusing on the incident and the outcome, with the intent of using the incident as an opportunity for continuous improvement and to identify additional training or systemic changes that may be required. Crisis counseling should be made available. The Lieutenant should complete an after action report.

400.9 ESCAPES

Upon being made aware that an escape may have occurred, or did in fact occur, the staff member should immediately notify Master Control. Master Control should notify the Shift Sergeant . As soon as practicable, the Shift Sergeant should notify the Lieutenant who should in turn should notify the Sheriff via chain of command.

Once the escape is verified and immediate actions taken inside the facility (lockdown, etc.), the Shift Sergeant should notify all local law enforcement agencies.

400.9.1 INMATE COUNTS
As soon as the facility is fully locked down, a full inmate Face count should be taken.

All inmates who are outside of the secure perimeter of the facility (e.g., court, work details) should be located and identified. Any missing inmate should have his/her identity disclosed and his/her facility record should be accessed by the Detentions Captain.

400.9.2 SEARCH
Concurrent with the lockdown, the area surrounding the facility should be searched for the escapee. Known or suspected areas where an inmate may be hiding or may have discarded detention facility clothing should be searched first. Any witnesses should be interviewed. Areas where evidence of the escape is discovered shall be processed as crime scenes.

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The Shift Sergeant or a designated staff member will develop a flyer with the inmate's name, description, the inmate's latest picture, classification status and charges, and supply it to the custody staff and local law enforcement. Local law enforcement should also be given the inmate's last known address and a list of his/her associates.

400.9.3 REPORTING

The Shift Sergeant should ensure all applicable incident reports are complete prior to end of shift. The Lieutenant should submit an after action report to the Detentions Captain. The after action report should focus on events and physical plant weaknesses that contributed to the escape. A crime report should also be written regarding the escape. The Detentions Captain should review the reports, interview involved parties and develop action plans to minimize the risk of future occurrences.

400.10 MASS ARREST

Upon being notified that jail space will be needed in response to a situation involving mass arrests, the Shift Sergeant should notify the Lieutenant. The Lieutenant should make the determination regarding the magnitude of the event and whether it warrants further notification up the chain of command.

The size of the event may also require a lockdown, suspension of any programs that are not critical to detention facility operations, and/or implementation of alternate staffing plans. To accommodate the influx of inmates, the Shift Sergeant should develop a housing plan that will not adversely affect the safety and security of the facility. Program spaces, such as exercise yards, classrooms and dayrooms, may be used to temporarily house a limited number of additional inmates.

In the event that the detention facility can no longer accept additional inmates without compromising the safety and security of the facility, mutual aid may be requested from allied counties.

400.11 REVIEW OF EMERGENCY PROCEDURES

The Detentions Captain or the authorized designee should ensure that there is a review of emergency procedures at least annually. This review should be documented with reports submitted to the Detentions Captain or the authorized designee within 10 days of the review for approval. This review should also include the signatures or initials of the facility staff responsible for the review. At a minimum, the review shall include:

- Assignment of persons to specific tasks in emergency situations.
- Instructions in the use of the alarm systems and signals.
- Systems for the notification of appropriate persons outside of the facility.
- Information on the location and use of emergency equipment in the facility.
- Specification of evacuation routes and procedures.

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400.12 TRAINING

The staff shall be trained annually on this policy. This facility will provide emergency preparedness training as part of orientation training for all personnel assigned to the facility and for those who may be required to respond to the facility in an emergency. The staff shall also receive refresher training at least annually in the emergency response plans. The Training Sergeant is responsible for developing and delivering appropriate initial training and annual refresher training.

Emergency planning training should occur in the form of classroom instruction (or briefing training), mock practical exercises and drills. Each type of emergency covered in the emergency response plan must be included in the training.

A lesson plan, staff training sign-up sheet with the dates and the times training should be provided, and proof of competency (testing) for each participant should be maintained by the Training Sergeant.

The Training Sergeant shall forward an annual report to the Sheriff and Detentions Captain on the status of emergency response plan training. Any training deficiencies identified in this report should be rectified within 90 days of the report.

The facility emergency plan and all training shall be documented by the Training Sergeant and retained in accordance with established records retention schedules.

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Emergency Staffing

401.1 PURPOSE AND SCOPE

The facility must operate at all times as a safe and secure environment, regardless of staffing levels. Consequently, contingency plans must be made in advance for any staffing emergency or planned job action, regardless of the length of the staffing deficit.

The purpose of this policy is to establish roles and responsibilities for creating and implementing emergency staffing plans, providing appropriate emergency staffing training to supervisory and management personnel, and identifying an update schedule and distribution list for the plan, as identified by the Sheriff or the authorized designee.

401.2 POLICY

It is the policy of this office to be prepared to operate a safe and secure facility in the event of a staffing emergency. Staffing emergencies that could negatively affect the good order the facility may include, but are not limited to, an outbreak of infectious disease, a work stoppage or strike by the staff, a natural disaster or other disruption. The Sheriff, Detentions Captain or the authorized designee shall be responsible for ensuring that an appropriate emergency staffing plan exists.

401.3 EMERGENCY STAFFING

In the event the Detentions Captain becomes aware that a staffing emergency exists or may occur, staff members who are present may be ordered to remain at their posts. The Detentions Captain will notify the Sheriff. Plans should include measures to achieve minimum staffing for the facility within four hours of a staffing emergency and may include the following operational adjustments:

- The facility may go to a lockdown. Minimum activities, including visiting, exercise and other programs will be suspended only if necessary. Meals, cleaning, medical services, court transportation and attorney visits will continue. Other activities will be assessed by the Detentions Captain on a case-by-case basis.
- Supervisory and management personnel may have time-off cancelled or rescheduled for the duration of the staffing emergency.
- Staff from other areas of the office who have custody experience may be used to fill vacancies in the facility.
- Assistance from allied agencies may be requested to help management and supervisors in safely staffing the facility.
- Contracting with surrounding facilities may be necessary if adequate staffing cannot be obtained to safely operate the facility.
- In the event of a health-related staffing emergency, the office Exposure Control Officer and medical staff shall be notified in accordance with the Communicable Diseases Policy.

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401.4 LEGAL ASSISTANCE

In cases where the Detentions Captain becomes aware that a work stoppage is planned or has occurred, legal counsel should be consulted for assistance in preparing the necessary legal action to either prevent the work stoppage or to cause it to cease. Immediate contact with the employees' representatives may also be necessary to prevent or conclude the job action.

401.5 TRAINING

The Detentions Captain or the authorized designee should be responsible for:

(a) Establishing a distribution list for the contingency plan.

(b) Establishing a periodic review and update of the plan.

(c) Ensuring that all supervisors and managers are periodically trained on the plan.

(d) Ensuring that all supervisors and managers are provided a copy of the plan and/or a means to access it in the event of an emergency.

(e) Documenting all training.

(f) Maintaining training records for each supervisor and manager and ensuring that those personnel periodically receive appropriate update training on the plan.

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Fire Safety

402.1 PURPOSE AND SCOPE

The threat of fire and toxic smoke in the facility represents a significant risk to the safety and security of the community, the staff, inmates, volunteers, contractors and visitors. The purpose of this policy is to clearly identify and conform to applicable federal, state and/or local fire safety codes, and to establish a process of creating, disseminating and training all individuals in the facility on the emergency plans for fire safety and evacuation.

402.2 POLICY

It is the policy of the Weld County Sheriff's Office, that fire prevention strategies are a high priority.

The Detentions Captain shall ensure that a fire alarm and detection and suppression system, as required by law, are installed, maintained and periodically tested. Any variance, exception or equivalency issues must be approved by the fire jurisdiction authorities, and must not constitute a serious life-safety threat to the occupants of the facility.

402.2.1 FIRE CODES

The Weld County Jail shall comply with all applicable federal, state and local fire codes.

402.2.2 FIRE PREVENTION RESPONSIBILITY

All staff, volunteers and contractors who work in the facility are responsible for the prevention of fires. They should be trained and given the tools to carry out the tasks necessary to reduce the risk of fire.

402.3 FIRE SUPPRESSION PRE-PLANNING

Pursuant to 6 CCR 1010-13:16.0, the Detentions Captain shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The plan shall include, but is not limited to:

(a) A fire suppression pre-plan by the local fire department, to be included as part of this policy.

(b) Fire prevention, safety inspection plans and record retention schedules developed by designated staff or as required by applicable law.

(c) Documentation of all fire prevention inspections, all orders to correct and all proofs of correction should be maintained for a minimum of two years or as otherwise required by law.

(d) An evacuation (see the Evacuation Policy).

(e) A plan for the emergency housing of inmates in case of fire.

(f) The cross-training of responders and facility staff via drills, should occur at least annually, if practicable. Drills and findings will be documented.

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402.4 FIRE PREVENTION EQUIPMENT

All required fire alarms, sprinklers and detection devices shall be in good working order at all times.

Should such a device become inoperative, the Detentions Captain or the authorized designee shall be responsible for ensuring that emergency repairs are undertaken as soon as possible and that staff is provided with an alternative emergency fire safety and evacuation plan.

Any time any fire prevention system is inoperative and poses a serious life-safety risk, that portion of the facility shall not be inhabited by inmates or staff.

402.5 FIREFIGHTING EQUIPMENT

The Detentions Captain shall ensure that the facility is equipped with the necessary firefighting equipment (e.g., fire hoses, extinguishers) in an amount and in a location as recommended by the local fire authority or other qualified entity. The locations of firefighting equipment will be shown on the facility fire plan (schematic).

While the staff is not trained as fully qualified firefighters, the Detentions Captain or the authorized designee will ensure that the staff is trained to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary.

402.5.1 SELF-CONTAINED BREATHING APPARATUS (SCBA)

The facility should maintain sufficient quantities of self-contained breathing apparatus (SCBA) for staff to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary. The Detentions Captain or the authorized designee is responsible for developing and implementing a written respiratory protection program that includes fit testing and training.

402.6 FIRE TRAINING

The Training Sergeant is responsible for ensuring that within the first six months of assignment to the facility all staff members receive training on the use of the SCBA sufficient to demonstrate proficiency. The staff should also be trained in the use of the facility's firefighting equipment sufficient to demonstrate proficiency. The staff should receive refresher training at least annually on the use of firefighting equipment.

Each shift should have at least one designated staff member who is trained to maintain the facility's firefighting equipment, including the SCBA.

402.7 INSPECTIONS

The Weld County Jail shall be inspected by an appointed staff member who is qualified to perform fire and safety inspections on a monthly basis to ensure that fire safety standards are maintained. These inspections will be focused on, but not limited to, fire prevention, staff training and proficiency, firefighting equipment availability and functionality, alarms, fire detectors, fire safety equipment, locks, keys, doors, and staff familiarity with prevention and suppression techniques, suppression pre-planning, SCBA use, emergency response, fire safety equipment use and the evacuation plan.

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A staff member shall be assigned to coordinate with local or state fire officials for the inspections required, pursuant to 6 CCR 1010-13:16.2. These inspections will be conducted at least once per year. The result of all fire inspections and fire equipment testing shall be provided to the Detentions Captain and the Sheriff and maintained for a minimum of two years.

402.7.1 FURNISHINGS
All furnishings allowed in the facility shall meet fire authority standards for fire performance characteristics.

402.7.2 FLAMMABLE, TOXIC AND CAUSTIC MATERIALS
The Detentions Captain, in collaboration with the local environmental health expert, will review the type of materials introduced into the facility to ensure that they are controlled and used safely (6 CCR 1010-13:15.0). All such materials will be safely stored and only used by inmates under the direction of the staff.

402.8 EMERGENCY HOUSING OF INMATES

The Detentions Captain or the authorized designee shall develop a plan for the emergency housing of inmates in the event of a fire. The plan should include procedures for continuing to house inmates in the facility, identification of alternate facilities and the potential capacity of those facilities, inmate transportation options, and contact information for allied agencies. This plan shall be reviewed annually and revised if necessary.

402.9 CARBON MONOXIDE DETECTORS

Carbon monoxide detectors will be in use at designated areas of the facility. Any carbon monoxide detectors used in the detention facility should be installed, operated, and maintained as recommended by the manufacturer. The detectors should be inspected during the scheduled internal fire safety equipment inspections.

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Emergency Power and Communications

403.1 PURPOSE AND SCOPE

The Weld County Sheriff's Office facility must continue to operate as a safe and secure environment regardless of emergencies, including electrical outages. The purpose of this policy is to establish guidelines regarding back-up power and communication systems, and the inspection, preventive maintenance and testing of the systems to ensure a seamless transition in the event of a loss of power.

403.2 POLICY

It is the policy of this office to ensure that power to critical systems and communications continues to operate within the facility in the event of a loss of power.

403.3 PREVENTIVE MAINTENANCE

It is the responsibility of the Sheriff and Detentions Captain through Weld County Buildings and Grounds staff to ensure that there is sufficient emergency power to operate all essential lighting, security equipment, safety equipment and communications systems. The emergency power system should have sufficient fuel to allow the facility to operate continuously for a three-day period, if necessary, without external resources.

The emergency power system should be inspected, tested and maintained as necessary. In the event that the system fails, the Detentions Captain or Shift Sergeant should contact the designated maintenance authority or repair company, to obtain necessary repairs as soon as practicable. If the emergency power system cannot be repaired within eight hours, portable emergency generators should be secured as a temporary emergency power source until the repair or replacement of the primary system occurs.

403.4 SAFETY AND SECURITY

Inoperable or malfunctioning safety and/or security equipment shall be immediately repaired or replaced. In the event that safety and/or security equipment become inoperable or damaged and it is not safe to operate a secure portion of the facility, that portion of the facility should be vacated and the inmates housed elsewhere. Or, staffing should be increased sufficiently for the area to remain safe and secure until the repair can be completed.

403.5 INSPECTION AND TESTING

The Detentions Captain or the authorized designee shall be responsible for scheduled testing of emergency power systems. The power system manufacturer should be contacted for the required testing intervals and load information. The emergency power system should be load-tested in accordance with the manufacturer’s recommendations or at least quarterly.

All emergency equipment and systems should be inspected by a qualified individual at least quarterly.

Power generators should be inspected and tested by a qualified individual at least weekly.

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Emergency Power and Communications

All testing and inspections shall be documented and the results included in a report to the Detentions Captain.

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Evacuation

404.1 PURPOSE AND SCOPE

The purpose of this policy is to promote planning and to establish procedures, responsibilities and training requirements for the staff of the Weld County Sheriff's Office Detention Facility in case of fire and other emergency evacuations.

404.2 POLICY

The community, staff, volunteers, contractors and inmates should have a well-researched and validated evacuation plan that can be implemented in the event any portion of the facility requires evacuating due to an emergency (e.g., fire, smoke, flood and storm). All custody staff should be knowledgeable about the evacuation plan, policy and procedures.

404.3 EVACUATION PLAN

The Weld County Sheriff's Office maintains an evacuation plan to be implemented in the event of a fire, natural disaster, or other emergency. At a minimum the evacuation plan shall address the following:

(a) Location of facility building and floor plans

(b) Procedures on how inmates are to be released from locked areas

(c) Procedures to account forstaff and visitors

(d) Backup system if power-operated locks fail

(e) Relocation areas to be used for housing inmates in the event of a full or partial evacuation

(f) Notifications

(g) Training and drill requirements for staff

(h) Reporting requirements

The Detentions Captain should ensure that the evacuation plan is maintained and updated as needed and is reviewed for accuracy at least annually by a qualified independent inspector and in coordination with the local fire authority.

A current copy of the evacuation plan shall be maintained in the Administrative office and in the command area of each annex facility.

404.3.1 EXITS

All facility exits should be marked with signs that clearly indicate the direction of traffic.

Except for temporary reasons, such as maintenance or repairs, all exits to the facility shall remain free from obstacles at all times regardless of the frequency of use. It is the duty of all staff to remove any obstructions that block, either partially or completely, staff’s ability to observe or use any exit.

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404.3.2 EVACUATION PLANS AND ROUTES
Plans for evacuation routes will be posted in all public areas of the facility. All custody staff will be familiar with evacuation routes for inmates.

404.3.3 EMERGENCY HOUSING OF INMATES
The Detentions Captain or the authorized designee shall develop a plan on the emergency housing of inmates in the event of a full or partial evacuation of the facility. The plan will address when inmates should be housed in place, identification of alternate facilities and the potential capacity of those facilities, inmate transportation options, and contact information for allied agencies. This plan shall be reviewed at least annually and revised if necessary.

404.4 TRAINING DRILLS
The Detentions Captain should ensure that drills of the evacuation plan are conducted at least annually, or more often if required by code, for each shift and at all facility locations. Drills should include staff and volunteers. The local fire agency may be invited to participate in one or more drills annually. Nonviolent and compliant inmates may participate. Violent and/or dangerous inmates or those known to be a flight risk will not be involved in the drills.

Drills should be designed to ensure that all staff members are proficient in their duties during each type of evacuation. Each drill should be documented as to its scope and participants. Upon completion of the drill, each staff member may be required to complete a written test to document knowledge and to show proficiency.

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Chapter 5 - Inmate Management

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Population Management

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of inmate population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the Office to forecast staffing and facility growth needs into the future, and to plan for the associated expenditures.

500.2 POLICY

It is the policy of this facility that an inmate population management system should be established and maintained to account for the admission, processing, transfer and release of inmates.

500.3 REPORTS

The Detentions Captain or the authorized designee is responsible for ensuring that detailed daily reports of the facility's inmate population are completed and maintained by the staff. The reports shall reflect the average daily population of sentenced and non-sentenced inmates by categories of adult male, adult female, juvenile male and juvenile female. The Detentions Captain should collect and submit the data to the Sheriff in a monthly report within 10 working days of the end of each month. The Sheriff or the authorized designee should maintain the data in an accessible format for historical purposes and trend analysis and to respond to funding opportunities (see the Crowding Policy).

500.4 DATA COLLECTION

For each reporting period, the report should include, but is not limited to:

(a) Current number of beds in:
    1. Compliance with local or state standards
    2. General housing
    3. Medical/mental health

(b) Average daily population (ADP) for:
    (a) Minimum security
    (b) Medium (high/low) security
    (c) Maximum security
    (d) Restrictive housing

(c) Highest one-day inmate population

(d) Number and percentage of:
    (a) Bookings
    (b) Male inmates
    (c) Female inmates

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(d) Non-sentenced inmates

(e) Felony inmates

(f) Pretrial inmates released

(g) Sentenced inmates released early due to lack of space

(h) Inmates receiving psychotropic medication

(e) Number of:

(a) Inmate-on-inmate assaults

(b) Inmate-on-staff assaults

(c) Escapes/attempted escapes

(d) Active misdemeanor warrants

(e) Active felony warrants

(f) Inmate grievances and dispositions

(g) Inmate disciplinary reports and dispositions

500.4.1 STATE-REQUIRED DATA COLLECTION

The Detentions Captain or the authorized designee shall collect and maintain the following information (CRS § 17-26-118):

(a) For each confined inmate, the date of entrance; name; date of birth; age; race; ethnicity; gender; any criminal charges against the inmate, organized by code section, and the jurisdiction charging each offense; term of sentence, if sentenced; bond amount, if bond has been set; and release date

(b) The operational capacity of the detention facility

(c) The name of the jail management system used by the facility

(d) The number of confined inmates in the detention facility

(e) Counting each confined inmate only once, the following information concerning confined inmates:

1. The number of sentenced inmates

2. The number of unsentenced inmates with a hold

3. The number of unsentenced inmates without a hold

(f) Counting each unsentenced inmate without a hold only once, the following information concerning unsentenced inmates:

1. The number whose most serious charged offense is a felony

2. The number whose most serious charged offense is a misdemeanor

(g) The number of confined inmates held solely for a municipal offense

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(h) The number of confined special management inmates held in restrictive housing or who are allowed outside of the cell for two or fewer hours per day

(i) The number of confined inmates awaiting a competency evaluation, a competency hearing, or a restoration hearing, as defined in CRS § 16-8.5-101

(j) The average daily population of the detention facility

(k) The average length of stay for each of the following:

1. Confined inmates who were released within the prior 12 months whose most serious offense is a felony
2. Confined inmates who were released within the prior 12 months whose most serious offense is a misdemeanor

(l) The number of confined inmates identified as homeless

(m) The number of deaths of confined inmate

(n) The number of bookings into the detention facility

The Detentions Captain should further ensure that this information is reasonably available to the public.

500.4.2 SUBMISSION OF REPORTS TO THE COMMISSION ON JAIL STANDARDS

The Detentions Captain or the authorized designee shall submit the following information in a quarterly report to the Division of Criminal Justice Services (Division) on the electronic survey provided by the Division (CRS § 17-26-118; CRS § 24-33.5-518):

(a) A data set that represents the required data points of the operational capacity of the detention facility and the name of the jail management system

(b) A data set that represents the required data points of the information collected in STATE-REQUIRED DATA COLLECTION (d) through (l), organized by race, ethnicity, and gender

(c) The number of deaths of confined inmates that occurred since the previous reporting date

(d) The number of bookings into the detention facility since the previous reporting date

(e) The number of inmates who experienced a suspension, enrollment, or reinstatement of Medicaid coverage before being released

(f) An explanation of the good faith effort to collect and submit any of the above data that the office was unable to include in the report

500.4.3 REPORTING DATA OF INMATE CONFINEMENT BEYOND 30 DAYS

The Detentions Captain or the authorized designee shall periodically transmit identifying information of inmates confined for more than 30 days to the state Department of Human Services, the county departments of human or social services, and the Colorado Department of Labor and Employment in the appropriate reporting system (CRS § 17-26-118.5).

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500.4.4 STATE-REQUIRED DATA COLLECTION

The Detentions Captain or the authorized designee shall collect and maintain the following information (CRS § 17-26-118):

(a) For each confined inmate, the date of entrance; name; date of birth; race; age; ethnicity; gender; any criminal charges against the inmate, organized by code section, and the jurisdiction charging each offense; term of sentence, if sentenced; bond amount, if bond has been set; and release date

(b) The operational capacity of the detention facility

(c) The name of the jail management system used by the facility

(d) The number of confined inmates in the detention facility

(e) Counting each confined inmate only once, the following information concerning confined inmates:

1. The number of sentenced inmates
2. The number of unsentenced inmates with a hold
3. The number of unsentenced inmates without a hold

(f) Counting each unsentenced inmate without a hold only once, the following information concerning unsentenced inmates:

1. The number whose most serious charged offense is a felony
2. The number whose most serious charged offense is a misdemeanor

(g) The number of confined inmates held solely for a municipal offense

(h) The number, per month, of confined special management inmates held in [restrictive housing] who are allowed outside of the cell for two or fewer hours per day and the following information concerning each inmate:

1. Self-identified race or ethnicity, gender, and age
2. Whether the inmate has an intellectual or developmental disability as defined by CRS § 17-26-302(1)
3. Housing assignment immediately prior to placement in [restrictive housing]
4. Length of time in [restrictive housing]
5. Whether [restrictive housing] was a disciplinary sanction
6. If the inmate sustained an injury or died in [restrictive housing], and the manner and cause of the injury or death
7. If the inmate was charged with a new criminal offense while in [restrictive housing] and the specific charge
8. Whether a court order was sought to maintain the inmate in [restrictive housing] for more than 15 days, and if a court order was granted or denied

(i) The number of confined inmates awaiting a competency evaluation, a competency hearing, or a restoration hearing, as defined in CRS § 16-8.5-101

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(j) The average daily population of the detention facility

(k) The average length of stay for each of the following:

1. Confined inmates who were released within the prior 12 months whose most serious offense is a felony
2. Confined inmates who were released within the prior 12 months whose most serious offense is a misdemeanor

(l) The number of confined inmates identified as homeless

(m) The number of deaths of confined inmate

(n) The number of bookings into the detention facility

(o) The number of confined inmates with an identified mental illness, substance abuse disorder, both a mental illness and substance abuse disorder, neurocognitive disorders (e.g., traumatic brain injury, dementia)

(p) The number of confined inmates who engaged in self-injurious behavior

The Detentions Captain should further ensure that this information is reasonably available to the public.

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Inmate Counts

501.1 PURPOSE AND SCOPE

Inmate counts are vital to the security of the facility, the safety of the staff and the welfare of the inmates. This policy establishes guidelines for the frequency of inmate counts, which ensures that all inmates and their status can be accounted for at any time.

501.1.1 DEFINITIONS

Head count - Counting the number of inmates in an area or a group and matching the total number present with the number reported to be in the area or group by the JMS.

Face count - An enhanced head count requiring the officer to carry the roster of inmates assigned and add the process of verifying inmate identity by matching the face of the inmate actually present to the name of the inmate on the computer roster of what inmates are supposed to be present.

Emergency count - A Face Count prompted by an unscheduled lockdown.

501.2 POLICY

It is the policy of this office to account for all inmates within and under the control of this facility through scheduled and other counts as needed.

501.3 PROCEDURE

The Detentions Captain or the authorized designee shall be responsible for creating and maintaining a written procedure establishing the process and frequency of counts. Emergency counts may be conducted at the direction of the Shift Sergeantor any staff member as needed. Electronic counts shall not be substituted for direct staff observation.

All counts shall be documented in the Jail Management System and verified by Master Control. Counts shall include all inmates in custody, including those on work assignments, furlough and those who are off-site, such as at the hospital or court.

A face count in which all inmates are personally identified by a deputy should be conducted at shift change, inmate meals, all scheduled and unscheduled lockdowns or as directed by the Detentions Deputy Procedure Manual.Head counts are required no less than once every two hours from the prior face or head count.

A discrepancy in any count shall require an immediate face count of the affected post.If the face count is incorrect, the Shift Sergeant shall be notified and the facility is immediately locked down for a facility-wide face count.The escape plan is triggered if the facility count is incorrect.

In the event that an escape is discovered during the inmate count, the Shift Sergeant will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Detentions Captain, initiating a search, and complying with other procedures as needed in accordance with the Facility Emergencies Policy.

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Inmate Counts

A complete report of the incident will be prepared and provided to the Detentions Captain and Sheriff as soon as practicable.

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Inmate Reception

502.1 PURPOSE AND SCOPE

The Weld County Sheriff's Office has a legal and methodical process for the reception of arrestees into this facility. This policy establishes guidelines for security needs, the classification process, identification of medical/mental health issues and the seizure and storage of personal property.

502.2 POLICY

This office shall use the following standardized policies when receiving arrestees to be booked into this facility. This is to ensure security within the facility and that arrestees are properly booked and afforded their applicable rights.

502.3 PRE-BOOKING SCREENING

All individuals shall be screened prior to booking to ensure each individual is physically acceptable for admission and that all arrest or commitment paperwork is present (see the Inmate Screening and Evaluations Policy). Required paperwork includes, as applicable:

(a) Arrest reports

(b) Probable cause declarations

(c) Warrants or court orders

(d) Victim notification information

(e) Documentation of needs related to religious practices, such as diet, clothing, and appearance (see the Religious Programs Policy)

(f) Accommodation requests related to disabilities (see the Inmates with Disabilities Policy)

(g) Information regarding suicidal statements or actions, or assessments of suicide risk

(h) Medical and mental health records

Any discrepancies in required paperwork should be resolved or missing documentation located before accepting the individual for booking from the arresting or transporting deputy.

Prior to accepting custody of an individual who claims to have been arrested due to a mistake of identity or an individual who claims that identity theft led to the issuance of a warrant in the individual's name, members shall make reasonable efforts to investigate the claim of identity fraud or mistake. Members shall notify a supervisor when an individual makes a claim of mistaken identity or identity fraud.

502.3.1 IMMIGRATION DETAINERS

No individual shall be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the detainer is accompanied by a warrant issued by a judge directing that the individual be arrested (CRS § 24-76.6-102). Notification to the federal authority issuing the detainer should be made before the release.

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502.3.2 MUNICIPAL COURT HOLDS

During the booking process, the booking deputy shall verify whether the arrestee has any municipal court holds. If an active hold is found, notifications shall be as follows:

(a) If the arrestee does not receive a personal recognizance bond on the arresting charge, notification must be made to the applicable municipal court as soon as practicable.

(b) If the sole basis of the arrestee's detention is the municipal court hold, notification must be made within four hours.

The Shift Sergeant or the authorized designee shall ensure that the arrestee is available for a hearing before a municipal judge in accordance with CRS § 13-10-111.5. Transportation of offenders in custody for violation of a municipal ordinance is the sole responsibility of the municipality. Municipal video court appearance options are only available for municipalities that have signed an agreement for municipal jail services with the Weld County Sheriff's Office.

Arrestees will be released pursuant to any standing orders issued by the municipal court (CRS § 13-10-111.5).

502.3.3 IMMIGRATION AND CUSTOMS ENFORCEMENT NOTIFICATION

When an inmate is serving a MITT with a schedule release date, and ICE has filed a federal criminal charge, transportation will be coordinated to occur when the MITT ends.

When a pre-trial defendant is booked in and ICE has filed a federal criminal charge, transportation will be coordinated to occur when all state/county charges are resolved.

When the Weld County Sheriff's Office is notified that an individual has a civil immigration detainer pursuant to 8 CFR 287.7, ICE will be notified of the individual's pending release 48 hours prior to a known release date or when all state/county charges are resolved. The Weld County Jail will not hold an individual beyond the time when they are eligible for release from custody because of a civil immigration detainer.

502.3.4 SERVICING DEPARTMENT OF HOMELAND SECURITY WARRANT

An ICE Charge may only be entered when a Booking Technician receives the following three properly serviced documents:

(a) Immigration Detainer-Notice of Action (I-247A)

(b) A Warrant for Arrest of Alien (I-200) **OR** Warrant of Removal/Deportation (I-205) which have been **personally served by an Immigration Officer upon the inmate**.

(c) WCSO Federal Bonding Information sheet WITH probable cause narrative section completed which must be reviewed by a Sergeant.

When the Booking Technician has received all three pieces of paperwork on an inmate and when the inmate has timed served, the Booking Technician will coordinate a transport event. When the transport event has been set, the Booking Technician will notify the ICE Supervisor via telephone.

502.3.5 IMMIGRATION INQUIRIES

Deputies shall not, except as required by state or federal law:

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(a) Provide personal identifying information that is not publicly available to federal immigration officials for the purposes of federal civil immigration enforcement (CRS § 24-74-103).

(b) Inquire into or request information or documents to determine a person's immigration status (CRS § 24-74-104).

(c) Collect information about a person's place of birth, immigration or citizenship status, or information from passports, permanent resident cards, alien registration cards, or employment authorization documents (CRS § 24-74-104).

502.4 SEARCHES BEFORE ADMISSION

All arrestees and their property shall be searched for contraband by the booking deputy before being accepted for booking. All contraband items will be handled according to facility policy. Items of possible evidentiary value may be turned over to the arresting or transporting agency for processing or processed according to the facility's rules for handling evidence. Approved personal property and clothing will be accepted. Items not approved will be returned to the arresting or transporting agency prior to the arrestee being accepted for booking. A description of the items returned to or confiscated by the arresting or transporting agency, shall be documented on the arrestee’s booking record.

Searches or inventory of wallets, purses and closed containers is not allowed for civil detainees or emergency commitments.

Strip searches shall be conducted in accordance with the Searches Policy.

Body scans shall be conducted in accordance with the Searches Policy.

502.5 ADMISSION PROCESS

A unique booking number shall be obtained specific to the current admission. Photographs and fingerprints shall be taken.

The admission process should include an attempt to gather a comprehensive record of each arrestee, including the following:

- Identifying information, including name and any known aliases or monikers
- Current or last known address and telephone number
- Date and time of arrest
- Date and time of admission
- Name, rank, agency and signature of the arresting deputy and transporting deputy, if different
- Health insurance information
- Legal authority for confinement, including specific charges, arrest warrant information and court of jurisdiction
- Sex

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- Age
- Date and place of birth
- Race
- Height and weight
- Occupation and current or most recent employment
- Preferred emergency contact including name, address, telephone number and relationship to inmate
- Driver license number and state where issued, state identification number or passport number
- Social Security number
- Additional information concerning special custody requirements or special needs
- Local, state and federal criminal history records
- Photographs, fingerprints and notation of any marks or physical characteristics unique to the inmate, such as scars, birthmarks, deformities or tattoos
- Medical, dental and mental health screening records, including suicide risk
- Religious preference
- Primary language
- Need for interpreter for court process
- Inventory of all personal property including clothing, jewelry and money
- A record of personal telephone calls made at the time of booking or the time the opportunity was provided to place calls if the calls were not made

Inventoried items of rare or unusual value should be brought to the attention of a supervisor. The inmate’s signature should be obtained on the booking record and on any forms used to record money and property.

502.5.1 LEGAL BASIS FOR DETENTION

Arrestees admitted to the facility shall be notified of the official charge for their detention or legal basis of confinement in a language they understand.

502.5.2 RIGHT-TO-BOND REQUIREMENTS

The Sheriff or the authorized designee shall create written procedures to ensure (CRS § 16-4-102):

(a) Arrestees are brought before a court for bond setting as soon as practicable but no later than 48 hours after arrival at the detention facility, absent extraordinary circumstances.

(b) Appropriate notice is provided to the public defender's office and documentation is completed if extraordinary circumstances prevent a bond hearing from being held within 48 hours.

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(c) Arrestees who are granted a bond are released as soon as practicable but no later than six hours after being returned to or being physically present in the detention facility, absent extraordinary circumstances.

(d) Appropriate notifications to the arrestee and surety are made and documentation is completed in the event of a delay in release.

(e) A notice of rights regarding the bond and release procedure and information regarding a complaint process are posted and distributed in accordance with CRS § 16-4-102.

(f) The Weld County Sheriff's Office's website, signage, and written materials related to the bond and release procedure are reviewed and updated periodically.

The Sheriff shall ensure that all members having interactions with arrestees and inmates receive appropriate training on the written procedures (CRS § 16-4-102).

The Sheriff shall ensure that the initial certificate of compliance and required attachments and any required subsequent submissions are transmitted to the Division of Criminal Justice as directed by the Division (CRS § 16-4-102).

502.6 TRANSITION FROM RECEPTION TO GENERAL POPULATION

The Shift Sergeant is responsible to ensure only arrestees who qualify are placed into general population cells or housing. Those who will not be placed into general population include:

(a) Arrestees who are eligible for release following citation.

(b) Arrestees who are intoxicated or under the influence of any chemical substance.

(c) Arrestees who are arranging bail. They shall be permitted a reasonable period of time, at the discretion of the Shift Sergeant, to make telephone calls before being placed in general population.

502.6.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL

Staff shall respond promptly to medical symptoms presented by inmates to lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility.

Custody staff should remain alert to signs of drug and alcohol overdose and withdrawal, which include, but are not limited to, sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing and generalized aches and pains. Any staff member who suspects that an inmate may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify appropriate medical staff and the supervisor.

502.6.2 INMATE SEPARATION

Inmates should be kept separate from the general population during the admission process. Newly admitted inmates should be separated according to the facility’s classification plan.

502.7 INMATE PROPERTY CONTROL

All property received from inmates at the time of booking shall be sealed in property bags designated for this purpose.

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Excess personal clothing or property should be returned to the arresting or transporting agency for disposition.

502.7.1 VERIFICATION OF INMATE'S MONEY

All paper currency belonging to the inmate and retained by the booking deputy shall be verified in front of the inmate, placed in an envelope and sealed. The booking deputy and when possible, the inmate should initial the envelope. A second deputy should witness and initial if the inmate is unavalible.

Negotiable checks or other instruments and foreign currency should be sealed in the inmates small property bag with wallet, coinage and jewelry.

502.7.2 PROPERTY STORAGE

All inmate property should be stored in a designated storage area. Only authorized personnel may access inmate property and only for the purpose of depositing or retrieving property, or to conduct duly authorized work, including maintenance and other duties as directed by their supervisor.

502.8 INMATE TELEPHONE CALLS

Every inmate, whether adult or juvenile, detained in this facility shall be entitled to access the inmate telephone system as soon as practicable upon being admitted and no later than three hours after intake unless combative. Access may be of a duration that reasonably allows the inmate to make necessary arrangements for matters that he/she may be unable to complete as a result of being arrested.

There is no obligation for the custody staff to make a telephone call on an inmate's behalf or allow inmates to use agency extensions. Staff may use independent judgment and allow use of an agency extension in cases of a verified emergency after checking for any applicable protection orders.

502.8.1 TELEPHONE CALL PROCEDURES

All inmate phone access will be provided on the inmate telephone system except in the case of court proceedings or verifiable emergencies where not prohibited by an active protection order.

Calls between the inmate and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

502.8.2 ONGOING TELEPHONE ACCESS

Ongoing telephone access for inmates who are housed at this facility will be in accordance with the Inmate Telephone Access Policy.

502.9 SHOWERING AND CLOTHING EXCHANGE

Inmates should be allowed shower access as soon as practicable upon being moved to an intake unit or within 24 hours if housed in booking.

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502.10 INITIAL COURT REQUIREMENTS

The Sheriff's Office will bring in-custody arrestees before the court for bond setting as soon as practicable, but no later than 48 hours after arrival at the jail, unless emergencies that require the courts to close, or inmates that refuse or are impaired by either alcohol, drugs or mental/physical illness. At the initial hearing, arrestees have the right to be represented by an attorney. When requested, the attorney will be provided access to the inmate prior to the initial bond hearing.

502.11 BOND FEES

An inmate who has posted a bond must be released regardless of whether the inmate has paid any outstanding fee, cost, or surcharge, including bond processing fees, booking fees, pretrial supervision fees, or electronic monitoring fees.

A depositor of a cash bond who is not the inmate may deposit bond funds directly with the jail. The depositor shall not be required to pay any additional fees, costs, or surcharges other than the bond amount. Bond fees, booking fees, and other fees or debts never need to be paid to secure a person's release on money bond. A payer needs only pay the bond amount in order to secure release.

While never a basis to hold a defendant in jail, the following fees are chargeable as a debt to the defendant after release if the payer chooses not to pay the fees at the time of bonding: a $10 bond fee and a maximum 3.5% credit card payment fee. No other bond-related fees may be charged at any time, including any kiosk fees or fees for payment by cash, check, or money order.

Before a bond is posted, the Sheriff's Office will provide the surety, if any, a copy of the legal rights related to posting bond money (HB 21-1280 2(h)(i)). When a bond is posted, the Sheriff's Office will also provide the surety and defendant, if any a copy of the bond paperwork and information regarding the defendant's next court date.

Once bonded, the inmate must be released within 4 hours. This also applies to charge-only bonds where the inmate is still being held on other charges/warrants. If an inmate is not released within 6 hours, the inmate being bonded and any person posting the bond on the inmate's behalf will be notified and will be provided with the reason for the delay.

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Inmate Handbook and Orientation

503.1 PURPOSE AND SCOPE

This policy provides for the orientation of inmates booked into the Weld County Sheriff's Office facility. The purpose of the orientation is to inform inmates of the detention facility routine, rules, inmate rights and services.

503.2 POLICY

The Detentions Captain shall provide an effective method of orienting all incoming inmates that includes an inmate handbook. The orientation should take place within 48 hours of an inmate's admission and in any event prior to the inmate being moved to general population housing, and should be an ongoing process in the housing area so that the information is available to the inmates throughout their entire time in custody.

503.2.1 INITIAL ORIENTATION

To assist with the inmate's transition into a custody environment, a brief orientation will be given as part of the classification process, supplemented by a more detailed inmate handbook that will be available to each inmate that includes the following topics:

(a) Facility rules and disciplinary sanctions

(b) Correspondence, visiting and telephone rules

(c) Availability of personal care items and opportunities for personal hygiene

(d) Inmate grievance procedure

(e) Co-pays, fees and charges

(f) Medical, dental and mental health services

(g) Possibilities for pretrial release

(h) Programs and activities, including application procedures

(i) Classification/housing assignments and appeal procedures

(j) Sexual abuse and sexual harassment information including the following (28 CFR 115.13):

1. Facility's zero-tolerance policy
2. Prevention and intervention
3. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously.

(k) Contacting foreign consuls

(l) Requests for religious accommodations

In addition to English, orientation information will be provided in the most commonly used languages for the inmate population.

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The Detentions Captain should consider enlisting the assistance of volunteers who are qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information. Use of outside translation sources may also be considered.

Interpretive services will be provided to inmates who do not speak English or any of the other languages in which the orientation information is available.

A written and signed acknowledgment of the orientation should be maintained in the inmate's permanent file.

503.2.2 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED AND DEAF OR HARD OF HEARING INMATES

Inmates who cannot read, are visually impaired or have intellectual, psychiatric or speech disabilities or limited reading skills, shall have materials read to them by a staff member or presented to them using audible recorded media (28 CFR 115.16).

Inmates who are deaf or hard of hearing shall be provided with interpretation services. Reasonable efforts should be made by the staff to assist the inmate in understanding the information.

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Inmate Safety Checks

504.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a requirement for conducting visual safety checks by completing a walkthrough of all inmate occupied areas at least once every 15 minutes.

504.2 POLICY

It is the policy of the Weld County Sheriff's Office that all correctional staff shall conduct safety checks at least once every 15 minutes on all inmates, or more frequently as determined by inmate custody status and/or housing classification.

Safety checks shall be made through direct visual observation. Cameras and monitors may supplement the required visual observation safety checks but they shall not replace the need for direct visual observation.

504.3 SAFETY CHECKS

The staff shall adhere to the following procedures when conducting safety checks:

(a) Safety checks shall be conducted at least once every 15 minutes and more frequently if necessary in housing units that are operating under direct supervision.

(b) Safety checks shall be conducted at least once every 30 minutes and more frequently if necessary in housing units that are operating under indirect supervision

(c) Safety checks shall be conducted on an irregular schedule (staggered) so that inmates cannot predict when the checks will occur.

(d) Safety checks shall be done by personal observation of the deputy and shall be sufficient to determine whether the inmate is experiencing any stress or trauma.

(e) Cameras and monitors may supplement the required visual observation safety checks but they shall not replace the need for direct visual observation.

(f) Special management Inmates shall be checked more frequently as detailed in the Special Management Inmates Policy.

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Special Management Inmates

505.1 PURPOSE AND SCOPE

Inmates who pose a heightened risk to themselves or others require special management, including frequent interaction and increased supervision by staff. Interaction with special management inmates is essential to maintaining a safe, secure and humane environment. This policy establishes guidelines and procedures for interacting with special management inmates in the custody of the Weld County Sheriff's Office.

505.1.1 DEFINITIONS

Definitions related to this policy include:

Special Security Housing - A level of custody either requested and approved or required for an inmate's protection from others.

Special management inmate - An inmate who is either classified as special security or who must be separated from general population due to extreme risks to the safety and security of the facility. Classification as a special management inmate is a non-punitive classification.

505.2 POLICY

This office shall provide for the secure and separated housing of any special management inmate, but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the inmate, staff or the public (6 CCR 1010-13:8.11).

505.3 SPECIAL MANAGEMENT INMATES HOUSING CRITERIA

The safety and security of this facility is dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately separated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly separate these inmates pending further review.

Individuals who may be classified as special management inmates include, but are not limited to, inmates who are:

- In special security housing or court-imposed separation.
- Exhibiting mental health concerns.
- An escape threat.
- A serious violence threat.
-
- A known management problem.
- A suicide risk.
- Exhibiting medical issues.
- Physically impaired.

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505.4 CIRCUMSTANCES REQUIRING SPECIAL MANAGEMENT

Inmates will generally be assigned to special management housing through the classification process. Deputies have the authority to immediately place any inmate into special management housing when it reasonably appears necessary to protect the inmate, others or the safety and security of the facility.

Reasons that an inmate may be placed into immediate special management housing include the following:

(a) The inmate requests protection or is under court-ordered protection, or the staff has determined that the inmate requires protection.

(b) There is reason to believe the inmate poses a danger to him/herself or others.

(c) The inmate poses an escape risk.

(d) The inmate requires immediate mental health evaluation and medical housing is not reasonably available.

(e) The inmate is charged with a disciplinary infraction and is awaiting a disciplinary hearing and in the judgment of the staff, the inmate could become disruptive or dangerous if left in general population.

(f) Other circumstances where, in the judgment of the staff, the inmate may pose a threat to him/herself, others or the security of the facility.

505.4.1 REVIEW PROCESS

The Shift Sergeant shall be notified when any inmate is placed in special management housing and shall be informed of the circumstances leading to the order to separate. Within 72 hours of the inmate being placed into special management housing, the Shift Sergeant or the authorized designee must review the circumstances surrounding the separation to determine which of the following actions shall be taken:

(a) The inmate is designated for special management status.

(b) The inmate is designated for special security housing.

(c) The inmate remains separated pending a disciplinary hearing.

(d) The inmate is returned to general inmate population.

(e) The inmate is designated for disciplinary segregation.

505.5 SPECIAL SECURITY HOUSING

During the review process the Shift Sergeant shall clearly document the reason an inmate should or should not be placed into special security housing.

Inmates who are in special security housing shall receive all services and programs that are available to inmates in general population and that are deemed a privilege. Any deviation from allowing usually authorized items or activities shall be documented.

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505.6 MAINTENANCE OF PROGRAMS AND SERVICES

Special Management Inmates , at a minimum, will be allowed access to programs and services including, but not limited to,

- Inmate telephones
- Personal and Professional visitation
- Educational programming appropriate to the inmate classification
- Commissary services
- Library and law library services
- Social services
- Faith-based guidance, counseling and religious services
- Recreation activities and exercise

Nothing in this policy prohibits changing the delivery of programs or services to separated inmates when reasonably necessary to provide for the safety and security of other inmates and staff.

505.7 REVIEW OF STATUS

The Shift Sergeant shall review the status of all inmates assigned to Special Management Housing every 30 days. The review should include information about these inmates to determine whether their status in special management housing is still warranted.

An inmate may appeal classification to special management housing to the Lieutenant once per review period.

If other reasonable housing options exist that will provide for the safety of the inmate and the facility, the inmate should be moved off of special management status. In reviewing an alternative housing decision for an inmate in Special Security Housing, the safety of the inmate shall receive the utmost consideration.

505.8 HEALTH EVALUATION REQUIREMENTS

After notification from staff that an inmate is being placed on special management status, the Shift Sergeant shall ensure that the following occurs:

(a) Required mental health or medical staff are notified to assess the inmate’s health care needs and coordinate appropriate housing assignments.

(b) If contraindications or special accommodations are noted, the mental health or medical staff shall inform the Shift Sergeant and coordinate the appropriate plan for the inmate based on the safety needs of the facility and the needs of the inmate.

505.8.1 HEALTH AND CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of separation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook.

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(a) Unless medical attention is needed more frequently, each inmate in separation should receive a visit by medical staff a minimum of three times a week. A medical assessment should be documented in the inmate's medical file.

(b) Unless required more frequently due to the presence of a serious mental illness, a qualified mental health professional shall conduct weekly rounds for a mental health evaluation.

When an inmate is classified as a special management inmate due to the presence of a serious mental health disorder, staff shall document this in the inmate's file and notify the qualified health care professional. When an inmate is expected to remain in special management housing for more than 30 days, the qualified health care professional shall be notified.

505.9 SAFETY CHECKS

A staff member shall conduct a face-to-face safety check of all special management inmates, at least once every 15 minutes on an irregular schedule. Inmates who are violent, have mental health problems or demonstrate behavior that is easily identified as out of the ordinary or bizarre in nature may require more frequent checks.

Inmates who are at risk of suicide shall be under continuous observation until seen by a qualified health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified health care professional.

All management, program staff and qualified health care professional visits shall be documented in the appropriate records and logs and retained in accordance with established records retention schedules.

505.10 LOG PROCEDURES

Electronic observation logs should be completed per Post Orders.

Log entries should be entered promptly and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

Supervisors should periodically review the logs during the shift to ensure the quality of the logs and that minimum requirements are met.

505.10.1 LOG INSPECTION AND ARCHIVAL OF LOGS

The Shift Sergeant shall review and evaluate the logs and pass any significant incidents via the chain of command to the Detentions Captain for review.

The logs will be retained by the Office in accordance with established records retention schedules, but in no case for less than one year.

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Civil Detainees

506.1 PURPOSE AND SCOPE

This policy provides safeguards to ensure that civil detainees are afforded appropriate standards of custody.

Nothing in this policy prevents application of discipline under the Inmate Discipline Policy.

506.1.1 DEFINITIONS

Definitions related to this policy include:

Civil detainee - Any person in custody held for a reason other than for criminal matters.

Emergency Commitment — An individual who, because of drugs, alcohol, or mental condition, is clearly a danger to themselves or others or is gravely disabled and must be involuntarily confined in an approved treatment facility for the safety of themselves or others.

506.2 POLICY

It is the policy of the Weld County Sheriff's Office that any confinement conditions placed on civil detainees are for legitimate, non-punitive purposes.

506.3 LESS RESTRICTIVE CONDITIONS

Civil detainees should not be restricted in their activities to any extent greater than that which is reasonably necessary to maintain order and security, and to assure their appearance at any arraignments or trials.

506.4 SCREENING

Civil detainees should undergo the same screening process as inmates, including attention to whether the person poses a security concern.

506.5 ORIENTATION

Civil detainees should receive orientation materials explaining the benefits and rules that are applicable to them.

506.6 CONDITIONS OF CONFINEMENT

All civil detainees should be housed separately from other inmates when there is sufficient room (CRS § 17-26-105). Emergency commitments shall be segregated from criminal detainees.

506.7 EMERGENCY COMMITMENT

Acceptance for emergency commitment documents must be presented before starting acceptance processing.

A photocopy of Application for Emergency Commitment form that references CRS § 27-65-105, CRS § 27-81-111 or CRS § 27-82-107 that is signed by a facility representative is required.

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A photocopy of a refusal form from the approved treatment facility listing the reason(s) why the person accepted for emergency commitment cannot be placed at the approved treatment facility is required.

506.7.1 TEMPORARY CUSTODY OF EMERGENCY COMMITMENTS
Temporary custody of alcohol (CRS § 27-81-111) or drugs (CRS § 27-82-107) emergency commitments are limited to only so long as may be necessary to prevent the injury to themself or others or to prevent a breach of the peace.

Staff shall contact the approved treatment facility after 8 hours of custody or sooner if detainee no longer meets requirements for temporary custody.

The approved treatment facility may rescind the emergency commitment authorization or directly take custody of the individual.

Temporary custody of mental health(CRS § 27-65-105) emergency commitments is limited to a maximum of 24 hours excluding Saturdays, Sundays or holidays after which time the person must be transferred to a designated or approved facility.

506.8 SPECIAL CONSIDERATIONS
Civil detainees and emergency commitments do not forfeit their right to privacy and require special custody considerations including:

1. Release of information

    (a) All records related to civil detainees and emergency commitments are not criminal justice or public records. Information including the presence of civil detainees and emergency commitments shall not be released except to the approved treatment facility authorizing the commitment.

2. Admission process

    (a) Photographs and criminal fingerprints are not collected on emergency commitments.

    (b) A local fingerprint card should be taken on civil detainees. Photographs should only be captured if a civil detanee is moved to general population.

    (c) Searches or inventory of wallets, purses and closed containers is not allowed for persons held only as a civil detainee or emergency commitment.

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Juvenile Housing

507.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safety and security of juvenile inmates who are being prosecuted as adults and housed in the Detention Facility (CRS § 19-2.5-305).

507.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile - A person under the age of 18

507.2 POLICY

It is the policy of this office to prohibit the housing of juveniles, except when the juvenile is being prosecuted as an adult.

507.3 JUVENILE UNIT

All juveniles shall be housed separately from adults in the Juvenile Unit. The Office will seek to provide accommodations and services to juvenile inmates equal to those provided to adults or, when appropriate, modified to benefit a juvenile due to age (28 CFR 115.14; CRS § 19-2.5-305).

When a juvenile inmate is not suited for the Juvenile Unit because the inmate poses an unusual risk to other juvenile inmates or to self, alternate housing may be sought with the approval of the Detentions Captain. In such cases, the Detentions Captain should:

(a) Determine a reasonable housing option for the juvenile inmate.

(b) Document the reasons for the alternate housing.

(c) Reassess the juvenile’s housing on a weekly basis.

(d) As much as practicable, meet all the requirements as if the juvenile were housed in the Juvenile Unit.

(e) Move the juvenile inmate into the Juvenile Unit when appropriate.

(f) Ensure the juvenile receives regular contact with a mental health specialist to monitor the juvenile’s well-being and to address any behaviors that may impede a return to the Juvenile Unit.

507.3.1 GANGS

The Detentions Captain shall take all reasonably necessary measures to prevent contact between any juvenile with known past or current affiliations or associations with any gang and other inmates, and also to prevent recruitment of new gang members (CRS § 19-2.5-305).

507.4 SUPERVISION

Juvenile inmates in detention should be monitored and supervised to ensure their safety and security. Supervision should include, but is not limited to:

(a) Being able to hear and respond to juvenile inmates at all times.

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(b) Conducting direct visual observation safety checks of all juvenile inmates at least once every 15 minutes, at irregular intervals. Audio/video electronic surveillance systems may supplement but shall not replace direct visual observation.

(c) Observing the juvenile and his/her movement during safety checks.

(d) Documenting observations and interactions in log entries.

507.5 JUVENILE UNIT DESIGN

The Juvenile Unit should provide sufficient space for activities and other personal interactions with inmates and staff.

507.6 SIGHT AND SOUND CONTACT

Juvenile housing units shall not allow for sight, sound, or physical contact between juvenile and adult inmates through the use of a shared dayroom or other common space, shower area, or sleeping area.

Juvenile inmates should not have sight, sound, or physical contact with adult inmates outside of the housing unit. Any incidental or accidental contact should be minimal and brief. Where sight, sound, or physical contact separation cannot be maintained, facility staff (trained in the supervision of inmates) shall provide direct supervision of the juvenile (28 CFR 115.14; 34 USC § 11103).

507.7 RELEASE PROCEDURES

Prior to releasing any juvenile inmate, the unit supervisor should contact the juvenile's parent or guardian for custody of the juvenile upon release.

507.7.1 PROPERTY RELEASE

The juvenile's personal clothing and property shall be given to the juvenile upon his/her release. If the juvenile consents prior to release, clothing and property may be released to his/her parent or guardian.

507.8 RECREATION PROGRAMS

All juvenile inmates should be allowed comparable recreation as set forth in the adult incarceration exercise schedule specified in the Inmate Exercise and Recreation Policy (28 CFR 115.14).

The Detentions Captain shall develop written procedures to provide a recreation program that shall protect the welfare of minors and other inmates and that recognizes facility security needs.

All juvenile inmates should be provided with unstructured activities daily (e.g., watching television).

507.9 EDUCATION

Juvenile inmates should be provided with sufficient hours of educational programming per day to mitigate any disruption to their current schooling and/or to comply with any legal requirements, including the provision of special education services. The Inmate Services Director should consult with the appropriate education authorities to provide these opportunities.

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507.9.1 LOCAL SCHOOL DISTRICTS

The Detentions Captain or the authorized designee shall contact the person designated by the school district in which the facility is located and request that the school district provide educational services for the juvenile during confinement at the facility, including special education services for qualifying juveniles.

If either the Detentions Captain or the school district determines that an appropriate and safe environment cannot be provided for a specific juvenile, no educational services need be provided until such an environment exists (CRS § 19-2.5-305). The school district may also stop providing educational services if a juvenile is violent toward or physically injures a school district employee or contractor who is providing educational services (CRS § 22-32-141).

If the school district will not be providing educational services to a juvenile because of the lack of an appropriate and safe environment or because the juvenile was violent, the Detentions Captain or the authorized designee shall notify the juvenile, the juvenile's parent, or legal guardian, the juvenile's defense attorney and the court having jurisdiction over the juvenile's case (CRS § 19-2.5-305; CRS § 22-32-141).

507.9.2 REPORTING

The Detentions Captain or the authorized designee shall work with each school district that provides educational services at the facility to collect and submit annually to the Division of Criminal Justice in the Colorado Department of Public Safety the following non-identifying data (CRS § 19-2.5-305):

(a) The number of juveniles held at the facility

(b) The length of stay of each of the juveniles

(c) The number of the juveniles in the facility who received educational services

(d) The number of days on which school districts provided educational services to the juveniles and the number of hours for which school districts provided the educational services each day

(e) The number of juveniles who did not receive educational services pursuant to CRS § 22-32-141(2)(c); CRS § 22-32-141(2)(e); CRS § 22-32-141(2)(f); and CRS § 22-32-141(2)(g)

(f) The number of juveniles who had previously been determined to be eligible for special education services and had an individualized education program

(g) The number of juveniles who, while receiving educational services at the facility, were determined to be eligible for special education services and who subsequently received an individualized education program

507.10 SERIOUS ILLNESS OR INJURY OF A JUVENILE

In the event that a juvenile becomes seriously ill or injured or attempts suicide, the Detentions Captain or the authorized designee should notify the court of jurisdiction and the parent, guardian or person standing in loco parentis to the juvenile, as soon as practicable. The Suicide Prevention

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and Intervention Policy and the Reporting In-Custody Deaths Policy apply to juveniles as well as adults.

507.11 JUVENILES NOT APPROPRIATE FOR THIS FACILITY

A juvenile who is not eligible for admission to this facility should be transferred out of the facility. The juvenile may be held only for the length of time needed for release to a parent or guardian or transfer to an appropriate facility. The juvenile may be held under the following conditions:

(a) The juvenile shall be held in an unlocked area that is not used for housing and is outside the secure perimeter of the facility, such as an interview room, lobby, or office.

(b) The juvenile shall not be physically secured to a cuffing rail or other stationary object unless secure custody is authorized by the Shift Sergeant.

(c) The juvenile shall be under continuous visual supervision by a law enforcement officer, facility employee, or a designated youth attendant during this brief holding period unless secure custody has been authorized. If secure custody has been authorized, there shall be unscheduled safety checks no less than every 15 minutes on an irregular schedule. Continuous visual monitoring may be by an audio/video system. The juvenile shall have constant auditory access to the staff.

(d) Separation by sight and sound shall be maintained between all juveniles and adults in custody (34 USC § 11133).

(e) There should also be sight and sound separation between non-offender juveniles, such as those who may be in protective custody, and juvenile and status offenders.

507.12 DISCIPLINARY PROCEDURE

The disciplinary procedures for adults in the detention facility should apply to the juvenile inmates as well, with the following exceptions:

(a) Juvenile inmates requiring disciplinary separation shall only be housed in an area designed for the detention of minors.

(b) The only permitted forms of discipline are the following:

1. Loss of privileges
2. Disciplinary separation (see the Disciplinary Separation Policy for statutory requirements for disciplinary separation).

(c) Loss of access to visitation and recreation shall only occur after a review by the unit supervisor and shall be reviewed every five days.

(d) A status review by a supervisor shall be conducted every 24 hours for juvenile inmates housed in disciplinary separation

(e) Prohibited discipline includes the following:

1. Any discipline that does not fit the violation
2. Corporal punishment
3. Inmate imposed discipline

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4. Placement in a safety cell
5. Deprivation of food
6. Imposition of the adult disciplinary separation diet

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Management of Weapons and Control Devices

508.1 PURPOSE AND SCOPE

This policy will address the availability and control of weapons.

508.2 POLICY

It is the policy of the Weld County Sheriff's Office that the presence and the use of weapons in the detention facility will be tightly controlled and supervised to reduce the potential for injury. Staff will only carry and use those weapons for which they have been trained and are qualified to use.

508.3 FIREARMS

With the exception described below, armed personnel shall secure all firearms in gun lockers located at the entry points prior to entering the secure perimeter. Firearms shall not be stored inside the secure perimeter at any time.

Firearms shall only be allowed in the secure perimeter of the facility when it is necessary to protect the safety and security of staff, inmates, contractors, volunteers or the public.

Firearms shall only be allowed inside the secure perimeter with the approval of the Detentions Captain or authorized designee.

508.4 OTHER WEAPONS, TOOLS, AND CHEMICAL AGENTS

Office-approved weapons, tools, and chemical agents, including but not limited to pepper projectiles, batons, conducted energy devices (CEDs), impact weapons, weapon-fired projectiles, noise/flash distraction devices, sting grenades, and similar devices, may be possessed and used only by custody staff members who have received office-authorized training and are qualified to use them.

Office-approved weapons, tools, and chemical agents shall only be allowed inside the secure perimeter with the approval of the Detentions Captain or the authorized designee.

508.5 STORAGE OF WEAPONS, CHEMICAL AGENTS, AND CONTROL DEVICES

The following equipment shall be stored in secure locations accesible only to authorized personnel:

(a) All office-approved weapons.

(b) All office-approved control devices and associated supplies, with the exception of the CED.

(c) All security equipment, such as helmets, face shields, stab or protective vests, and handheld shields.

(d) All office-approved chemical agents.

Explosive materials will be stored in a safe approved by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and in compliance with 27 CFR 555.201 et seq.

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508.5.1 WEAPONS LOCKER

There should be a secure weapons locker located outside of the secure perimeter of the detention facility.

508.5.2 INVENTORY

The Detentions Captain should designate one or more properly trained staff to be responsible for maintaining all weapons, chemical agents, and control devices in a safe and secure manner, and to inventory and report the condition and availability of the facility's weapons and control devices on an annual basis, or as needed.

The Shift Sergeant and the Detentions Captain shall be immediately notified in the event that any weapon or control device is determined to be missing. An immediate and thorough search of the facility shall take place in order to locate the item.

508.5.3 REVIEW, INSPECTION, AND APPROVAL

Every control device and chemical agent will be periodically inspected for serviceability and expiration dates by the Quartermaster or the instructor designated to train on the use of a particular control device or chemical agent. The Quartermaster or the designated instructor is responsible for ensuring replacement of outdated or unserviceable items. Documented reports of inspections shall be submitted to the Sheriff or assigned designee.

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Inmate Classification

509.1 PURPOSE AND SCOPE

This policy describes the Weld County Sheriff's Office's classification process, which is designed to identify security and health issues so that inmates may be held in such a way as to foster a safe and secure facility.

509.1.1 DEFINITIONS

Definitions related to this policy include:

Civil detainee - Any person held in custody for a reason other than for criminal matters.

509.2 POLICY

All arrestees and detainees entering this facility will be processed to determine lawful custody, where they will be housed, or released back to the community through an appropriate release mechanism, including alternatives to incarceration programs, such as electronic supervision. In some circumstances Shift Sergeants retain the authority to release arrestees on Personal Recognizance (PR) bonds

It is the policy of this office to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding and housing assignments may be made.

509.3 CLASSIFICATION PLAN

The Detentions Captain or the authorized designee should create and maintain a classification plan to guide staff in the processing of individuals brought into the facility. The plan should include an initial screening process, as well as a process for determining appropriate housing assignments. The plan should include use of an objective screening instrument, procedures for making decisions about classification and housing assignments, intake and housing forms and a process to ensure that classification decisions and housing records are maintained in each inmate's permanent file. The plan should include an evaluation of the following criteria:

- Age
- Sex
- Current charges
- Behavior during arrest and intake process
- Criminal and incarceration history
- Emotional and mental condition
- Potential risk of safety to others or self
- Special management inmate status
- Special needs assessment for vulnerable inmates
- Behavioral or physical limitations or disabilities

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- Medical condition
- Level of sobriety at booking
- Suicidal ideation
- Escape history and degree of escape risk
- Prior assaultive or violent behavior
- The need to be separated from other classifications of inmates (e.g., juvenile offenders, gang affiliation, confidential informant, former law enforcement, sexual orientation)
- Prior convictions for sex offenses against an adult or child
- Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex or gender non-conforming (see Prison Rape Elimination Act Policy for transgender and intersex definitions)
- Previous sexual victimization
- The inmate’s own perception of his/her vulnerability
- Whether the inmate is a foreign national and if so from what country (see Foreign Nationals and Diplomats Policy)
- Prior acts of sexual abuse, prior convictions for violent offenses and history of prior institutional violence or sexual abuse, as known to the Office (28 CFR 115.41)
- Any other criteria as deemed appropriate by the Sheriff or the authorized designee

The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement.

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.41).

509.4 INITIAL CLASSIFICATION

The initial classification process is intended to identify predatory, violent and at-risk inmates. It should occur early in the intake process to allow for appropriate supervision while an inmate is being temporarily held in this facility and until a decision is made to place the individual into a more permanent housing assignment.

Inmates should be interviewed by an intake deputy as soon as possible in the booking process. The intake deputy shall complete the initial classification form.

The initial classification form shall be placed in the inmate’s file and provided to the classification specialist.

509.5 CLASSIFICATION UPON HOUSING

Once it has been determined that the person arrested will not be released from custody on bail or PR, a more in-depth classification of the inmate will be conducted as soon as possible but no

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later than 48 hours after the inmate's arrival at the facility, after which the inmate will be moved to more permanent housing.

509.5.1 INTERVIEW

The comprehensive classification process begins with a review of any initial classification information obtained during the reception and booking process, as well as an interview by the classification specialist. The review of initial classification documents and the questions, answers and observations from the inmate's interview will be documented, representing the security level and housing assignment appropriate for each inmate.

Individualized determinations shall be made about how to ensure the safety of each inmate (28 CFR 115.42).

509.5.2 OVERRIDE

The classification specialist has the authority to override the scores when it appears necessary to more appropriately assign housing. The override capability exists to use the classification specialist's training and expertise in those instances when the classification findings are not reflective of the inmate's potential security or health risk. All overrides will be reviewed and approved by a supervisor and are intended to be an exception, rather than the rule.

Inmates who have an identified history of sexual victimization shall be offered a meeting with a qualified health care or mental health professional within 14 days of screening (28 CFR 115.81).

509.6 REVIEWS AND APPEALS

Once an inmate is classified and housed, he/she may grieve the decision (see Inmate Grievances Policy).

509.6.1 PERIODIC CLASSIFICATION REVIEWS

The classification specialist should review the status of all inmates who have been incarcerated in the facility for more than 60 days with the exception of minimum security inmates or inmates that have already been reclassified to a lower security level. The review should examine changes in the inmate's behavior or circumstances and should either raise, lower or maintain the classification status.

The classification specialist should review the status of all inmates at the completion of sanctions served for serious rule violations.

Housing and program assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats experienced by the inmate (28 CFR 115.42).

509.6.2 STAFF REQUESTED REVIEW

At any point during an inmate's incarceration, a staff member may request a review of the inmate's classification. The reason for the review, the review itself and the outcome of the review shall be documented in the inmate's permanent file. Nothing in this section shall prohibit staff from immediately moving an inmate to another location in the facility based on exigent circumstances.

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Under such circumstances, the staff member moving the inmate must immediately document the action.

509.7 HOUSING ASSIGNMENTS

Inmates should be housed based upon the following criteria:

- Classification level
- Age
- Sex
- Legal status (e.g., pretrial or sentenced)
- Need for protection or separation
- Criminal sophistication
- Any other criteria identified by the Detentions Captain

509.7.1 SEPARATION

Male and female inmates shall be housed to ensure visual and physical separation (CRS § 17-26-106).

Civil detainees and pretrial inmates should be housed separately from sentenced inmates when there is sufficient room (CRS § 17-26-105).

509.8 CLASSIFICATION SPACE ALLOCATION

The classification plan depends on the ability of the facility to physically separate different classes of inmates. To ensure that allocated space meets the current population needs, the Detentions Captain or the authorized designee should periodically meet with representatives of the classification staff to discuss the fixed resources (e.g., cells, dorms, dayrooms).

509.9 SINGLE-OCCUPANCY CELLS

Single-occupancy cells may be used to house the following categories of inmates:

- Maximum security
- Restrictive housing
- Medical condition or disabilities (upon consultation with medical staff and the availability of medical beds)
- Mental condition (upon consultation with mental health staff and the availability of mental health beds)
- Sexual predators
- Any inmate with an elevated risk of being taken advantage, mistreated or becoming a victim of sexual abuse or harassment
- Any other condition of status for single-occupancy housing

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The classification supervisor shall notify the Detentions Captain or the authorized designee when single-occupancy cells are not available for housing the above described inmates. In such cases, after comprehensive interdisciplinary discussion, inmates are idenfified in the above categories who may be safely housed together.

509.10 PREA CONSIDERATIONS

Housing, bed, work and program assignments should be made to separate inmates at high risk of being sexually victimized from those at high risk of being sexually abusive (28 CFR 115.42). Inmates identified as being at high risk for sexually aggressive behavior will be monitored and housed in an area that will minimize the risk to other inmates and staff. All inmates identified as being at risk of victimization shall be monitored and housed in an area to minimize the risk to their safety. However, inmates at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment of all available alternatives has been made and it has been determined that there is no available alternative means of separation from likely abusers (28 CFR 115.43).

Housing and program assignments of a transgender or intersex inmate shall include individualized consideration for the inmate’s health and safety and any related supervisory, management or facility security concerns. A transgender or intersex inmate’s views with respect to his/her own safety shall be given serious consideration.

Lesbian, gay, bisexual, transgender or intersex inmates shall not be placed in dedicated facilities, units or wings solely on the basis of such identification or status, unless such placement is pursuant to a consent decree, legal settlement or legal judgment (28 CFR 115.42).

509.11 STAFF TRAINING IN CLASSIFICATION

Classification staff should receive training specific to inmate classification before being assigned primary classification duties. Individuals not specifically trained in inmate classification may work in classification provided that they are under the immediate supervision of a trained and qualified staff member.

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Conducted Energy Device

510.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

510.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to deputies and suspects.

510.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed office-approved training may be issued and may carry the CED.

The Quartermaster should keep a log and serial numbers of CED devices issued to individual Deputies or to the Detention Division for general issue as needed.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the office inventory.

Deputies shall only use the CED and cartridges/magazines that have been issued by the Office. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed deputies who have been issued the CED shall wear the device in an approved holster.

(a) Deputies who carry the CED while in uniform while carrying a duty firearm shall carry it in a weak-side, cross draw holster on the side opposite the duty firearm. Drop holsters are approved for the weak-side.

(b) All CEDs shall be clearly distinguishable to differentiate them from firearms and any other device.

(c) Each CED shall be clearly and uniquely numbered.

(d) Deputies should not hold a firearm and the CED at the same time.

510.3.1 USER RESPONSIBILITIES

Deputies shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the deputy's shift. Batteries should be docked every 30 days to ensure proper charge and that the CED is receiving firmware updates.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Quartermaster or Master Trainer Instructor for disposition. Deputies shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

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510.3.2 DEVICE MANAGEMENT

Deputies who have been issued a personal CED for use while on duty do not have to check it in or out from a central inventory.

All other CEDs shall be maintained in a secure storage location (see the Management of Weapons and Control Devices Policy).

An inventory audit of all CEDs in the jail will be completed on a quarterly basis.

Deputies not issued a personal CED and needing a device for their assignment shall follow the following process:

(a) Upon receiving a specialized assignment requiring a CED, deputies shall sign out their devices.

(b) Upon finishing the specialized assignment, each deputy shall turn in the device to the approved secure storage area.

(c) Deputies shall not pass on the devices to oncoming shift members without signing in and signing out the devices on the CED device inventory log or receiving authorization from a Shift Sergeant.

510.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other deputies and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with a deputy's lawful orders and it appears both reasonable and feasible under the circumstances, the deputy may, but is not required to, utilize a warning alert or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the CED in the related report.

510.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, deputies should be aware that the device may not achieve the intended results and be prepared with other options.

510.5.1 APPLICATION OF THE CED

The CED may be used when the circumstances reasonably perceived by the deputy at the time indicate that such application reasonably appears necessary to control a person who:

(a) Is violent or is physically resisting.

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(b) Has demonstrated, by words or action, an intention to be violent or to physically resist and reasonably appears to present the potential to harm deputies, themself or others.

Mere flight from a pursuing deputy, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

510.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the deputy, the subject, or others, and the deputy reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

510.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, deputies should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

510.5.4 MULTIPLE APPLICATIONS OF THE CED

Once a deputy has successfully deployed two probes on the subject, the deputy should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors deputies may consider include but are not limited to:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

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510.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Deputies should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, deputies shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should be submitted into evidence. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

510.5.6 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

510.5.7 OFF-DUTY CONSIDERATIONS

Deputies are not authorized to carry office CEDs while off-duty.

Deputies issued a personal CED shall ensure it is secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

510.6 DOCUMENTATION

Deputies shall document all CED discharges in the related incident and Use of Force reports. When practicable, photographs should be taken of any obvious probe impact sites and included in the Use of Force report. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using an office-approved process to preserve the data.

510.6.1 REPORTS

The deputy should include the following in the incident report:

(a) Identification of all personnel firing CEDs

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication, or other medical problems

510.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or deputies trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically

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assessed. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated.

If any individual refuses medical attention, such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

510.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to incidents when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by an Office CED Armorer and saved with the related Use of Force report. The supervisor should arrange for photographs of probe sites to be taken and included in the related Use of Force report.

510.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial office-approved training.

Proficiency training for personnel who have been issued CEDs shall occur every year. A reassessment of a deputy's knowledge and/or practical skills may be required at any time if deemed appropriate by the Training Sergeant. All training and proficiency for CEDs will be documented in the deputy's training files.

Command staff, supervisors and investigators should receive CED training as appropriate for the investigations they conduct and review.

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Conducted Energy Device

Deputies who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with deputies who use the device.

The Training Sergeant is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Training Sergeant should include the following training:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.

(e) Scenario-based training, including virtual reality training when available.

(f) Handcuffing a subject during the application of the CED and transitioning to other force options.

(g) De-escalation techniques.

(h) Restraint techniques that do not impair respiration following the application of the CED.

(i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.

(j) Proper tactics and techniques related to multiple applications of CEDs.

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Control of Inmate Movement

511.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for the safe and secure movement of inmates between areas within the facility and transportation from the facility to court, medical appointments or other jurisdictions.

511.2 POLICY

The staff should be vigilant in the control and movement of inmates between areas within the facility and when transporting inmates outside the secure confines of the facility. Control may be by direct or indirect visual observation. All staff should consider all inmate movement as a high-risk activity. The staff should be aware of their surroundings at all times and take necessary steps to prevent the possession and exchange of contraband and mitigate other risks.

511.3 MOVEMENT OF INMATES

Movement of one or more inmates in the facility should be done in an orderly manner with inmates walking in a single-file line. Staff should only transport a number of inmates they can effectively control, taking into consideration security classification, inmate status, and other risk factors. The number of inmates being moved at one time should not exceed twenty inmates for one deputy, though exceptions may be made for emergency evacuations. Inmates should be searched prior to movement in accordance with the Searches Policy. All inmate movement will be documented in the appropriate digital logs.

Staff members should have situational awareness during the movement of inmates and should consider the design of the facility, areas of poor visibility and the presence of other inmates being moved. The staff should avoid areas where inmates may have access to contraband items or come into contact with inmates that may pose a risk to the inmate being moved (i.e. keep separates, Special Security Housing, etc…).

Transporting deputies should make efforts to minimize contact between male and female inmates while being moved within the facility. Male inmates should walk at the front of the line when both male and female inmates are being transported together.

Inmates should be restrained during movement based upon individual security classification and other risk factors, with higher risk inmates in handcuffs, waist chains and./or leg irons. An exception to this procedure is when an inmate has a physical disability where restraint devices may cause serious injury. Pregnant inmates shall be moved in accordance with the Use of Restraints Policy.

Whenever a high-security inmate is not able to be restrained, the staff should compensate by utilizing wheelchairs or a restraint chair and should secure the inmate to the chair. It may also be necessary to increase the number of staff present to ensure the safe movement of high-security inmates.

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Control of Inmate Movement

The staff should be watchful in and around passageways and ensure that sallyport doors are secured to prevent escape. If an emergency or other incident occurs while transporting inmates, refer to emergency policy and procedures.

Staff should notify the appropriate control center(s) via radio when transporting inmates.Staff should be aware that some inmate movement is of a sensitive nature and inmate safety can be compromised by the nature of the radio traffic.Examples include, but are not limited to, interviews with law enforcement, special security inmates, or facility investigations. Control operators should continuously video monitor inmate movement within the facility.

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Use of Force

512.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every deputy of this office is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Conducted Energy Device, Use of Restraints, and Electronic Restraints policies.

512.1.1 DEFINITIONS

Deadly Physical force - Force, the intended, natural, and probable consequence of which is to produce death, and which does, in fact, produce death. (CRS § 18-1-901)

Excessive force - The use of more force than is objectively reasonable under the circumstances to accomplish a lawful purpose.

Less-lethal force – Any application of force that is neither reasonably anticipated to cause, nor intended to create, a substantial likelihood of death or serious bodily injury.

Use of force- Any application of physical techniques or tactics, chemical agents, specialty tools, or weapons directed to another person, for the purposes of effecting an arrest, preventing an escape or preventing an imminent threat of serious bodily injury or death to the peace officer or another person. This includes pointing the weapon directly at the person. It is not a use of force when a weapon is displayed or when a deputy uses control holds for directing and guiding a compliant individual.

512.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Deputies are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Deputies must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Weld County Sheriff's Office recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

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512.3 USE OF FORCE

Deputies shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose. Legitimate law enforcement purpose may include, but are not limited to, affecting an arrest, defense of self or others, preventing escape, maintaining order and discipline, preventing property damage, and execution of public duty authorized by law or court order.

The reasonableness of force will be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Prior to resorting to the use of force, deputies should, when practicable, attempt verbal persuasion, orders or other tactics to avoid or mitigate the need for forceful action.

Force shall never be used as punishment or retaliation.

Nothing in this policy is intended to require that force options be used in a particular order. However, the force option used must be objectively reasonable under the circumstances to accomplish a lawful objective.

Given that no policy can realistically predict every possible situation a deputy might encounter, deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which deputies reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Office. Deputies may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires a deputy to retreat or be exposed to possible physical injury before applying reasonable force.

512.3.1 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a deputy has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

(a) Immediacy and severity of the threat to deputies or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the deputy at the time.

(c) Deputy/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of deputies available vs. subjects).

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(d) The effects of drugs or alcohol.

(e) Subject's mental state or capacity.

(f) Proximity of weapons or dangerous improvised devices.

(g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.

(h) The availability of other options and their possible effectiveness.

(i) The seriousness of the suspected offense or reason for contact with the individual.

(j) Training and experience of the deputy.

(k) Potential for injury to deputies, subjects and others.

(l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the deputy.

(m) The risk and reasonably foreseeable consequences of escape.

(n) The apparent need for immediate control of the subject or a prompt resolution of the situation.

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the deputy or others.

(p) Prior contacts with the subject or awareness of any propensity for violence.

(q) Any other exigent circumstances.

512.3.2 USE OF FORCE TO EFFECT AN ARREST, MAINTAIN ORDER AND DISCIPLINE, OR PREVENT AN ESCAPE

Peace officers, in carrying out their duties, shall apply nonviolent means, when possible, before resorting to the use of physical force. A peace officer may use physical force only if nonviolent means would be ineffective in effecting an arrest, preventing an escape, or preventing an imminent threat of serious bodily injury or death to the peace officer or another person.

When physical force is used, a peace officer shall:

(a) Not use deadly physical force to apprehend a person who is suspected of only a minor or nonviolent offense:

(b) Use only a degree of force consistent with the minimization of injury to others;

(c) Ensure that assistance and medical aid are rendered to any injured or affected persons as soon as practicable; and

(d) Ensure that any identified relative or next of kin of persons who have sustained serious bodily injury or death are notified as soon as practicable.

A peace officer is prohibited from using a chokehold upon another person.

(a) For the purposes of this subsection, "chokehold" means a method by which a person applies sufficient pressure to a person to make breathing difficult or impossible and

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includes but is not limited to any pressure to the neck, throat, or windpipe that may prevent or hinder breathing or reduce intake of air.

(b) "Chokehold" also means applying pressure to a person's neck on either side of the windpipe, but not to the windpipe itself, to stop the flow of blood to the brain via the carotid arteries.

A peace officer is justified in using deadly physical force to make an arrest only when all other means of apprehension are unreasonable given the circumstances and:

(a) The arrest is for a felony involving conduct including the use or threatened use of deadly physical force;

(b) The suspect poses an immediate threat to the peace officer or another person;

(c) The force employed does not create a substantial risk of injury to other persons.

A peace officer shall identify himself or herself as a peace officer and give clear verbal warning of his or her intent to use firearms or other deadly physical force, with sufficient time for the warning to be observed, unless to do so would unduly place peace officers at risk of injury, would create a risk of death or injury to other persons.

Notwithstanding any other provision in this section, a peace officer is justified in using deadly force if the peace officer has an objectively reasonable belief that a lesser degree of force is inadequate and the peace officer has objectively reasonable grounds to believe, and does believe, that he or another person is in imminent danger of being killed or receiving serious bodily injury.

A superintendent or other authorized official of a jail, prison, or correctional institution may, in order to maintain order and discipline, use objectively reasonable and appropriate physical force when and to the extent that he or she reasonably believes it necessary to maintain order and discipline, but he or she may use deadly physical force only when he or she objectively reasonably believes the inmate poses an immediate threat to the person using deadly force or another person.

512.3.3 EXCESSIVE FORCE

Pursuant to CRS § 18-8-802 (1.5) (a), a peace officer who witnesses another peace officer use physical force that exceeds the degree of physical force permitted pursuant to CRS § 18-1-707 must report the excessive use of force to the officer's immediate supervisor.

512.3.4 DUTY TO INTERVENE

Any deputy present and observing another peace officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intervene to stop the continued use of unreasonable force and to prevent a subsequent use of unreasonable force.

512.3.5 REPORTING EXCESSIVE FORCE

Every deputy who witnesses another peace officer using force in excess of that permitted by statute (CRS § 18-1-707) must, without delay, verbally report the incident to his or her immediate

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supervisor. The reporting deputy must affirmatively state that he or she perceived the use of force as excessive.

(a) **Although State statute requires that this report be made in writing within 10 days of occurrence, deputies of this Office shall make such report prior to going off-duty unless otherwise directed by a supervisor.

1. The report shall include the date, time and place of the occurrence, the identity, if known, description of the participants, and a clear, concise description of the events and the force used.

(b) In instances of suspected excessive force, notification shall be made to Office Executive Staff and Internal Affairs.

512.4 IMMEDIATE AND CALCULATED USE OF FORCE

An immediate use of force occurs when force is used to respond without delay to a situation or circumstance that constitutes an imminent threat to security or safety. For example, the immediate or unplanned use of force by staff to stop a subject from inflicting life-threatening injuries to him/herself or to stop an assault on any other person, including other subjects. The destruction of government property may require the immediate use of force by staff in some circumstances. A verbal warning should be given before an immediate use of force unless the circumstances preclude it.

If there is no need for immediate action, staff should attempt to resolve the situation through voluntary compliance or, if it reasonably appears necessary, the calculated use of force. A calculated use of force is called for when a subject's presence or conduct poses a threat to safety or security and the subject is located in an area that can be controlled or isolated, or when time and circumstances permit advance planning, staffing and organization.

The assistance of available non-custodial staff (e.g., psychologists, counselors) should be considered when attempting to resolve a situation without confrontation.

A Shift Sergeant should be contacted for approval and consultation prior to any incident involving a calculated use of force. Shift Sergeants should be present for any incident involving a calculated use of force.

512.4.1 CONFRONTATION AVOIDANCE PROCEDURES

Prior to any calculated use of force, the supervisor should ensure that staff has attempted to obtain the subject’s voluntary cooperation and consider other available options before determining whether force is necessary.

The supervisor should consider including the following persons and resources in the process:

(a) Mental health specialist

(b) Qualified health care professional

(c) Any other relevant resources

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The purpose is to gather information to assist in developing a plan of action, such as the subject's medical/mental history (e.g., hypoglycemia, diabetes), any recent incident reports, or situations that may be contributing to the subject's present condition (e.g., pending criminal prosecution or sentencing, recent death of a loved one, divorce). The assessment should include discussions with staff members who are familiar with the subject's background or present status. This may provide insight into the cause of the subject's immediate agitation. It also may identify other staff members who have a rapport with the subject and could possibly resolve the incident peacefully, without the use of force.

Consideration should also be given to preventing exposure to communicable diseases in calculated use of force situations, and to ensuring that medical services personnel are available.

512.5 REPORTING THE USE OF FORCE

Every staff use of force is an incident that shall be reported. Any deputy who uses force shall complete a written report of the incident.Any staff directly observing the incident shall make a verbal report to a supervisor as soon as practicable and submit a written supplemental report as directed.All requested documentation shall be submitted prior to going off-duty, unless directed otherwise by a supervisor when exigent circumstances exist.

The documentation will reflect the actions and responses of each deputy participating in the incident, as witnessed by the reporting deputy. To collect data for purposes of training, resource allocation, analysis and related purposes, the Office may require the completion of additional report forms, as specified in office policy, procedure or law.

The report should include:

(a) A clear, detailed description of the incident, including any application of weapons or restraints.

(b) The identity of all individuals involved in the incident (e.g., subjects, staff, others).

(c) The specific reasons for the application of force.

(d) The threat as perceived by the staff involved.

(e) Efforts made to temper the severity of a forceful response, and if there were none, the reasons why.

(f) Description of any injuries to anyone involved in the incident, including the result of any medical checks that show the presence or absence of injury.

Data to be included:

- Time in restraints
- Injuries
    - Deputy
    - Citizen
    - Suspect

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- Photographs
- Medical Treatment
- Witness Statement
- Damage to property

The supervisor responsible for gathering the reports may allow a reasonable delay in preparation of a report in consideration of immediate psychological and/or physical condition of the involved deputy.

The Shift Sergeant shall promptly notify the Detentions Captain of any incident involving a deputy employing deadly force, or any incident where a death or serious bodily injury may have been caused by a deputy.

512.5.1 REPORTING TO COLORADO DIVISION OF CRIMINAL JUSTICE

Statistical data regarding all qualifying incidents shall be reported to the Colorado Division of Criminal Justice as required by CRS § 24-31-903. For the purposes of this section, a qualifying incident means any (CRS § 24-31-903):

(a) Incident involving the use of force by a deputy that results in death or serious bodily injury.

(b) Incident involving the use of force by a deputy that involved the use of a weapon.

(c) Contact with the public conducted by deputies.

512.6 MEDICAL CONSIDERATION

Subsequent to any use of force, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed. Due to the constant and immediate access to medical personnel in the jail, a medical check is advisable after application of any physical technique or device that is reasonably likely to cause injury, such as strikes, takedowns, and conducted-energy or less-lethal weapons.

Based upon the deputy's initial assessment of the nature and extent of the subject's injuries, medical assistance may consist of examination by fire personnel, paramedics, hospital staff or medical staff at the jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel.

The on-scene supervisor, or if not available, the primary handling deputy shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the deputy reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

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Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain, or who require a protracted physical encounter with multiple deputies to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Deputies who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage nearby until the scene is safe.

512.7 SUPERVISOR RESPONSIBILITY

The Shift Sergeant shall review all related reports of use of force incidents occurring on his/her command. The review is to determine whether the use of force was in compliance with policy, procedure and applicable law, and to determine if follow-up action or investigation is necessary. The Shift Sergeant should also ensure that a use of force report is prepared and forwarded to Internal Affairs via the chain of command.

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved deputies. Absent an allegation of misconduct or excessive force, this will be considered a routine use of force report, completed in the normal course of duties.

(b) Ensure that any injured or affected parties are medically examined and treated as soon as practicable.

(c) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be included in the use of force report.

(d) Identify any witnesses not already included in related reports.

(e) Review and approve all related reports.

(f) Evaluate the circumstances surrounding the incident and contact the Internal Affairs Unit, if there is a question of policy non-compliance or if for any reason further investigation may be appropriate.

(g) When appropriate and safe control is established and maintained, establish a crime scene and preserve the scene and any evidence pending an investigation.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

512.8 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Deputies should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. A deputy should only discharge a firearm at a moving vehicle or its occupants when

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the deputy reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the deputy or others. A deputy is justified in using deadly physical force if the deputy has an objectively reasonable belief that a lesser degree of force is inadequate and the deputy has objectively reasonable grounds to believe, and does believe, that he or another person is in imminent danger of being killed or of receiving serious bodily injury.

Unless a deputy has special training and is using a vehicle interdiction weapon, deputies should not shoot at any part of a vehicle in an attempt to disable the vehicle.

512.9 TRAINING

The Training Sergeant ensures legal and facility training mandates are met at least annually. This training shall include the following:

(a) Use of force
    1. Permitted use of force
    2. Excessive use of force
    3. Duty to intervene and report excessive use of force
(b) Weapons training
(c) Defense tactics
(d) Confrontation avoidance procedures:
    1. Communication techniques
    2. De-escalation techniques
    3. Dealing with the mentally ill
    4. Application of restraints
(e) Forced cell extraction techniques
(f) General restraint training (soft and hard restraints)
(g) Documenting and procedures

512.9.1 PERIODIC TRAINING

Supervisors should conduct, and document, regular periodic briefings concerning this policy and the storage and use of weapons and control devices. Any test sheets or documentation of performance should be forwarded to the Training Sergeant to be included in the employee’s training record.

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Use of Restraints

513.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application of, supervisory oversight of, and restrictions on the use of restraints on persons incarcerated in this facility.

This policy shall apply to the use of specific types of restraints, such as four/five-point restraints, restraint chairs, ambulatory restraints, and similar restraint systems, as well as all other restraints, including handcuffs, waist chains, and leg irons when such restraints are used to restrain any inmate for prolonged periods.

This policy does not apply to the use of electronic restraints (see the Electronic Restraints Policy).

513.2 POLICY

It is the policy of this office that restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while the inmate is being moved outside the cell or housing unit.

Restraints shall never be used for retaliation or as punishment. Restraints shall not be utilized any longer than is reasonably necessary to control the inmate. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail. Each incident where restraints are used shall be documented by the handling staff member and the documents placed in the appropriate file prior to the end of the staff member's shift.

This policy does not apply to the temporary use of restraints, such as handcuffing or the use of leg irons to control an inmate during movement and transportation inside or outside the facility.

513.3 USE OF RESTRAINTS - CONTROL

Supervisors shall proactively oversee the use of restraints on any inmate. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of a Shift Sergeant prior to application. In instances where prior approval is not feasible, the Shift Sergeant shall be apprised of the use of restraints as soon as practicable.

Restraint devices, such as restraint chairs, shall only be used on an inmate when it reasonably appears necessary to overcome resistance, prevent escape or bring an incident under control, thereby preventing injury to the inmate or others, or eliminating the possibility of property damage. Restraints shall not be utilized any longer than is reasonably necessary to achieve the above goals.

Excluding short-term use to gain immediate control, placing an inmate in a restraint chair or other restraints for extended periods requires approval from the Shift Sergeant prior to taking action. The medical staff shall be called to observe the application of the restraints, when feasible, prior to the application or as soon as practicable after the application, and to check the inmate for adequate circulation.

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The use of restraints for purposes other than for the controlled movement or transportation of an inmate shall be documented on appropriate logs to include, at a minimum, the type of restraint used, when it was applied, a detailed description of why the restraint was needed and when it was removed.

The following provisions shall be followed when utilizing restraints to control an inmate:

(a) Restraints shall not be used as punishment, placed around a person's neck or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying).

(b) Restrained inmates shall not be placed facedown or in a position that inhibits breathing.

(c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure. A person who is being transported shall not be locked in any manner to any part of the transporting vehicle, except for items installed for passenger safety, such as seat belts.

(d) Inmates in restraints shall be housed either alone or in an area designated for restrained inmates.

(e) Restraints shall be applied for no longer than is reasonably necessary to protect the inmate or others from harm.

(f) Staff members shall conduct direct face-to-face observation at least once every 15 minutes to check the inmate's physical well-being and behavior. Restraints shall be checked by medical personnel at least every 15 minutes for the first hour and once every hour after to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the inmate's behavior. Any actions taken should also be noted in the log.

(g) The specific reasons for the continued need for restraints shall be reviewed, documented and approved by the Shift Sergeant at least every two hours.

(h) As soon as possible, but within four hours of placement in restraints, the inmate shall be medically assessed to determine whether he/she has a serious medical condition that is being masked by the aggressive behavior and may require medical care. The medical assessment shall be a face-to-face evaluation by a qualified health care professional and shall recur once every six hours of continued restraint thereafter.

513.3.1 COURT CONSULTATION

Prior consultation with judicial officers should take place for any restraints that will be used and visible to a jury.

513.4 RANGE OF MOTION

Inmates placed in restraints for longer than two hours should receive a range-of-motion procedure that will allow for the movement of the extremities. Range-of-motion exercise will consist of alternate movement of the extremities (i.e., right arm and left leg) for a minimum of 10 minutes every two hours.

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513.5 FOOD, HYDRATION AND SANITATION

Inmates who are confined in restraints shall be given food and fluids. Provisions shall be made to accommodate any toileting needs at least once every two hours. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the inmate.

Offering food and hydration to inmates will be documented to include the time, the name of the person offering the food or water/juices, and the inmate's response (receptive, rejected). Inmates shall be given the opportunity to clean themselves should they soil themselves or their clothing while they are in restraints.

513.6 AVAILABILITY OF CPR EQUIPMENT

CPR equipment, such as barrier masks, shall be provided by the facility and located in proximity to the location where inmates in restraints are held.

513.7 RESTRAINED INMATE HOLDING

Restrained inmates should be protected from abuse by other inmates. Under no circumstances will restrained inmates be housed with inmates who are not in restraints. In most instances, restrained inmates are housed alone or in an area designated for restrained inmates.

513.8 HOSPITAL SECURITY RESTRAINTS

Inmate will be restrained at all times unless treatment access and/or current physical condition of the inmate dictates otherwise.

(a) Ankle and wrist restraints, to include a restraint belt/body cuff will be used.

(b) One of the inmate's limbs must be tethered to the bed at all times, preferably a leg.

(c) Removal of restraints for treatment access or medical condition requires request from physician.

(d) Restraints of pregnant inmates refer to 513.9.

513.9 PREGNANT INMATES

Restraints will not be used on inmates who are known to be pregnant unless based on an individualized determination that restraints are reasonably necessary for the legitimate safety and security needs of the inmate, the staff or the public. Should restraints be necessary, the restraints shall be the least restrictive available and the most reasonable under the circumstances (CRS § 17-26-104.7(1)).

Inmates who are known to be pregnant will not be handcuffed behind their backs or placed in waist restraints while being transported.

513.9.1 INMATES IN LABOR

No inmate who is in labor, delivering, or recovering from a birth shall be restrained except when all of the following exist:

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(a) There is a substantial flight risk or some other extraordinary medical or security circumstance that dictates restraints be used to ensure the safety and security of the inmate, the staff of this or the medical facility, other inmates, or the public.

(b) A supervisor has made an individualized determination that such restraints are necessary to prevent escape or injury.

(c) There is no objection from the treating medical care provider.

(d) The restraints used are the least restrictive type and are used in the least restrictive manner.

The supervisor should, within 10 days, make written findings specifically describing the type of restraints used, the length of the time the restraints were used, the justification, and the underlying extraordinary circumstances.

The facility shall retain the written findings for a minimum of five years and submit them to the Colorado Legislature as required by law (CRS § 17-26-104.7(2)(b)).

513.9.2 COMPLIANCE WITH THE PROTECTION OF INDIVIDUALS FROM RESTRAINT AND SECLUSION ACT

Staff members shall comply with the provisions of the Protection of Individuals from Restraint and Seclusion Act for the use of restraints on inmates during labor, delivery, and postpartum (CRS § 17-26-104.7; CRS § 26–20–102 et seq.).

513.10 USE OF PRONE RESTRAINT

Consistent with their training, to reduce the risk of asphyxiation while restraining an inmate in a prone position, deputies should (CRS § 18-1-707):

(a) As soon as safe and feasible after handcuffing or otherwise restraining an inmate taken to the ground, roll the inmate to the side and move the inmate to an upright position that does not impede the mechanism of normal breathing, unless the inmate is unconscious.

(b) Not put prolonged pressure on the inmate's chest, neck, or back, including by sitting, kneeling, or standing.

(c) Continuously monitor the inmate's condition while in prone restraint. Monitoring includes but is not limited to assessing the adequacy of breathing, color, and any impairment as verbalized by the inmate.

(d) Whenever practicable during team restraint, the ranking deputy shall designate a safety officer. If the safety officer becomes aware of an issue with the inmate's breathing, color, or of any impairment, the safety officer shall inform the ranking deputy. The safety officer shall monitor the health and welfare of the inmate until:

1. Responsibility is transferred to a health care professional
2. Or the inmate is placed in a seated position and verbalizes to the safety officer that the inmate feels OK, and the inmate appears to the safety officer to be well and speaking normally

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Once it is reasonably safe to do so, medical assistance shall be provided or obtained for any inmate who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any inmate exhibiting signs of physical distress after an encounter should be continuously monitored until the inmate can be medically assessed.

513.11 TRAINING

The Training Sergeant should provide annual training on this policy and the application of restraints. Training shall include the following:

(a) The appropriate use and application of facility restraints

(b) The recognition of signs of distress and medical emergencies

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Control Devices and Techniques

514.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

514.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the Weld County Sheriff's Office authorizes deputies to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

514.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this office only if the device has been issued by the Office or approved by the Sheriff or the authorized designee.

Only deputies who have successfully completed office-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, deputies should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

514.4 RESPONSIBILITIES

514.4.1 SHIFT SERGEANT RESPONSIBILITIES

The Shift Sergeant may authorize the use of a control device by selected personnel or members of specialized units who have successfully completed the required training.

514.4.2 QUARTERMASTER RESPONSIBILITIES

The Quartermaster or their designee, shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the, Quartermaster, or the designated instructor for a particular control device. The inspection shall be documented.

514.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Quartermaster, or their

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designee, for disposition. Damage to County property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

514.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

514.6 CHEMICAL AGENT GUIDELINES

In response to a protest or demonstration, members shall not:

(a) Discharge kinetic impact projectiles and all other non or less-lethal projectiles in a manner that targets the head, pelvis or back:

(b) Discharge kinetic impact projectiles indiscriminately into a crowd; or

(c) Use chemical agents or irritants, including pepper spray and tear gas, prior to issuing an order to disperse in a sufficient manner to ensure the order is heard and repeated if necessary, followed by sufficient time and space to allow compliance with the order.

Chemical agents may be used for riot control, riot dispersal or against barricaded suspects based on the circumstances. Only a supervisor may authorize the delivery and use of a chemical agent, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of chemical agents to control any fires and to assist in providing medical aid or chemical agent evacuation if needed.

Chemical agents should only be deployed by personnel who have been trained in the appropriate use and deployment of such agents.

514.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in aggressive or resistant behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

514.7.1 OC SPRAY

Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

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514.7.2 TREATMENT FOR OC SPRAY EXPOSURE
Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.

514.8 POST-APPLICATION NOTICE
Whenever a chemical agent or OC has been introduced inside the jail, appropriate steps shall be taken to properly clean the area to avoid exposure by other inmates. Information regarding the cleanup shall be documented.

514.9 KINETIC ENERGY PROJECTILE GUIDELINES
Kinetic energy projectiles shall be used at the discretion of the Detention Captain, and only by staff who have been trained and are qualified in the use of the devices. The application of these devices should be based on the resistance encountered, totality of the circumstances and any safety concerns presented at the time of the use of force.

514.10 NOISE/FLASH DISTRACTION DEVICES
Noise/flash distraction munitions, sting grenades, and similar devices shall be used at the discretion of the Detention Captain, and only by staff who have been trained in and are qualified for the use of the devices. The application of these devices should be based on the resistance encountered, totality of the circumstances and any safety concerns presented at the time of the use of force.

514.11 CAROTID RESTRAINT
Deputies are prohibited from using a choke-hold upon another person.

A "choke-hold" means a method by which a person applies sufficient pressure to a person to make breathing difficult or impossible and includes but is not limited to any pressure to the neck, throat, or windpipe that may prevent or hinder breathing or reduce intake of air. "Choke-hold" also means applying pressure to a person's neck on either side of the windpipe, but not to the windpipe itself, to stop the flow of blood to the brain via the carotid arteries.

514.12 PAIN COMPLIANCE TECHNIQUES
Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Deputies may only apply those pain compliance techniques for which they have successfully completed office-approved training. Deputies utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the person can comply with the direction or orders of the deputy.

(c) Whether the person has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the deputy determines that compliance has been achieved.

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514.13 TRAINING FOR CONTROL DEVICES AND TECHNIQUES

The Professional Standards Unit shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the deputy's training file.

(c) Deputies who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If a deputy cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the deputy will be restricted from carrying the control device and may be subject to discipline.

514.14 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the relevant agency Policy.

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Electronic Restraints

515.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight and restrictions on the use of electronic restraints on persons incarcerated in this facility, during transportation of inmates and during court appearances.

515.2 POLICY

The Weld County Sheriff's Office allows the use of office-issued electronic restraints as provided in this policy.

515.3 MEMBER RESPONSIBILITIES

Members shall successfully complete office-approved training prior to using any electronic restraint device. Only office-issued electronic restraint devices shall be used.

Members should perform a function test on the device prior to placing it on an inmate. The Shift Sergeant shall ensure that all electronic restraint devices are properly maintained and in good working order.

515.4 VERBAL WARNING

A verbal warning of the intended use of the electronic restraint device should precede its application, unless it would otherwise endanger the safety of staff members or when it is not practicable due to the circumstances. The warning is intended to provide the inmate with an opportunity to comply. The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the member deploying the device.

515.5 APPLICATION

Prior to applying the electronic restraint device to an inmate, the member should describe its operation and caution the inmate about behaviors that may result in its activation.

Although the electronic restraint device is generally effective in controlling most inmates, members should be aware that it may not achieve the intended result, and that they should be prepared with other options.

The electronic restraint device shall not be used to psychologically torment, elicit statements from, retaliate against, or punish any inmate.

The electronic restraint device may be used in the following circumstances, when the circumstances perceived by the member at the time indicate that such application is reasonably necessary to:

(a) Prevent self-injury, suicide, escape, injury to others, property damage, or an attempt to remove or destroy the device.

(b) Control the behavior of a high-risk inmate who poses a serious threat to safety or security when being moved outside a cell or housing unit or transported outside the facility.

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515.5.1 MULTIPLE APPLICATIONS

Members should activate the electronic restraint device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of an electronic restraint device or for more time than is necessary to control the inmate are generally not recommended and should be avoided unless the member reasonably believes that the need to control the inmate outweighs the potentially increased risk posed by multiple applications.

If the first application of the electronic restraint device appears to be ineffective in gaining control of an inmate, the member should consider certain factors before additional applications, including whether the inmate has the ability to comply and has been given a reasonable opportunity to comply.

515.5.2 SPECIAL CONSIDERATIONS

Electronic restraint devices should not be used on:

(a) Inmates who are known to be pregnant.

(b) Elderly or infirm inmates.

(c) Inmates with obviously low body mass.

(d) Inmates who have been recently sprayed with a flammable chemical agent or who are otherwise in proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(e) Inmates whose position or activity may result in collateral injury (e.g., falls from height, running).

Because the application of the electronic restraint device relies primarily on pain compliance, its use generally should be limited to a distraction technique to gain separation between the member and the inmate, or to disrupt an inmate's violent or unruly behavior, thereby giving members time and distance to consider other force options or actions.

515.6 DOCUMENTATION

Members shall document each incident where electronic restraints are placed on an inmate or are activated. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional activations will also be documented.

515.7 MEDICAL TREATMENT

All inmates who have been subjected to the electric discharge of an electronic restraint device should have the contact site medically assessed.

Additionally, any inmate who falls under any of the following categories should, as soon as practicable, be examined by a qualified health care professional:

(a) The inmate is suspected of being under the influence of controlled substances and/or alcohol.

(b) The inmate may be pregnant.

(c) The inmate reasonably appears to be in need of medical attention.

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(d) The inmate requests medical treatment.

If any inmate refuses medical attention, such a refusal should be witnessed by another member and/or medical personnel and shall be fully documented. If an audio recording is made of the contact or an interview with the inmate, any refusal should be included, if possible.

Members shall inform any person providing medical care or receiving custody that the inmate has been subjected to the activation of an electronic restraint device.

515.8 SUPERVISOR RESPONSIBILITIES

Supervisor approval is necessary before an electronic restraint device is placed on an inmate. A supervisor should respond to all incidents where an electronic restraint device was activated.

A supervisor should review each incident where an inmate has been exposed to an activation of an electronic restraint device. Any onboard memory should be downloaded by a supervisor and retained with the inmate’s file.

Photographs of contact sites should be taken and witnesses interviewed.

515.9 TRAINING

The Training Sergeant should provide annual training on this policy and application of electronic restraints for staff members that are authorized to use them. Training shall include the following:

(a) The appropriate use of electronic restraints

(b) The recognition of signs of distress and medical emergencies

(c) Applicable use of force and restraint policies

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Searches

516.1 PURPOSE AND SCOPE

The purpose of this policy is to provide clear direction on maintaining the safety and security of the facility by conducting searches, in balance with protecting the rights afforded by the United States Constitution.

The introduction of contraband, intoxicants or weapons into the Weld County Sheriff's Office facility poses a serious risk to the safety and security of staff, inmates, volunteers, contractors and the public. Any item that is not available to all inmates may be used as currency by those who possess the item and will allow those in possession of the item to have control over other inmates. Any item that may be used to disengage a lock, other electronic security devices or the physical plant itself seriously jeopardizes the safety and security of this facility. Carefully restricting the flow of contraband into the facility can only be achieved by thorough searches of inmates and their environment.

Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from an inmate/arrestee.

516.1.1 DEFINITIONS

Definitions related to this policy include:

Contraband - Anything unauthorized for inmates to possess or anything authorized to possess but in an unauthorized manner or quantity.

Pat-down search - The normal type of search used by deputies within this facility to check an individual for weapons or contraband. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the deputy, the inmate or other inmates.

Physical body cavity search- A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of a person, and the vagina of a female person.

Strip search - A search that requires a person to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia of the person. This includes monitoring of a person showering or changing clothes where the person's underclothing, buttocks, genitalia or female breasts are visible to the monitoring employee.

Body Scan - An X-ray search that allows for the non-intrusive, safe inspection of a person to detect contraband or dangerous objects hidden underneath their clothing or inside their body.

Reasonable suspicion - is synonymous with the term "cause"; objective facts and the rational inferences which may be drawn from those facts.

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516.2 POLICY

It is the policy of this office to ensure the safety of staff, inmates and visitors by conducting effective and appropriate searches of inmates and areas within the facility in accordance with applicable laws.

Searches shall not be used for intimidation, harassment, punishment, retaliation, voyeurism or sexual gratification.

Body Scan

Body scan searches utilize a full body X-ray scanner to view and detect contraband or dangerous objects secreted inside clothing or within the body. The following are circumstances in which staff will perform a Body Scan:

(a) New cooperative arrestee.

(b) Returning an inmate from outside facility (transport).

(c) Any inmate leaving the secure side of the facility.

(d) At the request of any outside agency, an individual who has consented in writing to the Body Scan.

(e) Reasonable suspicion exists that an inmate is in possession of contraband or dangerous object(s).

(f) When authorized by a Sergeant or Supervisor.

Body Scans will be performed by a staff member of the same sex, or the sex an individual identifies as, if known, unless exigent circumstances exist.

Circumstances in which staff will not perform a Body Scan

(a) Arrestees/inmates who are pregnant or believe they are pregnant.

(b) Uncooperative/combative inmate or arrestees.

1. If the individual becomes cooperative and they have not left booking, a scan may be performed.

(c) Individuals with disabilities who are unable to step up onto the scanner platform.

(d) Intoxicated individuals who are unable to stand without assistance and those not capable of standing safely on the platform.

1. Once the individual is able to stand without assistance a scan may be performed prior to moving to housing.

Refusals to Scan

Staff will make reasonable attempts at gaining voluntary compliance. This may include explaining the process, and confirming that both State and Federal laws support the use of the Body Scan. Staff may also speak to the miniscule amount of exposure and risk of this level of radiation.

(a) Arrestees/inmates do not require consent to be scanned.

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(b) Attempts at verbal persuasion to gain voluntary compliance will continue until the individual is moved out of booking.

(c) If the individual continues to refuse the scan and there is reasonable suspicion to believe the individual is concealing contraband or dangerous object(s) in or on their person, they will be dry celled as outlined in Lexipol 516.6.1 Intake into the Facility.

(d) If a scan is not performed, this will be documented under the appropriate event tag in the Jail Management System by the deputy.

Documentation

If the full body x-ray scanner is utilized, it is the deputy's responsibility to document the outcome of the scan under the proper event tag in the Jail Management System.

BSCF - Body Scan Contraband Found

BSNC - Body Scan No Contraband

In circumstances that the full body x-ray scanner is not able to be utilized, it is the deputy's responsibility to document the reason why and if possible, have medical assess the reason prior to accepting custody of the inmate.

BSNO - Body Scan Not Performed

516.3 PAT-DOWN SEARCHES

Pat-down searches will be performed on all inmates/arrestees upon entering the secure booking area of the facility. Additionally, pat-down searches shall occur frequently within the facility. At a minimum, the staff shall conduct pat-down searches in circumstances that include:

(a) When inmates leave their housing units to participate in activities elsewhere in the facility (e.g., exercise yard, medical, program, visiting) and when they return.

(b) When inmates leave their housing units to participate in activities outside of the facility (e.g., court, medical appointment) and when they return.

(c) During physical plant searches of entire housing units.

(d) When inmates come into contact with other inmates housed outside of their housing units, such as work details.

(e) Any time the staff believes the inmates may have contraband on their persons.

Except in emergencies, male staff may not pat down female inmates and female staff may not pat down male inmates. Absent the availability of a same sex staff member, it is recommended that a witnessing staff member be present during any pat-down search of an individual of the opposite sex. All cross-gender pat-down searches shall be documented (28 CFR 115.15).

The gender of a transgender or intersex inmate will be determined by a qualified healthcare professional. Pat-down searches will be performed by a deputy of the same gender as the inmate's determined gender.

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516.4 STRIP SEARCHES AND PHYSICAL BODY CAVITYSEARCHES

Deputies will generally consider the reason for the search, the scope, intrusion, manner and location of the search, and will utilize the least invasive search method to meet the need for the search. In addition to the specific requirements for each type of search as set forth below, all cross-gender modified strip searches and cross-gender strip searches shall be documented (28 CFR 115.15).

516.4.1 STRIP SEARCHES PRIOR TO CLASSIFICATION OR PLACEMENT IN THE GENERAL POPULATION

Strip searches prior to classification or placement in the general population shall be conducted as follows:

(a) No person arrested for a traffic or a petty offense or a municipal charge equivalent to a traffic or petty offense shall be strip searched, prior to arraignment, unless there is reasonable suspicion that the individual is concealing a weapon or a controlled substance or that the individual, upon identification, is a parolee or an offender serving a sentence in any correctional facility in the state or that the individual is arrested for driving while under the influence of drugs.

(b) Factors to be considered in determining reasonable suspicion include, but are not limited to:

1. The detection of an object during a pat-down search that may be contraband.
2. The detection or suspicion of contraband during the body scan.
3. Circumstances of the current arrest that specifically indicate the person may be concealing a weapon or contraband, such as information from the arresting deputy/officer.
4. Incidents involving contraband during previous incarcerations.
5. The person's actions or demeanor, such as acting nervous, hesitant to answer questions, etc.
6. Criminal history (level of experience in a custody setting, etc.)
7. A weapon or a controlled substance is the only type of contraband that can justify a modified strip search or strip search of a person arrested for a traffic or petty offense (CRS § 16-3-405)
8. Transferred from another correctional facility (Department of Corrections, other County jails, Community Corrections, or Work Release).
9. Person appears to be under the influence of a controlled substance.

(c) No strip search of an inmate shall be conducted prior to admittance to the general population without prior written authorization from the shift sergeant or supervisor.

(d) The staff member conducting the strip search must:

1. Document the facts that led to the decision to perform a strip search of the inmate.
2. Document the supervisor's approval.

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3. Document all contraband discovered during the search.
4. Process all contraband in accordance with the office's current evidence procedures.
5. If appropriate, complete a criminal report and/or disciplinary report.

516.4.2 STRIP SEARCHES OF GENERAL POPULATION INMATES

A strip search of a general population inmate should be conducted when the inmate has entered an environment where contraband or weapons may be accessed. This includes, but is not limited to, the following:

(a) Upon return from a work detail outside the secure perimeter

(b) Upon return from furlough

Inmates returning from court with release orders shall not be subject to modified strip searches or strip searches unless reasonable suspicion exists based on specific and articulable facts that the person is concealing a weapon or contraband. The inmate should not be returned to the general population, except for retrieving his/her personal property under the direct visual supervision of staff.

Staff members may conduct strip searches of inmates outside the above listed circumstances only with supervisor approval. Staff members and supervisors must make a determination to conduct a strip search by balancing the scope of the particular search, intrusion, the manner in which it is conducted, the justification for initiating it and the place in which it is conducted. Less invasive searches should be used if they would meet the need for the search. For example, a pat-down may be sufficient as an initial effort to locate a larger item, such as a cell phone.

The staff member conducting a strip search outside the above listed circumstances shall:

- Document in writing the facts that led to the decision to perform a strip search of the inmate.
- Document the supervisor's approval.
- Document all contraband discovered during the search.
- Process all contraband in accordance with the office's current evidence procedures.
- If appropriate, complete a criminal report and/or disciplinary report.

516.4.3 STRIP SEARCH

All strip searches shall be conducted in a professional manner under sanitary conditions and in an area of privacy so that the search cannot be observed by persons not participating in the search.

A strip search shall be conducted by staff members of the same sex as the person being searched.

Whenever possible, a second staff member of the same sex should be present during the search for security purposes and to witness the discovery of evidence.

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The staff member conducting a strip search shall not touch the breasts, buttocks or genitalia of the person being searched. These areas may be touched through the clothing during a modified strip search.

516.4.4 PHYSICAL BODY CAVITY SEARCH
Physical body cavity searches shall be completed as follows:

(a) No person shall be subjected to a physical body cavity search without approval of the detentions captain or the authorized designee and only with the issuance of a search warrant.

(b) Only a physician may conduct a physical body cavity search. Except in exigent circumstances, only a physician who is not responsible for providing ongoing care to the inmate may conduct the search.

(c) Except for the physician conducting the search, persons present must be of the same sex as the person being searched. Only the necessary staff needed to maintain the safety and security of the medical personnel shall be present.

(d) All contraband should be processed in accordance with the office's current evidence procedures.

(e) If appropriate, the staff member shall complete a crime report and/or disciplinary report.

516.5 TRANSGENDER SEARCHES

Staff shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining genital status (see the Prison Rape Elimination Act Policy for transgender and intersex definitions). If genital status is unknown, it may be determined during conversations with the inmate, by reviewing medical records or, if necessary, by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional (28 CFR 115.15).

516.6 CONTRABAND SEARCHES

The staff shall always be alert to the possible presence of contraband and shall take immediate action to seize the contraband when practicable. There are several types of searches that contribute to contraband control and to maintaining a safe and secure environment.

Definitions:

CONX event: Implements a special professional visit security procedure following professional contact visits that requires a strip search and privileged mail check of any documents or envelopes received during the visit.

Dry cell: A temporary holding cell void of plumbing or where plumbing is controlled by detentions staff.

DRYC event: A dry cell event.

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516.6.1 INTAKE INTO THE FACILITY

(a) All arrestees will be searched in accordance with Lexipol 516.4.1 Strip Searches Prior to Classification or Placement in General Population.

1. When contraband is reasonably suspected of being concealed within the human body, the arrestee will be dry celled immediately.

2. Notify the on-duty sergeant or supervisor immediately.

(b) If an arrestee does not meet the standard set in Lexipol 516.4.1 to be strip searched, but there is credible information about contraband being concealed with their body, the deputy will check the arrestee's criminal history for introduction of contraband offenses or offenses with an underlying act involving the introduction of contraband along with the inmate's institutional history.

1. If yes, temporarily assign the inmate to a dry cell.

(a) Enter an open CONX event associated with the inmate's computer records. (Remains open as long as the inmate is in custody.)

(b) If no, process as routine booking and move the inmate when classified.

516.6.2 INMATE(S) CURRENTLY HOUSED WITHIN THE FACILITY (INMATES WHO HAVE ALREADY ATTENDED AN ADVISEMENT HEARING)

(a) Weld County detentions staff member receives credible intelligence of contraband being concealed within the facility.

1. Notify an on-duty sergeant or supervisor immediately.

2. The suspected inmate will immediately be segregated from other inmate(s).

3. Conduct a shakedown of the housing unit, cells and inmate's property will be conducted.

(b) When contraband is reasonably suspected of being concealed within the human body, the suspected inmate(s) will be dry celled.

1. The inmate's property will be searched.

2. All issued property will be removed from the inmate's tote.

3. All property will be searched by a certified K9; then by detention staff.

516.6.3 INMATES ON DRY CELL

(a) If the inmate if female, house the inmate in the Close Watch Unit.

(b) If the inmate is male, house the inmate in a cell in Booking without a sink and/or toilet.

(c) When assigned a dry cell, take the inmate to a toilet when access is requested.

(d) Inmates will be single celled unless authorized or directed by on-duty sergeant or supervisor.

1. Items allowed in cell:

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(a) 1 blanket (2 blankets during winter months), 1 mattress, 1 set of oranges (top and bottom), 1 bra, 1 underwear.

(b) No personal property.

2. On-duty sergeant or supervisor will research the inmate's charges and institutional logs for drug and/or contraband related events.

3. Medical staff will be requested to do an initial (in person) physical assessment of the inmate. (Check vitals, respiration, overall demeanor, reflexes)

4. The unit deputy will notify medical and the on-duty sergeant or supervisor if there is a perceived change in the inmate.

5. Medical will assess the inmate, in person, no less than 4 times in the initial 48-hour period of being housed on dry cell.

If it is determined that the inmate continues to be at risk and is ordered by the detentions captain or his designee to remain on dry cell medical staff will assess the inmate no less than once every 12 hours.

516.6.4 HOUR OUT / ACCESS TO RESTROOM FACILITIES; INMATES ON DRY CELL

(a) Hour out areas

1. Hour out area will be searched prior to and after each hour out.

2. Inmate(s) will be pat searched upon leaving their assigned cell and before returning.

3. Hour outs will be in secure locations where direct 1-1 supervision can be maintained. The inmate will have access to phones, the newspaper, mail, and legal documents (1 page at a time)

4. Access to toothbrush and paste will be allowed during the hour out. (only jail issued) 1-1 supervision.

5. Inmate will have NO access to the restroom to include the shower without direct 1-1 supervision.

(a) The restroom will be searched prior to and after every use.

(b) Toilet paper will be handed out upon use of the restroom.

(c) Order the inmate to not flush the toilet after use.

1. Allow reasonable privacy but remain in proximity to stop any attempt to flush the toilet.

(d) Visually inspect the toilet bowl for contraband before flushing.

1. If contraband is present, remove the inmate and secure the toilet until the contraband is recovered.

2. Document toilet use in the current DRYC event for each use. (Use the date/time and deputy stamp to continue the log.)

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(b) Due to the extreme health risks of the inmate who is concealing a foreign object within their body:

1. Additional enhanced medical checks of the inmate will be conducted.
2. The supervising deputy receiving a dry cell status inmate will contact the Health Services Administrator or Director of Nursing during normal business hours to notify of an inmate's dry cell status. After hours, the supervising deputy is to contact the Intake Booking nurse.
3. Medical will place the inmate on a protocol to be medically assessed at a minimum of 3 times a day during the 48-hour dry cell status. However, the supervising deputy will contact medical as needed if the supervising deputy perceives the inmate to be in medical distress.

516.6.5 AFTER RETURNING FROM MEDICAL

(a) The detention deputy determines:

1. If no contraband found. (confirmed by a physician)
   (a) Move the inmate into appropriate housing
2. If contraband is found.
   (a) Notify DCS to file appropriate charges.
   (b) Place on administrative segregation pending disciplinary action.
3. If examination is inconclusive
   (a) Refer to 516.4.3
4. In all cases note findings in the Sergeant's Log and JMS documentation then notify the on-duty lieutenant.

516.7 HOUSING UNIT (SHAKEDOWN) SEARCHES

Housing unit, or "shakedown", searches shall occur as directed by a supervisor. These searches should include all of the living spaces occupied by inmates. Housing unit searches should be scheduled in a manner that does not create a pattern where the inmates can predict such searches. Inmates have no right to be present while housing unit searches are conducted.During a housing unit search:

(a) All inmates shall vacate their living areas and be searched by staff.

(b) Inmates may be escorted to a separate holding area, such as the recreation yard.

(c) Staff shall search the living areas of the inmates, including bedding, personal storage areas, bunks and other areas with inmate access.

(d) Any weapons, alcohol, or contraband located shall be processed in accordance with the current evidence procedures.

(e) The staff shall attempt to identify the inmate who possessed the contraband and file appropriate inmate discipline and/or crime reports.

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(f) Any weapons, alcohol, or contraband possessed by inmates shall be seized and the appropriate inmate disciplined and/or criminal charges filed.

(g) Any authorized item found in excess of the limited quantity (e.g., food items, newspapers) shall be seized and discarded.

At the conclusion of the housing unit search, living areas should be returned to an orderly condition. All authorized inmate personal property shall be respected.

516.8 PHYSICAL PLANT SEARCHES

The following areas of this facility should be periodically searched for contraband:

(a) Exercise yards should be searched for contraband prior to and after each inmate group occupies the yard.

(b) Holding cells should be searched prior to and after each inmate occupies the cell.

(c) Program areas, such as classrooms and multipurpose rooms should be searched after each use by an inmate or inmate group.

(d) Kitchen and laundry areas should be frequently searched for contraband, equipment inspected, and to account for tools, knives and food items.

(e) Public areas should be frequently inspected for contraband.

(f) The facility perimeter should be searched at least once each shift for contraband.

516.8.1 CANINE-ASSISTED SEARCHES

It is the policy of this facility to use canines to assist the staff in searching for contraband. Such searches shall occur only with the approval of a supervisor. Only canines trained in the detection of contraband, such as drugs, alcohol and weapons, will be allowed within the secure perimeter of the facility. Canines trained solely in crowd control or to assist in physically subduing individuals will not be used in the facility.

Canines will generally be used to assist the staff in general physical plant or living area searches. Contact between inmates and canines should be kept to a minimum.

516.9 CRIMINAL EVIDENCE SEARCHES

The shift sergeant shall be notified, as soon as practicable, any time it is suspected that a crime has been committed in the facility or other area controlled by the facility staff, and there is a need to search for evidence related to the crime

Any evidence collected in connection with an alleged crime shall be reported, documented and stored to protect it from contamination, loss or tampering, and to establish the appropriate chain of custody. A search for evidence may be conducted by staff whenever there is a need for such action.

516.10 TRAINING

The training sergeant shall provide training for staff in how to conduct pat-downs, and strip searches in a professional and respectful manner and in the least intrusive manner possible,

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consistent with facility security needs. This training shall include cross-gender pat downs and searches, as well as searches of transgender and intersex inmates (28 CFR 115.15).

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Reporting In-Custody Deaths

517.1 PURPOSE AND SCOPE

This policy provides direction on how in-custody deaths shall be reported.

517.1.1 DEFINITIONS

Definitions related to this policy include:

In-custody death - The death of any person, for whatever reason (natural, suicide, homicide, accident), who is in the process of being booked or is incarcerated at any facility of this office or in a medical facility where the inmate is still in the custody of and is receiving care under the supervision of the Sheriff's Office.

517.2 POLICY

It is the policy of this office to follow state and local guidelines for reporting in-custody deaths.

517.3 MANDATORY REPORTING

All in-custody deaths shall be reported to the Coroner as required.

If the decedent is a boarder for another agency, the Detentions Captain shall notify that agency so that agency will assume responsibility for the notification of the decedent’s family.

Pursuant to Article 37 of the Vienna Convention on Consular Relations 1963, in the case of the death of a foreign national, telephonic notification to the appropriate consulate post should be made without unreasonable delay and confirmatory written notification shall be made within 72 hours of the death to the appropriate consulate post. The notification shall include the inmate’s name, identification number, date and time of death and the attending physician’s name.

In the event that a juvenile dies while in-custody, the Detentions Captain or the authorized designee shall notify the court of jurisdiction and ensure notification to the juvenile’s parent or guardian.

517.4 IN-CUSTODY DEATH REVIEW

The Sheriff, or the Sheriff's Designee is responsible for coordinating a review of every in-custody death.

The 19th Judicial District Critical Incident Response Team will be requested to perform an investigation of all in-custody deaths.

The Sheriff's Office Internal Affairs Unit will perform a separate administrative in-custody death review.

The in-custody death investigation should be started as soon as possible after the incident.

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Staff and Inmate Contact

518.1 PURPOSE AND SCOPE

Interaction with inmates allows for continual assessment of the safety and security of the facility and the health and welfare of the inmates. However, inappropriate interaction can undermine security and order in the facility and the integrity of the supervision process.

This policy provides guidelines for appropriate and professional interaction between members and inmates, and is intended to promote high ethical standards of honesty, integrity and impartiality as well as increase facility safety, discipline and morale.

Violation of this policy may result in disciplinary action up to and including dismissal. Members who seek information or clarification about the interpretation of this policy are encouraged to promptly contact their supervisor.

518.2 POLICY

The Detentions Captain shall ensure that inmates have adequate ways to communicate with staff and that the staff communicates and interacts with inmates in a timely and professional manner.

518.3 GENERAL CONTACT GUIDELINES

Members are encouraged to interact with the inmates under their supervision and are expected to take prompt and appropriate action to address health and safety issues that are discovered or brought to their attention.

All members should present a professional and command presence in their contact with inmates. Members shall address inmates in a civil manner. The use of profanity, and derogatory or discriminatory comments is strictly prohibited.

Written communication (e.g., request forms, inmate communication, grievances, rules infraction forms, disciplinary reports) shall be answered in a timely manner. Such communication shall be filed with the inmate’s records.

Members shall not dispense legal advice or opinions, or recommend attorneys or other professional services to inmates.

While profanity and harsh language are prohibited, the Office recognizes the necessity for staff to give inmates direction in a firm, determined, and authoritative manner in order to maintain proper supervision and control. Authoritative directions to inmates are particularly instructed when activities or events pose a threat to the safety or security of this facility.

518.4 ANTI-FRATERNIZATION

Personal or other interaction not pursuant to official duties between facility staff with current inmates, persons known to the staff member to be a prior inmate, their family members, or known associates have the potential to create conflicts of interest and security risks in the work environment.

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Members shall not knowingly maintain a personal or unofficial business relationship with any persons described in this section unless written permission is received from the Detentions Captain.

Prohibited interactions include, but are not limited to:

- Communications of a sexual or romantic nature.
- Salacious exchanges.
- Sexual abuse, sexual assault, sexual contact or sexual harassment.
- Exchanging letters, phone calls or other similar communications, such as texting.
- Exchanging money or other items.
- Extending privileges, giving or accepting gifts, gratuities or favors.
- Barter.
- Any financial transactions.
- Being present at the home of an inmate for reasons other than an official visit without reporting the visit.
- Providing an inmate with the staff member’s personal contact information.

518.4.1 EXCEPTIONS

The Detentions Captain may grant a written exception to an otherwise prohibited relationship on a case-by-case basis based upon the totality of the circumstance. In determining whether to grant an exception, the Detentions Captain should give consideration to factors including, but not limited to:

- Whether a relationship existed prior to the incarceration of the inmate.
- Whether the relationship would undermine security and order in the facility and the integrity of the supervision process.
- Whether the relationship would be detrimental to the image and efficient operation of the facility.
- Whether the relationship would interfere with the proper discharge of, or impair impartiality and independence of, judgment in the performance of duty.

518.5 REPORTING

Members shall promptly report all attempts by inmates to initiate sexual acts or any salacious conversations, and forward any correspondence from an inmate or former inmate to the Detentions Captain or the authorized designee.

Members shall report all attempts by inmates to intimidate or instill feelings of fear to their supervisor.

Members shall promptly notify their immediate supervisor in writing if:

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- A family member or close associate has been incarcerated or committed to the custody of the facility.
- The member is involved in a personal or family relationship with a current inmate or with an inmate who has been discharged within the previous year.

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Transportation of Inmates Outside the Secure Facility

519.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the transportation of inmates outside this facility and to ensure that the staff assigned to transportation duties is qualified and adequately trained.

519.2 POLICY

It is the policy of the Weld County Sheriff's Office to provide safe, secure and humane transportation for all inmates and other persons as required by law.

This office shall transfer all inmates from the detention facility to the place of imprisonment pursuant to the sentence of the court as soon as practicable after the sentence, in accordance with all laws relating to the transfer of inmates and costs related to transfers to facilities and jurisdictions.

This office shall allow transport of any inmate from the detention facility by other law enforcement agencies or vendors for the purpose of transferring inmates to other facilities, executing a writ, performing court ordered events, investigatory processes, or any other legitimate law enforcement purpose. These transports will be coordinated in advance and will be considered a transfer of custody until/if the inmate is returned.

519.3 PROCEDURES

Only staff members who have completed office-approved training on inmate transportation should be assigned inmate transportation duty. All staff members who operate transportation vehicles shall hold a valid license for the type of vehicle being operated.

(a) All transports outside the perimeter of the North Jail Complex should be performed by armed deputies.

    1. Deputies should be outfitted with a protective vest and portable radio capable of communicating with Weld County Communications (dispatch) before conducting a transport.

(b) Examples of transports include, but are not limited to:

    1. Work Release regressions
    2. Work Release warrant arrests
    3. Juvenile transports to and from Platte Valley Youth Services Center
    4. Hospital / medical transports
    5. Courtesy rides

Any member who transports an inmate outside the secure confines of this facility is responsible for:

(a) Obtaining all necessary paperwork for the inmate being transported (e.g., medical/ dental records, commitment documents).

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(b) Discuss transportation considerations with a supervisor. Items that should be addressed include:

1. Type of restraints to be used on the inmates being transported.
2. The routes, including alternate routes, to be taken during the transportation assignment. Routes should be selected with security for the community in mind.
3. Emergency response procedures in the event of a collision, breakdown of a transportation vehicle or other unforeseen event.

(c) Ensuring that all inmates are thoroughly searched and appropriate restraints are properly applied.

1. Inmates who are known to be pregnant will not be handcuffed behind their backs or placed in waist restraints while being transported. (See the Use of Restraints Policy)

(d) Ensuring that all vehicle security devices (e.g., window bars, inside cages, door locks) are in good repair and are operational.

(e) Thoroughly searching the transporting vehicle for contraband before any inmate is placed inside, and again after removing the inmate from the transporting vehicle.

519.3.1 TRANSPORTATION LOGS

Inmate transportation logs shall be developed by the detentions captain or the authorized designee and used to log all inmate transportation. The logs shall include:

- Name and identification number of the inmate
- Date and start/stop time of the transport
- Location where the inmate was transported
- Name and identification number of the transporting deputy
- Circumstances of any unusual events associated with the transportation

The logs shall be retained by the facility in accordance with established records retention schedules.

519.4 HOSPITAL TRANSPORTATION AND SECURITY

Deputy:

(a) Checkout:

1. Portable radio
2. Hospital access control badge
3. Hospital restraint bag
4. Patrol vehicle key

(a) Checking out a portable radio

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1. A different radio and/or battery should be checked out by the relieving deputy to maintain the battery charge.
2. Return the radio and hospital access control badge after being relieved or at the end of assignment.

(b) Check out a hospital restraint bag

1. Inventory contents prior to and post transport
2. Document on the log

(b) Work with hospital security to clear the room of items that could be used as a weapon.

1. Identify emergency exits and where there is public access
2. Check and note the location of all room exits including large windows
3. Bathroom privileges are NOT allowed for inmates. A bedside commode and/or urinal will be provided by hospital personnel

(c) Begin a written activity log

1. Document room activity and observations by day and time
2. Relief deputies to review and maintain the activity log
3. Pass on all significant information to relieving deputy

(d) Remove access to a telephone

1. Inmate is not authorized to use the telephone
2. Use the room telephone to provide periodic updates to a sergeant
3. Deputy use of electronic devices will be limited. This includes but is not limited to: cell phone, text messaging, tablets, laptops, and internet capable devices

(e) Position oneself to maintain view of the inmate, the entrance of the room and maintain vigilance

(f) Personal visits require prior sergeant authorization

(g) Professional visits are authorized upon verification of the visitor's credentials with sergeant authorization

Supervisor:

(a) Research the custody classification, criminal history, current and prior behavior of the inmate to be supervised; determine if the inmate is a risk or no risk

1. Risk Inmate: one or more of the following: serious charges / convictions, escape history, violent institutional history, violence toward law enforcement.

(a) Multiple deputies may be required for (risk) inmates

1. When information is unavailable, treat as a (risk) inmate

(b) Make a packet for the transport deputy to include:

1. Hospital log sheet

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2. Copy of Hospital Transport Checklist
3. Copy of inmate's charge screen, bonding information and photo
4. Copy of Lexipol Policies: 513 Use of Restraints and 518 Transportation of Inmate Outside Secure Custody
5. Short narrative on classification and institutional behavior
6. Copy of entire packet for the sergeants and lieutenant

(c) Notify medical facility security when transporting an inmate to the hospital

1. Document the name of the security personnel contacted in the inmate's log
2. Request hospital room to be searched by hospital security prior to arrival

(d) Ensure all equipment utilized for hospital transports is accounted for and in working order prior to and after each transport.

519.5 IN-TRANSIT TRANSPORTATION EMERGENCIES

Definition: A traffic crash, inoperative transport vehicle, escape attempt, medical emergency, or any other unplanned situation that could compromise the safety and security of inmates, staff or public during transportation of a prisoner(s) by vehicle.

(a) Operational objectives in an emergency situation include:

1. The safety and security of a group of inmates is a higher priority than the needs of a single inmate in the group
2. Stopping the transport vehicle in an unsecured and uncontrolled environment compromises tactical advantage and should be avoided
3. Do not enter an inmate compartment while occupied
4. Staff must stay together until outside resources arrive, do not split up
5. Avoid removing inmates from the transport vehicle in an uncontrolled area without adequate security resources
6. Maintaining weapon retention and security are paramount
7. Local law enforcement is the best option for rapid response security resources
8. Be alert to activities and situations within 100 foot radius outside of the transport vehicle
9. Be suspicious that an inmate request to stop the vehicle is a manipulation

(b) Radio Usage:

1. Request local law enforcement emergency security assistance in the event of an inmate emergency, i.e. medical, security or inoperable transport vehicle
2. Notify a detention and patrol on-duty sergeant immediately

(c) All deputies remain with the transport vehicle as long as the vehicle is occupied by inmates

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1. Deputies in the transport vehicle will not leave the vehicle to pursue an escapee if other inmates remain in the vehicle

(d) Inmate medical emergency:

1. Drive directly to the nearest medical facility

(a) Meeting an emergency medical response may reduce response time but is the least preferred option

(b) If the transport vehicle must stop for emergency medical assistance do not stop until medical assistance is immediately available

(c) Notify the detentions and patrol on-duty sergeant immediately

(e) In the event of a traffic crash, remain at the scene and comply with legal requirements as would any licensed driver. Notify the detentions and patrol on-duty sergeant immediately

519.6 TRAINING

The training sergeant shall ensure that all employees charged with inmate transportation duties receive training appropriate for the assignment.

Documentation of all training presented shall be retained in the employee's training file in accordance with the established record retention schedule.

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Biological Samples

520.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those inmates required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

520.2 POLICY

The Weld County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees and offenders in accordance with the laws of this state and with as little reliance on force as practicable.

520.3 PERSONS SUBJECT TO BIOLOGICAL SAMPLE COLLECTION

The following inmates must submit a biological sample (CRS § 16-23-103; CRS § 16-11-102.4; CRS § 19-2.5-1119):

(a) Inmates charged with or arrested for a felony offense and who are booked at the facility.

(b) Inmates convicted of, placed on probation for, or who receive a deferred judgment for any qualifying offenses listed in CRS § 16-11-102.4.

(c) Inmates convicted as juveniles and held at the facility for an offense that would constitute a felony if committed by an adult, or a misdemeanor offense involving unlawful sexual behavior as defined in CRS § 16-22-102 and CRS § 16-22-103.

520.4 PROCEDURE

When an inmate is required to provide a biological sample, a trained member shall attempt to obtain the sample in accordance with this policy (CRS § 16-23-103; CRS § 16-11-102.4; CRS § 19-2.5-1119).

520.4.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the inmate is required to provide a sample pursuant to CRS § 16-23-103, CRS § 16-11-102.4, or CRS § 19-2.5-1119.

(b) Verify that a biological sample has not been previously collected from the offender by querying Colorado Bureau of Investigation (CBI) DNA database. There is no need to obtain a biological sample if one has been previously obtained.

(c) Use the designated collection kit provided by the CBI to perform the collection and take steps to avoid cross contamination.

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520.5 CALCULATED USE OF FORCE TO OBTAIN SAMPLES

If an inmate refuses to cooperate with the sample collection process, deputies should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by the Shift Sergeant. Methods to consider when seeking voluntary compliance include:

(a) Contacting the inmate’s parole or probation officer when applicable.

(b) Contacting the prosecuting attorney to seek additional charges against the inmate for failure to comply or to otherwise bring the refusal before a judge.

(c) Contacting the judge at the inmate’s next court appearance.

(d) Contacting the inmate’s attorney.

(e) Contacting the inmate chaplain and/or counseling staff.

(f) Use of disciplinary actions to compel compliance.

The Shift Sergeant shall review and approve any calculated use of force. The supervisor shall be present to supervise and document the calculated use of force.

520.5.1 VIDEO RECORDING

A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the office’s established records retention schedule.

520.6 SUBMISSION OF BIOLOGICAL SAMPLES

All samples and related materials shall be promptly forwarded to the CBI using CBI material, labels, and instructions for prompt analysis (CRS § 16-23-103; CRS § 16-23-104; CRS § 19-2.5-1119).

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Combative and Padded Cells

521.1 PURPOSE AND SCOPE

This policy establishes the requirement for placing inmates into and the continued placement of inmates in combative cells or padded cells.

521.1.1 DEFINITIONS

Definitions related to this policy include:

Combative cell - A holding cell without fixtures designed to minimize the risk of destruction of property or dangerous behavior or for inmates who are in need of a separate cell for any reason, until suitable housing is available. It may be used as an initial detoxification place for arrestees or inmates who are a threat to their own safety or the safety of others as a result of being intoxicated from any substance.

Padded cell - An enhanced protective housing designed to minimize the risk of injury used for inmates who display behavior that reveals intent to cause physical harm to themselves or others.

521.2 POLICY

This facility will employ the use of combative and padded cells to protect inmates from injury or to prevent the destruction of property by an inmate in accordance with applicable law.

A combative or padded cell shall not be used as punishment or as a substitute for treatment.

521.3 PADDED CELL PROCEDURES

The following guidelines apply when placing any inmate in a padded cell:

(a) A log shall be initiated every time an inmate is placed into the padded cell and should be maintained for the entire time the inmate is housed in the cell.

(b) A safety check consisting of direct visual observation that is sufficient to assess the inmate’s well-being and behavior shall occur at least once every 15 minutes unless specified more frequently by procedure.

(c) Inmates should be permitted to remain normally clothed or should be provided a suicide gown, except in cases where the inmate has demonstrated that clothing articles may pose a risk to the inmate's safety or the facility. In these cases, the reasons for not providing clothing shall be documented on the log.

(d) Inmates in padded cells shall be given the opportunity to have fluids (water, juices) at least hourly. Deputies shall provide the fluids in paper cups. The inmates shall be given sufficient time to drink the fluids prior to the cup being removed. Each time an inmate is provided the opportunity to drink fluids will be documented on the log.

(e) Inmates will be provided meals during each meal period. Meals will be served in styrofoam containers with paper utensils and the inmates will be monitored while

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eating the meals. Inmates shall be given ample time to complete their meals prior to the container being removed.

(f) The Shift Sergeant shall review the appropriateness for continued retention in the padded cell at least every eight hours. The reason for continued retention or removal from the padded cell shall be documented in the log.

(g) A medical assessment of the inmate in the padded cell shall occur within 12 hours of placement or at the next daily sick call, whichever is earliest. Continued assessment of the inmate in the padded cell shall be conducted by a qualified health care professional and shall occur at least every 24 hours thereafter. Medical assessments shall be documented.

(h) A mental health assessment shall be conducted within 24 hours of an inmate's placement in the padded cell. The mental health professional's recommendations shall be documented.

521.4 COMBATIVE CELL PROCEDURES

The following guidelines apply when placing any inmate in a combative cell:

(a) A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur at least once every 15 minutes.

(b) Qualified health care professionals shall assess the medical condition of the inmate in the combative cell at least every six hours. Only inmates who continue to need the protective housing of a combative cell will continue to be detained in such housing.

(c) Inmates will be removed from the combative cell when they no longer pose a threat to their own safety and the safety of others and are able to continue the booking process.

(d) Females and males will be detained in separate combative cells.

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End of Term Release

522.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain procedures governing the end of term release of inmates to ensure that inmates are not released in error.

522.2 POLICY

It will be the policy of the Weld County Sheriff's Office to provide for the timely, efficient and legal release of inmates.

522.3 RELEASE PROCEDURE

Inmates who have reached the end of their sentenced term or who are ordered released by the court will be scheduled for release at staggered times on their out-dates to avoid congestion in the release area. Inmates scheduled for release should be escorted by the staff to the transfer/ release area to begin the release procedure 30 minutes prior to their scheduled release time.

The Shift Sergeant or release deputy shall sign and date the release paperwork on the same day the inmate is to be released.

Inmates shall not be released or moved during inmate count, change of shift or at any time that would pose a potential safety threat or disrupt the orderly operation of the facility.

All inmates must be positively identified by the staff prior to being released from the facility. Inmate identities should be verified using intake records bearing the inmate’s name, photograph and facility identification number.

Before any inmate may be released, the following conditions must be met:

(a) The identity of the inmate has been verified.

(b) All required paperwork for release is present. The staff shall review the active inmate file to verify the validity of the documents authorizing the release. The file should also be reviewed for other release-related or pending matters, including:

1. Verifying calculations and release-date adjustments for good time, and notifying the chief judge of deductions made for extraordinary action pursuant to CRS § 17-26-109.
2. Any pending arrangements for follow-up, such as medications needed, appointments or referral to community or social resources.
3. Unresolved grievances, damage claims or lost property.

(c) Releasing staff must complete National Crime Information Center (NCIC) and local warrant checks to ensure that there are no outstanding warrants or detention orders. If any agency has outstanding charges against the inmate, the staff shall notify the agency that the inmate is available for release.

(d) If an inmate has known mental health concerns, the inmate shall be evaluated by a qualified health care professional and medically authorized for release. To the extent practicable, individuals who have been determined to be severely mentally ill should be

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released during business hours to facilitate their ability to receive services immediately after release.

(e) All personal property shall be returned to the inmate during the release process. The inmate must acknowledge receiving his/her property by signed receipt. Any discrepancies shall be promptly reported to the Shift Sergeant.

(f) All facility property must be returned by the inmate. Any missing or damaged facility property should be documented and promptly reported to the Shift Sergeant. The inmate shall remain in custody until the Shift Sergeant reviews the damage and authorizes the release.

(g) A forwarding address for the inmate should be on file and verified with the inmate for return of mail.

(h) Inmates on probation or parole should be directed by the staff to report to the probation or parole office immediately upon release. The parole authorities having jurisdiction shall be notified of the inmate's release, if required.

(i) If needed, inmates may be allowed to make a reasonable number of phone calls to arrange for transportation.

The housing sheet, release log and daily census log shall be updated accordingly after the inmate's release. The Shift Sergeant shall ensure all release documents are complete and properly signed by the inmate and the staff where required.

522.3.1 SEPARATE SENTENCES CONTINUOUS

When an inmate has several convictions with separate sentences, the end of term release date shall be accounted as one continuous sentence (CRS § 17-26-111).

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Over-Detention and Erroneous Releases

523.1 PURPOSE AND SCOPE

This policy is intended to provide guidance to staff and management in the event of over-detention or erroneous releases.

523.1.1 DEFINITIONS

Definitions related to this policy include:

Erroneous release - Any instance of an inmate being mistakenly released.

Over-detention - Any instance of an inmate being mistakenly detained beyond his/her scheduled release date.

523.2 POLICY

It is the policy of this office to reasonably ensure that over-detention and erroneous releases do not occur.

523.3 OVER-DETENTION

Any custody staff member who discovers or receives information of an over-detention, or a complaint from an inmate regarding over-detention (which could be discovered through a grievance), should immediately notify the Shift Sergeant (see the Inmate Grievances Policy).

The Shift Sergeant should coordinate with the Booking Supervisor to immediately conduct an investigation to determine the correct release date of the inmate.

Inmates who are found to be over-detained shall be processed for immediate release in accordance with the End of Term Release Policy. The Shift Sergeant shall ensure that the Detentions Captain is notified through the chain of command, an entry is made to the sergeants' log and that an incident report is completed.

523.4 ERRONEOUS RELEASE

Whenever an erroneous release is discovered, the custody staff member making the discovery shall immediately notify the Shift Sergeant. The notification shall be documented in the daily activity log.

523.4.1 ERRONEOUS RELEASE INVESTIGATION

The Shift Sergeant should coordinate with the Booking Supervisor to immediately conduct an investigation to determine the cause of the erroneous release.

The Shift Sergeant will coordinate a response based upon the seriousness of the threat the inmate may pose to the community. The threat assessment should be based upon the inmate’s criminal history and the reason he/she is currently in custody, among other factors.

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In the case of an erroneous release, the Shift Sergeant should immediately notify the Detentions Captain through the chain of command and ensure an incident report is completed. The Detentions Captain should notify the Sheriff.

An appropriate evaluation of the circumstances shall be made to determine whether the erroneous release should be classified as an escape.

523.4.2 RETURNING THE INMATE TO CUSTODY

When the inmate is located and returned to the facility, the appropriate notifications should be made as soon as possible.

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Chapter 6 - Inmate Due Process

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Inmate Discipline

600.1 PURPOSE AND SCOPE

This policy addresses the fair and equitable application of inmate rules and the application of disciplinary sanctions for those who fail to comply.

600.2 POLICY

It is the policy of this office to maintain written general categories of prohibited inmate behavior that are clear, consistent and uniformly applied. Written rules and guidelines will be made available to all inmates. They will include a process for resolving minor infractions and a hearing process for more serious breaches of inmate rules. Criminal acts may be referred to the appropriate criminal agency.

600.3 DUE PROCESS

Inmates who are subject to discipline as a result of rule violations shall be afforded the procedural due process established in the policies, procedures and practices relating to inmate discipline. All inmates will be made aware of the rules of conduct related to maintaining facility safety, security and order, as well as clearly defined penalties for rule violations. Staff will not engage in arbitrary actions against inmates. All disciplinary actions will follow clearly established procedures. All disciplinary sanctions will be fairly and consistently applied.

The process for an inmate accused of a major rule violation includes:

(a) A fair hearing in which an impartial hearing officer or authorized designee presents factual evidence supporting the rule violation and the disciplinary action.

(b) Advance notice to the inmate of the disciplinary hearing, to allow the inmate time to prepare a defense.

(c) The limited right to call witnesses and/or present evidence on his/her behalf.

(d) The appointment of an assistant or representative in cases where the inmate may be incapable of self-representation.

(e) A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions and an explanation of the appeal process.

(f) Reasonable sanctions for violating rules that relate to the severity of the violation.

600.3.1 INMATE RULES AND SANCTIONS

The Detentions Captain is responsible for ensuring that inmate rules and sanctions are developed, distributed, reviewed annually and revised as needed.

Inmates cannot be held accountable for rules of which they are unaware. However, it is impossible to define every possible prohibited act or rule violation that might be encountered in a detention facility. Therefore, a current list of recognized infractions that are generally prohibited should be available in each housing unit. All inmates, regardless of their housing unit, shall have access to

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these rules. Inmate rules shall be translated into the languages that are understood by the inmates (see the Inmate Handbook and Orientation Policy).

Disciplinary procedures governing inmate rule violations should address rules, minor and major violations, criminal offenses, disciplinary reports, prehearing detention and prehearing actions or investigations.

600.4 MINOR RULE VIOLATIONS

Deputies are authorized to impose informal sanctions on minor violations such as:

- Counseling the inmate regarding expected conduct.
- Assignment to extra work detail in the housing unit.
- Lockdown in the inmate's assigned cell or confinement to the inmate's bunk area for a period not to exceed 1 hour.

Any staff member imposing informal sanctions shall document the sanctions in the JMS.

Deputies are authorized to recommend formal disciplinary sanctions on minor rule violations such as:

- Intermediate sanctions to include loss of gym, commissary, visitation, or any combination of these privileges for a period not to exceed 7 days.
- Lockdown in the inmate's assigned cell or confinement to the inmate's bunk area for a period not to exceed 72 hours.
- Lockdown in a designated disciplinary segregation cell or housing unit for a period not to exceed 7 days.
- Regression from the inmate worker program (without loss of earned work time credits).
- Monetary reimbursement for damaged property.
    - May be appealed to the Detentions Captain
- Loss of good time credits
    - Must be approved by the Detentions Captain

Any staff member recommending formal discipline shall complete a disciplinary report and have it approved by the Shift Sergeant or the authorized designee prior to serving the report to the inmate.Disciplinary reports should be completed prior to the end of the shift unless a delay is specifically authorized by the Shift Sergeant.

Inmates may request a disciplinary hearing for all recommended sanctions with the exception of intermediate sanctions which shall be imposed at the time the inmate is served with the report.

600.5 MAJOR RULE VIOLATIONS

Major rule violations are considered a threat to the safety, security or efficiency of the facility, its staff members, inmates or visitors. Staff members witnessing or becoming aware of a major rule violation shall take immediate steps to stabilize and manage the situation, including immediate

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notification of a supervisor. The supervisor shall assess the situation and initiate any emergency action, if necessary, and notify the Shift Sergeant.

The staff member who learned of the rule violation shall write and submit a disciplinary report, along with all relevant evidence, to the appropriate supervisor prior to the end of the shift.

600.5.1 ADMINISTRATIVE SEPARATION HOUSING

Inmates who are accused of a serious rule violation may be moved to administrative separation housing for pre-hearing detention, with the Shift Sergeant’s approval, if there is a threat to safety or security. Inmates placed on administrative separation are subject to the property and privilege restrictions commensurate with separated confinement.

The Shift Sergeant or the authorized designee shall, within 72 hours including weekends and holidays, review the status of any inmate on administrative separation to determine whether continued pre-hearing separation housing is appropriate.

Time spent in administrative separation will not count toward any disciplinary sanction.

600.5.2 INVESTIGATIONS AND STATUTE OF LIMITATIONS

Investigations involving serious rule violations should be initiated and completed as soon as possible from the time of the incident.If more time is needed to initiate an investigation, the Shift Sergeant shall be notified and may grant an extension.The end of the staff member's shift by itself is not an acceptable reason to request an extension.If sufficient evidence exists to support a serious rule violation, the investigating deputy shall complete a disciplinary report.

Rule violations should be addressed promptly and disciplinary reports completed.However, rule violations may not be discovered immediately and a reasonable amount of time is necessary to commence a disciplinary report.Staff members should consider the seriousness of the rule violation and the time lapse between the violation and discovery before commencing a disciplinary report.Serious rule violations naturally merit a longer period of time to be considered reasonable due to the safety and security threats they pose.Staff members should articulate the specific circumstances that result in the delayed commencement of a disciplinary report so the inmate can raise it as an appeal issue and a determination can be made as to reasonableness.In no case shall disciplinary actions commence for behavior that occurred during a previous incarceration.

Disciplinary sanctions shall be vacated when an inmate is completely released from custody.When inmates are temporarily transported to other facilities but are expected to return, any disciplinary sanctions will continue to run as if the inmate were still housed in the detention facility.

Staff members should contact a Shift Sergeant to consider use of extended administrative separation housing if an inmate returns to custody shortly after a disciplinary sanction is vacated and the inmate poses a threat to the safety and security of the facility (see Special Management Inmates policy).

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600.5.3 NOTIFICATIONS

An inmate charged with a rule violation recommending any sanction other than intermediate sanctions shall be given a written description of the incident and the rules violated. The inmate should be notified of the date, time, and location of the rule violation and enough information that they can offer an appeal.

The inmate will be given no less than 24 hours to submit a written appeal unless the inmate waives their right to appeal in writing or by refusal to sign a disciplinary report. If an inmate submits an appeal and later requests to accept the recommended sanction, the staff member notified shall document the request in a supplemental report. The hearing officer will complete a hearing with the inmate's desires documented and affirmed.

600.5.4 HEARINGS

The hearing officer will be supervised through the chain of command by the Administration Captain. The hearing officer, who should be suitably trained, will have the responsibility and authority to rule on charges of inmate rule violations. The hearing officer shall also have the power to impose sanctions. The hearing officer shall not investigate or conduct any inmate disciplinary hearing on cases where he/she was a witness or was directly involved in the incident that generated the complaint.

All disciplinary hearings are conducted in writing.With the exception of intermediate sanctions involving loss of privileges, inmates are entitled to appeal all recommended sanctions by submitting a letter to the hearing officer. Failing to sign a disciplinary report after reasonable opportunities have been given to them to sign becomes an admission of guilt by the inmate.

Hearings may be postponed or continued for a reasonable period of time for good cause. Reasons for postponement or continuance shall be documented and forwarded to the Administration Captain. The Administration Captain should make appropriate notification to the Detention Captain. Otherwise, hearings should take place within 72 hours of the inmate being served, excepting weekends and County holidays.

The hearing officer shall review and determine whether the inmate's appeal is relevant to the rule violation and shall document the reason(s) for exclusion when an appeal is not given consideration.

600.5.5 EVIDENCE

Accused inmates have the right to make a statement, present evidence and identify witnesses. Witnesses may submit statements as part of the inmate's appeal. The hearing officer may interview witnesses when they are not able to submit a written statement. The hearing officer shall determine whether the statement is relevant to the charges and shall document the reason for exclusion when statements are not given consideration.

A hearing officer may obtain evidence and review it if mentioned in the disciplinary report, such as video footage. If no mention is made, the hearing officer will not seek out evidence to support a finding of inmate guilt.

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Absent a safety or security concern, all staff reports and evidence, including exculpatory evidence, obtained during the disciplinary investigation shall be made available to the accused inmate prior to the hearing.

600.5.6 CONFIDENTIAL INFORMANTS

If information from any confidential informant is to be presented as part of the review process, information establishing the reliability and credibility of the informant shall be provided to the hearing officer in the disciplinary report. The hearing officer shall review such information to determine whether the informant is reliable and credible.

600.5.7 STAFF ASSISTANCE

A staff member shall be assigned to assist an inmate who is incapable of representing him/herself at a disciplinary hearing due to literacy, developmental disabilities, language barriers or mental status. The scope of the duties of the assistant shall be commensurate with the reasons for the appointment. The assistant should be allowed sufficient time to confer with the inmate to fulfill his/her obligations. In these cases the inmate does not have a right to appoint a person to assist in his/her disciplinary hearing. The final decision regarding the appointment rests with the hearing officer.

Inmate discipline is an administrative and not a judicial process. Inmates do not have a right to an attorney in any disciplinary hearing. Additionally, disciplinary matters may be referred for criminal prosecution and jail disciplinary action concurrently as there is no double jeopardy defense for an administrative process.

600.5.8 DISCIPLINARY DECISIONS

Disciplinary decisions shall be based on some evidence presented during the disciplinary hearing.

The disciplinary process shall consider whether an inmate’s mental disabilities or mental illness contributed to the inmate’s behavior when determining what type of discipline, if any, should be imposed (28 CFR 115.78(c)). The hearing officer should consult with Inmate Services staff to make this determination. Deputies shall consult with the On-Duty Sergeant before writing up inmates on Mental Health Hold. The On-Duty Sergeant when practical will consult with Inmate Services.

600.5.9 REPORT OF FINDINGS

The hearing officer shall write a report regarding the decision and detailing the evidence and the reasons for the disciplinary action. A copy of the report shall be provided to the inmate. All documentation related to the disciplinary process shall be retained and a copy should be kept as part of the inmate's record.

Disciplinary hearing reports and dispositions shall be periodically reviewed by the Detentions Captain or the authorized designee.

600.5.10 DISCIPLINARY APPEALS

Inmates are not entitled to appeal the decision of the hearing officer except in cases where loss of earned time or reimbursement is requested. In those cases, an inmate must do so in writing within

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24 hours of receiving the hearing officer's decision. All appeals will be forwarded to the Detentions Captain or the authorized designee for review.

A final disposition shall be rendered as soon as possible if the inmate’s appeal is granted or discipline is reduced but no later than 10 days after the appeal. The decision of the review authority shall be final and the result of the appeal shall be provided to the inmate in writing.

600.6 LIMITATIONS ON DISCIPLINARY ACTIONS

The U.S. and Colorado Constitutions expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations:

- In no case shall any inmate or group of inmates be delegated the authority to punish any other inmate or group of inmates.
- In no case shall a safety cell, as specified in the Juvenile Housing and the Safety and Detoxification Cells policies, be used for disciplinary purposes.
- In no case shall any restraint device be used for disciplinary purposes.
- Food shall not be withheld as a disciplinary measure.
- Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Detentions Captain.
- In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure.
- No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
- Disciplinary separation in excess of 30 days without review by the Detentions Captain is prohibited. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended.
- Discipline may be imposed for sexual activity between inmates. However, such activity shall not be considered sexual abuse for purposes of discipline unless the activity was coerced (28 CFR 115.78(g)).
- No discipline may be imposed for sexual contact with staff unless there is a finding that the staff member did not consent to such contact (28 CFR 115.78(e)).
- No inmate may be disciplined for falsely reporting sexual abuse or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation, if the report was made in good faith based upon a reasonable belief that the alleged conduct occurred (28 CFR 115.78(f)).
- No inmate may be subject to a substantial change in heating, lighting or ventilation.
- No inmate may be subject to restrictions on clothing, bedding, the use of hygienic facilities, or reading or writing materials except for abuse of rules related to these, and

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unless jail officials find and document that this opportunity will jeopardize the physical safety of the inmate or others, or the security of the jail.

- Restrictions shall not be placed on medical and dental care as a disciplinary measure.
- Restrictions shall not be placed on an inmate’s access to government officials as a disciplinary measure.
- Restrictions shall not be placed on an inmate’s access to grievance proceedings as a disciplinary measure.

600.7 GUIDELINES FOR DISCIPLINARY SANCTIONS

The sanctions imposed for rule violations can include counseling; loss of privileges; extra work; loss of good and/or work time; restitution for damaging jail property; and implementation of the Disciplinary Separation Policy. To the extent that there is available therapy, counseling or other interventions designed to address and correct underlying reasons or motivations for sexual abuse, the facility shall consider whether to require an inmate being disciplined for sexual abuse to participate in such interventions as a condition of access to programming or other benefits (28 CFR 115.78(d)).

Discipline shall be commensurate with the nature and circumstances of the offense committed, the inmate’s disciplinary history and the sanctions imposed for comparable offenses by other inmates with similar histories (28 CFR 115.78(b)).

Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse (28 CFR 115.78(a)).

The Sheriff or the Detentions Captain shall be responsible for developing and implementing a range of disciplinary sanctions for violations.

600.8 RECORDS

A record of all rule violations and sanctions will be made and maintained in accordance with the facility's records retention schedule (CRS § 17-26-109).

Rule violation reports are required for major rule violations or any other violation that will require investigation or a formal resolution. The staff member who observed or detected the rule violation or who was charged with investigating a rule violation is responsible for completing the rule violation report. The rule violation report shall include, at a minimum:

(a) The date, time and location of the incident.

(b) Specific rules violated.

(c) A written description of the incident.

(d) The identity of known participants in the incident.

(e) Identity of any witnesses to the incident.

(f) Description and disposition of any physical evidence.

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(g) Action taken by staff, including any use of force.

(h) Name and signature of the reporting deputy.

(i) Date and time of the report.

(j) Identification of any potential digital evidence of the incident.

The supervisor reviewing the violation shall ensure that documentation in the investigation or rule violation report includes:

- Date and time that the explanation and the written copy of the complaint and appeal process were provided to the inmate.
- Reasons for any sanctions.
- The identity of any staff or witnesses involved, as revealed by the inmate.
- The findings of the hearing officer.
- The inmate's appeal, if any.
- The appeal findings, if applicable.
- Ensure classification of BWC footage, if any, is completed by the Deputy.

600.9 TRAINING

The Detentions Captain or the authorized designee is responsible for ensuring that a wide range of training and disciplinary tools are available to aid staff and that preprinted forms are available for documenting rule violations in a consistent and thorough manner.

The Training Sergeant is responsible for developing and delivering, or procuring, training for staff members who participate in the disciplinary hearing process. Training topics should include the legal significance of due process protections and the hearing officer’s role in ensuring that those protections are provided.

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Disciplinary Separation

601.1 PURPOSE AND SCOPE

This policy specifically addresses disciplinary separation and guiding principles relating to the conditions attached to that separation. It will provide guidance to the staff on acceptable practices with regard to management of inmates in disciplinary separation or classified as requiring special management needs.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Disciplinary Separation- A status assigned to an inmate after a disciplinary hearing in which the inmate was found to be in violation of a detention facility rule or state or federal law. This status results in separating the inmate from the rest of the population to serve the consequence imposed.

601.2 POLICY

The Weld County Sheriff's Office will maintain a disciplinary separation unit to house inmates who, after an impartial due process hearing, are being sanctioned for violating one or more detention facility rules. Restrictions on privileges will be subject to the disciplinary process and in accordance with this policy.

601.3 DISCIPLINARY SEPARATION

Inmates may be placed into disciplinary separation only after an impartial hearing to determine the facts of the rule violation, in accordance with the office's Inmate Discipline Policy. The hearing officer shall impose discipline in accordance with the discipline schedule established by the Detentions Captain. Maximum discipline sanctions for any one incident, regardless of the number of rules violated, shall not exceed 60 days.

Disciplinary separation in excess of 30 days shall be reviewed by the Detentions Captain before the discipline is imposed. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended. These reviews shall be documented.

601.3.1 DISCIPLINARY SEPARATION – STATUTORY LIMITATIONS

No inmate shall be involuntarily confined alone in a cell for more than approximately 22 hours a day with very limited out-of-cell time, movement, or meaningful human interaction (CRS § 17-26-302; CRS § 17-26-303). This restriction does not include confining inmates alone to accomplish routine tasks related to facility administration or security (CRS § 17-26-303(3)).

Exceptions may be made only by the Detentions Captain or the authorized designee who will then ensure that all requirements of CRS § 17-26-303 are met and documented appropriately. These include mandates related to the following:

(a) Who may be placed in disciplinary separation for an extended time

(b) Documentation

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(c) Required notifications (e.g., to medical or mental health professionals, guardians, legal counsel)

(d) Cell checks

(e) Assessments by medical or mental health professionals

(f) Acquiring court orders when required

(g) Providing basic necessities and facility services

The Detentions Captain should ensure all policies and procedures related to disciplinary separation are posted on the detention facility's website (CRS § 17-26-303).

601.4 INMATE ACCESS TO SERVICES

The ability to discipline inmates for conduct violations is not absolute. Absent legitimate government reason, inmates continue to have a right to receive certain services. However, inmates in disciplinary separation, in accordance with the Inmate Discipline Policy, or special management inmates who are disciplined for one or more rule violations, may be subject to loss of privileges or credit for good time and work.

Services to provide for basic human needs must continue to be made available. There are minimum service requirements that must be maintained to ensure the facility continues to operate in a constitutional manner. All custody staff will adhere to the following policy sections to guide them in the supervision of inmates held in disciplinary separation or classified as requiring special management needs.

601.4.1 MEDICATION, CLOTHING, AND PERSONAL ITEMS

Inmates placed in disciplinary separation are considered special management inmates and shall not be denied prescribed medication.

Absent unusual circumstances, special management inmates will continue to have the same access to personal items as general population inmates have, including the following:

- Clean laundry
- Barbering and hair care services
- Clothing exchanges
- Bedding and linen exchanges

601.4.2 SHOWERING AND PERSONAL HYGIENE

Inmates in disciplinary separation should be allowed to shower with the same frequency as the general inmate population, if reasonably practicable, but at a minimum shall be afforded the opportunity to shower at least every other day and shave daily. The opportunities for each inmate to shave and shower will be documented on the inmate's JMS log.

Exceptions to this policy can only be made when the restriction is determined to be reasonably necessary for legitimate government purposes. Any exceptions to this basic requirement must be

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reviewed and approved by the Shift Sergeant. The circumstances necessitating a restriction must be clearly documented on the inmate's JMS log.

601.4.3 DENIAL OF AUTHORIZED ITEMS OR ACTIVITIES

Personal items may be withheld when it reasonably appears that the items will be destroyed by the inmate or it is reasonably believed that the personal item will be used for a self-inflicted injury or to harm others or when their use threatens the safety and security of the facility.

Whenever an inmate in disciplinary separation is denied personal care items or activities that are usually authorized to the general population inmates, except for restrictions imposed as a result of a disciplinary hearing, the deputy taking such action shall prepare a JMS log describing the circumstances that necessitated the need to restrict personal items or activities.

601.4.4 MAIL AND CORRESPONDENCE

Inmates in disciplinary separation shall have the same privileges to write and receive correspondence as inmates in general population, this shall be done during the inmate's allotted time out of the cell, except in cases where inmates violated correspondence regulations. In such cases, mail privilege may be suspended. The Detentions Captain or the authorized designee shall approve all mail privilege suspensions that exceed 72 hours. Legal mail shall not be suspended from access or delivery to the inmate.

601.4.5 VISITATION

Inmates in disciplinary separation shall have the same opportunities for visitation with attorneys and other professional visitors as general population inmates.Personal visitation privileges are suspended while an inmate is in disciplinary separation unless a special visit is authorized by the Shift Sergeant.

601.4.6 READING AND LEGAL MATERIALS

Inmates in disciplinary separation shall have the same access to reading materials and legal materials as the general population inmates, unless the restriction is directed by a court of law or there is a reasonable basis to believe the materials will be used for illegal purposes or pose a direct threat to the security and safety of the facility. In such cases the basis for the action shall be documented in the inmate’s JMS log. Access to courts and legal counsel shall not be suspended as a disciplinary measure.

601.4.7 EXERCISE

Inmates in disciplinary separation shall be given an opportunity of one hour of exercise three days a week outside of their cell. Exceptions to this may occur if there are legitimate security or safety considerations. The circumstances relating to the limitation of exercise shall be documented in an incident report. The report shall be reviewed and the restriction shall be approved by a supervisor.

601.4.8 LIMITED TELEPHONE PRIVILEGES

Inmates in disciplinary separation may have their telephone privilege restricted or denied. Exceptions include the following:

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(a) Making calls to attorneys

(b) Responding to verified family emergencies when approved by a supervisor

All telephone access based on the above exceptions shall be documented on the JMS log.

601.4.9 BEDDING AND CLOTHING

Inmates in disciplinary separation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them for self-harm or to harm others or for something other than the intended purpose. Clothing and bedding shall be returned to the inmate as soon as it is reasonable to believe the behavior that caused the action will not continue. The decision to continue to deprive the inmate of these articles must be made by the Detentions Captain or the authorized designee and reviewed at least every eight hours. This review shall be documented and placed into the inmate's file.

601.5 DISCIPLINARY SEPARATION DIET

Under no circumstances will an inmate be denied food as a means of punishment.Inmates who misuse their meal trays may have hard trays replaced with styrofoam containers or paper sacks.Sporks may be replaced with disposable paper utensils.

601.6 MENTAL HEALTH CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of separation, health evaluations should include notations of any bruises and other trauma markings, and the qualified health care professional's comments regarding the inmate's attitude and outlook.

(a) A qualified health care professional should visit the housing unit a minimum of twice a day and more often if needed. Inmates will be offered access to the health care professional during these times. A medical assessment should be documented in the inmate's medical file.

(b) Mental health staff or a qualified mental health professional should consult with an inmate after they have been in disciplinary separation for longer than 15 days, and also conduct weekly rounds for any inmate confined in the cell longer than 22 hours per day.

601.7 SAFETY CHECKS

A staff member shall conduct a face-to-face safety check of all disciplinary separation inmates at least every 15 minutes on an irregular schedule. If an inmate is violent, has mental health problems or demonstrates unusual behavior, the face-to-face check by custody staff should occur more frequently on an irregular schedule.

Inmates who are at risk of suicide shall be under continuous observation until seen by a qualified health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified health care professional.

All inmate services staff and qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

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601.8 LOG PROCEDURES

All management, program staff, and qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

Once an entry is made, it should not be modified. If corrections or changes are needed, they should be done by way of a supplemental entry.

Electronically captured logs will be maintained in a way that prevents entries from being deleted or modified once they are entered. Corrections or changes must be done by way of supplemental entries.

Log entries should be entered promptly, and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

Supervisors should periodically review the logs during the shift.

601.9 ALLOWED ITEMS

Clothing

(a) 1 Uniform top

(b) 1 Uniform pants

(c) 1 Underwear / bra (female)

(d) 1 Pair of shoes

(e) Hygiene

(f) 1 Toothbrush

1. 1 Tube of toothpaste
2. 1 Bar of soap
3. 1 Roll of toilet paper per cell

Bedding

(a) 1 Mattress

(b) 1 Mattress sheet

(c) 1 Pillow (**)

(d) 1 Pillow case (**)

(e) 2 Blankets (*)

(f) Medically necessary items

(**) Inmates in S Pod will receive a higher security mattress that includes a pillow built in.

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(*) During colder months (typically October through March) a third blanket may be issued to inmates.

Personal Property

(a) 1 Drinking cup with lid

(b) 1 Spork

(c) 1 Soft cover book (from library cart)

(d) 1 Religious test (Bible, Qur'an, Torah, etc.) stamped by the Inmate Services Division

(e) Allowed legal materials (current cases) up to two (2) cubic feet

(f) Medically necessary items

If any allowed item is abused or altered in any way, it will be removed from the cell.

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Inmates with Disabilities

602.1 PURPOSE AND SCOPE

This policy provides guidelines for addressing the needs and rights of inmates detained by this office in accordance with the Americans with Disabilities Act (ADA).

602.1.1 DEFINITIONS

Definitions related to this policy include:

Disability - The ADA defines a disability as a physical or mental impairment that limits one or more major life activities. These include, but are not limited to, any disability that would substantially limit the mobility of an individual or an impairment of vision and/or hearing, speaking or performing manual tasks that require some level of dexterity.

602.2 POLICY

This office will take all reasonable steps to accommodate inmates with disabilities while they are in custody and will comply with the ADA and any related state laws. Discrimination on the basis of disability is prohibited. This office prohibits all forms of discrimination based on disability.

602.3 DETENTIONS CAPTAIN RESPONSIBILITIES

The Detentions Captain, in coordination with the Responsible Physician and the ADA Coordinator (see the Accessibility - Facility and Equipment Policy), will establish procedures to assess and reasonably accommodate disabilities of inmates. The procedures will include, but are not limited to:

(a) Establishing housing areas that are equipped to meet the physical needs of disabled inmates, including areas that allow for personal care and hygiene in a reasonably private setting and areas that allow for reasonable interaction with inmates.

(b) Establishing classification criteria to make housing assignments to inmates with disabilities.

(c) Assigning individuals with adequate training to assist disabled inmates with basic life functions as needed.

(d) Establishing transportation procedures for moving inmates with limited mobility.

(e) Establishing guidelines for services, programs and activities for the disabled and ensuring that inmates with disabilities have an equal opportunity to participate in or benefit from all aspects of the facility’s efforts to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.16).

(f) Enlisting or contracting for trained service personnel who have experience working with disabled people.

(g) Establishing procedures for the request and review of accommodations.

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(h) Establishing guidelines for the accommodation of individuals who are deaf or hard of hearing, have common disabilities such as sight and mobility impairments and developmental disabilities, or have common medical issues, such as epilepsy.

(i) Identification and evaluation of all developmentally disabled inmates,which may include contacting the regional center for the developmentally disabled to assist with diagnosis and/or treatment within 24 hours of identification, excluding holidays and weekends.

The Detentions Captain is responsible for ensuring the Weld County Sheriff's Office detention facility is designed or adapted to reasonably accommodate inmates with disabilities. At a minimum this includes:

- Access to telephones equipped with a telecommunications device for the deaf (TDD) for inmates who are deaf, are hard of hearing or have a speech impairment.
- If orientation videos are used to explain facility rules to newly admitted inmates, subtitles may be displayed on the video presentation to assist inmates who have impaired hearing.
- Some cells and dormitories should be equipped with wheelchair-accessible toilet and shower facilities. Inmates with physical disabilities should be allowed to perform personal care in a reasonably private environment.
- Tables designed for eating should be accessible to those in wheelchairs.

602.4 DEPUTIES' RESPONSIBILITIES

Deputies should work with qualified health care professionals to aid in making accommodations for those with physical disabilities.

Staff who work in the classification process should be aware of inmates with disabilities before making housing decisions. For example, persons with mobility issues may require a lower bunk and accessible toilet and shower facilities. When necessary, classification staff should consult with the qualified health care professional and deputies regarding housing location.

Deputies should assist an inmate with a disability by accommodating the inmate consistent with any guidelines related to the inmate's disability. If there are no current guidelines in place, deputies receiving an inmate request for accommodation of a disability should direct the inmate to provide the request in writing or assist the inmate in doing so, as needed. The written request should be brought to the on-duty supervisor as soon as practicable but during the deputy's current shift. Generally, requests should be accommodated upon request if the accommodation would not raise a safety concern or affect the orderly function of the detention facility. The formal written request should still be submitted to the on-duty supervisor.

Requests that are minor and do not reasonably appear related to a significant or ongoing need may be addressed informally, such as providing extra tissue to an inmate with a cold. Such requests need not be made in writing.

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602.5 ACCOMMODATION REQUESTS

Inmates should be asked to reveal any accommodation requests during the intake classification process. Any such request will be addressed according to the classification process.

Requests for accommodation after initial entry into the facility should be made through the standard facility request process and should be reviewed by a supervisor within 24 hours of the request being made. The reviewing supervisor should evaluate the request and, if approved, notify any other staff as necessary to meet the accommodation. The supervisor should ensure a record of the accommodation is entered in the JMS.

A supervisor who does not grant the accommodation, either in part or in full, should forward the request to the Detentions Captain or the authorized designee within 48 hours of the request being made. The Detentions Captain or the authorized designee, with the assistance of the ADA Coordinator and/or legal counsel, should make a determination regarding the request within five days of the request being made.

602.6 TRAINING

The ADA Coordinator should work with the Training Sergeant to provide periodic training on such topics as:

(a) Policies, procedures, forms and available resources for disabled inmates.

(b) Working effectively with interpreters, telephone interpretive services and related equipment.

(c) Training for management staff, even if they may not interact regularly with disabled individuals, so that they remain fully aware of and understand this policy and can reinforce its importance and ensure its implementation.

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Inmate Access to Courts and Counsel

603.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the constitutional rights of inmates to access the courts and legal counsel, while holding inmates accountable to the rules and regulations that govern conduct in this facility.

603.2 POLICY

It is the policy of this office that all inmates will have access to the courts and the ability to consult with legal counsel.

603.3 INMATE ACCESS

Staff should not unreasonably interfere with inmates' attempts to seek counsel and where appropriate should assist inmates with making confidential contact with attorneys and authorized representatives.

Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written communication. To facilitate access, this facility will minimally provide:

- Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents.
- Telephones that enable confidential attorney-client calls.
- Reasonable access to legal materials.
- A means of providing assistance through the court process by individuals trained in the law. This assistance will be available to illiterate inmates and those who cannot speak or read English or who have disabilities that would impair their ability to access.
- Writing materials, envelopes and postage for indigent inmates for legal communications and correspondence.

The Detentions Captain shall be responsible for ensuring that information regarding access to courts and legal counsel and requesting legal materials or legal assistance is included in the inmate handbook that is provided during inmate orientation.

603.4 CONFIDENTIALITY

All communication between inmates and their attorneys is confidential, including telephone conversations, written communication and video conferencing. The content of written attorney-client communication will not be reviewed or censored but the documents may be inspected for contraband.

Outgoing and incoming legal correspondence shall be routed through the staff, who have received special training in inspecting confidential documents and who are accountable for maintaining

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confidentiality. Incoming legal correspondence shall be opened and inspected for contraband in the presence of the recipient inmate.

Inmates may seek the assistance of other inmates in writing writs and other legal correspondence to the courts when needed, subject to the security and safety needs of the inmates, staff and the facility.

603.5 INMATE REQUEST FOR ASSISTANCE

Written materials addressing how an inmate can access local attorneys and key legal documents shall be available in each housing unit. Staff shall provide these materials to any inmate upon request. However, staff shall not provide legal advice or assist any inmate in the completion of any legal document.

Habeas corpus forms shall be made available to any inmate by the staff upon request.

Legal forms filled out by the inmate shall be forwarded to court administration directly or via an appointed legal assistant.

603.6 VISITATION RELATED TO LEGAL DEFENSE

Visits with inmates that are related to legal defense, including attorneys, paralegals and investigators, will be permitted only in the areas designated for legal visitation to ensure confidentiality. Contact visits may be approved by the Detentions Captain for special circumstances.

(a) Visits shall be of a reasonable length of time to discourage any allegation that the defense of the inmate was hindered due to the length of time allowed for the legally authorized visit. These visits shall be of such a length of time that they do not interfere with the security, order and discipline of this facility. The permissible time for visitation should be flexible but shall not substantially interfere with other facility schedules, such as medical examinations, meal service or other required activities.

(b) Only materials brought to this facility by an approved legal assistant shall be allowed.

(c) All materials shall be subject to security inspections by the staff and shall be routed through the Shift Sergeant for logging and distribution.

603.7 MAIL

Legal mail shall be handled in accordance with the Inmate Mail Policy.

603.8 PRO SE INMATES

Inmates may be granted pro se status by court order only. Any time a court order is received designating an inmate as having been granted pro se status, all relevant records systems at the facility shall be updated to reflect this information. A copy of the court order shall be maintained in the inmate’s file in accordance with established records retention schedules.

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The court may, but is not required to appoint to an inmate who is designated pro se a back-up attorney, paralegal or other person to assist the inmate with legal research. All information related to appointed assistants should be recorded in the relevant facility records.

Any provision of legal materials shall be in accordance with court directives and in consultation with the County Attorney.

603.8.1 PRO SE STATUS MISUSE

Any inmate who is granted pro se status and is found to be misusing or abusing that status to the extent that it poses a demonstrable threat to the safety and security of the facility shall be immediately reported to the Detentions Captain. The Detentions Captain may recommend the suspension or a limitation of the inmate’s pro se privileges if they adversely affect the safety and security of the detention facility.

Upon the concurrence with the findings and recommendation of the Detentions Captain, Sheriff or the authorized designee shall consult with the Office’s legal counsel prior to notifying the court of any intent to limit the described pro se privileges.

The inmate may petition the court if he/she is dissatisfied with the action taken.

603.8.2 PRO SE STATUS - MATERIALS AND SUPPLIES

The facility may provide the following materials and supplies to a pro se inmate. These items may be retained by the inmate but must be kept in the container supplied for such purpose. The items may include the following:

- Up to one-half of a ream of 8½-inch x 11-inch plain bond typing paper
- Black lead golf pencils
- One legal size accordion file
- 9-inch x 12-inch manila envelopes

All inmates have access to a digital law library.

Unless otherwise ordered by the court, the Office shall have no obligation to supply materials beyond those listed above. Replacement of any of the listed items shall be accomplished through a written request to the Shift Sergeant or the authorized designee. Supplies provided by a court legal liaison will be received and distributed by the Shift Sergeant or the authorized designee. Supplies not listed in this policy are subject to approval by the Detentions Captain or the authorized designee.

Access to ballpoint pens, for signature purposes only, will be provided through a supervisor. The use of the pen will be supervised by the staff and taken from the inmate immediately after its use.

Copies of an inmate's final legal (criminal case) work product, upon the inmate's request, may be provided subject to arrangements with the court.

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Inmates may purchase their own legal books and materials. However, such materials will be subject to safety inspection and rules pertaining to items permitted to be in the inmate's possession. Personal books may become Sheriff's Office property upon release.

Any books or materials found in the inmate's possession beyond what is authorized will be returned or placed in the inmate's property.

603.9 COURT HEARING APPEARANCES - CHILD DEPENDENCY AND NEGLECT PETITIONS

An inmate named as a respondent to a petition in a child proceeding for dependency and neglect has the right to attend and participate in all court proceedings relating to the inmate respondent either by personal appearance or audio-visual communication technology as provided by a court order (CRS § 19-3-502).

603.9.1 NOTIFICATION TO COURT - TRANSPORTATION ISSUES

The Detentions Captain or the authorized designee is responsible for notifying the court no less than 72 hours before the hearing when an inmate is unable to attend a child dependency and neglect proceeding due to the detention facility's inability to transport or when the inmate refuses transportation. Circumstances of the refusal should be included in the notification (CRS § 19-3-502).

The Detentions Captain or the authorized designee shall make reasonable efforts to provide the inmate with audio-visual communication technology options to attend such proceedings when transportation cannot be facilitated (CRS § 19-3-502).

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Foreign Nationals and Diplomats

604.1 PURPOSE AND SCOPE

This policy addresses the privileges and immunities afforded to members of foreign diplomatic missions and consular posts.

This policy also addresses the legal requirements related to consular notifications that should occur when a foreign national is in custody.

Inmate access to a consular officer is addressed in the Inmate Telephone Access and Inmate Visitation policies.

604.2 POLICY

The Weld County Sheriff's Office Detention Facility will treat foreign diplomatic and consular personnel with due regard for the privileges and immunities to which they are entitled under international law. The Office will investigate all claims of immunity and accept custody of the person when appropriate.

The Weld County Sheriff's Office Detention Facility will also honor the laws related to foreign nationals in custody by making proper consular notifications and by assisting those who wish to contact their consular representative.

604.3 DIPLOMATIC AND CONSULAR IMMUNITY

604.3.1 AVAILABILITY OF RESOURCES

The Shift Sergeant will ensure that current contact information for the U.S. Department of State and the U.S. Mission to the United Nations is readily available for office members who need to verify a claim of diplomatic or consular immunity. Relevant material for law enforcement published by the U.S. Department of State Bureau of Diplomatic Security should be readily available as well.

604.3.2 ADDRESSING CLAIMS OF DIPLOMATIC OR CONSULAR IMMUNITY

When an arrestee who claims diplomatic or consular immunity is brought to the Weld County Sheriff's Office Detention Facility the receiving deputy shall first inform the Shift Sergeant and then generally proceed as follows:

(a) Do not accept custody of the person from the transporting officer. The person should not be brought inside the Weld County Sheriff's Office Detention Facility unless doing so would facilitate the investigation of his/her claim of immunity.

(b) Do not handcuff the person, or, if handcuffs have been applied, remove them unless there is an articulable threat that would justify their use.

(c) If the person has already been accepted into custody, inform the person that he/she will be detained until his/her identity and immunity can be confirmed. Attempt to obtain a U.S. Department of State-issued identification card or other identification or documents that may relate to the claimed immunity.

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(d) In all cases, verify the status and level of immunity by contacting the U.S. Department of State or the U.S. Mission to the United Nations, as appropriate.

It will be the responsibility of the Shift Sergeant to communicate the claim of immunity to the on-duty supervisor of the arresting agency (if not the Weld County Sheriff's Office). The Shift Sergeant may assist another agency in determining the person's immunity status.

The Shift Sergeant is responsible for ensuring appropriate action is taken based upon information received regarding the person's immunity status.

604.3.3 REPORTING

If the person's immunity status has been verified, the Shift Sergeant should ensure a report is prepared describing the details and circumstances of any detention or custody. A copy of the report should be faxed or mailed as soon as possible to the U.S. Department of State in Washington, D.C., or to the U.S. Mission to the United Nations in New York in cases involving a member of the United Nations community.

604.4 CONSULAR NOTIFICATIONS

604.4.1 CONSULAR NOTIFICATION LIST AND CONTACTS

The Detentions Captain will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to office members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be faxed and then retained for the record. Prominently displayed placards informing inmates of rights related to consular notification should also be posted.

604.4.2 CONSULAR NOTIFICATION ON BOOKING

Office members assigned to book inmates shall:

(a) Inform the foreign national, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them. Members shall ensure this notification is acknowledged and documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

(c) If the foreign national's country is not on the list for mandatory notification but the foreign national requests that his/her consular officers be notified, then:

1. Notify the nearest embassy or consulate of the foreign national's country of the person's arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.

2. Forward any communication from the foreign national to his/her consular officers without delay.

(d) If the foreign national's country is on the list for mandatory notification, then:

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1. Notify the nearest embassy or consulate of the foreign national's country, without delay, of the person's arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.
2. Tell the foreign national that this notification has been made and inform him/her without delay that he/she may communicate with his/her consular officers.
3. Forward any communication from the foreign national to his/her consular officers without delay.
4. Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the inmate's file.

Members should never discuss anything with consulate personnel beyond the required notifications, such as whether the inmate is requesting asylum. Requests for asylum should be forwarded to the Shift Sergeant.

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Inmate Rights - Protection from Abuse

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that inmates are afforded a safe, healthy environment free from abuse, physical punishment, harassment, intimidation and theft or other loss of property (6 CCR 1010-13:18.1).

605.2 POLICY

It is the policy of this office to make every reasonable effort to protect inmates from abuse, physical punishment, injury, harassment, intimidation or loss or damage to personal property by other inmates or staff. Staff shall take reasonable actions to safeguard vulnerable inmates from others and shall use the classification policies and procedures to make housing decisions that will provide for inmate safety. Abuse of inmates by staff or other inmates will not be tolerated.

605.3 RESPONSIBILITY

It shall be the responsibility of all facility staff to adhere to policies, procedures and practices to protect inmates. These procedures include, but are not limited to:

- Following the classification guidelines for inmate housing.
- Closely supervising inmate activities and interceding as needed to prevent violence, harassment or abuse of inmates.
- Using force only when necessary and to the degree that is reasonable.
- Reporting all inmate injuries, investigating the cause of reported injuries and documenting these efforts in an incident report.
- Enforcing all rules and regulations in a fair and consistent manner.
- Preventing any practice of inmates conducting kangaroo courts or dispensing discipline toward any other inmate.
- Conducting required safety checks of all inmate housing areas.
- Checking all safety equipment for serviceability and making a report of any defective equipment to the appropriate supervisor or Detentions Captain.
- Referring sick or injured inmates to a qualified health care professional without unnecessary delay.
- Maintaining high standards of cleanliness throughout the detention facility.
- Documenting all abuse protection efforts in facility logs and incident reports as applicable.

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605.4 TRAINING

The Training Sergeant shall be responsible for developing and delivering a training curriculum to all staff on the topic of protecting inmates from abuse. A roster of attendees shall be maintained from each class. Training completion documents shall be filed in each employee’s training file.

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Prison Rape Elimination Act

606.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.11).

606.1.1 DEFINITIONS

Definitions related to this policy include:

Inmate on inmate sexual abuse - Any of the following acts, if the inmate does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

(a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight

(b) Contact between the mouth and the penis, vulva or anus

(c) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument

Inmate on inmate sexual contacts - Any of the following acts, if the inmate does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

(a) Any intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person.

1. Excludes incidents in which the intent of the sexual contact is to harm or debilitate rather than to sexually exploit.

Staff on inmate sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by a staff member, contractor or volunteer that are directed toward an inmate; repeated verbal comments or gestures of a sexual nature to an inmate, detainee or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Staff on inmate sexual misconduct - Any of the following acts by a staff member, contractor or volunteer as follows, with or without consent of the inmate:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire

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- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of an inmate, detainee or resident
- Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

606.2 POLICY

This office has zero tolerance with regard to sexual abuse and sexual harassment in this facility. This office will take appropriate affirmative measures to protect all inmates from sexual abuse and harassment, and promptly and thoroughly investigate all allegations of sexual abuse and sexual harassment.

606.3 REPORTING SEXUAL ABUSE, HARASSMENT AND RETALIATION

Any employee, agency representative, volunteer or contractor who becomes aware of an incident of sexual abuse, sexual harassment or retaliation against inmates or staff shall immediately notify a supervisor, who will forward the matter to a sexual abuse investigator (28 CFR 115.61). Staff may also privately report sexual abuse and sexual harassment of inmates (e.g., report to the Detentions Captain) (28 CFR 115.51).

The facility shall provide information to all visitors or third parties on how they may report any incident, or suspected incident, of sexual abuse or sexual harassment to a staff member (28 CFR 115.54).

Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously or from third parties and shall promptly document all verbal reports (28 CFR 115.51).

Threats or allegations of sexual abuse and sexual harassment, regardless of the source, shall be documented and referred for investigation. Sexual abuse and sexual harassment reports shall only be made available to those who have a legitimate need to know, and in accordance with this policy and applicable law (28 CFR 115.61).

606.3.1 REPORTING TO OTHER FACILITIES

If there is an allegation that an inmate was sexually abused while he/she was confined at another facility, the Detentions Captain or the authorized designee shall notify the head of that facility as soon as possible but not later than 72 hours after receiving the allegation. The Detentions Captain or the authorized designee shall ensure that the notification has been documented (28 CFR 115.63).

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606.4 RETALIATION

All inmates and staff who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation.

Protective measures, including housing changes, transfers, removal of alleged abusers from contact with victims, administrative reassignment or reassignment of the victim or alleged perpetrator to another housing area, and support services for inmates or staff who fear retaliation, shall be utilized (28 CFR 115.67).

The Detentions Captain or designee shall ensure retaliation against inmates or staff is mitigated.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the facility shall take reasonable measures to protect that individual against retaliation (28 CFR 115.67).

606.5 FIRST RESPONDERS

If an allegation of inmate sexual abuse is made, the first deputy to respond shall (28 CFR 115.64):

(a) Separate the parties.

(b) Request medical assistance as appropriate. If no qualified health care or mental health professionals are on-duty when a report of recent abuse is made, staff first responders shall take preliminary steps to protect the victim and shall immediately notify the appropriate qualified health care and mental health professionals (28 CFR 115.82).

(c) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.

(d) If the time period allows for collection of physical evidence, request that the alleged victim, and ensure that the alleged abuser, do not take any actions that could destroy physical evidence (e.g., washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, eating).

(e) Consider whether a change in classification or housing assignment for the victim is needed or whether witnesses to the incident need protection, both of which may include reassignment of housing.

(f) Determine whether the alleged perpetrator should be administratively segregated or administratively transferred during the investigation.

If the first responder is not a deputy, the responder shall request the alleged victim to refrain from any actions that could destroy physical evidence and then immediately notify a deputy.

Should an investigation involve inmates who have disabilities or who have limited English proficiency, the first responder shall not rely on inmate interpreters, inmate readers or other types of inmate assistants, except in limited circumstances where an extended delay in obtaining an interpreter could compromise inmate safety, the performance of first responder duties or the investigation of sexual abuse or sexual harassment allegations (28 CFR 115.16).

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606.6 SEXUAL ABUSE AND SEXUAL HARASSMENT INVESTIGATIONS

An administrative investigation, criminal investigation or both shall be completed for all allegations of sexual abuse and sexual harassment (28 CFR 115.22). Administrative investigations shall include an effort to determine whether the staff's actions or inaction contributed to the abuse. All administrative and/or criminal investigations shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings. Only investigators who have completed office-approved training on sexual abuse and sexual harassment investigation shall be assigned to investigate these cases (28 CFR 115.71).

When practicable, an investigator of the same sex as the victim should be assigned to the case. Sexual abuse and sexual harassment investigations should be conducted promptly and continuously until completed. Investigators should evaluate reports or threats of sexual abuse and sexual harassment without regard to an inmate's sexual orientation, sex or gender identity. Investigators should not assume that any sexual activity among inmates is consensual.

The departure of the alleged abuser or victim from the employment or control of the detention facility or office shall not provide a basis for terminating an investigation (28 CFR 115.71).

If the investigation is referred to another agency for investigation, the referral shall be documented. If criminal acts are identified as a result of the investigation, the case shall be presented to the appropriate prosecutor's office for filing of new charges (28 CFR 115.71).

Inmates alleging sexual abuse shall not be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with an investigation (28 CFR 115.71).

If a victim is under 18 or considered a vulnerable adult under state law, the assigned investigator shall report the allegation to the designated social services agency as required (28 CFR 115.61).

606.6.1 PREA INVESTIGATIVE FINDINGS

All administrative investigations that are sustained shall be forwarded to the Detentions Captainby means of completing a Sexual Violence Summary report. A findingof sustaining an allegation shall be substantiated by a preponderance of the evidence (28 CFR 115.72).

606.6.2 PREA INVESTIGATION SANCTIONS

Staff shall be subject to disciplinary sanctions, up to and including termination, for violating this policy. Termination shall be the presumptive disciplinary sanction for staff members who have engaged in abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.

All terminations for violations of sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to the law enforcement agency that would handle any related investigation and to any relevant licensing bodies (28 CRF 115.76)

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606.7 SEXUAL ABUSE AND SEXUAL HARASSMENT BETWEEN STAFF AND INMATES

Sexual abuse and sexual harassment between staff, volunteers or contract personnel and inmates is strictly prohibited. The fact that an inmate may have initiated a relationship or sexual contact is not a defense to violating this policy.

Any incident involving allegations of staff-on-inmate sexual abuse or sexual harassment shall be referred to the Internal Affairs Unit for investigation.

606.7.1 SEXUAL MISCONDUCT BY CONTRACTOR OR VOLUNTEER

Any contractor or volunteer who engages in sexual abuse within the facility shall be immediately prohibited from having any contact with inmates. He/she shall be promptly reported to the law enforcement agency that would investigate such allegations and brought to the attention of any relevant licensing bodies (28 CFR 115.77).

606.8 SEXUAL ABUSE VICTIMS

Inmates who are victims of sexual abuse shall be transported to the nearest appropriate location for treatment of injuries and collection of evidence, and for crisis intervention services (28 CFR 115.82). Depending on the severity of the injuries, transportation may occur by a staff member or by ambulance, in either case with appropriate security to protect the staff, the inmate, and the public, and to prevent escape.

A victim advocate from a rape crisis center should be made available to the victim. If a rape crisis center is not available, the Office shall make available a qualified member of a community-based organization, or a qualified health care or mental health professional from the Office, to provide victim advocate services. Efforts to secure services from a rape crisis center shall be documented. A rape crisis center refers to an entity that provides intervention and related assistance, such as the services specified in 34 USC § 12511, to sexual assault victims of all ages. A rape crisis center that is part of a government unit may be used if it is not part of the criminal justice system (such as a law enforcement agency) and it offers a level of confidentiality comparable to the level at a nongovernmental entity that provides similar victim services (28 CFR 115.21).

606.9 EXAMINATION, TESTING AND TREATMENT

Examination, testing and treatment shall include the following:

(a) Forensic medical examinations shall be performed as evidentiarily or medically appropriate, without financial cost to the victim. Where possible, these examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANE)s. If neither SAFEs nor SANEs are available, other qualified medical practitioners can perform the examination. The Office shall document its efforts to provide SAFEs or SANEs (28 CFR 115.21).

(b) If requested by the victim, a victim advocate, qualified office staff member or a qualified community organization staff member shall accompany the victim through the forensic medical examination process and investigatory interviews. That person will provide emotional support, crisis intervention, information and referrals (28 CFR 115.21).

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(c) Provisions shall be made for testing the victim for sexually transmitted diseases (28 CFR 115.82).

(d) Counseling for the treatment of sexually transmitted diseases, if appropriate, shall be provided.

(e) Victims shall be offered information about, and given access to, emergency contraception, prophylaxis for sexually transmitted infections prophylaxis and follow-up treatment for sexually transmitted diseases (28 CFR 115.82; 28 CFR 115.83). This shall be done in a timely manner.

(f) Victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests. If pregnancy results from the abuse, such victims shall receive comprehensive information about, and access to, all lawful pregnancy-related medical services (28 CFR 115.83). This shall be done in a timely manner.

(g) Victims shall be provided with follow-up services, treatment plans and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities or their release from custody (28 CFR 115.83).

(h) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.82; 28 CFR 115.83).

(i) The health care adviser or mental health staff shall obtain informed consent from inmates before reporting information to detention facility staff about prior sexual victimization that occurred somewhere other than an institutional setting, unless the inmate is under the age of 18 (28 CFR 115.81).

(j) Medical and mental health practitioners shall ensure that information related to sexual victimization that occurred in an institutional setting is limited to medical and mental health practitioners and other staff unless it is necessary to inform detention facility staff about security or management decisions (28 CFR 115.81).

606.10 PRESERVATION OF ABILITY TO PROTECT INMATES

The Office shall not enter into or renew any collective bargaining agreement or other agreement that limits the office’s ability to remove alleged staff sexual abusers from contact with any inmates pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted (28 CFR 115.66).

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Grooming

607.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure inmate grooming standards are based upon legitimate governmental interests.

607.2 POLICY

It is the policy of this facility to allow inmates choice in personal grooming, except when a legitimate government interest justifies that grooming standards be established. The Detentions Captain or the authorized designee shall establish inmate grooming standards specific to inmate classification, work status, facility safety and security, or inmate health and hygiene. Any established standards should not unreasonably interfere with religious observances. Grooming standards should be identified in the inmate handbook.

607.3 HAIRCUTS

Inmates will be provided haircuts and hair-cutting tools subject to established facility rules. If hair length, style or condition presents a security or sanitation concern, haircuts may be mandatory. Inmates who significantly alter their appearance may be required to submit to additional booking photos.

Inmates should not cut names, numbers or other designs into their hair. Inmates should not manipulate their hair into any style that could facilitate the concealment and movement of contraband and weapons.

607.4 SHAVING

Inmates may shave daily. Facial hair shall be clean and well groomed. Long beards may allow inmates to conceal weapons or contraband. Inmates may be required to trim facial hair if it poses a security or safety risk. Inmates may be required to submit to new booking photographs if their appearance is significantly altered due to facial hair. Inmates with facial hair who work around food shall wear appropriate facial coverings.

An inmate may be denied access to razors if he/she appears to be a danger to him/herself or others, or if such access may jeopardize the safety and security of the facility.

Inmates may be restricted from significantly altering their appearance for reasons of identification in court.

607.5 NAILS

Nail clippers will be kept at the deputy work station and will be issued to inmates upon request. Inmate workers are required to keep their nails clean and trimmed. Inmates with long nails may be required to trim their nails if there is a security concern and the inmate is admitted to general population.

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607.6 GROOMING EQUIPMENT

Grooming equipment is to be inventoried and inspected by the staff at the beginning of each shift and prior to being issued to inmates. The staff shall ensure that all equipment is returned by the end of the shift and is not damaged or missing parts.

Grooming equipment will be disinfected before and after each use by the methods approved by the state organization that oversees the Colorado state board of barbers and cosmetologists (6 CCR 1010-13:11.4). Cleaning methods may include:

- Removing foreign matter.
- Cleaning tools with soap or detergent and water.
- Immersing non-electrical equipment in disinfectant.
- Spraying electrical equipment with disinfectant.
- Storing cleaned equipment in clear, covered containers that are labeled as such.

607.7 PERSONAL CARE ITEMS

Inmates are expected to maintain their hygiene using approved personal care items.

No inmate will be denied the necessary personal care items. For sanitation and security reasons, members should not allow personal care items to be shared.

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Inmate Nondiscrimination

608.1 PURPOSE AND SCOPE

The constitutional rights of inmates regarding discrimination are protected during incarceration. These protections extend to administrative decisions (e.g., classification, access to programs, availability of services). This policy is intended to guide the staff toward nondiscriminatory administrative decisions and to detail an inmate complaint and discrimination investigation process.

608.2 POLICY

All decisions concerning inmates housed at this facility shall be based on reasonable criteria that support the health, safety, security, and good order of the facility.

608.3 INMATES REPORTING DISCRIMINATION

Inmates who wish to report an allegation of discrimination may communicate with facility management by way of the following:

(a) Inmate Grievances

(b) Confidential telephone calls using the inmate telephone system

608.3.1 HANDLING COMPLAINTS OF DISCRIMINATION

Staff shall promptly respond to grievances directed to them personally or forward grievances to the appropriate staff member. If the allegation is presented via the inmate telephone system, the receiving staff member shall prepare an incident report identifying the circumstances prompting the allegation, the individuals involved, a copy of the telephone call, and any other pertinent information that would be useful to investigating the allegation.

608.4 DISCRIMINATION PROHIBITED

Discriminating against an inmate based upon actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law is prohibited.

Reasonable and comparable opportunities for participation in services and programs including vocational, educational, and religious programs shall be made available to inmates in a nondiscriminatory manner.

The Detentions Captain should periodically conduct interviews with inmates and staff members to identify and resolve potential problem areas related to discrimination before they occur.

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Inmate Grievances

609.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which inmates may file grievances and receive a formal review regarding the conditions of their confinement.

609.2 POLICY

It is the policy of this office that any inmate may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, recreation opportunities, classification actions, program participation and telephone, mail and visiting procedures. Inmates may also grieve their treatment by staff members while in custody.

609.3 ACCESS TO THE GRIEVANCE SYSTEM

All inmates shall be provided with a grievance process for resolving complaints arising from facility matters.

Inmates will receive information concerning the grievance procedurecontained in the inmate handbook. Information regarding the grievance process will be provided to inmates in the language they understand.

The information will include:

- Instructions for registering a grievance.
- Instructions for the resolution of the grievance at the lowest appropriate staff level.
- The appeal process to the next level of review.
- Written reasons for denial of a grievance at each level of review.
- A provision of required timeframes for responses.
- A provision for resolving questions of jurisdiction within the facility.
- Consequences for abusing the grievance system.

609.4 INMATE GRIEVANCE PROCEDURES

Staff shall attempt to resolve all grievances at the lowest level. All attempts to resolve a grievance shall be documented.

Inmates cannot file a grievance on behalf of another inmate but an inmate may assist another inmate in the preparation of a grievance. Custody staff may take reasonable steps to assist the inmate in the preparation of a grievance if requested.

Inmates have 30 days from when the incident occurred to file a grievance. Grievances made beyond the 30-day limit will not be accepted for investigation.

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Upon receiving an inmate grievance, the staff member shall acknowledge receipt of the grievance by entering the grievance into the JMS. The staff member receiving the grievance shall answer the grievance or immediately forward it to the appropriate department.

Grievances that violate acceptance criteria, as outlined in the Inmate Handbook, will be rejected and the issue will be considered administratively closed. Staff members that are rejecting a grievance must have an on-duty supervisor's approval before rejecting and returning the grievance to the inmate.

609.4.1 TIMELY RESOLUTION OF GRIEVANCES

A deputy receiving an inmate grievance will investigate, resolve, or deny withing 10 working days. 10 working days excludes the deputy's scheduled days off, vacation, or an other scheduled, or non-scheduled, absence..

Grievances related to medical care should be investigated and answered by the Health Services Advisor or the authorized designee. Any appeals of the findings of the medical staff shall be forward to the Inmate Services Director.

Grievances about food-related matters should be investigated and answered by the food services manager. or the authorized designee. Any appeals of the findings of the medical staff shall be forward to the Inmate Services Director.

Other grievances relating to programs or other services provided by the Office shall be investigated by the supervising employee in charge of those services. Any appeals shall be forwarded to the Inmate Services Director.

609.4.2 APPEALS TO GRIEVANCE FINDINGS

The Grievance process contains the following steps or levels of appeal:

- The first step is always at the lowest level
- The second step is always to the Shift Sergeant or Supervisor
- The third step is always to the Detentions Lieutenant
- The final step is to the Detentions Captain

When submitting grievances through the steps, an inmate must include their grievances and staff responses for all previous steps as part of their grievance.Appeals to grievances will not be accepted until after the inmate receives a response to their outstanding grievance.

609.4.3 RECORDING GRIEVANCES

All inmate grievances shall be documented in the JMS and findings rendered in an incident report.

If during the investigation of answering a grievance, the deputy or staff member discovers the inmate is no longer in the facility, the grievances will be taken to the booking technicians, who will enter it in the inmate's file.

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609.4.4 FRIVOLOUS GRIEVANCES

Inmates shall use the grievance process only for legitimate problems or complaints. An inmate's grievance rights may be suspended if the Detentions Captain determines the inmate is abusing the grievance process. Any staff member may request suspension by submitting their request on agency letterhead to the Detentions Captain via the chain of command.

609.5 GRIEVANCE AUDITS

The Detentions Captain or the authorized designee should perform a periodic audit of inmate grievances and complaints filed. The Detentions Captain should formulate recommendations regarding any changes to policy or procedures or any additional training that might be warranted to reduce future complaints.

Any training issues identified as a result of this audit should be forwarded to the Training Sergeant, who will be responsible for ensuring all necessary and required training is scheduled and completed.

609.6 TRAINING

The Training Sergeant shall ensure that all custody staff members receive initial and periodic training regarding all aspects of the Inmate Grievances Policy. All training delivered should include testing to document that the employee understands the subject matter.

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Inmate Voting

610.1 PURPOSE AND SCOPE

This policy establishes the requirement for providing eligible inmates the opportunity to vote during elections, pursuant to election statutes.

610.2 POLICY

The Office will assist eligible inmates who wish to vote in an election.

610.3 DETENTIONS CAPTAIN RESPONSIBILITIES

The Detentions Captain will designate a staff member to be a liaison between the Office and the county clerk and recorder to assist eligible inmates who have requested to vote (CRS § 30-10-529).

610.4 DESIGNATED LIAISON RESPONSIBILITIES

The designated liaison will be responsible for coordinating with the county clerk and recorder to provide a process to facilitate voter registration, in-person voting, and for the delivery and retrieval of mail ballots for eligible inmates as provided in CRS § 1-7.5-113.5(2).

The liaison's responsibilities include (CRS § 30-10-529; CRS § 1-7.5-113.5):

(a) Certifying that eligible inmates who register to vote are either pretrial inmates or inmates who are not serving a sentence for a felony conviction (CRS § 1-2-103).

(b) Ensuring that all eligible inmates have reasonable access to the ballot information booklet and any other election-related materials.

(c) Ensuring that eligible inmates receive notice of the date and time of in-person voting and notice that they may register to vote during in-person voting.

(d) Providing inmates with information regarding eligibility to vote, how to verify or change their voter registration, and how eligible inmates can register to vote.

(e) Providing inmates reasonable access to resources to verify or change their voter registration or to register to vote.

(f) Establishing a location at the Detention Facility for eligible inmates to return their ballots for collection and providing inmates information concerning the methods by which ballots can be returned, the location of ballot returns, and deadlines for returning ballots.

(g) Establishing a process for inmates to cure a deficiency on their ballot pursuant to CRS § 1-7.5-107 and CRS § 1-7.5-107.3.

(h) During in-person voting, ensuring the following for eligible inmates:

1. Inmates can register to vote or update their voter registration record.
2. Inmates can cast a ballot without violating their right to a secret ballot.
3. Inmates who are detained outside their county of residence have the ability to cast a ballot containing only statewide races and measures.

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4. Inmates with disabilities are given reasonable accommodations to register to vote, update their voter registration, and cast a ballot.
5. Acceptance of mail ballots deposited by inmates.
6. Inmates have the ability to submit a mail ballot cure form pursuant to CRS § 1-7.5-107 and CRS § 1-7.5-107.3.
7. Inmates can cast a provisional ballot.

(i) After the delivery of ballots, inspecting outgoing mail at the facility for the retrieval of ballots to ensure that ballots are instead placed in the designated ballot-return locations.

(j) Coordinating access on election day for a team of bipartisan election judges (as defined in CRS § 1-6-101) to collect ballots that have been deposited at designated locations.

610.5 TRAINING

The Training Sergeant should ensure that appropriate personnel receive training and training materials from the county clerk and recorder regarding inmate voting (CRS § 1-7.5-113.5).

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Chapter 7 - Medical/Mental Health

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Health Authorities

700.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing collaboration between the Detentions Captain, Health Care Adviser and Responsible Physician in order to maintain adequate health care for inmates. Medical and community clinics operated with the facility shall meet the requirements of the Standard for Hospitals and Health Facilities, Chapter IX, Community Clinics or Community Clinic and Emergency Centers (6 CCR 1010-13:14.0).

700.2 POLICY

The Office will designate a Health Care Adviser and a Responsible Physician, who, among other responsibilities, will develop and approve procedures necessary to provide adequate inmate care.

700.3 DESIGNATED HEALTH AUTHORITIES

A qualified person will be designated pursuant to an agreement, contract or job description as the Health Care Adviser for the facility.

A licensed, qualified physician will also be designated pursuant to an agreement or job description as the detention facility's Responsible Physician (6 CCR 1010-13:14.0). The Responsible Physician may also be the Health Care Adviser.

700.3.1 RESPONSIBILITIES OF THE HEALTH CARE ADVISER

The Health Care Adviser is responsible for (6 CCR 1010-13:14.0):

(a) Supervising all health care provided to inmates.

(b) Working with the Responsible Physician and the Detentions Captain or the authorized designee to establish or approve procedures that are consistent with this Policy Manual chapter, reasonable standards of care, and legal standards. The procedures will address, at a minimum, the following:

  (a) Inmate screening at the time of entry into the detention facility and any associated forms

  (b) Regular evaluations subsequent to entry

  (c) Suicide prevention and intervention

  (d) Receiving and evaluating inmate requests for care

  (e) Emergency care for inmates (including first-aid kits and Automated External Defibrillators (AEDs))

  (f) Communicable/infectious diseases among the inmate population

  (g) Dietary issues specific to care

  (h) Promotion of healthy lifestyles

  (i) Security issues related to care

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(j) The delivery and administration of medication, including procedures so that inmates who are taking prescribed medication at the time of admission continue to receive medications as necessary

(k) Health-related devices that may need to remain with an inmate, such as orthotics or eyeglasses

(l) Continuity of care for inmates treated for a substance use disorder during incarceration and are being released or transferred, as directed by CRS § 17-26-140

(m) Care records and privacy

(n) Notification of family or guardians

(o) Informed consent

(p) Use of private physicians and specialists

(q) Process for determining when elective procedures may be approved or denied

(r) Procedures for members to voluntarily and safely report possible health care-related events or circumstances that adversely affect inmate safety or care

(s) Procedures for emergency evacuation of inmates from the facility

(t) Procedures to implement a program wherein staff may possess and administer opioid overdose medication according to CRS § 17-26-104.9

(u) Procedures to comply with the requirements of CRS § 17-26-104.4 and CRS § 31-15-406 related to inmates capable of pregnancy, including the annual submission of a report to the Colorado Legislature regarding the number and location of births by detention facility inmates

(c) Ensuring proof of licensure, certification, or registration of the detention facility's qualified health care professionals is maintained.

(d) Ensuring that adequate space, supplies, and equipment are available for any health care services that are provided at the detention facility.

(e) Approving the suicide prevention plan.

(f) Ensuring the medical plan specifies an emergency on-call physician and dental services, and designating a hospital emergency room or other appropriate health care facilities for 24-hour emergency care access.

700.3.2 RESPONSIBILITIES OF THE RESPONSIBLE PHYSICIAN

The Responsible Physician will supervise all clinical aspects of inmate health care. Final clinical decisions are the sole province of the Responsible Physician.

The Responsible Physician should:

(a) Review clinical judgments and treatment plan recommendations made by other qualified health care professionals.

(b) Approve all health care-related policies and procedures.

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(c) Issue standing orders as deemed appropriate.

700.4 MAINTAINING QUALITY OF INMATE CARE

The Health Care Adviser, Responsible Physician and the Detentions Captain shall work cooperatively to maintain adequate inmate health care. Maintenance efforts should be documented and should include:

(a) Quarterly meetings with the Detentions Captain, Health Care Adviser and Responsible Physician, as well as monthly meetings of any health care staff.

(b) A yearly audit of the detention facility's delivery of care, policies and procedures.

(c) Formalized efforts to identify and make improvements to inmate care, including:

1. A continuous quality improvement program.
2. A clinical performance enhancement process to evaluate a provider's care.
3. Review of inmates' complaints.

Any irreconcilable differences of opinion among the Health Care Adviser, Responsible Physician and Detentions Captain are to be brought to the attention of the Sheriff as soon as practicable.

700.5 DESIGNATED CARE PROVIDERS (DESIGNEES)

The Health Care Adviser and Responsible Physician may designate qualified health care professionals (e.g., physicians, nurses, counselors, dentists, specialists). The Health Care Adviser is responsible for:

(a) Ensuring designees are properly licensed, certified or registered and that they maintain their applicable licenses, certifications or registrations.

(b) Limiting designees to providing care that is appropriate to their qualifications and licensing.

(c) Ensuring appropriate protocols and standing orders are developed, and that all protocols and standing orders are understood by designees.

(d) Designating a hospital emergency room or other appropriate health care facilities, and an on-call physician for 24-hour emergency medical and dental care (6 CCR 1010-13:14.0).

A designee may include an agency or entity, such as a clinic, hospital, public mental health organization or off-site medical office.

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Inmate Screening and Evaluations

701.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the screening and evaluation of inmates for health care issues.

This policy is limited to screening and evaluations. Subsequent care and treatment is addressed in the Availability and Standards of Care Policy and other related policies.

701.2 POLICY

The Office recognizes that inmates should be screened when they initially arrive at the detention facility and evaluated at regular intervals so all inmates receive adequate health care.

701.3 INMATES NOT ACCEPTED INTO THE FACILITY

No person with a reasonably identified condition that appears to need immediate medical care or other disqualifying condition identified by the responsible health authority should be accepted at the facility without a medical clearance from a qualified health care provider.

701.4 INITIAL SCREENINGS

Trained staff shall perform a health care screening on each inmate upon his/her initial arrival at the detention facility. This includes those transferred from another facility. Findings shall be recorded on the appropriate form. The screening will include the name of the screener, date and time of the screening, and information and observations regarding (6 CCR 1010-13:14.0):

(a) Current and historical medical, dental and mental health care information, including any allergies.

(b) Current and historical use of medication, alcohol and drugs, including types, amounts and frequency used, method of use, date or time of last use and history of any problems after ceasing use.

(c) Suicide risk and mental health assessment.

(d) Pregnancy and associated issues.

(e) Communicable disease risk assessment.

(f) Special needs that would significantly impair an inmate's ability to adapt to the detention facility environment, such as a learning disability.

(g) Other health care information as designated by the Responsible Physician or responsible health authority.

(h) Observations of the following:

1. Behavior/conduct
2. Signs of impaired consciousness or other health issues (e.g., coughing, sweating, tremors, sleepiness, trouble breathing)
3. Body deformities and body movements

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4. Skin (injuries, rashes, needle marks, sores)
5. Other observations as designated by the responsible health authority.

Inmates who refuse to answer these questions should be placed under observation until the screening can be completed or until sufficient information is obtained to allow the staff to make appropriate decisions concerning housing and care.

701.5 TRANSFER SCREENINGS

A qualified health care provider shall review the health record of any inmate transferred into this facility within 12 hours.

Inmates transferred without a health record or initial screening from any other facility shall be screened when they initially arrive at this detention facility.

701.6 HEALTH EVALUATIONS

Qualified health care professionals shall complete an in-person health evaluation of each inmate within 30 days after arrival at the detention facility and annually thereafter if the inmate is still in custody (6 CCR 1010-13:14.0). Health evaluations should include:

(a) Review of the inmate's initial screening information.

(b) Collection of updated or additional data to complete the person's health care and immunization history.

(c) Medical examination.

(d) Mental health assessment.

(e) Dental examination.

(f) Tests to detect tuberculosis and other communicable diseases.

(g) A record of the inmate's height, weight, pulse, blood pressure, and temperature.

(h) Other tests and examination as determined by the responsible health authority.

(i) Initiation of care when appropriate, as well any associated treatment plan.

(j) Identification of health issues that may affect decisions regarding housing, program participation, or other conditions of confinement.

(k) The Responsible Physician should review any evaluations conducted by other qualified health care professionals.

Any findings that may significantly impact the health, safety or welfare of the inmate or others should be communicated to the Detentions Captain or the authorized designee. Health care needs that may affect housing, program participation, or other conditions of confinement shall be communicated and documented.

701.7 PREGNANCY TESTS

An inmate who requests a pregnancy test shall be provided with one and permitted to take the pregnancy test within 24 hours of the request. If the inmate is represented by a criminal defense

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attorney and has signed a medical release, notice of the inmate's request for a pregnancy test should be given to the attorney within 48 hours, excluding state holidays and weekends. Other than notice to the inmate's attorney when required, an inmate's request for a pregnancy test and the results of the test shall be considered confidential health care records (see the Health Care Records and Confidentiality Policy) (CRS § 18-1.3-103.7).

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Availability and Standards of Care

702.1 PURPOSE AND SCOPE

This policy will provide overall guidance for the continued care of inmates who need health care.

702.2 POLICY

The Office is committed to providing humane conditions of confinement by ensuring that inmates receive adequate care to meet their serious health care needs.

702.3 INMATE ACCESS TO HEALTH CARE

Inmates may access health care in the following manner:

(a) Sick call will be conducted as follows:

1. As directed by the Health Care Adviser.
2. Scheduled so an inmate’s custody status (e.g., at court, work assignment) does not preclude his/her access.

(b) Inmates may request health care at any time by completing and submitting the appropriate request form. All such written requests shall be forwarded to a qualified health care professional as appropriate.

(c) Inmates may request care for an emergency medical condition in any manner, to any member. All such requests should be addressed appropriately and immediately by the member, including prompt notification to a the appropriate medical care provider.

(d) Inmates may question or complain about their care or denial of care through the grievance system. Health care-related grievances are to receive priority attention and should be forwarded to the Health Care Adviser.

1. A supervisor shall be notified as soon as practicable when an inmate claims he/she is being denied emergency care for an emergency medical condition.
2. All inmates’ care-related complaints should be reviewed by health-trained staff as soon as practicable.

(e) Inmates may be treated by a personal licensed physician, dentist or mental health care provider at their own expense, with the approval of the Health Care Adviser.

(f) Costs, including those related to security procedures, will not be used as justification for withholding necessary or emergency medical care.

702.4 INMATE PRIVACY

Patient information, treatments and discussions regarding treatment should be held in private and in a manner that prevents such discussions from being observed or overheard by anyone not involved in the treatment or discussion.

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702.5 RESPONSIBILITIES

Clinical judgments involving health care are the responsibility of the health care professional qualified to make such a decision.

Members shall accept clinical judgments and not deny access to care by making, assuming or ignoring a clinical decision.

Custody staff and qualified health care professionals should work together to coordinate security and health care needs. Qualified health care professionals and custody staff should communicate with each other about inmate health care needs that may significantly impact the health, safety or welfare of the inmate or others. Information regarding ongoing treatment plans should be communicated to custody staff to the extent necessary to coordinate and cooperate in the ongoing care of the inmate.

Communication between custody staff and qualified health care professionals regarding health care needs that may affect housing, program participation or other conditions of confinement should be documented.

702.6 MEDICAL CARE

The treating qualified health care professional shall develop a written treatment plan for each inmate requiring ongoing treatment, including any need for off-site treatment or a specialist.

The detention facility shall have basic first-aid kits and Automated External Defibrillators (AEDs) readily available to staff in housing and booking areas and any other location approved by the Health Care Adviser (6 CCR 1010-13:14.0).

702.6.1 ELECTIVE PROCEDURES

Elective procedures will generally not be provided to inmates. A determination regarding whether a procedure is elective or is a component of a current, medically necessary standard of treatment will be made only by the Responsible Physician. Procedures that are elective may be approved by the Detentions Captain or the authorized designee after verification that the inmate will pay all associated costs.

702.6.2 PREGNANT INMATES

Medical care, pre-natal care, postpartum care and counseling services (mental health, social, religious) will be available to pregnant inmates.

Inmates who are pregnant and inmates returning to the detention facility after childbirth shall be advised of their rights regarding the use of restraints and to have medical staff present during any strip search (CRS § 17-26-104.7)

No member shall interfere with or impede an inmate’s decision to have an abortion, to keep the child or place the child for adoption. If an inmate chooses to have an abortion, she shall be requested to sign a statement acknowledging that she has been provided the opportunity for related counseling and chooses to have an abortion. Any financial obligations for elective abortions will be the responsibility of the inmate. The detention facility shall provide necessary transportation

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and supervision for such services. Staff members who object to facilitating an inmate's elective abortion (including arrangements, transportation, security) should not be required to perform such duties.

The Detentions Captain or the authorized designee should work with the pregnant inmate, community agencies or other relevant persons so the child is appropriately placed after an in-custody birth. Child welfare workers may interview and counsel the inmate at the detention facility.

702.6.3 FOLLOW-UP CARE

The Responsible Physician or the authorized designee should review all discharge and other orders issued for inmates released from an emergency room visit or hospital stay, and should issue health care orders for any ongoing in-custody care.

The Health Care Adviser should ensure that inmates receive education and instruction for any self-care that may be required to meet their individual health care needs.

702.7 MENTAL HEALTH CARE

Members shall refer any inmate showing signs of mental illness or a developmental disability to a health care or mental health professional , who will arrange for an appropriate referral (6 CCR 1010-13:14.0).

The following mental health care will be provided to inmates:

(a) Counseling and crisis intervention

(b) Management of acute psychiatric episodes

(c) Stabilization and treatment of mental disorders

(d) Medication support services

(e) Appropriate care of developmentally disabled inmates

702.8 DENTAL CARE

Emergency dental care will be provided to inmates. Emergency dental care will be available to all inmates on a 24-hour basis (6 CCR 1010-13:14.0). Severe dental pain qualifies as an emergency.

Dental care that is a necessary standard of treatment will be available to all inmates. Decisions as to whether dental care is a necessary standard of treatment will be made by a qualified dental care professional.

Decisions to provide dental care that is not presently a necessary standard of treatment (elective) may include consideration of the inmate's expected release date and available resources. Procedures that are elective may be approved by the Detentions Captain or the authorized designee. The inmate will bear the cost.

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702.9 EMERGENCY CARE

Emergency health care shall be available to all inmates on a 24-hour basis. No inmate shall be deprived of care for emergency medical, mental health or dental service due to the time of day or night. An ambulance will be provided when necessary for proper care.

At least one staff person who has received basic first-aid and CPR training from an American Red Cross first aid/CPR course, or an equivalent, shall be available 24 hours a day (6 CCR 1010-13:14.0).

702.10 FACILITY DIAGNOSTIC SERVICES

Diagnostic services provided at the detention facility shall be properly licensed or certified and comply with applicable state and federal requirements. Diagnostic services include X-ray or digital imaging as well as laboratory testing, such as blood or urine tests. The Health Care Adviser should ensure the applicable licenses or certifications are maintained.

Procedures and instruction manuals should be available for each type of service.

702.11 OFF-SITE CARE PROVIDERS

The Health Care Adviser should ensure written agreements are maintained with any community care providers who regularly provide health care services to inmates. The agreements should require providers to deliver a summary of any treatment provided, follow-up and prescription medication recommendations, and should identify any health care needs that may affect housing, program participation or other conditions of confinement.

702.12 TRANSPORTING INMATES FOR HEALTH CARE

Inmates shall be safely transported to all health care appointments. When an inmate is being transported outside the detention facility:

(a) Transporting staff should have instructions regarding any medication or accommodation that may be necessary during transport.

(b) Patient confidentiality shall be maintained during transport.

(c) Any health care records transported by custody staff should be sealed.

(d) The date and time of the appointment will not be told to the inmate.

702.13 EVIDENCE COLLECTION

An inmate’s treating or regular care provider should not assist in evidence collection for purposes of prosecution, discipline or any other adversarial proceeding. However, evidence may be collected from a victim of sexual assault with the consent of the victim.

Qualified health care professionals of this facility are prohibited from being involved in psychological evaluations for use in adversarial proceedings.

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Special Care Inmates

703.1 PURPOSE AND SCOPE

The purpose of this policy is to address inmates who may have special care needs.

703.2 POLICY

It is the policy of the Office for custody staff to work cooperatively with qualified health care professionals to ensure that inmates with special care needs are provided adequate care.

703.3 CHRONIC DISEASE CARE

The Health Care Adviser should work with the Responsible Physician and the Detentions Captain to develop programs or procedures to assist inmates with chronic diseases. The Health Care Adviser should identify the common chronic diseases that are seen at the detention facility and the inmates who would benefit from special care. The Health Care Adviser should maintain a list of these inmates to facilitate the implementation of any treatment plan and follow-up care.

703.4 COORDINATED CARE

The Health Care Adviser should work with the Responsible Physician and the Detentions Captain to ensure inmates with special care needs, including inmates who have physical or developmental disabilities or who are in need of geriatric or other ongoing care, receive coordinated health care. Inmates with special care needs should be identified so custody staff can assist as necessary with any treatment plans.

703.5 DETOXIFICATION

Inmates experiencing symptoms of drug or alcohol withdrawal should be promptly seen by a qualified health care professional or transferred to an off-site emergency facility for treatment.

Detoxification will be provided within the facility only under the direct supervision of the Responsible Physician or the authorized designee. If the Responsible Physician or the authorized designee is not present at the detention facility, detoxification shall be conducted in an appropriate medical facility or community detoxification center under appropriate security conditions.

703.6 SUBSTANCE ABUSE CARE

Inmates should receive substance abuse education or counseling and be referred for treatment as necessary.

The Weld County Jail will, through their current medical vendor, provide medical care to inmates addicted to opiates consistent with the requirements pursuant to sections 17-26-104.9 and 17-26-140.

703.7 HOSPICE AND END-OF-LIFE CARE

The Responsible Physician should alert the Detentions Captain any time it is determined that an inmate is terminally ill or approaching the end of his/her life. Hospice care that meets contemporary standards of decency, including counseling and pain management, should be provided.

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Special Care Inmates

The Detentions Captain or the authorized designee should:

(a) Alert the Sheriff and the appropriate prosecuting authority to seek the inmate’s release from custody when that appears a reasonable option.

(b) Facilitate visitation and increase visitation opportunities based upon detention facility resources.

(c) Facilitate the inmate’s execution of advance directives, such as a living will, health care power of attorney and a do-not-resuscitate (DNR) order.

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Medical Fees

704.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for medical fees to be paid by inmates pursuant to CRS § 17-26-104.5.

704.2 POLICY

It is the policy of this office to assess fees for health services, as appropriate.

704.3 PROVISION OF CARE

The Office will not withhold appropriate medical care from inmates who do not first pay applicable fees (CRS § 17-26-104.5).

Emergency care will be provided regardless of payment.

Indigent inmates shall not be refused requests for care. However, deductions for care may be made if the inmate receives funds at a later time.

704.4 WHEN FEES APPLY

Fees for medical or dental care should be charged as follows (CRS § 17-26-104.5):

(a) A fee may be charged for inmate-initiated care.

(b) No fee may be charged for the following:

1. Mental health care
2. Care required by the detention facility
3. Care initiated by a qualified health care professional or a staff member
4. Follow-up care
5. Emergency care
6. Prenatal care
7. Preventive health care services
8. Diagnosis of chronic or infectious diseases
9. Substance abuse treatment

704.5 AMOUNT OF FEES

Fees should not be in an amount that would impede or dissuade a request for care. Fees shall be as set forth in in a fee schedule approved by the Board of County Commissioners. A schedule of fees should be made available to the inmates.

704.6 FEE APPEAL PROCESS

Inmates charged for health services shall be permitted to challenge the fee, in accordance with the Inmate Grievances Policy.

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Release, Transfers, and Continued Care

705.1 PURPOSE AND SCOPE

This policy provides guidelines so the Office may appropriately address the health issues of inmates who are being released or transferred to another facility.

705.2 POLICY

The Office will assist inmates in meeting their health care needs following release or transfer to another facility, as provided in this policy.

705.3 TRANSFERS

Health care information that should be transferred with an inmate to a receiving facility includes, as applicable:

(a) Summaries or copies of health care records, including:

1. Any current or recommended treatment plans.
2. Current medications.
3. Any known or suspected infectious diseases, such as tuberculosis.
4. Information regarding any health care issues that may affect the inmate’s security or ability to participate in programs.

(b) Necessary medication and health care information shall be provided to the transporting staff, together with the precautions necessary to protect staff and inmate passengers from disease transmission during transport.

(c) Other instructions regarding the continued care of the inmate, as deemed appropriate by the inmate’s qualified health care professionals.

Written authorization by the inmate is generally required for the transfer of health care records outside the Office. If the inmate refuses to authorize such a transfer, the Shift Sergeant, after consultation with a qualified health care professional, may nevertheless transfer health care information that is necessary for (45 CFR 164.512(k)(5)):

- The provision of health care to the inmate.
- The health and safety of others, including other inmates and transporting and law enforcement personnel (e.g., active tuberculosis).
- The administration and maintenance of the safety, security and good order of the receiving facility.

705.4 RELEASES

When an inmate's release date is known, a care liaison should:

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(a) Consider whether it is appropriate to assist the inmate in making appointments or arranging for necessary health care services after release. This is particularly appropriate for inmates with critical medical or mental health needs.

(b) Arrange for a sufficient supply of current medication to last until the inmate can be seen by a health care provider after release.

(c) Provide the inmate with appropriate community referrals, such as health care clinics available for persons with communicable diseases.

(d) Provide the inmate with lists of community health professionals.

705.5 MEDICAID

The Detentions Captain or the authorized designee should provide Medicaid enrollment or re-enrollment paperwork to an inmate when the inmate enters the detention facility. The Detentions Captain or the authorized designee should file the Medicaid paperwork with the county department of human or social services upon the inmate's release (CRS § 17-26-140).

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Communicable Diseases

706.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of contracting and/or spreading communicable diseases among office members and the inmate population.

706.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing, or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Weld County Sheriff's Office (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

706.2 POLICY

The Weld County Sheriff's Office is committed to providing a safe work environment for its members and inmates. Members should be aware that they are ultimately responsible for their own health and safety.

706.3 EXPOSURE CONTROL OFFICER

The Sheriff will assign a person as the Exposure Control Officer (ECO). The ECO shall develop, with the assistance of the Health Care Adviser, an exposure control plan that includes:

(a) Exposure prevention and decontamination procedures.

(b) Procedures for when and how inmates and members may obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that office members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

(d) Procedures related to mitigating the risks associated with communicable disease in the inmate population. These will include but are not limited to:

1. Proper screening of incoming inmates.

    (a) Inmates shall be screened for sexually transmitted infections and, if infected, treated by the appropriate local health authority (CRS § 25-4-408).

2. Appropriate testing.

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3. Investigations of suspected exposures.
4. Appropriate medical attention and precautions to be used by staff (6 CCR 1010-13:14.0):
    (a) Medical clinics established at the Detention Facility shall meet Chapter IX of the *Standards for Hospitals and Health Facilities*.
    (b) Inmates shall be provided with basic first aid equipment and supplies.
5. Sanitation and inmate hygiene efforts, including the sanitation of medical equipment.
6. Control of vermin and parasites, such as mice, lice, and bedbugs.
7. Reporting diseases and suspected exposures to the proper authorities (6 CCR 1009-1:1; 6 CCR 1009-7:1).
    (a) Known or suspected cases of tuberculosis, any sexually transmitted infection, including HIV or AIDS exposure, illness, or death shall be reported to the Colorado Department of Public Health and Environment (CRS § 25-4-502; CRS § 25-4-405).

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:
1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
2. Providing baseline testing for members who are peace officers (as described in CRS § 16-2.5-101) and who are exposed to known or possible sources of hepatitis C during the course and within the scope of employment (CRS § 8-42-101).

The ECO should periodically review and update the exposure control plan and review implementation of the plan.

706.4 EXPOSURE PREVENTION AND MITIGATION FOR MEMBERS

706.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to:

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or office vehicle, as applicable.

(b) Wearing office-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

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(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, or smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

706.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

706.5 POST-EXPOSURE FOR MEMBERS

706.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practicable.

706.5.2 REPORTING REQUIREMENTS

(a) The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident.

(b) The supervisor shall appoint an Exposure Control Officer to complete an exposure report and ensure the following information is documented:

1. Name and Social Security number of the member exposed
2. Date and time of the incident
3. Location of the incident
4. Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
5. Work being done during exposure

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6. How the incident occurred or was caused
7. PPE in use at the time of the incident
8. Actions taken post-event (e.g., clean-up, notifications)

(c) The Exposure Control Officer will, during the investigation, make a determination whether an exposure did or did not occur.

(d) The Exposure Control Officer will remain with the member until the situation has been resolved and/or the member has been discharged by medical personnel to either return to work or to go home.

(e) The Exposure Control Officer will not offer medical advice but will ensure that Office guidelines are adhered to.

(f) The Exposure Control Officer shall advise the member that disclosing the identity and/or infectious status of the source to the public or to anyone who is not involved in the follow-up process is prohibited. The Exposure Control Officer should complete the incident documentation in conjunction with other reporting requirements that may apply.

706.5.3 MEDICAL CONSULTATION, EVALUATION, AND TREATMENT

Office members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

706.5.4 COUNSELING

The Office shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

706.5.5 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member’s written consent (except as required by law).

Test results from persons who may have been the source of an exposure are to be kept confidential as well.

706.5.6 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

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(a) Should be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Should be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

706.6 EXPOSURE PREVENTION AND MITIGATION FOR INMATES

706.6.1 SUSPECTED EXPOSURE OF AN INMATE

Members who become aware that an inmate may have been exposed should, as soon as practicable:

(a) Take steps to reduce exposure to other inmates.

(b) Use precautions related to exposure prevention as applicable to the situation (e.g., gloves, face masks).

(c) Contact a qualified health care professional to care for the inmate as needed, and obtain recommendations regarding isolation or quarantine of the inmate.

(d) Notify the appropriate supervisor and Detentions Captain.

706.6.2 SUPERVISOR RESPONSE AND REPORTING REQUIREMENTS

The responding supervisor shall investigate every exposure or suspected exposure of an inmate as soon as possible following the incident. The supervisor shall ensure the inmate receives appropriate medical assistance and that steps are taken to protect other inmates and staff.

All incidents involving a suspected exposure shall be thoroughly documented.

706.6.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Any exposed inmate shall have the opportunity to have a medical evaluation immediately after an exposure and follow-up evaluations as necessary.

706.6.4 INMATE CONFIDENTIALITY

Any information regarding inmates and possible communicable diseases shall be considered confidential health care records (see the Health Care Records and Confidentiality Policy).

706.7 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or inmate, or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the Detentions Captain to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

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(b) Contacting the Colorado Department of Public Health and Environment or local health officers through their authority to investigate and control communicable diseases (CRS § 25-1.5-102; CRS § 25-4-506; CRS § 25-4-408; CRS § 25-4-412; CRS § 25-4-413).

(c) Obtaining a court order for exposures related to assault offenses (CRS § 16-3-303.8; CRS § 18-3-202; CRS § 18-3-203; CRS § 18-3-204; CRS § 18-3-415).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the County Counsel to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

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Suicide Prevention and Intervention

707.1 POLICY

The Office will develop a suicide prevention plan to identify and monitor potentially suicidal inmates and appropriately intervene.

707.2 PURPOSE AND SCOPE

This policy is intended to reduce the risk of inmate suicide through risk identification and appropriate intervention.

707.3 DEFINITIONS

Self-Harm: Deliberate injury to oneself without suicidal intent.

Suicidal Ideation: Thoughts of killing oneself with or without a plan.

Imminent Risk of Suicide: Reasonable belief that a suicide attempt will occur within an immediate timeframe and could result in death or serious bodily injury (SBI).

Suicide Attempt: Deliberate actions or steps with the intent to kill oneself.

Suicide Watch Level 1 (SUW1): Specific designation that an individual has been determined to be an imminent risk of suicide that warrants closer observation.

Suicide Watch Level 2 (SUW2): Specific designation that an individual has been determined to present with suicide risk factors or other factors that warrant closer observation.

Suicidal Risk Factors: May include but are not limited to:

- Thoughts of death or dying.
- Self-harming history.
- Excessive guilt or shame.
- Thoughts or feelings of being a burden.
- Hopelessness/Helplessness.
- Extreme sadness, anxiety, or agitation.
- Unbearable emotional or physical pain.
- Withdrawing from friends, saying goodby, giving away important items, or making a will.
- Extreme risk-taking behaviors.
- Extreme mood swings.
- Changes to eating and/or sleeping.
- Withdrawal from controlled or psychoactive substances/under the influence of controlled or psychoactive substances.

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707.4 MEMBER RESPONSIBILITIES

Any member who identifies an inmate who displays suicidal signs shall immediately notify a supervisor. The inmate shall be appropriately monitored until a mental health or risk assessment is completed. Inmates **shall be assessed** for suicide risk factors to determine if a Suicide Watch is necessary in the following circumstances:

- Current suicide attempt in custody or directly related to the arrest process.
- Observations by Security or Detentions staff which warrants further evaluation.
- Clinical judgment of known risk factors which warrants further evaluation.
- Mental Health staff-during normal business hours.
- Nursing Staff-after hours and/or weekends.
- Classification or screening interview identifies need for further assessment .
- Previous suicide attempt in a detentions facility during the last 5 years.
- Suicide attempt within the last 12 months.

707.5 SUICIDE PREVENTION PLAN

The Detentions Captain or the authorized designee will develop a suicide prevention plan. The plan should address:

(a) Initial screening and follow-up assessments.

(b) Referrals to mental health care providers as soon as practicable.

(c) An evaluation and treatment responsibility to include strategies to address underlying causes and heightened risk opportunities.

(d) Training (initial and annual training on risk identification, prevention and intervention).

(e) Monitoring inmates at risk for suicide.

(f) Appropriate cells, clothing and effects for inmates at risk for suicide.

(g) Communication between staff and inmates..

(h) Responses to suicide attempts, including first-aid measures.

(i) Notification requirements.

(j) Documentation requirements.

(k) Care for affected staff and inmates.

(l) Facility inspections for physical or operational modifications that may reduce the risk of inmate suicide.

The suicide prevention plan should be developed in conjunction with the medical staff, counseling staff, detentions supervisors and staff, treatment providers, and local public health agencies, as appropriate.

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707.7 DOCUMENTATION

Detentions staff shall document any time an inmate's suicide watch status and housing assignment changes in the form of a Case Plan, updated for Security staff as soon as practical.If any restrictions are noted, the case plan shall articulate why the withholding of clothing, personal, and issued items is appropriate.

The inmate's health care record should be updated to reflect all contacts, treatment and any other relevant information.

707.6 PRECAUTIONARY STEPS

The two levels of increased supervision for inmates who are determined to be a suicide risk are Level 1 Suicide Watch (SUW1) and Level 2 Suicide Watch (SUW2).

Inmates **shall** be placed on a Level 1 Suicide Watch (SUW1) when any of the following are present:

- Imminent Risk of Suicide
- Actively Suicidal
  - Intent
  - Plan
  - Opportunity
- Following a suicide attempt in the Weld County Jail, directly prior to the current arrest, or during the associated police contacts

SUW1 Inmates will have nothing in their cell except for a suicide smock, suicide all-in-one bed, cup, one (1) book, and one (1) religious text, or as prescribed by the Security Staff Housing Matrix in Appendix A. Inmates on Suicide SUW1 will be checked on at intervals no greater than 5 minutes.

Inmates **should** be placed on a Level 2 Suicide Watch (SUW2) when any of the following are present:

- Current passive thoughts of suicide
- Other collateral Information that indicates suicidal risk factors
- From family, friends, third party, or other facility
- Refusal or inability to participate in specific evaluations related to identified suicidal risk factors
  - Absent other risk factors or criteria, the refusal to participate or answer questions does not require automatic placement on a suicide watch at any level.
- Security Supervisor/Clinician override, when in the absence of identified suicidal risk factors, staff determines out of an abundance of caution to place the inmate on a SUW2.
  - In the event of an override, the Supervisor/Clinician **shall** document the relevant facts in making this determination.

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SUW2 Inmates will have nothing in their cell except for an orange shirt, orange pants, suicide all-in-one bed, cup, one (1) book, and one (1) religious text, or as prescribed by the Security Staff Housing Matrix in Appendix A. Inmates that are put on a SUW2 will be checked on at intervals no greater than 10 minutes.

707.7 FOLLOW-UP WHILE ON A SUW LEVEL AND FOLLOW-UP POST SUICIDE WATCH

Follow-Up while on a Level 1 SUW and Level 2 SUW

- After placement on any SUW level
    - Meet at least once every 3 business days for evaluation by Mental Health staff.

An inmate shall only be removed from suicide watch when a mental health professional determines the inmate no longer poses a threat to themselves.

Follow-Up Post Suicide Watch

- After removed from Suicide Watch:
    - Follow-up based on the clinical information.
    - If returning to a general population housing unit, the inmate should be housed as close to the deputy desk as is reasonably practical for the initial 72 hours.
    - Trustee inmates must be housed in a supervised housing unit until their Suicide Watch Case Plan has been closed by Mental Health staff.

707.8 OBSERVATION LOGS

Observation logs shall be maintained for all inmates on suicide watch at least once per shift. Each staff member who is required to observe the inmate shall make notations in the observation log, documenting the time of observation and a brief description of the inmate's behavior.

707.10 SUICIDE ATTEMPTS

Any suicide attempt is a medical emergency and life-saving measures shall be initiated by a trained staff member until he/she is relieved by a qualified health care professional, who shall initiate appropriate medical evaluation and intervention.

The Responsible Physician or the authorized designee should be notified in situations when referral and transportation to an emergency room or local hospital is required.

Staff should take action to preserve and collect evidence as necessary.

707.10.1 SUICIDES

All deaths resulting from suicide should be investigated and documented in accordance with the Reporting In-Custody Deaths Policy.

707.11 TRANSFER AND RELEASE

Being transferred to another agency: When inmates on a Level 1 or Level 2 SUW require a transfer to another agency, the transporting or releasing deputy **shall** ensure that the suicide threat

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or other danger is clearly communicated to personnel at the receiving facility, through appropriate documentation.

Being released into the community: Inmates on a Level 1 SUW shall be evaluated for placement on a M-1 hold or Emergency Commitment prior to release. If criteria are met, the transporting deputy or designated agent will provide all required paperwork to the designated facility. If criteria are not met, the inmate should be provided with local or area mental health resources and appropriate contact information.

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Medication

708.1 PURPOSE AND SCOPE

This policy contains guidance for medication services that are provided by this office.

708.2 POLICY

Medications shall be securely stored and delivered and administered to inmates in a safe and timely manner. The Office will never discipline an inmate by use or deprivation of medication.

708.3 SECURITY AND CONTROL

The Responsible Physician shall establish a list of all prescription and over-the-counter (OTC) medication that is available on-site for inmates, including any medication authorized to be self-administered by inmates.

The Health Care Adviser should work with the Detentions Captain and Responsible Physician to establish procedures for the appropriate storage, access, accounting, disposal, security and control of all medication.

Medication, needles and delivery carts shall be kept locked when they are not being used and shall only be accessible to authorized qualified health care professionals. Inmates shall never be allowed access to these items.

Medication shall be kept in original containers or otherwise legally packaged to reveal the contents, and shall be stored in clean, temperature-controlled, ventilated areas that are appropriate for the type of medication. All other federal and state laws regarding controlled substances shall be followed (6 CCR 1010-13:14.0).

Inmates should be supervised whenever they are in areas where medications, syringes, needles, sharp instruments or medical supplies are located.

708.4 DELIVERY AND ADMINISTRATION

The Responsible Physician shall ensure:

(a) Prescription medication is delivered or administered to an inmate only when ordered by a physician or other legally authorized professional.

(b) Medication is delivered and administered by persons authorized to do so.

(c) Inmates admitted to the detention facility continue to receive their current medications as previously prescribed, unless otherwise ordered by a qualified health care professional.

(d) Prescription medications required for an inmate’s behavioral or mental health disorder are obtained from the formulary developed pursuant to CRS § 27-70-103.

The authorized person dispensing medication should standby to ensure the inmate has taken/ ingested the medication. Each delivery and administration shall be documented. Refusals or adverse reactions to medication shall also be documented and reported to the Responsible Physician or the authorized designee. Refused medication shall be returned to the medication

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storage area that is designated for this purpose and shall not be mixed with other stored medications. Unused and controlled substances shall be disposed of in accordance with applicable state and federal regulations.

The Responsible Physician may identify medications that may be self-administered and the appropriate procedures to be followed.

708.5 PHARMACEUTICAL OPERATIONS

If the detention facility operates a pharmacy, the Responsible Physician shall ensure:

(a) He/she inspects the pharmaceutical operation quarterly.

(b) An annual report on the status of the pharmaceutical operation is prepared.

(c) The pharmaceutical operation complies with all applicable laws and regulations.

(d) Dispensed drugs are packaged in accordance with the provisions of the federal packaging laws (15 USC § 1471 et seq.) and any other applicable state and federal law.

(e) Prescriptions are properly labeled.

(f) Pharmaceutical waste is separated from other types of medical waste and discarded appropriately.

(g) Current drug reference information, such as a Physician’s Desk Reference (PDR) or an approved website, shall be available to staff.

708.6 INVOLUNTARY ADMINISTRATION OF MEDICATION

Medication may only be administered involuntarily to an inmate in emergency circumstances when it is necessary to protect the inmate or others from imminent harm and only with a physician’s order. The reason medication was involuntarily administered should be documented in the inmate’s health care record.

A court order shall be sought or legal consent shall be obtained if the Responsible Physician anticipates further dosage will be necessary or beneficial.

708.7 INFORMATION SHARING

The Responsible Physician shall share inmate-specific mental health and treatment information with other providers, as defined by CRS § 27-70-102, to ensure that the inmate maintains medication consistency. When sharing information, the Responsible Physician shall comply with confidentially requirements set forth under the Health Insurance Portability and Accountability Act (HIPAA) (CRS § 27-70-103).

708.8 MEDICATION CRUSHING

All medications provided to inmates shall be crushed prior to dispensing by the contract medical provider. The exceptions to this are any medications which are deemed by the medical provider to have a need to be provided whole to be effective such as time release medications. In such case,

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the medication will be "floated" in a FULL cup of water to inhibit an inmate's ability to "cheek" or recall the medication later from their throat.

If the medical provider or the deputy is in doubt as to whether the medication was ingested fully, they may require the inmate to drink additional water. The only exception to floating in water will be if medical advises that an individual inmate is on a water restriction. Advice of the medical provider shall be followed in these instances.

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Health Care Records and Confidentiality

709.1 PURPOSE AND SCOPE

This policy is intended to provide guidance in the management of, and access to, inmate health care records, thereby ensuring that such records are available to those who need them, while controlling access in order to protect inmate privacy.

709.2 POLICY

The Office will protect inmate health care records in compliance with the law.

709.3 RECORDS TO BE KEPT

The Health Care Adviser should establish the format of health care records. Individual inmate health care records should include, but are not limited to:

(a) Initial screening and subsequent health assessment records.

(b) Inmate requests for care or complaints about care.

(c) Consultation and treatment records, whether at the facility or off-site, including the names of the care providers.

(d) Prescribed and/or delivered medication and any associated stop dates.

(e) Dates, times and locations of treatment.

(f) Limitations and disabilities of the inmate.

(g) Instructions for inmate care, including what should be communicated to staff.

(h) Special diet instructions.

(i) Activity restrictions.

709.4 ACCESS TO RECORDS

Qualified health care professionals should have access to all records that may be relevant to the inmate's health and treatment, including general custody records. Relevant information should be included in all mental health, medical and dental records of an inmate, including known allergies, current health problems and medications.

The Health Care Adviser should assist in the development of procedures to identify which health care providers may have access to custody records and under what circumstances.

709.5 CONFIDENTIALITY

Physician/patient confidentiality applies to an inmate’s health care records and to his/her care. These records shall be maintained apart from the inmate’s other records.

Health care information obtained in the course of screening or care should be communicated to members only when it is necessary to protect the welfare of the inmate or others, to facilitate management of the detention facility, or to maintain detention facility security and order. Members

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who learn of an inmate's health condition incidental to their assignments shall keep that information confidential and shall not disclose that information to any unauthorized person.

709.6 PRIVACY OFFICER

The Detentions Captain shall designate a privacy officer who is responsible for all matters relating to the privacy of inmate health care information. These duties may be given as a collateral assignment. The privacy officer shall (45 CFR 164.530):

(a) Develop a Health Insurance Portability and Accountability Act (HIPAA) compliance plan for the detention facility.

(b) Resolve complaints under HIPAA.

(c) Mitigate, to the extent practicable, any harmful effects known to the detention facility regarding any use or disclosure of inmate health care information in violation of this policy or HIPAA regulations.

(d) Ensure members are trained in the proper handling of inmate health care information and the requirements of HIPAA and state law.

(e) Ensure technical and physical safeguards are implemented to maintain security and confidentiality of inmate health care information and to allow access only to those persons or software programs that have access rights.

(f) Establish procedures for the release and disclosure of inmate health care information.

709.7 MEMBER RESPONSIBILITIES

Members shall protect the security, confidentiality and privacy of all inmate health care records in their custody at all times.

Unauthorized possession, release or distribution of inmate health care information is prohibited and may violate HIPAA and/or other applicable laws.

Members who have not received detention facility training on the proper handling of these records shall not access inmate health care records.

709.7.1 ELECTRONIC RECORDS

All computer workstations and servers within the detention facility shall require appropriate security measures, such as user identification and login passwords, to access electronic health care records (45 CFR 164.308(a)(5)).

Members with access to electronic data shall lock their workstations when they are left unattended and shall shut down their workstations when leaving for the day to prevent unauthorized access to electronic records (45 CFR 164.310; 45 CFR 164.312).

Remote access to detention facility computer workstations requires that appropriate security measures be provided for access (45 CFR 164.312).

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Inmate health care information may be transmitted electronically, provided the transmission occurs through a secure process that allows end-to-end authentication and the recipient is authorized to receive the information. Electronic transmission consists of email, file transfer protocol, Internet posting and any configurable data stream. End-to-end authentication is accomplished when the electronic referral does not leave a secure network environment and the recipient is known, or when encryption and authentication measures are used between sender and recipient, thus verifying full receipt by the recipient. Any electronic health care information traveling outside a secure network environment, via the Internet, requires encryption and authentication measures (45 CFR 164.312(e)).

709.7.2 HARD COPIES

Hard copies of inmate health care records shall be kept in a secured area when unattended by authorized personnel. An area is unattended when staff is physically outside the office area and unable to maintain record security. This includes, but is not limited to, breaks, lunch or meetings outside the detention facility.

Hard copies of records should be stored in a locked area whenever practicable for ease of record retention and retrieval.

Inmate health care records shall not be removed from the detention facility without express authorization from the Health Care Adviser.

709.8 TRAINING

Members with access to inmate health care records and information shall receive training on maintaining confidentiality (45 CFR 164.530).

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Informed Consent and Refusals

710.1 PURPOSE AND SCOPE

This policy addresses how medical or mental health care refusals by an inmate are to be addressed and documented.

710.2 POLICY

It is the policy of the Office to respect the rights of inmates to make informed decisions about their health care, including the consent to treatment and refusal to receive care.

710.3 CONSENT

The Health Care Adviser should establish the requirements and form of consent for health care treatment, including:

(a) When informed consent is required.

(b) When consent should be documented in writing.

(c) When consent may be necessary from a parent, guardian, legal custodian or next of kin.

(d) When consent is not required (e.g., life-threatening conditions requiring immediate care, emergency care of patients who do not have the capacity to understand the information, certain public health matters).

Without consent, a court order is required before involuntary treatment can be administered to an inmate in nonemergency situations.

710.4 REFUSALS

Where an inmate refuses health care:

(a) The inmate shall be counseled regarding the potential consequences of refusal.

(b) The counseling and refusal shall be documented.

(c) The inmate and the qualified health care professional should sign the refusal documentation. If the inmate refuses to sign, it should be noted on the refusal documentation.

(d) The Responsible Physician or a qualified health care professional should review each refusal and consider options to protect the inmate and any other person who may be affected (e.g., members, other inmates).

(e) The refusal documentation, as well as documentation regarding the inmate's mental status, shall be placed in the inmate's health care record.

(f) The inmate shall not be punished for any refusal.

(g) The refusal may be revoked at any time and does not waive the right to any future care.

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(h) Based on articulable facts, the inmate may be placed in isolation when they pose a threat to the health and safety of themselves and others.

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Aids to Impairment

711.1 PURPOSE AND SCOPE

This policy addresses how members should balance reasonable security concerns with an inmate's need for an aid or adaptive device that assists him/her in dealing with an impairment.

711.2 POLICY

It is the policy of the Office that, in accordance with security and safety concerns, medical and dental orthoses or prostheses and other adaptive devices will be permitted or supplied in a timely manner when the health of an inmate would otherwise be adversely affected or when such devices are necessary to reasonably accommodate a disability.

711.3 ADAPTIVE DEVICES

Subject to safety and security concerns, an inmate should be permitted to retain an orthopedic, orthodontic or prosthetic appliance if it is prescribed by or recommended and fitted by a physician or dentist. However, if the appliance presents a risk of bodily harm to any person, is a risk to the security of the detention facility or is not used for its intended purpose, it may be removed and stored with the inmate's property.

The removal of the appliance shall be reported to the supervisor and documented in the inmate's health care chart. The appliance shall be returned to the inmate when the risk abates. A detention facility behavior log should be written at the direction of the supervisor whenever an adaptive device is removed or returned.

The inmate should be examined by a physician or dentist to determine whether the removal of the adaptive device may be injurious to the health or safety of the inmate. If the Detentions Captain determines that an adaptive device should not be returned because of safety or security concerns, and as a result, the health or safety of the inmate is a concern, options include:

(a) Reclassifying the inmate to another housing unit or administratively segregating the inmate from the general population.

(b) With physician or dentist approval, modifying the adaptive device to meet the medical needs of the inmate and the safety and security needs of the detention facility.

(c) Providing the inmate with an opportunity to petition the court for the return of the device, in accordance with local, state and federal law.

Any adaptive devices that are brought to the detention facility by family members or others after the inmate has been incarcerated shall be subject to a security check. The detention facility shall accept no responsibility for loss or damage to any adaptive device.

711.4 REQUESTS FOR MEDICAL AND DENTAL ORTHOSES OR PROSTHESES

All decisions regarding the provision of new or replacement medical or dental orthoses or prostheses shall be made on a case-by-case basis by the Responsible Physician or the authorized

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designee and reviewed for approval by a shift sergeant. Considerations shall be based upon the following:

- Medical needs of the inmate
- Anticipated length of incarceration
- Safety and security of the detention facility

Once an adaptive device has been approved for use by the Responsible Physician and the shift sergeant, the approval should be entered into the inmate’s health care record. If the inmate requires special housing, this should be communicated to custody or classification personnel as appropriate. The qualified health care professional shall document the general condition of the orthosis or prosthesis and document in the medical record that he/she received the device.

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Chapter 8 - Environmental Health

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Sanitation Inspections

800.1 PURPOSE AND SCOPE

The Weld County Sheriff's Office has established a plan to promote and comply with the environmental safety and sanitation requirements established by applicable laws, ordinances and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.

800.2 POLICY

It is the policy of the Office to maintain a safe and sanitary facility (6 CCR 1010-13:3.6; 6 CCR 1010-13:18.3). To accomplish this goal the Office will maintain a written plan that contains schedules and procedures for conducting weekly and monthly sanitation inspections of the facility. The Detentions Captain will ensure that the plan addresses, at a minimum, the following:

(a) Schedules of functions (e.g., daily, weekly, monthly or seasonal cleaning, maintenance, pest control and safety surveys).

(b) Self-inspection checklists to identify problems and to ensure cleanliness of the facility.

(c) Procedures, schedules and responsibilities for coordinating annual inspections by the county health department, including how deficiencies on the inspection report are to be corrected in a timely manner.

(d) A list of approved equipment, cleaning compounds, chemicals and related materials used in the facility, and instructions on how to operate, dilute or apply the material in a safe manner.

(e) Record-keeping of self-inspection procedures, forms and actions taken to correct deficiencies.

(f) Training requirements for custody staff and inmate workers on accident prevention and avoidance of hazards with regard to facility maintenance.

Consideration should be given to general job descriptions and/or limitations relating to personnel or inmates assigned to carrying out the plan. Specialized tasks, such as changing air filters and cleaning ducts or facility pest control, are more appropriately handled by the Office, County, orby contract with private firms.

Inmates engaged in sanitation duties shall do so only under the direct supervision of qualified staff. When inmate work crews are used, additional controls should be implemented to account for all equipment and cleaning materials.

All staff shall report any unsanitary or unsafe conditions to a supervisor. Staff shall report repairs needed to the physical plant and equipment by submitting a work order to a Master Control operator. Shift Sergeants will conduct cleaning inspections on a daily basis. The Support Services Director or the authorized designee will conduct weekly safety and sanitation inspections of the facility.

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800.3 WORK ORDERS

All reports of unsafe or unsanitary conditions as well as repairs needed to the physical plant and equipment shall be documented in a work order. The Master Control operators are the designated staff persons to receive these work orders and enter them in the Buildings and Grounds notification system. The Support Services Director is the liaison who takes appropriate action to ensure the repairs are made or action is taken. All work and action taken will also be documented. Requests for budget resources above and beyond already budgeted maintenance items shall be reported to the Detentions Captain.

800.4 SAFETY DATA SHEETS (SDS)

Materials and substances used in the operation and maintenance of the facility may qualify as hazardous material. Hazardous material is required to have a companion Safety Data Sheet (SDS) that is provided by the manufacturer or distributor of the material. The SDS provides vital information on individual hazardous material and substances, including instructions on safe handling, storage, disposal, prohibited interactions and other details relative to the specific material.

The Support Services Director shall be responsible for ensuring that a written hazard communication plan is developed, implemented and maintained at each workplace. Each area of the facility in which any hazardous material is stored or used shall maintain an SDS file in an identified location that includes (29 CFR 1910.1200(e)(1)):

(a) A list of all areas where hazardous materials are stored.

(b) A physical plant diagram and legend identifying the storage areas of the hazardous materials.

(c) A log for identification of new or revised SDS materials.

(d) A log for documentation of training by users of the hazardous materials.

800.4.1 SDS USE, SAFETY AND TRAINING

All supervisors and users of SDS information must review the latest issuance from the manufacturers of the relevant substances. Staff and inmates shall have ready and continuous access to the SDS for the substance they are using while working. In addition, the following shall be completed (29 CFR 1910.1200(e):

(a) Supervisors shall conduct training for all staff and inmates on using the SDS for the safe use, handling and disposal of hazardous material in areas they supervise.

(b) Upon completion of the training, staff and inmates shall sign the acknowledgement form kept with each SDS in their work area.

(c) Staff and inmates using the SDS shall review the information as necessary to be aware of any updates and to remain familiar with the safe use, handling and disposal of any hazardous material.

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800.4.2 SDS DOCUMENTATION MAINTENANCE

Changes in SDS information occur often and without general notice. Any person accepting a delivery, addition, or replacement hazardous material shall review the accompanying SDS. If additions or changes have occurred, the revised SDS shall be incorporated into the file and a notation shall be made in the SDS revision log.

Supervisors shall review SDS information in their work areas semi-annually to determine if the information is up-to-date and that appropriate training has been completed. Upon review, a copy of the SDS file and all logs shall be forwarded to the Maintenance Supervisor or the authorized designee and shall be available for review upon request (6 CCR 1010-13:15.5).

800.4.3 SDS RECORDS MASTER INDEX

The Support Services Director or the authorized designee will compile a master index of all hazardous materials in the facility, including locations, along with a master file of SDS information. He/she will maintain this information in the safety office (or equivalent), with a copy to the local fire department. Documentation of the semi-annual reviews will be maintained in the SDS master file. The master index should also include a comprehensive, up-to-date list of emergency phone numbers (e.g., fire department, poison control center) (29 CFR 1910.1200(g)(8)).

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Hazardous Waste, Sewage and Solid Waste Disposal

801.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system for disposing of hazardous waste, sewage and solid waste. The Office recognizes that the effectiveness of a disposal system depends not only on the written policies, procedures and precautions, but on adequate supervision and the responsible behavior of the staff and inmates. It is the responsibility of everyone in the facility to follow hazardous waste disposal instructions, utilizing prescribed precautions and using safety equipment properly.

801.1.1 DEFINITION

Definitions related to this policy include:

Hazardous waste - Material that poses a threat or risk to public health or safety or is harmful to the environment (e.g., batteries, paints, solvents, engine oils and fluids, cleaning products).

Refuse - All combustible or non-combustible, putrescible or non-putrescible solid or liquid wastes.

801.2 POLICY

It is the policy of this office that any sewage and hazardous waste generated at the facility shall be handled, labeled, stored and disposed of safely and in accordance with all applicable federal and state regulations and in consultation with the local public health entity (6 CCR 1010-13:15.6; 6 CCR 1010-13:15.7; 6 CCR 1010-13:15.8). The Detentions Captain or the authorized designee shall be responsible for:

(a) Contracting with a hazardous waste disposal service.

(b) Developing and implementing a storage and disposal plan that has been reviewed and approved by a regulatory agency.

(c) Including hazardous waste issues on internal health and sanitation inspection checklists.

(d) Including hazardous waste issues in the inmate handbook and ensuring that inmates receive instruction on proper handling and disposal during inmate orientation.

(e) Developing and implementing procedures for the safe handling and storage of hazardous materials until such time as the contractor removes the items from the facility.

(f) Ensuring the staff is trained in the proper identification of hazardous waste and the appropriate handling, storage and disposal of such items.

(g) Ensuring that hazardous materials are stored in approved containers, separated by reactive group and stored in a ventilated, locked, fire resistant area or cabinet. This requirement shall not pertain to quantities of materials that are stored for daily use.

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(h) Developing a written plan for cleanup of chemical spills and ensuring the plan is maintained in location away from where the chemicals are stored.

(i) Ensuring an eye wash fountain is accessible in vocational and industrial areas where corrosive and irritating chemicals are used, and that the fountain is tested annually (6 CCR 1010-13:15.11).

801.3 DISPOSAL PROCEDURE

801.3.1 SEWAGE AND SOLID WASTE DISPOSAL

The Detentions Captain shall ensure the facility complies with the sewage, solid waste and refuse disposal requirements pursuant to 6 CCR 1010-13:5 and 6 CCR 1010-13:6.

All sewage and liquid waste matter must be disposed of into a public system of sewerage or, if public sewerage is not available, into a private system of sewage disposal in accordance with the requirements of the local public health entity.

The institution's use of the private system must be discontinued and the private system must be properly abandoned when public sewerage becomes available.

801.3.2 HAZARDOUS WASTE

Hazardous waste generated in the facility shall be properly disposed of in designated containers and stored until removed by the contractor. At a minimum, staff shall use universal standard precautions when in contact with hazardous materials.

801.4 SAFETY EQUIPMENT

The Detentions Captain and the county emergency manager shall ensure that appropriate safety equipment is available. All supervisors shall be knowledgeable in how to access the safety equipment at all times. The county may coordinate with local fire departments or contracted vendors to obtain the necessary safety equipment.

801.5 TRAINING

The Training Sergeant shall be responsible for ensuring that all facility personnel receive appropriate training in the use of appropriate safety equipment and the identification, handling and disposal of hazardous waste. Training records shall be maintained, including the course roster, curriculum, instructor name and credentials, and testing instruments.

801.6 SUPERVISOR RESPONSIBILITY

Supervisors are responsible for monitoring any hazardous waste containment issue and ensuring that employees have the appropriate safety equipment, that any exposed persons receive immediate medical treatment, and that the appropriate measures are taken to lessen the exposure of others. Supervisors shall ensure that incident reports are completed and forwarded to the Detentions Captain in the event of an exposure to staff, inmates or visitors.

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Housekeeping and Maintenance

802.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that the facility is kept clean and in good repair in accordance with accepted federal, state and county standards.

802.2 POLICY

The Detentions Captain or the authorized designee shall establish a plan for housekeeping and maintenance of the facility. The plan should include, but is not limited to:

(a) Schedules that determine the frequency of cleaning activities on a daily, weekly or monthly timetable, by area of the facility.

(b) Supervision of the staff and inmates to ensure proper implementation of the procedures and to ensure that no inmate supervises or assigns work to another inmate.

(c) Development and implementation of an overall sanitation plan (e.g., cleaning, maintenance, inspection, staff training, inmate supervision).

(d) Development of inspection forms.

(e) All inmate responsibilities, which should be included in the inmate handbook.

(f) A process to ensure that deficiencies identified during inspections are satisfactorily corrected and documented.

(g) Detailed processes for the procurement, storage and inventory of cleaning supplies and equipment.

(h) A process for the preventive maintenance of equipment and systems throughout the facility.

(i) Staff supervision of the provision and use of cleaning tools and supplies.

To the extent possible, cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic or otherwise harmful substances used for cleaning shall be clearly labeled and kept in a locked storage area.

802.2.1 MAINTENANCE SUPPLIES

The Support Services Director shall ensure that the cleaning materials, supplies, tools and equipment needed for the maintenance of the facility are available and stored in a separate room (6 CCR 1010-13:11.5).

802.3 SANITATION SCHEDULE

A daily, weekly and monthly cleaning schedule will be established by the housing unit supervisor. The facility staff should implement a site-specific plan for cleaning and maintenance of each area of the detention facility (e.g., housing, food preparation, laundry, loading dock/trash storage,

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warehouse, common areas). The following recommendations include, but are not limited to, specific areas and items:

(a) Daily cleaning:

1. Sweep and then wet mop the entire jail floor
2. Clean all cell block areas
3. Empty all trash receptacles
4. Clean all toilets and sinks
5. Clean all showers

(b) Weekly cleaning:

1. Dust bars and window ledges
2. Clean air conditioning/heating grates
3. Clean mattresses (mattresses are also to be cleaned prior to being issued to a new inmate)
4. Pour water down floor drains to test for flow

(c) Monthly cleaning:

1. Walls
2. Ceilings
3. Bunk pans

802.4 TRAINING

All custodial staff and inmate workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals and areas of responsibility.

802.5 INSPECTION CHECKLIST

The Support Services Director or the authorized designee should develop an inspection checklist that includes the cleaning and maintenance items that will be checked on a daily, weekly and monthly basis throughout the facility.

The inspection checklist will closely correspond to the established cleaning and maintenance schedule.

Inspection checklists shall be retained by the Support Services Director or the authorized designee for annual review, filing and retention as required by the established records retention schedule.

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Physical Plant Compliance with Codes

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the timeline, process and responsibilities for facility maintenance, inspections and equipment testing in compliance with all applicable federal, state and local building codes.

803.2 POLICY

It is the policy of this office that all construction of the physical plant be reviewed and inspected in compliance with all applicable federal, state and local building codes. All equipment and mechanical systems will be routinely inspected, tested and maintained in accordance with applicable laws and regulations.

803.3 COMPLIANCE WITH CODES AND STATUTES

Plumbing, sewage disposal, solid waste disposal and plant maintenance conditions will comply with rules and regulations imposed by state regulatory entities governing such practices.

In new or extensively remodeled areas, a safety shower capable of providing continuous flowing water shall be provided near areas where corrosives or irritating chemicals are used (6 CCR 1010-13:15.12).

803.4 RESPONSIBILITIES

The Detentions Captain shall be responsible for establishing and monitoring the facility maintenance schedule, the inspection schedules of the Shift Sergeants and deputies, and ensuring that any deficiencies discovered are corrected in a timely manner.

Copies of the local jurisdiction’s applicable health and sanitation codes shall be kept in the facility by the Detentions Captain or the authorized designee. The Detentions Captain or the authorized designee is responsible for developing internal health and sanitation inspection checklists, for maintaining valid licensing and sanitation certificates and inspection reports and for proof of corrective actions.

803.5 PROCEDURE

All safety equipment (e.g., emergency lighting, generators) and/or an uninterruptible power source (UPS) shall be tested, inspected and documented (see the Space and Environmental Requirements Policy).

Any remodeling or new construction shall have prior approval of the local fire, building and health authorities. Any required plans and permits will be procured prior to the commencement of any changes to the facility.

The following areas of the facility shall be inspected and evaluated for functionality, wear, and rodent or pest infestation. The list is not meant to be all inclusive:

- Booking

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- Food services
- Inmate housing
- Laundry
- Loading dock/trash storage
- Warehouse
- Water systems and plumbing
- Emergency generators
- Fire safety equipment
- The entire physical structure of the facility, including, roof, walls, exterior doors, mechanical systems and lighting

803.6 PLUMBING - FLOOR DRAINS

Floor drains must be flushed weekly and all traps must contain water to prevent the escape of sewer gas. Grids and grates must be present.

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Water Supply

804.1 PURPOSE AND SCOPE

The Weld County Sheriff's Office recognizes the importance of providing the facility with safe potable water. The purpose of this policy is to establish guidelines for testing the facility's water to ensure that the water is safe to consume.

804.2 POLICY

In compliance with federal regulations regarding safety of public water systems this facility will ensure the continued supply of safe potable water for use by inmates, staff and visitors through rigorous annual testing of water supplies (42 USC § 300f et seq.).

The facility shall comply with the water supply requirements pursuant to 6 CCR 1010-13:0.

804.3 PROCEDURE

The Buildings and Grounds Director shall ensure that the facility's potable water source is tested by an independent public or private testing service at least once each year. Water quality will be certified to be in compliance with all federal, state and local regulations. Corrective measures shall be promptly taken if the test results fall below acceptable regulatory standards.

In the event that water testing reveals any significant hazards to the inmates or staff at the facility, the Sheriff, Detentions Captain and the Responsible Physician shall take immediate action to mitigate the problem.

The testing results, valid certificates of the sampling entity and the testing laboratory shall be kept in accordance with established records retention schedules.

Where the facility's water supply is obtained from a private source, the source shall be properly located, constructed and operated to protect it from contamination and pollution and the water shall meet all current standards set by the applicable state and/or local authority regarding bacteriological, chemical and physical tests for purity.

For facilities not served by a public or regulated private water supply, the water should be tested daily by the local authority within the facility's jurisdiction.

804.4 EMERGENCY PLAN

The Detentions Captain and the Support Services Director shall develop a plan for the supply of potable water for drinking and cooking in the event that a man-made or natural disaster interrupts the regular water supply. The plan shall address methods for providing clean potable water for a minimum of three days, and should have contingency plans for emergencies lasting longer than three days. The plan should also include contingencies for the use of non-potable water to flush toilets and remove effluent from the facility.

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Pest Control

805.1 PURPOSE AND SCOPE

The purpose of this policy is to establish inspection, identification and eradication processes designed to keep pests controlled in accordance with the requirements established by all applicable laws, ordinances and regulations of the local public health entity.

805.2 POLICY

It is the policy of this office that pests be controlled within the facility (6 CCR 1010-13:7.1). The Support Services Director or the authorized designee shall be responsible for developing and implementing this policy, in cooperation with the Buildings and Grounds department and the local public health entity, for the sanitation and control of pests, and to establish medical protocols for treating inmate clothing, personal effects and living areas, with specific guidelines for treating an infested inmate.

805.3 PEST CONTROL SERVICES

The Weld County Buildings and Grounds department shall be responsible for procuring the services of a licensed pest control professional to perform inspections of the facility at least monthly and to treat areas as required to ensure that pests are controlled (6 CCR 1010-13:15.1).

805.4 PREVENTION AND CONTROL

Many infestations and infections are the result of a recently admitted inmate who is pest infested or whose property is pest infested. Most infestations are spread by direct contact with an infected person or with infested clothing and bedding. Inmates with lice or mites should be treated with approved pediculicides as soon as the infestation is identified to avoid spreading it. To reduce the chance of further transmission, separate quarters for inmates undergoing treatment for lice should be used as described in the Communicable Diseases Policy.

Because the use of the treatment chemicals can cause allergic reactions and other negative effects, treatment should be done only when an infestation is identified and not as a matter of routine.

Clothing, bedding and other property that is suspected of being infested shall either be removed from the facility or cleaned and treated by the following methods, as appropriate or as directed by the pest control provider or the Responsible Physician:

- Washing in water at 140 degrees for 20 minutes
- Tumbling in a clothes dryer at 140 degrees for 20 minutes
- Storing in sealed plastic bags for 30 days
- Treating with an insecticide specifically labeled for this purpose

Head lice and their eggs are generally found on the head hairs. There may be some uncertainty about the effectiveness of some available pediculicides to kill the eggs of head lice. Therefore

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some products recommend a second treatment seven to 10 days after the first. During the interim, before the second application, eggs of head lice could hatch and there is a possibility that lice could be transmitted to others.

Pubic lice and their eggs are generally found on the hairs of the pubic area and adjacent hairy parts of the body, although they can occur on almost any hairy part of the body, including the hair under the arm and on the eyelashes.

Pubic lice and their eggs are generally successfully treated by the available pediculicides. However, when the eyelashes are infested with pubic lice and their eggs, a physician should perform the treatment.

Successful treatment depends on careful inspection of the inmate and proper application of the appropriate product. The area used to delouse inmates must be separate from the rest of the facility. All of the surfaces in the treatment area must be sanitized. There must be a shower as part of the delousing area.

The Support Services Director shall document the date of treatment, the area treated, the pest treated and the treatment used. Treatment of individual inmates for lice infestation should be supervised and documented by medical staff.

805.4.1 BED SPACING
Bed spacing, configuration and partitions shall meet or exceed Department of Public Health and Environment standards to minimize the spread of disease (6 CCR 1010-13:8.6).

805.5 LABELING AND SECURE STORAGE OF COMPOUNDS
Pest exterminating compounds are not stored in the detention facility. Containers of pest exterminating compounds shall be conspicuously labeled for identification of contents. Rodenticides shall be dispensed in tamper-proof boxes and be in cake or pellet form, with a distinctive color so it will not to be mistaken for food (6 CCR 1010-13:15.3). The containers shall be securely stored separately from food and kitchenware, and shall not be accessible by inmates.

805.6 PESTICIDE APPLICATION
Poisonous compounds shall be used according to the labeled instructions (6 CCR 1010-13:15.1). All food, food utensils and equipment, bedding and other equipment, materials and items that will come into contact with food, staff or inmates must be completely protected when the pesticide application is being conducted. Pesticides shall be applied only in such a manner as to prevent skin contact and other exposure to inmates and members (6 CCR 1010-13:15.2).

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Inmate Safety

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a safety program to reduce inmate injuries by analyzing causes of injuries and identifying and implementing corrective measures.

806.2 POLICY

The Weld County Sheriff's Office will provide a safe environment for individuals confined at this facility, in accordance with all applicable laws, by establishing an effective safety program, investigating inmate injuries and taking corrective actions as necessary to reduce accidents and injury.

The Detentions Captain shall appoint a staff member who will be responsible for the development, implementation and oversight of the safety program. This program will include, but is not limited to:

- A system to identify and evaluate hazards, including scheduled inspections to identify unsafe conditions.
- Analysis of inmate injury reports to identify causes and to recommend corrective actions.
- Establishment of methods and procedures to correct unsafe and/or unhealthful conditions and work practices in a timely manner.

806.3 INVESTIGATION OF REPORTED INMATE INJURY

Whenever there is a report of an injury to an inmate that is the result of accidental or intentional acts, other than an authorized use of force by custody staff, the Shift Sergeant or the authorized designee will initiate an investigation to determine the cause of the injury and develop a plan of action whenever a deficiency is identified. Injuries resulting from use of force incidents will be investigated and reported in accordance with the Use of Force Policy.

806.4 INVESTIGATION REPORTS

The Shift Sergeant shall ensure that reports relating to an inmate's injury are completed and should include the following:

- Incident reports
- Investigative reports
- Any other relevant documents

806.5 ANNUAL REVIEWS

The Detentions Captain or the authorized designee shall conduct an annual review of all injuries involving inmates for the purpose of identifying problem areas and documenting a plan of action to abate circumstances relating to inmate injuries.

The plan of action should include, but is not limited to:

- The area where the deficiencies have been identified.

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- Strategies to abate the deficiency.
- Resources needed to correct a deficiency.
- The person or persons responsible for taking corrective action and the target completion date.

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Inmate Hygiene

807.1 PURPOSE AND SCOPE

This policy outlines the procedures that will be taken to ensure the personal hygiene of every inmate in the Weld County Sheriff's Office detention facility is maintained. The Weld County Sheriff's Office recognizes the importance of each inmate maintaining acceptable personal hygiene practices by providing adequate bathing facilities, hair care services and the issuance, washing, and exchange of clothing, bedding, linens, towels and other necessary personal hygiene items.

807.2 POLICY

It is the policy of Weld County Sheriff's Office facility to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances, and regulations. Compliance with laws and regulations relating to good inmate hygiene practice is closely linked with good sanitation practices. Therefore, the need to maintain a high level of hygiene is not only for the protection of all inmates, but for the safety of the correctional staff, volunteers, contractors, and visitors.

807.3 STORAGE SPACE

There should be adequate and appropriate storage space for inmates' bedding, linen, or clothing. The inventory of clothing, bedding, linen, and towels should exceed the maximum inmate population so that a reserve is always available. Separate rooms shall be provided for the storage of personal property, soiled laundry, and for the storage of clean linen, bedding, and issued clothing (6 CCR 1010-13:12.0).

The facility should have clothing, bedding, personal hygiene items, cleaning supplies, and any other items required for the daily operation of the facility, including the exchange or disposal of soiled or depleted items. The assigned staff shall ensure that the storage areas are properly maintained and stocked. The Detentions Captain should be notified if additional storage space is needed.

807.3.1 BEDDING ISSUE

Upon entering a living area of the Weld County Sheriff's Office detention facility, every inmate who is expected to remain in the facility for over eight hours shall be issued bedding and linens including, but not limited to:

(a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with facility operational laundry rules.

(b) One clean, firm, nontoxic fire-retardant mattress (16 CFR 1633.1 et seq.).

    (a) Mattresses will be serviceable and enclosed in an easily cleanable, nonabsorbent material and conform to the size of the bunk. Mattresses will be cleaned and disinfected when soiled and when an inmate is released or upon reissue (6 CCR 1010-13:10.0).

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(c) One sheet.

(d) Two blankets (a third blanket is available for the cold season at the discretion of the Detention Captain).

(e) One bath towel (6 CCR 1010-13:11.1).

(f) One pillow and pillowcase.

Blanket exchange, should occur at least monthly or when excessively soiled, and shall be documented in the JMS.

Housing areas without laundry rooms, should exchange linens at least weekly or when excessively soiled.

The Detentions Captain or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that bedding issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

807.3.2 CLOTHING ISSUE

All inmates admitted to the facility for 48 hours or more should be issued a set of facility clothing. The issue of clothing appropriate to the climate for inmates shall include, but is not limited to the following (6 CCR 1010-13:12.4):

- Clean socks
- Suitable outer and undergarments
- Footwear

Clothes washing machines will be available for the washing of all clothing, sheets, pillow cases and towels.

Additional clothing may be issued as necessary for changing weather conditions or as seasonally appropriate. An inmate’s personal undergarments and footwear may be substituted for the institutional undergarments and footwear, provided there is a legitimate medical necessity for the items and they are approved by the medical and security staff.

Each inmate assigned to a special work area, such as food services, and other specified work, shall be clothed in accordance with the requirements of the job, including any appropriate protective clothing and equipment, which shall be exchanged as frequently as the work assignment requires.

The Detentions Captain or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that clothing issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

The Detentions Captain or the authorized designee shall ensure that the facility maintains a sufficient inventory of extra clothing to ensure each inmate shall have neat and clean clothing appropriate to the season.

An inmate’s excess personal clothing shall be stored in containers designed for such purpose.

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807.4 LAUNDRY SERVICES

Laundry services shall be managed so that daily clothing, linen and bedding needs are met. All bedding shall be laundered with exposure to a water temperature of 140 degrees or above, unless an approved disinfectant is applied in the rinse cycle or the dryer uses heat above 140 degrees. Inmates' personal clothing shall be cleaned, disinfected and/or stored so as to control communicable diseases (see the Pest Control Policy) (6 CCR 1010-13:12.0).

807.5 INMATE ACCOUNTABILITY

To ensure inmate accountability, inmates are required to exchange item for item when clean clothing, bedding and linen exchange occurs.

Prior to being placed in a housing unit, inmates shall be provided with an inmate handbook listing this requirement.

807.6 PERSONAL HYGIENE OF INMATES

Personal hygiene items, hair care services and facilities for showers will be provided in accordance with applicable laws and regulations. This is to maintain a standard of hygiene among inmates in compliance with the requirements established by state laws as part of a healthy living environment.

Each inmate held more than 24 hours shall be issued, at a minimum, the following items (6 CCR 1010-13:11.1):

- One bar of bath soap or equivalent (only in wet cell housing)
- One unbreakable comb or brush
- Toothpaste or powder
- Toothbrush
- Shaving equipment, upon request
- Materials as appropriate to the special hygiene needs of women
- Drinking cups

The Detentions Captain or the authorized designee may modify this list to accommodate the use of liquid soap dispensers. Personal hygiene items should be appropriate for the inmate’s sex.

Inmates shall not be required to share personal care items or disposable razors. Used razors are to be disposed into approved sharps containers. Other barbering equipment capable of breaking the skin must be disinfected between individual uses, as prescribed by the Colorado state board of barbers and cosmetologists.

Inmates, except those who may not shave for reasons of identification in court, should be allowed to shave daily. The Detentions Captain or the authorized designee may suspend this requirement for any inmate who is considered a danger to him/herself or others.

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807.6.1 MENSTRUAL HYGIENE PRODUCTS
Inmates, regardless of time in custody, shall be provided whichever menstrual hygiene products are requested by the inmate; without cost, conditions, or restrictions (CRS § 17-26-104.3).

807.7 BARBER AND COSMETOLOGY SERVICES

The Detentions Captain or the authorized designee shall be responsible for developing and maintaining a schedule for hair care services provided to the inmate population and will have written policies and procedures for accessing these services (see the Grooming Policy). The Detentions Captain shall ensure that the rules are included in the inmate handbook.

807.7.1 SCHEDULE FOR HAIR CARE SERVICES
Inmates shall have the ability to request hair care services twice per month. Records of hair care services shall be documented in the daily activity log.

Prior to being placed in a housing unit, inmates will be given access to an inmate handbook, which details how to request hair care services.

807.7.2 HAIR CARE SPACE
Due to sanitation concerns, the hair care services should be located in a room or area that is designated for that purpose. The floors, walls, cabinets, countertops and ceilings should be smooth, non-absorbent and easily cleanable.

After each haircut, all tools that came into contact with the inmate shall be thoroughly cleaned and sanitized according to established guidelines and regulations.

Single-use items, such as cotton pads and neck strips, shall be properly disposed of immediately after a single use.

Barbers or beauticians shall not provide hair care service to any inmate when the skin of the face, neck or scalp is inflamed, or when there is scaling, pus or other evidence of skin eruptions, unless it is performed in accordance with the specific written authorization of the Responsible Physician. Any person infested with head lice shall not be given hair care service until cleared by the medical staff.

The hair care services area shall be maintained and kept clean according to the requirements of the state or local board of barbering and cosmetology and the health department standards.

807.8 AVAILABILITY OF PLUMBING FIXTURES

Inmates confined to cells or sleeping areas shall have 24 hour access to toilets and washbasins with hot and cold running water that is temperature controlled.

The minimum number of plumbing fixtures provided for inmates in housing units is in compliance with the Code of Colorado Regulations 6 CCR 1010-13:10.0.

807.9 INMATE SHOWERS

Inmates will be allowed to shower upon assignment to a housing unit and at least three times per week or more often if possible (6 CCR 1010-13:11.0). There should be one shower for every

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8 inmates unless federal, state, or local building or health codes differ. Showering facilities for inmates housed at this facility shall be clean and properly maintained. Water temperature shall be periodically measured to ensure a range of 100 to 120 degrees for the safety of inmates and staff, and shall be recorded and maintained (6 CCR 1010-13:10.0).

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates (28 CFR 115.42).

807.10 DELOUSING MATERIALS

Delousing materials and procedures shall be approved through consultation with the Responsible Physician or qualified health care professionals.

807.11 ADDITIONAL PRIVACY REQUIREMENTS

Inmates shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite sex viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Staff of the opposite sex shall announce their presence when entering an inmate housing unit (28 CFR 115.15).

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Chapter 9 - Food Services

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Food Services

900.1 PURPOSE AND SCOPE

The Office recognizes the importance of providing nutritious food and services to inmates to promote good health, to reduce tension in the detention facility and ultimately to support the safety and security of the detention facility. This policy provides guidelines on the preparation of food services items and dietary considerations for inmates housed in the facility.

900.2 POLICY

It is the policy of this office that food services shall be licensed and provide inmates with a nutritionally balanced diet in accordance with federal, state and local laws, and with regulations for daily nutritional requirements (6 CCR 1010-13:13.1).

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage and sanitation in compliance with the Colorado Retail Food Establishment Rules and Regulations, Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements and standards (6 CCR 1010-13:13.2).

900.3 FOOD SERVICES MANAGER

The food services manager shall be responsible for oversight of the day-to-day management and operation of the food services area, including:

- Developing, implementing and managing a budget for food services.
- Ensuring sufficient staff is assigned and scheduled to efficiently and safely carry out all functions of food services operations.
- Establishing, developing and coordinating appropriate training for staff and inmate workers.
- Developing a menu plan that meets all nutrition and portion requirements and can be produced within the available budget.
- Other duties and activities as determined by the Detentions Captain or the authorized designee.

900.4 MENU PLANNING

All menus shall be planned, dated and available for review at least one month in advance of their use. Records of menus and of foods purchased shall be kept on file for one month. Menus shall provide a variety of foods and should consider appearance, dietary allowances, flavor, nutrition, palatability, temperature and texture. Menus shall be approved by a registered dietitian or nutritionist before being served.

Any changes to the meal schedule, menu or practices should be carefully evaluated by the food services manager in consultation with the Detentions Captain or authorized designee, dietician, medical staff and other professionals, and shall be recorded. All substitutions will be of equal or

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better nutritional value. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet.

Menus as planned, including changes, shall be evaluated by a registered dietitian at least annually. Facility menus shall be evaluated at least quarterly by the food services supervisory staff to ensure adherence to established daily servings.

Copies of menus, foods purchased, annual reviews and quarterly evaluations should be maintained by the food services manager in accordance with established records retention schedules.

900.5 FOOD SAFETY

Temperatures in all food storage areas should be checked and recorded at the beginning of each shift. Holding temperatures for cold and hot foods shall be checked and recorded every two hours. Hot food shall be reheated to 165 degrees if it falls below 135 degrees at any time.

All reach-in or walk-in refrigerators and cold storage must maintain food temperature as outlined in the Food Storage Policy.

One sample for each meal served shall be dated and maintained under refrigeration for testing in the event of a food-borne illness outbreak. Sample meals shall be discarded at the end of three days if no food-borne illness is reported.

Food production shall be stopped immediately if there is any sewage backup in the preparation area or if there is no warm water available for washing hands. Food production shall not resume until these conditions have been corrected.

900.6 THERAPEUTIC DIETS

The food services manager shall be responsible for ensuring that all inmates who have been prescribed therapeutic diets by qualified health care professionals are provided with compliant meals. A diet manual, which includes samples of medical diets, shall be maintained in the food services areas.

More complete information may be found in the Prescribed Therapeutic Diets Policy.

Women who are known to be pregnant or lactating shall be provided a balanced, nutritious diet approved by a physician.

900.7 RELIGIOUS DIETS

The food services manager, to the extent reasonably practicable, will provide special diets for inmates in compliance with the parameters of the Religious Programs Policy and the Religious Land Use and Institutionalized Persons Act (RLUIPA).

When religious diets are provided, they shall conform to the nutritional and caloric requirements for non-religious diets.

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900.8 FOOD SERVICES REQUIREMENTS

All reasonable efforts shall be made to protect inmates from food-borne illness. Food services staff shall adhere to sanitation and food storage practices and there shall be proper medical screening and clearance of all food handlers in accordance with the Food Services Workers' Health, Safety and Supervision Policy.

Food production and services will be under staff supervision. Food production, storage and food handling practices will follow the appropriate federal, state or local sanitation laws (6 CCR 1010-13:13.4).

900.9 MEAL SERVICE PROCEDURE

Inmate meals that are served in a dining room or dayroom should be provided in space that allows groups of inmates to dine together, with a minimum of 15 square feet of space per inmate. A dining area shall not contain toilets or showers in the same room without appropriate visual barriers.

Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Any deviation from this requirement shall be subject to the review and approval of a registered dietitian to ensure that inmates receive meals that meet nutritional guidelines.

Inmates must be provided a minimum of 15 minutes dining time for each meal. There must be no more than 14 hours between a substantial evening meal and breakfast. A substantial evening meal is classified as a serving of three or more menu items at one time to include a high-quality protein, such as meat, fish, eggs or cheese. The meal shall represent no less than 20 percent of the day's total nutrition requirements. If more than 14 hours pass between meals, approved snacks should be provided.

Inmates who miss, or may miss (for reasons other than refusal), a regularly scheduled meal must be provided with a beverage and a sandwich or substitute meal. Approved snacks should be served to inmates on medical diets in less than the 14-hour period if prescribed by the Responsible Physician or registered dietitian. Inmates on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal.

As the mealtime approaches, facility staff should direct the inmates to get dressed and be ready for meals. Inmates should be assembled and a face count taken, to verify all inmates in the housing location are present. Staff should be alert to signs of injury or indications of altercations, and should investigate any such signs accordingly. Staff should remain alert to the potential for altercation during inmate movement and meals. Meals shall be served under the direct supervision of staff.

Staff should direct an orderly single file line of inmates to recieve their trays. Staff should identify inmates who have prescribed therapeutic or authorized religious diets so those inmates receive their meals accordingly.

It shall be the responsibility of the deputies to maintain order and enforce rules prohibiting excessive noise and intimidation of other inmates to relinquish food during mealtime.

In the interest of security, sanitation and vermin control, inmates shall only be allowed to take a piece of fruit or a cookie from the previous meal to their cell.

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900.10 EMERGENCY MEAL SERVICE PLAN

The food services manager shall establish and maintain an emergency meal service plan for the facility.

Such a plan should ensure that there is at least a seven-day supply of food maintained in storage for inmates. In the event of an emergency that precludes the preparation of at least one hot meal per day, the Detentions Captain may declare an "Emergency Suspension of Standards" for the period of time the emergency exists.

During an emergency suspension, the food services manager shall assign a registered dietician to ensure that minimum nutritional and caloric requirements are met.

In the event that the inmate food supply drops below that which is needed to provide meals for two days, the Detentions Captain or the authorized designee shall purchase food from wholesale or retail outlets to maintain at least a four-day supply during the emergency.

Depending on the severity and length of the emergency, the Sheriff should consider requesting assistance from allied agencies through mutual aid or the National Guard.

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Food Services Training

901.1 PURPOSE AND SCOPE

The purpose of this policy is to reduce the risk of potential injury in the food services areas by developing and implementing a comprehensive training program for staff, contractors and inmate workers.

901.2 POLICY

The Weld County Sheriff's Office ensures a safe and sanitary environment is maintained for the storage and preparation of meals through the appropriate training of food services staff and inmate workers.

901.3 TRAINING

The food services manager, under the direction of the Detentions Captainor authorized designee, is responsible for ensuring that a training curriculum is developed and implemented in the use of equipment and safety procedures for all food services personnel, including staff, contractors and inmate workers.

The training shall include, at a minimum:

(a) Work safety practices and use of safety equipment.

(b) Sanitation in the facility's food services areas.

(c) Reducing risks associated with operating machinery.

(d) Proper use of chemicals in food services areas.

(e) Employing safe practices.

(f) Facility emergency procedures.

A statement describing the duties and proper time schedule should be developed for each job function in the facility’s kitchen and food services operation. The food services manager, at the direction of the Detentions Captainor the authorized designee, should establish an employee/ kitchen worker training course, and all staff or inmate workers shall be trained on how to assemble, operate, clean and sanitize kitchen equipment.

Information about the operation, cleaning and care of equipment, including manufacturer's literature, that is suitable for use as reference material shall be kept in the food services operation area. The reference material should be used in developing training on the use of the equipment and the maintenance and cleaning procedures.

Safety and sanitation shall be the primary consideration in equipment purchase and replacement. Placement and installation of equipment must be carefully planned to facilitate cleaning, sanitizing, service and repairs. The equipment must also meet any applicable government codes.

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Dietary Guidelines

902.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the nutritional needs of the inmates are met and that overall health is promoted through the use of balanced nutritious diets.

902.2 POLICY

It is the policy of this office that diets provided by this facility will meet or exceed the nutritional guidelines of the Amercian Correctional Association (ACA) which are based on the current Dietary Reference Intakes (DRIs) for males and females age 19-50 as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences.

902.3 REVIEW OF DIETARY ALLOWANCES

The food services manager or the authorized designee shall ensure that the facility's menus and dietary allowances are evaluated annually by a registered dietician. A registered dietitian must approve menus before they are used.

Menus should be evaluated at least quarterly by the food services manager or the authorized designee.

902.4 MENU CYCLE PLANNING

The food services manager or the authorized designee should plan the menus one month in advance of their use.

Any changes to the menu must be recorded and kept until the next annual inspection. Any menu substitutions must use better or similar items.

Menus should include the following minimum food group allowances:

(a) Dairy Group: Low fat milk or milk alternative or food providing at least 125 mg. of calcium and equivalent to 8 ounces of fluid milk. At least two servings for juveniles 15-17 years of age. Women who are pregnant or lactating receive 24 oz of milk per day.

(b) Vegetable-Fruit Group: Five servings of fruits and vegetables. At least one serving shall be from each of the following three categories:

- One serving of a fresh fruit or vegetable.

(c) Grain Group: A minimum of six servings of grains.

(d) Protein Group: Three servings of lean meat, fish, eggs, cooked dry beans, peas, lentils, nuts, peanut butter or textured vegetable protein.

(e) Total dietary fat should not exceed 35 percent of the total calories on a weekly basis. Fat shall be added only in minimum amounts necessary to make the diet palatable.

Additional servings of dairy, vegetable-fruit and grain groups must be provided in amounts to meet caloric requirements when the minimum servings outlined in the requirements above are not sufficient to meet the caloric requirements of an inmate.

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Food Services Workers' Health, Safety and Supervision

903.1 PURPOSE AND SCOPE

The purpose of this policy is to establish basic personal health, hygiene, sanitation and safety requirements to be followed by all food services workers and to ensure the proper supervision of food services staff and inmate workers.

903.2 POLICY

The Weld County Sheriff's Office will ensure that meals are nutritionally balanced, safe and prepared and served in accordance with applicable health and safety laws. All inmate food services workers will be properly supervised by custody staff to ensure safety and security at all times.

Food that is not prepared on-site shall be obtained from approved sources and shall be transported and served in an approved manner (6 CCR 1010-13:13.3).

903.3 FOOD SERVICES MANAGER RESPONSIBILITIES

The food services manager is responsible for developing and implementing procedures to ensure that all meals are prepared, delivered and served only under direct supervision by staff.

Work assignments shall be developed to ensure that sufficient food services staff is available to supervise inmate food services workers.

The food preparation area must remain clean and sanitary at all times. The food services manager or the authorized designee shall post daily, weekly and monthly cleaning schedules for the equipment and food preparation area.

903.4 MEDICAL SCREENING

The food services manager and Inmate Services Director shall work cooperatively with qualified health care professionals to develop procedures to minimize the potential for spreading contagious disease and food-borne illness. In an effort to prevent the spread of illness, the following shall be strictly observed:

(a) All food services workers shall have a medical examination prior to performing food services activities to screen for transmissible illnesses or diseases. The examination shall be conducted in accordance with local regulations and repeated at scheduled intervals.

(b) Food services workers shall have education and ongoing monitoring in accordance with the standards set forth in the applicable government health and safety codes.

(c) The food services manager or the authorized designee shall inspect and monitor the health and cleanliness of food services workers, and remove anyone exhibiting any signs of food-transmissible disease from any food services area.

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(d) Any person working in any food services area who is diagnosed by a qualified health care professional with a contagious illness should be excluded from the food services areas until medically cleared to return to work.

(e) Food handlers shall wash their hands with anti-bacterial soap and water immediately prior to performing food services activities and after using toilet facilities.

(f) Aprons shall be removed disposed of before entering the toilet facility.

(g) Food services workers shall wear disposable plastic gloves and a protective hair covering, such as a hat or hairnet, when handling or serving food. Gloves shall be changed after each task is completed.

(h) Vendors must submit evidence of compliance with state and local food safety regulations.

(i) Smoking at any time is prohibited in any food services area.

(j) Documentation of compliance with all of the above and with any other risk-minimizing efforts implemented to reduce food transmissible disease shall be maintained in accordance with established records retention schedules.

(k) All food services workers shall report to a supervisor any information about their health and activities in accordance with health and safety codes as they relate to diseases that are transmittable through food (e.g., open sores, runny nose, sore throat, cough, vomiting, diarrhea, fever, recent exposure to contagious diseases such as Hepatitis A or tuberculosis).

Any food services worker is prohibited from handling food or working in any food services area if he/she reports symptoms such as vomiting, diarrhea, jaundice, sore throat with fever or has a lesion containing pus, such as a boil or infected wound that is open or draining. Food services workers shall only return to work in food services areas when cleared by a qualified health care professional.

903.5 TRAINING REQUIREMENTS FOR FOOD SERVICES WORKERS

The food services manager is responsible for developing and implementing a training program for inmate food services that includes food safety, proper food-handling techniques and personal hygiene. Each inmate food services worker shall satisfactorily complete the initial training prior to being assigned to prepare, deliver or serve food. Food services workers should receive periodic supplemental training as determined by the food services manager.

The training curriculum for inmate food services workers should include, at a minimum, the following topics:

- Proper hand-washing techniques and personal hygiene as it applies to food services work
- Proper application and rotation of gloves when handling food
- Proper use of protective hair coverings, such as hats or hairnets
- Wearing clean aprons and removing aprons prior to entering toilet facilities

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- Maintaining proper cooking and holding temperatures for food
- Proper portioning and serving of food
- Covering coughs and sneezes to reduce the risk of food-borne illness transmission
- Reporting illness, cuts or sores to the custody staff in charge

903.6 SUPERVISION OF INMATE WORKERS

Only personnel authorized to work in the food preparation area will be allowed inside. Inmate food handlers working in the kitchen must be under the supervision of a staff member. The Food Services Manager will be responsible for the oversight of daily activities and ensuring food safety. The Food Services Managershould be certified by passing the American National Standards Institute food safety manager certification examination.

Sufficient staff shall be assigned to supervise and closely monitor inmate food services workers. Staff shall ensure that inmate food services workers do not misuse or misappropriate tools or utensils, and that all workers adhere to the following:

- Correct ingredients are used in the proper proportions.
- Food is maintained at proper temperatures.
- Food is washed and handled properly.
- Food is served using the right utensils and in the proper portion sizes.
- Utensils such as knives, cutting boards, pots, pans, trays and food carts used in the preparation, serving or consumption of food are properly washed and sanitized after use. Disposable utensils and dishes will not be reused.
- All utensils are securely stored under sanitary conditions when finished.

903.7 SUPERVISION OF THE FOOD SUPPLY

The risk of conflict and protest is reduced when the inmate population has confidence in the safety and quality of their food. Staff should supervise the transport and delivery of food to the respective serving areas. Staff should ensure the food is protected during transportation, delivered to the right location efficiently and under the right temperatures.

Food services staff should report any suspected breech in the safety or security of the food supply. Staff should be alert to inmate behavior when serving food, and cognizant of any comments concerning perceived contamination or portioning issues. Staff should report any suspicion of inmate unrest to a supervisor.

Any change to the published menu or the standard portioning should be documented and reported to the food services manager as soon as practicable.

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Food Preparation Area

904.1 PURPOSE AND SCOPE

This policy is intended to ensure the proper design and maintenance of the food preparation area.

904.2 POLICY

It is the policy of this office to comply with all federal, state and local laws and regulations concerning the institutional preparation of food.

904.3 COMPLIANCE WITH CODES

The Detentions Captain is responsible for ensuring that food preparation and service areas are in compliance with all applicable laws and regulations and that food preparation areas are sanitary, well lit, ventilated and have adequate temperature-controlled storage for food supplies.

Living or sleeping quarters are prohibited in the food preparation and food services areas.

The food preparation area must avoid cross contamination and remain free from pest infestation.

904.4 CONSTRUCTION REQUIREMENTS

All remodeling and new construction of food preparation areas shall comply with federal, state and local building codes, comply with food and agricultural laws and standards and include any required approvals from any local regulatory authority.

The size of the food preparation area shall be adequate for the facility’s population.

Floors, floor coverings, walls, wall coverings and ceilings should be designed, constructed and installed so they are smooth, non-absorbent and attached so that they are easily cleanable.

Except in the area used only for dry storage, porous concrete blocks or bricks used for interior walls shall be finished and sealed for a smooth, non-absorbent, easily cleanable surface.

Food storage areas shall be appropriately clean, sized, typed and temperature-controlled for the food being stored.

Lighting throughout the kitchen and storage areas shall be sufficient for staff and inmates to perform necessary tasks.

Mechanical ventilation of sufficient capacity to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes shall be provided, if necessary.

All equipment used in the food preparation area shall be commercial grade and certified by the American National Standards Institute or approved by a registered environmental health professional/sanitarian.

Dishwashing machines will operate in accordance with the manufacturer recommendations and hot water temperatures will comply with federal, state and local health requirements.

Equipment must be smooth, easy to clean, and easy to disassemble for frequent cleaning. Equipment should be corrosion resistant and free of pits, crevices or sharp corners.

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Dry food storage must have sufficient space to store a minimum of 15 days of supplies. All food must be stored in sealed containers and a minimum of 6 inches off the floor.

904.5 TOILETS AND WASHBASINS

A sufficient number of toilets and washbasins shall be located near the food preparation area for convenient sanitation and proper hygiene. Toilet facilities shall be completely enclosed and shall have tight-fitting, self-closing, solid doors, which shall be closed except during cleaning and maintenance.

Signs shall be conspicuously posted throughout the food preparation area and in each restroom informing all food services staff and inmate workers to wash their hands after using the restroom. Signs shall be printed in English and in other languages as may be dictated by the demographic of the inmate/staff population.

To reduce the potential for contaminants being brought into the food preparation area, toilet facilities in the vicinity of the food preparation area should be limited to use by the food services staff and inmate workers only. Anyone working in the food services area must dispose of their aprons before entering the toilet facilities.

The food services manager shall be responsible for procedures to ensure (6 CCR 1010-13:10.9):

(a) All fixtures in the toilet facilities are clean and in good operating condition.

(b) A supply of toilet tissue is maintained at each toilet at all times. Toilet facilities used by women shall have at least one covered waste receptacle.

(c) The hand-washing station located adjacent to the toilet facility has warm water available and is kept clean and in good operating condition. Single-dispensing soap and a method for drying hands shall be provided at all times. The use of common towels for hand drying is prohibited.

If the toilet facility is outside of the kitchen area, food services workers must wash their hands after using the toilet facility and again upon returning to the kitchen area before preparing or serving food.

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Food Services Facilities Inspection

905.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for inspecting food services areas and facilities to ensure a safe and sanitary environment for staff and inmates.

905.2 POLICY

It is the policy of the Weld County Sheriff's Office that the food services area be maintained in a safe, sanitary condition by conducting regularly scheduled inspections, both by facility staff and by an independent third party as required by law.

905.3 CLEANING AND INSPECTIONS BY STAFF

The food services manager shall ensure that all equipment, appliances and utensils in the food preparation areas are inspected at least weekly. Adequate hot and cold water should be available in the kitchen. The water temperature of all fixtures should be checked and recorded weekly to ensure compliance with the required temperature range. Deficiencies noted by inspections shall be promptly addressed by Buildings and Grounds.

A cleaning schedule for each food services area shall be developed and available for easy reference by staff, and shall include areas such as floors, walls, windows and vent hoods. Equipment, such as chairs, tables, fryers and ovens, should be grouped by frequency of cleaning as follows:

- After each use
- Daily
- Weekly
- Monthly
- Annually

The food services manager is responsible for establishing and maintaining a record-keeping system to document the periodic testing of sanitary conditions and safety measures, in accordance with established records retention schedules. The food services manager shall take prompt action to correct any identified problems.

905.3.1 SAFETY INSPECTION CHECKLIST

The following items should be part of the weekly inspection:

- Lighting is adequate and functioning properly.
- Ample working space is available.
- Equipment is securely anchored.
- There are suitable storage facilities, minimizing the risk of falling objects.
- Floors are clean, dry, even and uncluttered.

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- Machines have proper enclosures and guards.
- A clear fire safety passageway is established and maintained.
- The food preparation area has good ventilation.
- Furniture and fixtures are free from sharp corners, exposed metal and splintered wood.
- All electrical equipment is in compliance with codes and regulations.
- All workers wear safe clothing, hair coverings, gloves and protective devices while working.
- All workers are in good health, with no symptoms of illness or injury that would pose a risk to food safety.
- All ranges, ovens and hot holding equipment are clean and in good operating condition.
- Mixers and attachments are clean and in good operating condition.
- Dishwashing machines are clean and in good operating condition, and proper chemicals are in use.
- Water temperatures for hand sinks, washing sinks and dishwashing machines meet minimum acceptable temperatures.
- Appropriate hand-washing stations are provided.
- Toilet facilities are in good repair and have a sufficient supply of toilet paper.
- All temperature charts and testing documents are current, accurate and periodically reviewed and verified by the food services manager.
- Only authorized personnel are allowed in the kitchen area.
- Foods are labeled and stored properly using the first-in first-out system.
- The refrigerators and freezers are in good operating condition and maintain proper temperature.
- There is no evidence of cross-connection or cross-contamination of the potable water system.

905.4 CONTRACTING FOR INSPECTION

The food services manager is responsible for ensuring that the food services operation works in accordance with all state and local laws and regulations.

The Food service provider shall contract with an independent, outside source for periodic inspection of the food services facilities and equipment, to ensure that established state and local health and safety codes have been met.

Documentation of the inspections, findings, deficiencies, recommended corrective actions and verification that the corrective standards were implemented will be maintained by the facility in accordance with established records retention schedules.

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Food Services Facilities Inspection

A contract for services from an independent and qualified inspector should include, but is not limited to, the following components:

(a) The inspector should conduct a pre-inspection briefing with the food services manager, to identify the applicable government health and safety codes and the areas to be inspected. The inspector should provide the necessary equipment to conduct the inspection.

(b) The inspector should audit the policies and procedures of the food services operation.

(c) During the course of the inspection, the inspector should study and report on whether the following meet acceptable standards:

1. Walls, ceilings and floors are in good condition, smooth and easily cleanable.
2. The kitchen layout is properly designed to avoid cross-contamination.
3. The kitchen is properly lighted and ventilated.
4. The temperature-controlled storage areas are in good operating condition and proper temperatures are being maintained.
5. Dry foods are properly stored off the floor, away from the walls and ceilings.
6. There is no sign of pest infestation.
7. All equipment is properly maintained, in a sanitary condition and is certified by one of the American National Standards Institute certification agencies (e.g., Underwriters Laboratories, Extract, Transform and Load or the National Science Foundation product certification mark).
8. The dishwashing equipment is clean, in good operating condition and maintains proper washing and rinsing temperatures.
9. There is no evidence of cross-contamination between the potable and contaminated water systems.
10. The dishware washing area is clean and supplied with proper chemicals and Safety Data Sheets.
11. The food is properly stored, labeled and rotated according to first-in first-out procedures.
12. The food services staff and inmate workers are wearing clean uniforms and practice proper personal hygiene.
13. All food services workers are trained for proper food handling and there is a person in charge who is responsible for the food safety of the facility.
14. Appropriate hand-washing stations are provided.

Any deficiencies should be noted by the inspector in his/her inspection report and recommendations made for corrective action.

At the exit interview the inspector should cite any violations according to the government health and safety codes.

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Food Services Facilities Inspection

The inspector should conduct a follow-up inspection to verify the deficiencies have been corrected as recommended.

The food services manager should provide the contract supervisor with the inspection results a plan to implement any recommended corrections in a timely manner and schedule a post-correction inspection with the original independent inspector if necessary.

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Food Storage

906.1 PURPOSE AND SCOPE

The purpose of this policy is to establish food storage methods that are designed to meet manufacturer's recommendations, health and safety codes, state laws and local ordinances, and to safely preserve food, extend storage life and reduce food waste.

906.2 POLICY

Food and food supplies will be stored in sanitary and temperature-controlled areas in compliance with state and local health laws and standards.

906.3 PROCEDURES

The food services manager shall be responsible for establishing procedures to ensure the safe preservation and storage of food in the most cost-effective manner, beginning with the receipt of the raw materials through the delivery of prepared meals.

When receiving food deliveries, food services staff shall inspect the order for quality and freshness and shall ensure that the order is correct by checking the order received against the order form. All delivery vehicles shall be inspected by food services staff to make certain that the vehicles are clean, free from pest infestations and maintained at the appropriate temperature for the type of food being carried.

If food quality and freshness do not meet commonly accepted standards or if it is determined that proper storage temperatures have not been maintained, the employee checking the order in will refuse the item and note the refusal on the invoice.

Any food destined for return to the vendor should be stored separately from any food destined for consumption. The food services manager will contact the vendor and arrange for replacement of the unacceptable food items.

Storage temperatures in all food storage areas should be checked and logged on a daily basis. Records of the temperature readings should be maintained in accordance with established records retention schedules.

An evaluation system should be established for food stored in any area with temperature readings outside the normal range and should include contingency plans for menu changes, food storage relocation or food destruction, as indicated. All actions taken to ensure the safety of the food served should be documented and retained in accordance with established records retention schedules.

906.4 DRY FOOD STORAGE

Canned items and dry food that does not need refrigeration should be stored in a clean, dry, secure storage area where temperatures are maintained between 45 and 80 degrees. Temperatures shall be monitored and recorded once each day on a checklist.

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All dry items shall be stored at least 6 inches off the floor and at least 6 inches away from any wall. Only full unopened cans and containers shall be stored in the storerooms. Open containers and packages shall be appropriately stored in the working or holding areas.

All storage areas will be kept locked when they are not in actual use. New food shipments shall be placed behind existing like items and rotated using a first-in first-out rotation method.

Personal clothing and personal items shall not be stored in food storage areas.

906.4.1 MAINTENANCE OF DRY FOOD STORAGE AREAS

Inmate workers or staff should clean the storage areas at least once each day by sweeping and mopping all floors and wiping down shelves and walls. Any damaged items should be inspected for spoilage and repackaged or discarded as appropriate. Food services staff should inspect the storage areas to ensure they are clean and orderly. Staff will document the inspection and record the daily temperature on the storage area checklist.

906.5 REFRIGERATED AND FROZEN STORAGE

Unless health codes dictate otherwise, refrigerators must be kept between 32 and 41 degrees. Deep chill refrigerators will be set between 28 and 32 degrees for cook-chill products, dairy and meat items, to extend shelf life. Other than the defrosting cycle, all freezers must maintain a temperature of 0 degrees or lower.

All freezer and refrigerator storage areas should have at least two thermometers to monitor temperatures. One thermometer should have a display visible to the outside. The second thermometer shall be placed in the warmest place inside the storage area. Daily temperature readings shall be recorded on the storage area checklist. Any variance outside of acceptable temperature range shall be immediately addressed.

All food must be covered and dated when stored. Cooked items shall not be stored beneath raw meats. Cleaned vegetables shall be stored separately from unwashed vegetables. Storage practices shall use a first-in first-out rotation method.

906.5.1 MAINTENANCE OF REFRIGERATED AND FREEZER AREAS

Refrigeration storage units should be cleaned daily, including mopping floors and wiping down walls. A more thorough cleaning should occur weekly to include dismantling and cleaning shelves. Food services staff should inspect the contents of freezers and storage units daily to ensure all items are properly sealed and labeled.

906.5.2 STORAGE OF CLEANING SUPPLIES AND MATERIALS

Soaps, detergents, waxes, cleaning compounds, insect spray and any other toxic or poisonous materials should be kept in a separate, locked storage area to prevent cross contamination with food and other kitchen supplies.

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906.6 WASTE MANAGEMENT

The food services manager shall develop and maintain a waste management plan that ensures the garbage is removed daily. This plan also should include methods to minimize the waste of edible food and to dispose of non-edible or waste food material without utilizing a landfill.

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Prescribed Therapeutic Diets

907.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that inmates who require prescribed therapeutic diets as a result of a diagnosed medical condition are provided with nutritionally balanced therapeutic meals that are medically approved and meet nutritional and safety standards.

907.2 POLICY

The Responsible Physician, in consultation with the food services manager, shall:

(a) Develop written procedures that identify individuals who are authorized to prescribe a therapeutic diet.

(b) The therapeutic diets utilized by this facility shall be planned, prepared and served with consultation from a registered dietitian.

(c) The facility shall comply with any therapeutic diet prescribed for an inmate.

Pregnant or lactating women shall be provided a balanced, nutritious diet approved for pregnant women by a physician.

907.3 STAFF COMMUNICATION/COORDINATION

It is the responsibility of the Food Services Manager to compile a daily list of all inmates who are prescribed therapeutic diets. The list should contain the following information:

(a) Inmate’s name

(b) Inmate’s identification number

(c) Housing location

(d) Inmate's therapeutic diet type

(e) Special remarks or instructions

Any time inmates are assigned to a different housing area, correctional staff must notify the food services personnel immediately.

907.4 PREPARATION AND DELIVERY OF MEALS

The food services manager or the authorized designee is responsible for reviewing the therapeutic diet lists prepared by the Responsible Physician, counting the number and type of therapeutic meals to be served and preparing the food according to the therapeutic menu designed by the registered dietitian.

Therapeutic diets may include snacks and oral supplements. Snacks and supplements should be distributed with regularly scheduled meal service or may be distributed with inmate medications. Individual labels or written documents containing the following information should be prepared by the kitchen, clearly identifying each meal and any included snacks:

(a) Inmate’s name

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(b) Inmate’s identification number

(c) Housing location

(d) Inmate’s therapeutic diet type

The custody staff responsible for meal distribution shall ensure that any inmate who has been prescribed a therapeutic meal by the Responsible Physician or the authorized designee receives the prescribed therapeutic meal.

Unless a therapeutic diet was prescribed with a specific end date, only the Responsible Physician or the authorized designee may order that a therapeutic diet be discontinued.

If prescribed by the Responsible Physician, supplemental food shall be served to inmates more frequently than the regularly scheduled meals. An inmate who misses a regularly scheduled meal (for reasons other than refusal) shall receive his/her prescribed meal.

907.5 THERAPEUTIC AND RELIGIOUS MEAL RECORDS

All information regarding a therapeutic diet is part of an inmate’s medical record and is therefore subject to state and federal privacy laws concerning medical records.

All meal records shall be retained in accordance with established retention schedules and applicable statutory regulations.

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Chapter 10 - Inmate Programs

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Inmate Programs and Services

1000.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the programs and services that are available to inmates. The programs and services exist to motivate offenders toward positive behavior while they are in custody. The policy identifies the role and responsibilities of the Inmate Services Director, who manages a range of programs and services.

1000.2 POLICY

The Weld County Sheriff's Office will make available to inmates a variety of programs and services subject to resources and security concerns. Programs and services offered for the benefit of inmates may include faith-based services, recreational activities, library cart, educational/ vocational training and alcohol and drug abuse recovery programs.

1000.3 INMATE SERVICES DIRECTOR RESPONSIBILITIES

The Inmate Services Director is responsible for managing the inmate programs and services, including the following:

(a) In consultation with the Detentions Captain or the authorized designess will research, plan, budget, schedule and coordinate security requirements for all inmate programs and services.

(b) Develop or procure programs and services as authorized by the Detentions Captain.

(c) Act as a liaison with other service providers in the community that may offer social or educational programs, (e.g., school districts, department of social services, health educators and substance abuse counselors).

(d) Develop, maintain and make available to inmates the schedule of programs and services.

(e) Develop policies and procedures and establish rules for the participation of inmates in the programs and services.

(f) Develop and maintain records on the number and type of programs and services offered, as well as inmate attendance at each offering.

(g) Establish controls to verify that the content and delivery of programs and services are appropriate for the circumstances.

(h) Accumulate data and prepare monthly and annual reports as directed by the Detentions Captain.

(i) Ensure inmates are not denied access to educational and vocational programs based solely on their indigent status.

1000.4 SECURITY

All programs and services offered to benefit inmates shall adhere to the security and classification requirements of this facility. To the extent practicable, the Inmate Services Director will develop

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individualized programs and services for inmates who are housed in high-security or restrictive housing.

1000.5 DISCLAIMER

Inmate programs are provided at the sole discretion of the Weld County Sheriff's Office in keeping with security interests, available resources and best practices.

Nothing in this policy is intended to confer a legal right for inmates to participate in any program offered other than what is required by law or that which is medically required.

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Inmate Fund

1001.1 PURPOSE AND SCOPE

The Office is authorized to maintain a fund derived from proceeds from the commissary, vending machines, telephones and other inmate-related commerce activities to be used primarily to provide welfare and education programs for the benefit of the inmate population. This policy establishes guidelines for maintaining and administering the Inmate Fund.

1001.2 INMATE FUND

The Inmate Services Director, in cooperation with the Finance Department, will establish and maintain an Inmate Fund where proceeds derived from inmate telephones, commissary profits, vending machines and other income intended for the support of inmate programs are deposited.

The Inmate Fund is allocated to support a variety of programs, services and activities benefiting the general inmate population and enhancing inmate activities and programs. This includes capital construction and improvement projects in support of such programs, services and activities.

1001.3 INMATE FUNDING SOURCES

Revenues and funding from the following sources shall be deposited into the Inmate Fund account:

(a) All proceeds from commissary operations

(b) Proceeds from the operation of inmate telephones

(c) Donations

(d) Interest income earned by the Inmate Fund

1001.4 EXPENDITURE OF INMATE FUNDS

The Inmate Fund shall be used solely for the and benefit of the inmate population or as otherwise permitted by law.

Expenditures permitted from the Inmate Fund include, but are not limited to, the following:

(a) Education programs

(b) Recreational goods and services, such as:

1. Recreational equipment, games and sporting goods
2. Televisions and cable/satellite subscriptions, video players and content media
3. Library books

(c) Salary and benefit costs for personnel while they are employed in positions or are performing activities solely for the benefit of inmates or to facilitate inmate programs

(d) packages for indigent inmates

(e) Alcohol and drug treatment programs

(f) Inmate trust accounting system

(g) Envelopes, postage and personal hygiene items for indigent inmates

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(h) Approved non-prescription, over-the-counter health aids for inmate use

(i) Libraries designated for inmate use

(j) Visiting room equipment, supplies and services

(k) Inmate activity programs, including:

1. Equipment for television viewing
2. Visiting music/entertainment groups
3. Music equipment and supplies
4. Activities equipment, supplies and services
5. Repair of equipment purchased from the Inmate Fund
6. Food or supplies for special occasions
7. Inmate awards for the purpose of providing umpires or referees, and maintaining activity equipment and apparel
8. Inmate tournaments and holiday events
9. Inmate club activities
10. Entertainment equipment, cable or satellite subscription services and other related supplies
11. Materials for faith-based programs

1001.4.1 PROHIBITED EXPENDITURES OF INMATE FUND

Except as permitted by law, the Inmate Fund shall not be used to fund activities associated with any of the following:

(a) Security-related functions, including staff, safety equipment, radios, weapons or control devices that are specifically designated for use by the custody staff in maintaining the security, safety and order in the facility

(b) Food services, staff costs, equipment and supplies

(c) Medical/dental services, staff costs, equipment and supplies

(d) Maintenance and upkeep of office facilities not otherwise permitted by law

(e) Janitorial services and supplies

(f) Transportation to court, medical appointments or other reasons not related to inmate programs

(g) Any other normal operating expenses incurred by the day-to-day operation of the Office

1001.5 FINANCIAL ACCOUNTING OF INMATE FUNDS

The Inmate Services Director in cooperation with the Finance Department shall maintain an accounting system to be used for purchasing goods, supplies and services that support inmate programs.

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Inmate Fund

An audit of the Inmate Welfare Fund shall be completed annually by a certified auditor recognized by the Office as an authorized financial auditor.

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Inmate Accounts

1002.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures for managing, handling and accounting of all money belonging to inmates that is held for their personal use while they are incarcerated in this facility.

1002.2 POLICY

It is the policy of this office to manage inmate accounts for the purpose of receiving funds from authorized sources for inmate use.

1002.3 INMATE ACCOUNTS

A separate account will be established for each inmate when he/she is booked into this facility.

When an inmate is admitted to the detention facility, a written, itemized inventory of the money in the inmate’s possession shall be completed with the exception of loose coins. Any subsequent deposits to the inmate’s fund shall be inventoried and documented. An inmate shall be issued a receipt for all money held until his/her release.

An inmate may use money in his/her inmate account to purchase items from the inmate commissary, make medical copays, purchase haircuts and other services, or to bail out of detention facility. Inmates may receive and release money while in custody. Funds will be made available to inmates for their use in accordance with the rules and regulations established by the Detentions Captain.

1002.4 FUNDING SOURCES

The inmate account will only accept funds for deposit from approved sources. Funds deposited into an inmate’s account will first be used to settle the inmate’s negative balance, should one exist.

1002.4.1 DEPOSITS DURING BOOKING

With the exception of legally prescribed fees (e.g., booking fees, pay to stay), all money received during the booking process shall be deposited to the inmate’s account after the inmate signs an acknowledgement agreeing to the amount.

1002.4.2 DEPOSITS THROUGH THE MAIL

All funds received by mail to be deposited to an inmate’s account shall be delivered to the cashier.

Only money orders or cashier checks issued by federal, state, county or city government agencies that are received through the mail are acceptable for deposit into inmate accounts. All personal checks and payroll checks will be endorsed by the inmate and released or forwarded to the personal property storage area and placed in the inmate's property bag.

1002.4.3 VISITOR DEPOSITS

Visitors to the facility may deposit funds into an inmate’s account. The visitor may utilize cash to deposit funds into an inmate's account through the kiosk.

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1002.5 RELEASE OF FUNDS TO OTHER PERSONS

Inmates wishing to release all or part of their personal funds to a person who is not in custody should submit an inmate request form to the Office Manager who approves or denies the request. If approved, the person to whom the funds are to be released must contact the cashier, who will prepare a check for the amount to be withdrawn, and will indicate to whom the money is to be released. That person must furnish a valid driver's license or state-issued identification card to the cashier.

1002.6 RELEASE FROM CUSTODY

The cashier will receive a daily roster of inmates scheduled for release. Each inmate's account will be accessed and a report showing all activity on the account will be completed and filed after it has been adjusted to show a zero balance.

Staff members who are responsible for the release of inmates will notify the cashier of all impending releases, including those not on the scheduled release roster, by providing the list with the names and booking numbers to the cashier.

The cashier will release the money to the inmate after the inmate endorses the account report.

1002.7 CASHIER RESPONSIBILITY

The cashier will verify all funds received against the amounts recorded on the inmate account financial record. The cashier will then post the funds to the inmate's account and prepare a receipt for the inmate (CRS § 17-26-125).

At the end of every shift, each cashier shall be responsible for balancing all transactions completed during the shift and shall complete a cash activity sheet itemizing each type of transaction.

All monies shall be counted, verified against the transactions, bundled and placed in a designated secure safe or transferred to the Finance Department with appropriate transmittal documentation, in accordance with Office finance rules.

Any unresolved discrepancies found during the balancing procedures shall be promptly reported. The cashier reporting the discrepancies shall prepare a report showing the amount of the discrepancy.

The report shall include the following:

(a) Date and time each cash discrepancy was discovered

(b) Amount of overage or shortage

(c) Explanation of the cause of the overage/shortage

(d) Documentation used to identify the error

(e) Recovery attempts

(f) Name of person reporting the discrepancy

(g) Name of person approving the report and the date approved

The supervisor shall initial the report prior to submission to the Finance Department for final review.

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1002.8 SECURE BANKING OF INMATE FUNDS

All monies collected by custody personnel shall be secured daily in an officially designated and secure place, and verified by a supervisor.

1002.9 AUTOMATED KIOSKS

The use of automated kiosks for the deposit of monies into the inmate trust fund or to transfer inmate monies for the purchase of commissary or other authorized items will meet the financial accounting requirements of this policy and other standard financial practices.

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Counseling Services

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for providing counseling and crisis intervention services to inmates.

1003.2 POLICY

This office will provide counseling and crisis intervention services to any inmate who either requests services or is determined by a health provider to be in need of counseling or crisis intervention services. These services may be provided by:

(a) Medical/mental health staff assigned to the facility.

(b) Faith-based counseling by the chaplain or religious volunteers (see the Religious Programs Policy).

The Detentions Captain or the authorized designee shall coordinate with the Inmate Services Director to develop and confidentially maintain records of counseling and crisis intervention services provided to inmates and to ensure that those records are retained in accordance with established records retention schedules.

Inmate request forms are available and provided to inmates who request counseling services. All inmate requests for counseling shall be forwarded to inmate services. If an inmate displays behavior indicating an immediate need for counseling or crisis intervention services, the facility employee shall notify the Inmate Services Director during normal business hours, or the Shift Sergeant at all other times. The Inmate Services Director or Shift Sergeant shall assess the need and area of counseling and make a reasonable effort to provide the inmate with the requested counseling as soon as practicable with consideration given to facility security, scheduling and available resources.

1003.3 NON-CRISIS COUNSELING

The Office shall, when reasonably practicable, make counseling services available to assist inmates who are being released into the community.

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Inmate Exercise and Recreation

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures ensuring that the Weld County Sheriff's Office facility will have sufficiently scheduled exercise and recreation periods and sufficient space for these activities, as required by law.

1004.1.1 DEFINITIONS

Definitions related to this policy include:

Exercise - The physical exertion of large muscle groups.

Recreation - Activities that may include table games, watching television or socializing with other individuals.

1004.2 POLICY

It is the policy of this office to provide inmates with access to exercise opportunities, exercise equipment and recreation activities in accordance with state laws or requirements. The Detentions Captain or the authorized designee shall be responsible for ensuring there is sufficient secure space allocated for physical exercise and recreation in both outdoors and enclosed areas, and that a schedule is developed to ensure accessibility for all inmates (6 CCR 1010-13:8.10).

1004.3 ACCESS TO EXERCISE

Inmates should have an opportunity to exercise a minimum of four times per week for one hour beyond the confines of their cell and dayroom. When weather permits, the inmates' exercise time should be outdoors.

The housing unit deputy will document when exercise opportunities have been offered in the housing unit. The deputy shall provide an equatable method of allowing inmates in his housing unit to have access to gym. Inmates that attend exercise activities should be documented in the JMS system. Inmates that are denied access to exercise shall have a documented reason why they were denied access to gym.

1004.4 ACCESS TO RECREATION

Inmates shall have access to recreation activities outside their cells. The length of time will be determined by the inmate's classification status, security concerns and operational schedules that preclude recreation during a period of time (e.g., meal times, searches, lockdown or court). The staff should ensure that the maximum time possible is provided to the inmates for this purpose.

Televisions, newspapers, table games and other items may also be made available to enhance recreation time. Consideration will be given to the passive or active recreational needs of older inmates and inmates with disabilities.

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1004.4.1 USE OF THE INMATE FUND
Monies derived from the Inmate Fund may be used to purchase and maintain recreational equipment and supplies.

1004.5 SECURITY AND SUPERVISION

Supervising staff shall be responsible for inspecting exercise equipment to ensure it appears safe for use. Broken equipment or equipment that is in an unsafe condition shall not be used. Inmates, with the exception of Inmate Workers, will not be permitted to use equipment without supervision. All equipment shall be accounted for before inmates are returned to their housing unit.

The supervising staff may terminate the exercise period and escort back to the housing unit any inmate who acts in an aggressive or disorderly manner. The staff will document the incident and rationale for terminating the exercise period and determine whether disciplinary action is warranted.

1004.6 EXERCISE SPACE

Exercise areas, as specified by federal, state and/or local laws or requirements, should be sufficient to allow each inmate a minimum of one hour of exercise four times a week. Use of outdoor exercise is preferred but weather conditions may require the use of covered/enclosed space. Dayroom space is not considered exercise space.

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Inmate Education

1005.1 PURPOSE AND SCOPE

This office may provide educational and vocational programs that are designed to help inmates improve personal skills, assist in their social development and improve inmate employability after release. The ability of the office to offer educational programs is dictated by available funding, inmate classification and other required inmate programs and routines.

1005.2 POLICY

The educational and vocational programs offered by the Office are available to all eligible inmates and are subject to schedule, space, personnel and other resource constraints.

Designated space for inmate education and vocational programs will, whenever practicable, be designed with input from educational/vocational service providers.

Adequate funding is required. If the funding source reduces or eliminates funding in these areas, educational and/or vocational programs may be reduced or eliminated.

While the housing classification of an inmate has the potential to pose security issues, every effort, to the extent reasonably practicable, will be made to provide individualized educational opportunities.

1005.3 INMATE SERVICES DIRECTOR

The Inmate Services Directorshall be responsible for managing all aspects of the inmate educational and vocational program.

1005.4 COURSE OFFERINGS

Course offerings will be subject to need, available resources, security concerns, available space and inmate classification.

1005.5 NOTIFICATIONS

Notification of programing will be posted in inmate areas when available.

1005.6 ELIGIBILITY REQUIREMENTS

Educational/vocational programming may be offered to sentenced and pretrial inmates. The Sheriff or the authorized designee shall ensure that there is equal opportunity for participation for male and female inmates.

1005.7 INMATE REQUESTS

Inmate Request forms shall be made available and provided for inmates to request participation in the inmate education programs. Inmate requests will be forwarded to Inmate Services.

If approved, Inmate Services staff will provide instruction to the inmate on how to access the program services.

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Inmates may also contact Inmate Services at any time via an inmate request form to request information regarding educational opportunities.

Inmates have the right to refuse to participate in programs other than work assignments or programs that are required by statute or court order.

1005.8 HIGH-SECURITY/RESTRICTIVE HOUSING INMATES

To the extent reasonably practicable, high-security inmates and those held in restrictive housing may receive individual instruction in the form of a correspondence course.

1005.9 DISCLAIMER

Nothing in this policy is meant to confer a legal right for inmates to participate in any educational offering. Educational programming is provided at the sole discretion of the Sheriff and Detentions Captain.

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Commissary Services

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a commissary program that will give inmates the opportunity to purchase specific items not provided to them while in custody.

1006.2 POLICY

It is the policy of this office to provide commissary services so that inmates who are not on disciplinary restriction and who have funds posted to their inmate accounts may purchase items approved by the Detentions Captain.

To the extent reasonably practicable, the prices for items offered to the inmates in the commissary shall correspond to local retail store prices.

Any commissary inventory or sales issues related to religious diets shall be addressed in the Religious Programs Policy.

1006.3 COMMISSARY ACCOUNTING

The Support Services Director shall be responsible for ensuring that all inmates who have commissary privileges have the opportunity to order and receive commissary items in a timely manner.

All inmates shall be afforded the opportunity to review an accounting of their money held in their account, to include deposits, debits and commissary goods purchased and received. Any discrepancy of the inmate’s funds shall be immediately reported to the Support Services Director . If the Support Services Director and the involved inmate cannot settle the discrepancy, the Detentions Captain shall be notified and the Detentions Captain or his authorized designee will resolve the discrepancy.

1006.4 SURPLUS COMMISSARY FUNDS

All surplus funds from the commissary operation shall be deposited into the Inmate Fund or used in a manner from which the inmates will benefit.

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Library Services

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for funding of library services and for providing inmates access to leisure and legal reading materials.

1007.2 POLICY

This facility operates library services that provide leisure and legal reading materials to inmates. The Detentions Captain or the authorized designee is responsible for the administration of the library services and should appoint a capable staff member to run the library operation. The library service shall include access to religious, educational and recreational reading material.

The assigned staff member shall ensure that reading materials are provided to the general housing units.

Access to the inmate library or to library materials shall be based upon inmate classification, housing location and other factors that legitimately relate to the safety and security of the facility.

1007.3 LIBRARY FUNDING AND MAINTENANCE

The Detentions Captain or authorized designee may use monies from the Inmate Fund to offset the cost of salaries and the services and supplies necessary to operate the library. The inmate services staff member may enlist the assistance of the local public library and other community organizations in order to maintain and update the library. Donated books and materials should be screened by the staff member for allowable content and safety prior to being distributed to inmates.

The Office may reject library materials that may compromise the safety, security and discipline in the operation of this facility (see the Inmate Mail Policy for examples of materials that may be rejected).

The library shall be operated within the physical, budgetary and security limits of the existing facility.

Books and other reading material should be provided in languages that reflect the population of the facility. The inmate services staff is responsible for the distribution of reading material.

1007.4 LEISURE LIBRARY MATERIALS

Each inmate is allowed to have no more than two books at any given time. Existing selections must be returned before new books may be selected by an inmate. Inmates who destroy or misuse books and library materials will be subject to disciplinary action and may be required to pay for the material. If staff believes the destruction was intentional, the matter may be referred for criminal prosecution.

1007.5 ACCESS TO LEGAL PUBLICATIONS/LAW LIBRARY

All inmates shall have reasonable access to the legal system, which may include access to legal reference materials. Pro se inmates shall have priority regarding access to legal publications.

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Legal information that may be provided through the library includes, but is not limited to:

- Criminal code sections.
- Copies of criminal and/or civil cases.
- Copies of judicial forms for criminal cases, civil cases and general litigation.

Inmates desiring access to the library will request to use it through the housing unit deputy. Inmates in disciplinary separation shall have the same access to reading materials and legal materials as the general population unless a restriction is directed by the court.

The housing deputy will evaluate the request. The housing unit deputy will determine if legal materials are available and do not conflict with scheduling and security concerns. The housing unit deputy will then respond to the inmate’s request with a reason for access or denial.Granted access or denial should be recorded in the JMS.

Pro se inmates may keep minimal supplies for their case in their cells (e.g., paper, letters, reference materials), provided it does not create a fire hazard.

1007.6 ALTERNATE MEANS OF ACCESS TO LEGAL PUBLICATIONS

Nothing in this policy shall confer a right to access to a law library, and unless it is specified by court order, the Sheriff may provide access to the legal system by a variety of means.

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Inmate Mail

1008.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the receipt, rejection, inspection and sending of inmate mail.

1008.2 POLICY

This office will provide ample opportunity for inmates to send and receive mail, subject to restriction only when there is a legitimate government interest.

1008.3 MAIL GENERALLY

Inmates may, at their own expense, send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of staff, visitors or other inmates, or pose an unreasonable disruption to the orderly operation of the facility.

However, inmates are only allowed to store a limited number of letters in their cells. Excess mail will be stored with the inmate’s personal property and returned at his/her release.

1008.4 CONFIDENTIAL CORRESPONDENCE

Inmates may correspond confidentially with courts, legal counsel, officials of this office, elected officials, government officials or officers of the court.

This facility may also accept and deliver a fax or inter-office mail from these entities.

Facility staff may inspect incoming confidential correspondence for contraband. Facility staff may inspect outgoing confidential correspondence for contraband before it is sealed. In the event that confidential correspondence is inspected, staff shall limit the inspection to a search for physical items that may be included in addition to the correspondence and shall not read the content of the correspondence itself. All inspections are to be completed in the presence of the inmate.

1008.5 SUSPENSION/RESTRICTION OF MAIL PRIVILEGES

Mail privileges may be suspended or restricted upon approval of the Detentions Captain whenever staff becomes aware of mail sent by an inmate that involves:

(a) Threats of violence against any member of the government, judiciary,legal representatives, victims or witnesses.

(b) Incoming or outgoing mail representing a threat to the security of the facility, staff or the public.

(c) Inmate mail restriction(s) mean the mail will be forwarded to the Detentions Criminalist Specialist (DCS) first for review, before delivery to the inmate. The review is initiated after a legitimate governmental interest has been identified, reviewed by a Sergeant and approved by the Captain. The restriction may also apply to outgoing mail.

The District Attorney or County Attorney should be consulted in cases where criminal charges are considered against an inmate or there is an apparent liability risk to the Office that relates to suspension or restriction of mail privileges.

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1008.6 PROCESSING AND INSPECTION OF MAIL BY STAFF

Staff should process incoming and outgoing mail as expeditiously as reasonably possible. Incoming and outgoing mail should be processed within 24 hours and packages within 48 hours. Mail processing may be suspended on weekends, holidays or during an emergency situation.

Assigned staff should open and inspect all incoming general mail of current inmates. The incoming correspondence may be read as frequently as deemed necessary to maintain security or monitor a particular problem. Mail for inmates no longer in custody should not be opened.

Outgoing general mail may be opened and inspected by staff when authorized by the Detentions Captain or the authorized designee.

Any incoming or outgoing mail that potentially violates a protection order or contains information that may violate the safety and security of the jail should be forwarded to the DCS deputies.

When mail is found to be inappropriate in accordance with the provisions of this policy or when an inmate is sent material that is not prohibited by law but is considered contraband by the facility, the material should be returned to the sender.

Inmates are allowed to correspond with other inmates in other jails or correctional institutions, as long as they pay for the mailing and the mailing is sent and received through the U.S. Postal Service.

Inmates shall be notified in writing whenever their mail is rejected. Mail logs and records, justification of censoring or rejection of mail, and copies of hold or return notices shall be documented and maintained in accordance with established records retention schedules.

Government checks and money orders contained in incoming inmate mail shall be removed and credited to the inmate’s account. Personal checks and cash should be rejected and be returned to the sender.

1008.6.1 AUTHORIZATION TO READ AND COPY OUTGOING MAIL

Opening, reading and/or copying outgoing inmate mail should occur only to further a substantial government interest, and only when it is necessary or essential to address the particular government interest. Government interests that would justify opening, reading and /or copying outgoing inmate mail include:

- Maintaining facility security.
- Preventing dangerous conduct, such as an escape plan.
- Preventing ongoing criminal activity, such as threats of blackmail or extortion, or other similar conduct.

Opening, reading and/or copying outgoing inmate mail requires approval of the Detentions Captain or the approved designee. The request for and decision if such mail will be opened, read and/or copied should be documented in an incident report.

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Only staff members designated by the Detentions Captain are authorized to read and copy outgoing non-confidential mail. These staff members should receive training on legitimate government interests for reading and censoring mail and related legal requirements.

1008.6.2 CENSORSHIP OF INCOMING AND OUTGOING NON-CONFIDENTIAL CORRESPONDENCE

In making the determination of whether to censor incoming non-confidential correspondence, consideration shall be given to whether rejecting the material is rationally related to a legitimate government interest, and whether alternate means of communicating with others is available.

The impact the correspondence may have on other inmates and jail staff is also a factor. Reasonable alternatives should be considered and an exaggerated response should be avoided; for example, discontinuing delivery of a magazine because of one article.

Outgoing non-confidential correspondence shall only be censored to further a substantial government interest, and only when it is necessary or essential to address the particular government interest. Government interests that would justify confiscation of outgoing mail include:

(a) Maintaining facility security.

(b) Preventing dangerous conduct, such as an escape plan.

(c) Preventing ongoing criminal activity, such as threats of blackmail or extortion, or other similar conduct.

(d) Preventing harassment of those who have requested that no mail be sent to them by the inmate.

Correspondence and material identified for censorship require approval of the Detentions Captain or the authorized designee. The request for and decision if such mail will be censored, should be documented in an incident report.

Notices should be sent to the sender of censored publications. A single notification may be sent if the publication is received by multiple inmates.

1008.6.3 DOCUMENTING REJECTED OR CENSORED CORRESPONDENCE

In each case where it is necessary to remove any item, or reject or censor correspondence, a written record must be made of such action, to include:

(a) The inmate name and number.

(b) A description of the mail in question.

(c) A description of the action taken and the reason for such action.

(d) The disposition of the item involved.

(e) Signature of staff.

(f) Notification to the inmate and sender (unless such notification jeopardizes any investigation or the security of the facility).

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1008.7 REJECTION OF CONTROLLED MATERIALS

The Office may reject materials that may inhibit the reasonable safety, security and discipline in the daily operation of this facility. Materials that may be rejected include, but are not limited to:

- Materials that advocate violence or a security breach.
- Literature that could incite racial unrest.
- Sexually explicit material, including nude pictures, or pictures or descriptions of sexually explicit activities.
- Obscene publications or writings and mail containing information concerning where or how such matter may be obtained; any material that would have a tendency to incite murder, arson, riot, violent racism or any other form of violence; any material that would have a tendency to incite crimes against children; any material concerning unlawful gambling or an unlawful lottery; any material containing information on the manufacture or use of weapons, narcotics or explosives or any other unlawful activity.
- Material that could lead to sexual aggression or an offensive environment for inmates.
- Material that could create a hostile or offensive work environment.
- Any material with content that could reasonably demonstrate a legitimate government interest in rejecting the material.

Staff shall notify the Shift Sergeant whenever a decision is made to reject books, or other materals. The Detentions Captain or the authorized designee will be responsible for making the final decision as to any specific materials that will be prohibited within this facility.

Religious texts not supplied by facility-authorized entities may be accepted by the chaplain.

1008.8 MAIL RECEIVED AFTER DISCHARGE

Any mail received for a former inmate should be returned to the sender with a notation that the inmate is not in custody.

1008.9 INDIGENT INMATE REQUESTS FOR WRITING MATERIALS

Indigent inmates shall receive an amount of free personal and legal envelopes and writing paper sufficient to maintain communication with courts, legal counsel, officials of this office, elected officials, government officials or officers of the court.

Inmates should not be permitted to maintain an excess supply of writing materials without the approval of a supervisor.

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Inmate Telephone Access

1009.1 PURPOSE AND SCOPE

This policy establishes guidelines for permitting inmates to access and use telephones.

1009.2 POLICY

The Detention Facility will provide access to telephones for use by inmates consistent with federal and state law. The Detentions Captain or the authorized designee shall develop written procedures establishing the guidelines for access and usage. All inmates will be provided access to the telephone usage rules as part of the inmate handbook. Information regarding the inmate phones and communication will be posted on the Weld County Sheriff's Office website for members of the public to access.

1009.3 PROCEDURE

Inmates housed in general population will be permitted reasonable access to public telephones at scheduled times in the dayrooms for collect calls unless such access may cause an unsafe environment for the facility, staff or other inmates. Inmates and the call recipient shall be informed that non-attorney calls may be monitored and recorded. Call recipients shall be informed that the phone call is coming from a person incarcerated in the Weld County Jail.

Inmate phones will be maintained and of sufficient quality for callers and recipients to communicate effectively. Any quality issues or damage to inmate phones should be reported promptly to the on-site technician or a Sergeant so the issue may be resolved.

Inmates are not permitted to receive telephone calls. Messages will only be delivered in the event of a verified emergency. In the case of verified emergencies, jail staff may use their discretion to allow an inmate to use public telephones outside of normally allowed hours of use. Staff may notify an inmate if their attorney is requesting a call from that inmate.

In the event of a facility emergency, or as directed by the supervisor or Detentions Captain, all telephones will be turned off.

For security reasons, inmates who are awaiting transport to another facility or release to another agency are not permitted to use the telephones.

Inmates may use their assigned tablet to make calls during lockdown hours so long as it does not disrupt facility operations or create a nuisance to other inmates.

Teletypewriter/telecommunications device for the deaf (TTY/TDD) or equally effective telecommunications devices will be made available to inmates who are deaf, are hard of hearing or have speech impairments to allow these inmates to have equivalent telephone access as those inmates without these disabilities.

Staff should monitor the use of inmate telephones to ensure inmates have reasonable and equitable access and that the rules of use are observed. Any inmate refusing to cooperate with

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the telephone rules may have his/her call terminated,telephone privileges suspended, and incur disciplinary action.

Requirements relating to the use of telephones during booking and reception are contained in the Inmate Reception Policy.

1009.4 USE OF TELEPHONES IN HIGH-SECURITY OR RESTRICTIVE HOUSING

Inmates who are housed in high-security or restrictive housing may use the public telephones in the dayroom during the time allocated for that classification of inmate to utilize that space. If portable telephones are available in the facility, inmates who are housed in high-security or restrictive housing units may have reasonable access to the portable telephones.

1009.5 COURT-ORDERED TELEPHONE CALLS

If a court order specifying free telephone calls is received by the facility, or a supervisor determines there is a legitimate need for a free telephone call for a specific inmate, the supervisor may direct that an inmate use a facility telephone at no charge. Calls placed from a facility telephone should be dialed by a staff member. The staff shall be responsible for ensuring that the inmate is not calling a number that has been restricted by a court order or by request of the recipient. Such a call may be recorded to the same extent authorized for calls that are not court-ordered.

1009.6 ATTORNEY-CLIENT TELEPHONE CONSULTATION

At all times through the period of custody, whether the inmate has been charged, tried, convicted or sentenced, reasonable and non-recorded telephone access to an attorney shall be provided to the inmate at no charge to either the attorney or to the inmate, in accordance with the Inmate Access to Courts and Counsel Policy.

1009.7 TELEPHONE CONTRACTS AND CHARGES

The Detentions Captain or the authorized designee is responsible for ensuring that rates charged to inmates are similar to those charged in the general public and that inmates are afforded a range of feasible calling options.

Rates and amount of time allowed per call should be visibly posted in each housing unit for inmates to reference.

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Inmate Visitation

1010.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules for visitation and to provide a process for inmate visits and visitors. Personal visitation is a privilege and is based on space availability, schedules and on-duty staffing.

1010.2 POLICY

It is the policy of the Weld County Sheriff's Office to allow inmate visitation, including video visitation when applicable, as required by law.

1010.3 PROCEDURES

The Office shall provide adequate facilities for visiting that include appropriate space for the screening and searching of inmates and visitors and storage of visitors' personal belongings that are not allowed in the visiting area.

The Detentions Captain shall develop written procedures for inmate visitation. The procedures are subject to safety and security requirements and should consider:

- The facility's schedule.
- The space available to accommodate visitors.
- Whether an emergency or other conditions justify a limitation in visiting privileges.

The visiting area shall accommodate inmates and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to a supervisor. Reasonable accommodations will be granted to inmates and disabled visitors to facilitate a visitation period.

Visitor logs and records shall be developed and maintained in accordance with established records retention schedules.

Court orders granting a special inmate visitation are subject to county legal review and interpretation.

1010.3.1 VISITOR REGISTRATION AND IDENTIFICATION

All visitors must register and produce a valid state, military, tribal or other government identification. Identification will be considered valid for 90 days after expiration, provided the visitor has renewed the ID and has proof of the renewal.

(a) The visitor authorization request form must include the visitor's name, address and the relationship to the inmate.

(b) A valid identification shall include the following:

1. A photograph of the person
2. A physical description of the person

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(c) An official visitor shall present proof of professional capacity. For example, attorney license/Colorado Bar card, law enforcement identification or a business card/ letterhead of business with the visitor's name.

Failure or refusal to provide a valid identification is reason to deny a visit.

1010.4 AUTHORIZATION TO SEARCH VISITORS

Individuals who enter the secure perimeter of this facility are subject to search if there is reasonable cause to believe the visitor has violated the law, is wanted by a law enforcement agency, or is attempting to bring contraband onto the facility property or into the facility. All searches shall be made in accordance with current legal statutes and case law.

1010.5 VISITING SCHEDULE

The Detentions Captain should designate a person to develop a schedule for inmate visitation that includes daytime, evening and weekend hours. A copy of the visitation schedule will be posted in each housing area. The visiting hours will also be posted in the public area of the facility.

1010.6 DENIAL OR TERMINATION OF VISITING PRIVILEGES

Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or there is other good cause, including, but not limited to, the following:

(a) The visitor appears to be under the influence of drugs and/or alcoholic beverages.

(b) The visitor refuses to submit to being searched.

(c) The visitor or inmate violates facility rules or posted visiting rules.

(d) The visitor fails to supervise and maintain control of any minors accompanying him/ her into the facility.

(e) Visitors attempting to enter this facility with contraband will be denied a visit and may face criminal charges.

Any visitation that is denied or terminated early, on the reasonable grounds that the visit may endanger the security of the facility, shall have the actions and reasons documented. A copy of the documentation will be placed into the inmate's file and another copy will be forwarded to the Detentions Captain.

1010.7 GENERAL VISITATION RULES

All visitors and inmates will be required to observe the following general rules during visitation.

(a) A maximum of one adult and two children will be permitted to visit an inmate at any one time. Children visiting inmates must be deemed age appropriate by the parent or guardian accompanying the child. Where a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate will be advised to use the court for resolution. Adults must control minors while they are waiting to visit and during the visit.

(b) An inmate may refuse to visit with a particular individual.

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(c) Those inmates who are named as the restrained person in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.

(d) Visitors must be appropriately attired prior to entry into the visitor's area of the facility.

(e) Inappropriate clothing, such as transparent clothing, halter tops, excessively tight or revealing clothing, hats and bandannas or any other clothes associated with a criminal gang or otherwise deemed by the staff to be unacceptable, will not be permitted.

(f) All visitors must have footwear.

(g) Visitors will leave all personal items, with the exception of car keys and identification, outside of the secure area. Visitors who enter the facility with handbags, packages or other personal items will be instructed to lock the items in a vehicle or locker or return at another time without the items. The facility is not responsible for lost or stolen items.

(h) Food or drink is not permitted in the visitor's area.

1010.8 SPECIAL VISITS

The Shift Sergeant may authorize special visitation privileges, taking into consideration the following factors:

- The purpose of the visit
- The relationship of the visitor to the inmate
- The circumstances of the visit
- Distance traveled by the visitor

Whenever a special visit is denied, an entry into the duty log will be made. The entry will include the requesting visitor's name and the reason why the visit was denied.

1010.8.1 COURT-ORDERED MENTAL HEALTH EVALUATIONS IN CRIMINAL CASES

When presented with a court-order, the Shift Sergeant shall allow special visitation by mental health professionals for the purpose of evaluating an inmate. The facility shall provide the space and equipment necessary for video and audio recording of the evaluation as required by CRS § 16-8-106.

1010.9 ATTORNEY VISITS

Inmates shall have access to any attorney retained by or on behalf of the inmate, or to an attorney the inmate desires to consult, in a private interview room. Staff shall not interfere with, suspend or cancel official visits except in circumstances where the safety, security or good order of the facility is compromised (see the Inmate Access to Courts and Counsel Policy).

1010.10 CONSULAR VISITS

The Detentions Captain or the authorized designee should facilitate visitor access between a detained foreign national and a consular officer when requested by the detainee or consular officer. Additionally, access should also be facilitated when a consular officer requests to visit with a detained foreign national in cases where the detainee does not want a visit.

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Inmate Visitation

A foreign national should be allowed to visit with a consular officer in a private interview room. Members should not interfere with, suspend, or cancel official consular visits except in circumstances where the safety, security, or good order of the detention facility is compromised.

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Resources for Released Inmates

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process of providing community resource information to any inmate who requests it in order to assist with the transition back into the community.

1011.2 POLICY

It is the policy of this office that all inmates, upon request, shall be provided with an information packet containing community resources prior to their release. The packet should contain, at a minimum, the contact information for the following organizations and resources:

- Community health centers
- Employment centers
- Registry office to obtain an identification card
- Substance abuse and mental health providers
- Housing agencies
- Education agencies

Subject to the approval of the Sheriff or the Detentions Captain, the staff or community providers may offer classes within the facility that are related to these community services.

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Inmate Work Program

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines and requirements for the Inmate Work Program. The Inmate Work Program allows inmates to improve and/or develop useful job skills, work habits and experiences that will facilitate a successful transition back to the community.

1012.2 POLICY

The Weld County Sheriff's Office shall operate an Inmate Work Program in accordance with all applicable federal, state or local work safety laws, rules and regulations, and to the extent that the operation of inmate work programs do not pose a risk to the safety of the staff, other inmates or the public. This policy establishes the requirements, selection process, supervision and training of inmates prior to and after entering the facility's Inmate Work Program (CRS § 17-26-107).

1012.3 WORK CRITERIA

1012.3.1 SENTENCED INMATE WORK REQUIREMENTS

All sentenced inmates who meet the established custody level requirements and are physically and mentally able should work. Inmates shall not be required to perform work which exceeds their physical limitations. Inmates may be excused from work in order to maintain their participation in an educational, vocational, drug abuse treatment or other program. The Office will abide by all laws, ordinances and regulations when using inmates to work in the facility (CRS § 17-26-107; CRS § 17-26-113).

1012.3.2 PRETRIAL AND UNSENTENCED INMATE WORK REQUIREMENTS

Pretrial and unsentenced inmates may volunteer to participate in additional in-house cleaning duties but shall not be required to participate in work beyond maintaining the immediate living area.

1012.4 INMATE WORKER SELECTION

The Inmate Work Program coordinator shall be responsible for the selection and assignment of inmates to the various work assignments. The coordinator should solicit input from other custody staff in assisting with inmate selection and assignment. Staff shall take into consideration the following eligibility criteria:

(a) Inmates who have posed a threat in the past or have been charged with escape should be carefully screened for inmate work projects.

(b) The inmate's charges and classification are such that the inmate will not pose a security risk to other inmates, staff or the public.

(c) The inmate's capacity to perform physical tasks, including which tasks can be performed by the inmate while pregnant, will match the job requirements.

(d) The inmate is able to learn the necessary work routines.

(e) The special interests, abilities, craft or trade of the inmate will benefit the work assignment.

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Inmates must be able to pass a health-screening test in accordance with the policies contained in this manual, and must meet all statutory and regulatory requirements. Health screening shall be done for inmates who work in the kitchen around food products or who serve meals to the inmate population.

1012.5 SUPERVISION OF INMATE WORKERS

Facility staff in charge of work programs or who provide supervision of inmates assigned to work crews should adhere to the following:

(a) Inmate workers should be provided with safety equipment, clothing and footwear commensurate with the work performed. Safety equipment may include, but is not limited to, eye protection, gloves, hardhat or headwear and sunscreen for protection from sun exposure.

(b) Work periods shall not exceed eight hours per day (CRS § 17-26-107).

(c) Inmate workers should be provided with work breaks to allow them to take care of personal needs.

(d) Inmate workers shall have access to nutritious meals and a reasonable amount of time to consume those meals during their work period.

(e) Inmates who work shifts during the early morning or late-night hours should be provided with a quiet space to allow for sleep during daytime hours.

(f) Inmate workers shall not access inmate records, inmate monies or commissary.

(g) Inmate workers shall not participate in the maintenance of locking systems or other security detention devices.

Inmate workers shall be under the direct supervision of the facility staff at all times and shall not be supervised by other inmates when they are on assignment through the Inmate Work Program. If there are fewer than three inmates eligible to work confined in the facility at any one time, the inmate workers shall not be compelled to work (CRS § 17-26-107).

Persons who are responsible for the supervision of inmates on work crews should receive training in basic areas of safety, security and reporting procedures.

Disciplinary action for inmate worker misconduct shall adhere to the Inmate Discipline Policy.

1012.6 INMATE WORKER TRAINING

Inmates who are assigned to work in any area that may require the handling of any chemicals or the use of any equipment shall receive training from the respective Office supervisor prior to using the chemicals or equipment. Work-crew supervisors shall also train inmate workers on safety practices. Inmates should never be assigned to handle dangerous chemicals or equipment that normally require a level of expertise and competency beyond their demonstrated ability.

1012.7 INMATE WORKER INCENTIVES

The Detentions Captain is responsible for establishing an incentive program for inmates assigned to the Inmate Work Program. Incentives for inmates may include:

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(a) Granting “Good Time and Work” credits to apply to their sentences as allowed by state or local law (CRS § 17-26-109).

(b) Granting distinctive housing assignments, extra privileges, recreation and special rewards, as allowed by law, regulation and policy. Inmate welfare funds may be used to offset the cost of a reward program.

(c) Awarding certificates of achievement for successful completion of vocational, educational and/or work programs.

(d) When allowed by law, ordinance and in consideration with local labor relations, giving monetary compensation for work on government projects.

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Religious Programs

1013.1 PURPOSE AND SCOPE

This policy provides guidance regarding the right of inmates to exercise their religion and for evaluating accommodation requests for faith-based religious practices of inmates.

1013.1.1 DEFINITIONS

Definitions related to this policy include:

Compelling government interest - A method for determining the constitutionality of a policy that restricts the practice of a fundamental right. In order for such a policy to be valid, there must be a compelling government interest, which is necessary or crucial to the mission of the Office, as opposed to something merely preferred, that can be furthered only by the policy under review.

Least restrictive means - A standard imposed by the courts when considering the validity of policies that touch upon constitutional interests. If the Office adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

Religious exercise - Any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the inmate’s sincerely held religious beliefs.

Substantial burden - For the purposes of this policy, substantial burden means either of the following:

- A restriction or requirement imposed by the Office that places an inmate in a position of having to choose between following the precepts of his/her religion and forfeiting benefits otherwise generally available to other inmates, or having to abandon one of the precepts of his/her religion in order to receive a benefit.
- The Office puts considerable pressure on an inmate to substantially modify his/her behavior in violation of his/her beliefs.

1013.2 POLICY

This office permits inmates to engage in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate government objectives of the facility. Facility staff will not allow their personal religious beliefs to influence them in the daily management of the inmate population, particularly as it relates to religious practices. This office shall not show favoritism or preference to any religion and will not discriminate or retaliate against any inmate for participating or not participating in any religion or religious practice. Inmates are not required to participate in religious programs or activities.

1013.3 CHAPLAIN

The chaplain for the facility shall be responsible for assisting the Detentions Captain with supervising, planning, directing and coordinating religious programs. The chaplain may be responsible for duties including, but are not limited to:

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(a) Coordination of religious services.

(b) Maintaining a list of accepted religious practices that have been approved by the Detentions Captain and ensuring the current list is available to the staff.

(c) Reviewing requests for religious accommodations.

(d) Providing or arranging for grief counseling for inmates.

(e) Distributing a variety of religious texts.

(f) Developing and maintaining a liaison with a variety of religious faiths in the community.

(g) Making reasonable efforts to enlist religious leaders from outside the community as necessary.

(h) Seeking donations for religious programs from the community, when appropriate.

(i) Periodically surveying the facility population to assist in determining whether current resources are appropriate for the inmate population.

(j) Providing guidance to the Sheriff and Detentions Captain on issues related to religious observance.

1013.4 RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS

Inmates are not required to identify or express a religious belief. An inmate may designate any belief, or no belief, during the intake process and may change a designation once every 6 months. Inmates seeking to engage in religious practices shall submit a request through the established process. Requests to engage in practices that are on the facility’s list of accepted practices should be granted. Requests to engage in religious practices that are not on the approved list shall be processed as provided in this policy.

All requests for accommodation of religious practices shall be treated equally, regardless of the religion that is involved. Equal and consistent treatment of all religions and religious beliefs shall not always require that all inmates of the same religion receive the same accommodations. Requests for accommodation of religious practices shall be submitted to the chaplain. In determining whether to grant or deny a request for accommodation the chaplain will determine the sincerity of the religious claim of an inmate.

The chaplain will make a recommendation to the Inmate Services Director concerning the sincerity of the religious claim.If determined to be a legitimately held belief, and the accomodation has potential security implications, the chaplain will take the request to the Shift Sergeant for approval.Requests should be denied only if the denial or reason for denial would further a compelling interest of the facility and is the least restrictive means of furthering that compelling interest.

If the religious accomodation request is denied in part or in full, the inmate may use the grievance process (see Inmate Grievances).

All inmate requests for religious accommodations and related determinations shall be fully documented in the inmate’s record.

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1013.4.1 SUSPENSION OR REVOCATION OF ACCOMMODATIONS
In an emergency or extended disruption of normal facility operations, the Detentions Captain may suspend any religious accommodation. The Detentions Captain may also revoke or modify an approved religious accommodation if the accommodated inmate violates the terms or conditions under which the accommodation was granted.

1013.4.2 APPEALS OF SUSPENSION OR REVOCATION OF ACCOMMODATIONS
Inmates may appeal the Detentions Captain's denial, suspension or revocation of an accommodation through the inmate grievance process.

1013.5 DIETS AND MEAL SERVICE

The Detentions Captain or the authorized designee should provide inmates requesting a religious diet, including fasting and/or hour of dining, a reasonable and equitable opportunity to observe their religious dietary practice. This should be done within budgetary constraints and be consistent with the security and orderly management of the facility. The Inmate Services Director shall provide a list of inmates authorized to receive religious diets to the food services manager. The food services manager shall establish a process for managing religious meal accommodations.

1013.6 HAIR STYLES AND GROOMING

Unless it is necessary for the health and sanitation of the facility, inmates who wear head and facial hair in the observance of their religion will generally not be required to shave or cut their hair.

Any inmate whose appearance is substantially altered due to changes in facial hair or hair length may be required to submit to additional identification photographs.

1013.7 RELIGIOUS TEXTS

Religious texts should be provided to the requesting inmate, if the texts are available do not pose a threat to the safety, security and orderly management of the facility.

1013.8 UNAUTHORIZED PRACTICES OR MATERIAL

The following list, which is not intended to be exhaustive, includes materials or practices that shall not be authorized:

(a) Animal sacrifice

(b) Language or behaviors that could reasonably be construed as presenting a threat to facility safety or security

(c) Self-mutilation

(d) Use, display or possession of weapons

(e) Self-defense or military training

(f) Disparagement of other religions

(g) Nudity or sexual acts

(h) Profanity

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(i) Use of illegal substances or controlled substances without a prescription

1013.9 GROUP RELIGIOUS SERVICES

Group religious services may be allowed after due consideration of the inmate's classification or other concerns that may adversely affect the order, safety and security of the facility.

Alternatives to attendance of group religious services may include, but are not limited to:

- The provision of religious books and reading materials.
- Access to religious counselors.
- Viewing of religious services broadcast on TV.

1013.10 RELIGIOUS SYMBOLS AND IMPLEMENTS

Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the facility. Alternatives to the provision of religious symbols and implements may be considered when security, safety or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

1013.11 RELIGIOUS GARMENTS AND CLOTHING

Inmates who practice a religion that requires particular modes of dress, garments, headgear, etc., other than standard-issue clothing, should generally be accommodated subject to the need to identify inmates and maintain security.

Head coverings shall be searched before being worn in the housing areas of the facility and shall be subject to random searches for contraband. Personal head coverings should be exchanged in favor of office-supplied head coverings when available and appropriate.

Inmates wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex, if they so desire. Religious garments that substantially cover the inmate's head and face shall be temporarily removed during the taking of booking and identification photographs.

To the extent reasonably practicable, alternative housing may be considered to accommodate an inmate's need for religious attire, while meeting the security needs of the facility.

1013.12 FAITH- AND MORALS-BASED COUNSELING

Th Inmate Services Director or authorized designee shall be responsible for establishing a plan for inmates to receive faith- and morals-based counseling from the chaplain or religious volunteers. Inmates should be reasonably accommodated, including reasonable access to clergy members and spiritual advisers, volunteer religious organizations, faith- and morals-based programs and other secular volunteer programs.

No inmate shall be required to participate in any such program.

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1013.13 SPACE AND EQUIPMENT FOR RELIGIOUS OBSERVANCES

The Detentions Captain shall ensure that there are sufficient facilities and resources for the chaplain to serve the inmate population, including providing access to areas of the facility. Space for group worship will be dictated by the availability of secure areas and the classification status of the inmates to be served. All recognized religious groups should have equal access to the space, equipment and services which the facility normally provides for religious purposes.

1013.14 COMMUNITY RESOURCES

The chaplain may minister his/her particular faith and any other similar faiths to inmates but should also establish contacts with clergy of other faiths, who can provide services to inmates of other religious denominations.

Whenever the chaplain is unable to represent or provide faith-based services to an inmate, a religious leader or other volunteer from the community, credentialed by the particular faith, should be sought to help provide services. All individuals providing faith-based services should be supervised by the chaplain. All efforts to contact faith-based representatives should be documented and retained in accordance with established records retention schedules.

Volunteers are another valuable resource that could be utilized extensively in the delivery of the religious program (see the Volunteers Policy). A volunteer could ensure that religious personnel who provide programming in the facility possess the required credentials and have the security clearance to enter the facility.

The chaplain, in cooperation with the Detentions Captain or the authorized designee, shall develop and maintain communication with faith communities. The chaplain shall review and coordinate with the Detentions Captain or authorized designee regarding offers to donate equipment or materials for use in the religious programs. All communication efforts and donations should be documented and retained in accordance with established records retention schedules.

1013.15 TRAINING

The Office shall provide training to facility staff on the requirements of this policy.

The Office shall also provide training in safety and security to the chaplain. The chaplain shall approve and train clergy and religious volunteers. This includes the preparation of a training curriculum, as well as the development and maintenance of training records.

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Chapter 11 - Facility Design

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Space and Environmental Requirements

1100.1 PURPOSE AND SCOPE

This policy describes the desired space and environmental requirements for the physical plant.

1100.2 POLICY

It is the policy of this office to comply with federal and state laws, codes and correctional regulations in matters relating to the jail space and environmental requirements. Any designs for renovations, modifications, additions or new construction within the facility should be in compliance with federal and state laws, codes and jail regulations.

Planned designs for renovations, modifications, additions or new construction within the facility should facilitate personal communication with inmates and direct visual observation of all cells, dayrooms and recreation areas. Electronic surveillance may be used to augment the observation of inmates but shall not be used as a substitute for personal communication.

All parts of the facility that are accessible to the public should be accessible to and usable by disabled persons.

1100.3 DETENTION HARDWARE

All locks, detention hardware, fixtures, furnishings and equipment should have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing unit doors is generally prohibited, as unauthorized locking mechanisms may pose a significant threat to the safety and security of the facility in the event of an emergency.

1100.4 ENVIRONMENTAL REQUIREMENTS

1100.4.1 LIGHTING LEVELS

Lighting levels shall be adequate for staff and inmates to perform daily activities. Night lighting levels should permit adequate illumination for supervision but should not unnecessarily interfere with the ability of inmates to sleep.

1100.4.2 NATURAL LIGHT

All inmate living areas should provide inmate exposure to natural light, unless prohibited by security concerns.

1100.4.3 NOISE LEVEL

Noise levels at night should be sufficiently low to allow inmates to sleep. Nothing in this policy is intended to limit or impair in any way staff’s ability to monitor the jail in a manner that is consistent with safety and security and good correctional practices.

1100.4.4 VENTILATION

Ventilation systems, including those in toilet rooms and cells with toilets, should be sized and calibrated to supply fresh or circulated air in accordance with federal and state laws, codes and jail standards.

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Other than an emergency situation, inmates or detention facility staff shall not adjust or restrict the ventilation systems without the express permission of the supervisor. Any adjustments made to the ventilation system shall only be allowed for the duration of the emergency or until qualified maintenance personnel can adjust or repair the ventilation system.

1100.4.5 TEMPERATURE LEVELS
Temperature and humidity levels should be maintained at a level established by facility maintenance personnel and deemed comfortable and cost efficient. Temperatures of at least 61°F during the coldest months and less than 86°F in the warmest months shall be maintained (6 CCR 1010-13:9.4).

Temperature readings should be taken by staff periodically and results logged in the JMS. Staff shall immediately contact facility maintenance in the event that temperatures or humidity levels become uncomfortable.

1100.5 CELL FURNISHINGS

Each inmate housed in this facility shall be provided with the following items (6 CCR 1010-13:8.4; 6 CCR 1010-13:8.5; 6 CCR 1010-13:8.7):

- A sleeping surface and mattress in accordance with federal and state laws, codes and jail standards
- A writing surface and seat if security conditions permit
- A storage area for clothing and personal belongings

1100.6 DAYROOMS

Dayrooms should be equipped with at least one shower for every 8 inmates or fraction thereof (6 CCR 1010-13:11.2), and tables and sufficient seating for all inmates at capacity. Where inmates do not have continuous access to their cells, dayrooms should also be equipped with one toilet, an immediate source of fresh potable water and lavatory with hot and cold water for every 12 inmates or fraction thereof.

1100.7 JANITOR CLOSETS

Janitor closets should be located near or inside each housing unit. Each janitor closet should contain a sink and the necessary cleaning implements. Access to the janitor closets shall be controlled and supervised by the staff. Inmates will be allowed access to the janitor closets under the supervision of staff.

1100.8 EMERGENCY POWER

The facility shall be equipped with a sufficient emergency power source to operate communications, security and alarm systems in control centers; emergency lighting in corridors, stairwells, all inmate housing areas and security control points; and audio-visual monitoring systems.

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Smoking and Tobacco Use

1101.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Weld County Sheriff's Office facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1101.2 POLICY

The Weld County Sheriff's Office recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Office and its members and is discouraged. Therefore smoking and tobacco use is prohibited by members and visitors in all office facilities, buildings and vehicles, and as is further outlined in this policy.

1101.3 EMPLOYEE USE

Smoking and tobacco use by members is prohibited within 50 feet of any entrance to any county building. Any tobacco use must take place during a member's break periods.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside county facilities and vehicles.

1101.4 ADDITIONAL PROHIBITIONS

Smoking includes the use of an electronic smoking device as defined in CRS § 25-14-203.

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Control Center

1102.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for a control center for monitoring and coordinating facility security, safety and communications.

1102.2 POLICY

It is the policy of this office to maintain a control center, designated as Master Control, which shall be secure and staffed 24 hours each day to monitor and coordinate security, safety and communications.

The facility maintains two control centers, one primary and one backup. Each control center is a hub for the entire facility and contains four separate control stations to manage each of the individual wings of the facility. The generic term Master Control interchanges for each of the control centers throughout the custody manual.

1102.3 COMMUNICATIONS AND MONITORING CAPABILITIES

Master Control shall have multiple means of direct communication capabilities with all staff control stations in inmate occupied areas and other staff posts, including telephone, intercom and radio. Inmates housed in locked cells or indirect supervision housing units have the ability to communicate with Master Control directly via intercoms to report emergencies.

The Master Control staff shall be responsible for monitoring fire, smoke and life-safety alarms and shall have the means to summon assistance in the event of an emergency

1102.4 SECURITY

Access into the Master Control should be through a sallyport entrance controlled by the staff inside the Master Control.

At no time should inmates be allowed to enter the Master Control.

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Crowding

1103.1 PURPOSE AND SCOPE

One of the determining factors in maintaining a safe and secure jail is to limit the inmate population to the number of beds constructed in each inmate classification level. Occasionally, emergencies occur that will require the detention facility to exceed its approved bed capacity. This policy establishes the approved bed capacity of the facility, addresses temporary population excess and provides a plan for gathering statistics and projecting long-term space needs via a jail needs assessment.

1103.2 POLICY

It is the policy of the Weld County Sheriff's Office to manage the inmate population to the extent as is reasonably possible to avoid exceeding the facility’s approved bed capacity.

The Sheriff is responsible for ensuring that the facility has a sufficient number of housing units in an appropriate configuration so that inmates can be separated according to the facility’s classification plan.

In the event of an emergency that causes the facility to be populated beyond the approved bed capacity, every reasonable effort should be made to reduce the inmate population to the approved bed capacity as soon as reasonably practicable. The Office will take affirmative action to address excess population. In the event that the inmate population remains over capacity or continues to increase, a crowding committee should be formed to examine any and all methods to ensure that the facility population is reduced and remains within the approved bed capacity.

1103.3 CROWDING COMMITTEE

The Sheriff or the authorized designee is responsible for forming the crowding committee and for facilitating its meetings. When the number of inmates exceeds the approved bed capacity of the facility, the Sheriff should schedule a meeting with the committee for the purpose of identifying potential solutions to reduce the population to, or below, the approved bed capacity.

A complete report describing facility population, conditions and mitigation recommendations should be provided to all members of the committee, as well as being released to the public.

The committee membership may include, but is not limited to, the following:

(a) The Sheriff of the Office

(b) The Detentions Captain

(c) A member of the local judiciary

(d) A representative of the District Attorney’s Office

(e) A representative of the Public Defender's Office

(f) A representative from the Board of County Commissioners

(g) One or more members of the public

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1103.4 FACILITY NEEDS ASSESSMENT

In the event that the detention facility maintains an average 80 percent occupancy rate consistently for one year, the Office should initiate a jail needs assessment. The assessment initiates a systematic process that is designed to identify a variety of operational issues and program needs, and may indicate when expansion or replacement of the facility is warranted.

1103.5 DAILY INMATE POPULATION REPORT

The Detentions Captain or the authorized designee is responsible for ensuring that detailed daily logs of the facility's inmate population are completed and maintained by the staff. These logs shall reflect daily population of sentenced and non-sentenced inmates by categories of male, female and juvenile as of midnight of each day. The number of inmates occupying holding cells shall also be counted at midnight each day. A daily inmate population report summarizing this information shall be distributed to the Sheriff and the Detentions Captain (see the Population Management Policy).

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Chapter 12 - General Orders

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Written Directives

1200.1 RATIONALE

An effective system of written directives supports policy implementation, promotes consistency, succession, directs training and establishes work performance standards.

1200.2 DEFINITIONS

Division Procedure—step-by-step instructions detailing “how” to perform a specific function or activity within a Division

General Order—a written, procedure directing specific performance for all Divisions of the Sheriff’s Office

General Numbered Memorandum—a written directive that, 1) Provides information of general interest to the Sheriff’s Office as a whole, or, 2) Provides temporary direction for a one-time event or activity that requires the involvement of more than one Division, or, 3) Provides interim direction to all Divisions in the short term until a general directive is adopted or updated.

Numbered Bureau Memorandum—a written directive issued within a Division to direct specific performance within that Division or provides information of interest only to Division members

Policy—general Sheriff’s Office organizational principles guiding “what” outcomes are expected from all employees of the Sheriff’s Office

Post Orders—concise information or instructions about required duties at a specific jail post or special assignment

1200.3 PROCEDURE

1. Written directives are maintained in electronic and hard copy formats

    a. Hard copies of current written directives are maintained in the Administration Division

        i. Copies of numbered division memoranda, division procedure and post orders are duplicate copies of those issued and maintained by each Division

    b. Electronic documents will be retained in accordance to the State Archivist approved Retention Schedule

2. Policy, general orders and general numbered memoranda are issued only by signature of the Sheriff or Undersheriff

    a. General numbered memoranda are numbered sequentially by year and include a topic title

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b. General orders are sequentially numbered and organized by topical area

i. Individual general orders include a specific topic title, effective date, rationale, any necessary definitions and procedure

3. Numbered division memoranda are issued by Division Captains

a. Numbered division memoranda are numbered sequentially by year and titled by topic

i. Division Captains maintain issued numbered division memoranda

b. Send electronic copies of issued numbered division memoranda to the Sheriff, Undersheriff and Administrative Lieutenant

4. Division procedure and post orders, where applicable, are developed within each Division and submitted by Division Captains to the Sheriff or Undersheriff for approval

a. Organize division procedures by general topical area and number sequentially

i. Include a specific topic, effective date, rationale, definitions and procedure

b. Identify post orders by post name and effective date

c. Approved division procedures and post orders are returned to the Division Captains for implementation

i. Division Captains maintain division procedure and post orders

ii. Send electronic and hard copies of approved division procedures and post orders to the Administrative Lieutenant

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Interpreters or Auxiliary Service for Deaf or Hard of Hearing

1201.1 DIRECTIVE NUMBER
10.1.101

1201.2 EFFECTIVE DATE
January 21, 2015

1201.3 REFERENCES
CRS 13-90-201 through 13-90-208

1201.4 RATIONALE
Persons who are deaf or hard of hearing and cannot readily hear or understand or communicate in spoken language shall be assisted by qualified interpreters or auxiliary services in order to equally participate in, or benefit from, activities and services from the Sheriff's Office.

1201.5 DEFINITIONS
Auxiliary services—aids and services that assist in effective communication with a person who is deaf or hard of hearing including, but not limited to, a computer-aided real-time translations (CART) reporter, an assistive listening device, acquired or modified equipment or devices to assist in effective communication with a person who is deaf or hard of hearing

Deaf or hard of hearing—a person who has a functional hearing loss of sufficient severity to prevent aural comprehension even with the assistance of hearing aids

Effective communication—those methods of communication that are individualized and culturally appropriate to a person who is deaf or hard of hearing so that he/she can easily understand all auditory information

Qualified interpreter—a person who has a valid certification of competency accepted by the Colorado Commission for the Deaf and Hard of Hearing in the Colorado Department of Human Services and includes, but is not limited to, oral interpreters, sign language interpreters and intermediary interpreters

1201.6 PROCEDURE

(a) A qualified interpreter or auxiliary service shall be provided to a person who is deaf or hard of hearing when arrested and taken into custody for an alleged violation of criminal law of the state or its political subdivisions

  (a) Such appointment shall be made prior to any attempt to notify the arrestee of his/her constitutional rights, prior to any attempt to interrogate or take a statement from such person

  (b) A person who is deaf or hard of hearing and who is otherwise eligible for release shall not be held pending the arrival of a qualified interpreter

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Interpreters or Auxiliary Service for Deaf or Hard of Hearing

(a) An auxiliary service shall be requested when effective communication cannot be established during questioning when an alleged victim or witness who is deaf or hard of hearing uses sign language for effective communication

  (a) The length, importance, or complexity of the communication may not reasonably warrant the provision of an auxiliary service

(a) The right of a person who is deaf or hard of hearing to a qualified interpreter or auxiliary service cannot be waived except in writing by the person who is deaf or hard of hearing

  (a) Prior to executing such a waiver, the person may have access to counsel for advice and shall have actual, full knowledge of the right to effective communication

  (b) Such waiver is subject to the approval of counsel, if any, to the person

  (c) Under no event shall the failure of a person who is deaf or hard of hearing to request a qualified interpreter or auxiliary service be deemed a waiver of this right

  (d) Questioning using pen and paper is not allowed without written waiver except under exigent circumstances

(a) Request qualified interpreter services through Weld County Communications

  (a) Specify the nature of service needed, i.e. hearing impaired interpreters, sign language, or deaf persons who do not know or use sign language

(a) Document the name and witness information of the interpreter in the report

  (a) Interpreters may request a signature on a Colorado Legal Services Billing Statement and Authorization form

    (a) Sign at the bottom under “attestation.”

    (b) Include a copy of this form, if possible, with the report

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Legal Assistance

1202.1 DIRECTIVE NUMBER
10.1.200

1202.2 EFFECTIVE DATE
January 21, 2015

1202.3 RATIONALE
Any employee receiving a subpoena, Notice of Claim, or other civil action in which the employee is named as a defendant in their official capacity is responsible to notify the Sheriff's Office without delay.

1202.4 PROCEDURE

A. Employees shall notify the Internal Affairs Sergeant within one working day of service

A. The Internal Affairs Sergeant notifies the Undersheriff, Sheriff, County Attorney's Office, and provides regular updates to the employee

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Public Information

1203.1 DIRECTIVE NUMBER
10.1.300

1203.2 EFFECTIVE DATE
January 21, 2015

1203.3 RATIONALE
The dissemination of accurate and timely information is fundamental to public trust and the partnership between the Sheriff's Office and the Weld County community. A single point of contact for public information improves the accuracy of information, makes more efficient use of agency personnel, improves coordination within the Sheriff's Office and delivers better service to the public.

1203.4 DEFINITIONS
Public Information Officer (PIO): A person appointed by the Sheriff to serve as the single point of contact and spokesperson for the Sheriff's Office. The PIO may also temporarily be an on-scene supervisor, or designated by the on-scene sergeant, when necessary to manage the media response to an active scene. **Sheriff's Office Staff**: Sheriff, Undersheriff, Captain and Lieutenant. **Significant Event**: Broadly interpreted by staff and mid-management discretion as any event likely to be of general community interest or concern that could influence public confidence in local government and public safety effectiveness. Some examples of significant events include, but are not limited to, any one or more of the following-

(a) Suspicious death
(b) Homicide
(c) Accidental death or shooting
(d) Death of an inmate in custody
(e) Sexual assault
(f) Aggravated assault or robbery
(g) Vicious animals
(h) Escape from secure custody
(i) Public safety continues to be at risk
(j) SWAT activation
(k) Result is serious bodily injury including child victims or agency employees
(l) Property crime with loss/damage exceeding $10,000
(m) Public property crime with loss/damage exceeding $2,000

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(n) The information may aid in apprehension of a suspect, prevent further victimization or locate an at risk missing person

(o) A special achievement or recognition of the agency or agency member

(p) A new agency initiative, program, or commitment in response to a community or neighborhood problem

Written Media Release: A Sheriff's Office electronic document format used to prepare a document containing releasable public information related to a significant event or any other event at the discretion of the PIO or sergeant.
Protected Health Information: Information, including demographic data, that relate to-

- An individual's past, present or future physical or mental health or condition,
- The provision of health care to the individual, or,
- The past present or future payment for the provision of health care to the individual, AND,
- That identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual (e.g., name, address, birth date, etc.)

1203.5 PROCEDURE

A. The Sheriff appoints a Public Information Officer (PIO)

1. An on-duty sergeant in the division where the event occurred is responsible for PIO duties after regular county business hours until relieved.

B. The appointed PIO is responsible for the following:

1. Coordinating requests for information from the public and media
2. Disseminating public information excluding the release of criminal justice records
3. Scheduling press conferences when requested by the Sheriff
4. Preparing and distributing written media releases
5. Coordinating and scheduling media interviews with agency personnel when requested and appropriate
6. The release of information according to applicable Colorado Revised Statutes and agency directives
7. Be on-call and exercise independent judgment to determine if a response after regular county business hours is necessary
8. Designate an acting PIO when unavailable
9. Authorize release of jail booking photos when the release of those photos does not compromise an ongoing, criminal investigation
10. Notify staff of significant events or events that generates media interest
11. Use checklists, as appropriate

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C. Employees may provide information to the media directly when requested, but are required to follow this procedure regarding all information released

1. Employees providing information are required to notify the PIO of what information was released

2. Written media releases require approval of the Sheriff or his designee before dissemination

1203.5.1 PIO CHECKLISTS

Checklist 1- Field Management of Media at an Active Scene

1. Allowed in any area the general public is allowed to be under current conditions
2. Quickly establish an area designated for media assembly and inform media
3. Must have permission of owner or person in control to enter private property
4. Media or public NOT allowed entry into a crime scene even if in a public place
5. Media or public NOT allowed within tactical perimeters
   (a) Established for hostage situations, barricaded subjects, explosives removal, working fires, etc.
6. Provide an explanation to media whenever access to an area is denied
7. Media is allowed to photograph anything seen with the human eye

Checklist 2- Restricted General Information Release--DO NOT RELEASE

1. Identity of any deceased must have prior approval of County Coroner's Office
2. Identity of suspects interviewed or interrogated but not arrested or charged
3. Identity of witnesses
4. Identity of victims of sexual offenses
5. Identity of juvenile victims/suspects unless transferred to adult court
6. Information known only by the perpetrator(s)
7. Personal health information of victims
8. Specific information about physical evidence in the case
9. Information about valuable items not stolen
10. Misleading for false information
11. Conjecture about suspects or fugitives
12. Existence of a confession, admission or state of the accused
13. Refusal of accused to make a statement
14. Refusal of accused to submit to, or the results of any examination or tests
15. Description or results of laboratory examination of physical evidence
16. Revelations that the accused directed investigators to the location of evidence

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17. Any remarks about the assumed guilt or innocence of the accused
18. Comments about the credibility of testimony
19. If information for the arrest was derived from an informant

Checklist 3- Acceptable Information Release--APPROVED FOR RELEASE

1. Description of exact offense including a brief summary of events
2. Location and time of offense
3. Type of property lost, aggregate health information, or resulting damages
   (a) Aggregate health information: e.g. "Paramedics transported 2 people with injuries by ambulance to the North Colorado Medical Center"
4. Identity of victims, withexceptions
   (a) Exceptions: Victims of sexual assault or death when Coroner has not released the name of victim
5. If there are suspects in a case
6. If investigation not hindered, unidentified suspect physical/vehicle descriptions
7. Identification of fugitive suspects when arrest warrants have been issued
8. Method of complaint, i.e. citizen report, deputy discovered, arrest warrant, etc.
9. Length of investigation and name of deputy leading the investigation
10. Time and place of an arrest
11. Defendant's name, age, home address, marital status and similar background
12. Exact charges
13. Facts and circumstances related to arrest, i.e. resistance, pursuit, weapons, etc.
14. Identity of agency or unit responsible for the arrest
15. Name of arresting deputy unless unusual circumstances require deputy's safety
16. Duration of investigation
17. Pre-trial release/detention arrangements, amount of bond, location of detention
18. Schedule dates of various steps in the judicial process

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Incident Reporting and Staff Notification

1204.1 REFERENCES
National Incident Management System

1204.2 RATIONALE
A significant event may require communication above what is required in the normal course of duty. Proper staff notification is necessary to ensure that Sheriff's Office policy makers are informed and available to make policy decisions during significant, dynamic and rapidly evolving events that affect the agency. A well executed staff notification system provides timely and accurate information to the Sheriff and all personnel in the chain of command; a function that is vital to maintaining the confidence of the public while allowing for effective leadership within the agency and the broader community.

1204.3 DEFINITIONS
Significant Event: Broadly interpreted by staff and mid-management discretion as any event likely to be of general community interest or concern that could influence public confidence in local government and public safety effectiveness. Some examples of significant events include, but are not limited to, any one or more of the following-

1. Suspicious death
2. Homicide
3. Accidental death or shooting
4. Death of an inmate in custody
5. Sexual assault
6. Aggravated assault or robbery
7. Vicious animals
8. Escape from secure custody
9. Public safety continues to be at risk
10. SWAT activation
11. Result is serious bodily injury including child victims or agency employees
12. Property crime with loss/damage exceeding $10,000
13. Public property crime with loss/damage exceeding $2,000
14. The information may aid in apprehension of a suspect, prevent further victimization or locate an at risk missing person
15. A special achievement or recognition of the agency or agency member
16. A new agency initiative, program, or commitment in response to a community or neighborhood problem

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Chain of Command: The hierarchy of supervision, in statutory services, is from Deputy to Sergeant to Lieutenant to Captain to Undersheriff to Sheriff. The hierarchy of supervision for civilian non-sworn personnel follows the organizational charts. The command structure for public information is from PRO to Undersheriff.

Sheriff's Office Staff: Sheriff, Undersheriff, Captain and Lieutenant.

Public Relations Officer (PRO): A person appointed by the Sheriff to serve as the single point of contact and spokesperson for the Sheriff's Office. A temporary PRO may be an on-scene sergeant, or designated by the on-scene sergeant, when needed to manage the media response to an active scene.

1204.4 PROCEDURE

All employees of the Sheriff's Office are expected to routinely communicate with each other and follow their respective chain of command while performing their duty assignments.

When an employee identifies an incident that is believed to require immediate action by a higher authority in the chain of command or may be of significant importance to Sheriff's Office Staff and/or the Sheriff;

A. Employees must:
    1. Take the proper steps to obtain information about the incident.
    2. Documentation of the event is dictated by the applicable procedure
    3. Immediately notify the employee's direct supervisor about the incident and be prepared to provide additional information that may be requested.
    4. If an employee is unsure whether an incident requires staff notification, that employee should immediately notify their supervisor.
    5. Employees may be designated to work directly with the PIO and media outlets.

B. Supervisors must:
    1. Evaluate the continued need for communication and/or notifications through the chain of command and notify the next level of supervisor or,
    2. Notify the appropriate Sheriff's Office Staff member of significant events and be prepared to take action as is necessary or instructed.
    3. Notification to the Public Information Officer may also be necessary

C. Sheriff's Office Staff must:
    1. Evaluate the continued need for communication and/or notifications through the chain of command and/or,
    2. Notify the appropriate Sheriff's Office Staff member and/or Sheriff of significant events and be prepared take action as is necessary or instructed.

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Temporary Protection Orders

1205.1 DIRECTIVE NUMBER
10.1.700

1205.2 EFFECTIVE DATE
January 21, 2015

1205.3 REFERENCES
CRS §30-10-515

1205.4 RATIONALE
Colorado Revised Statutes impose a duty on the Sheriff, and therefore all deputies, to serve temporary protection orders when directed to the Sheriff for service. Processes and orders requiring service during normal county business hours are processed by Sheriff's staff at the Weld County Law Enforcement Administration Building (1950 O Street, Greeley) lobby. Temporary Protection Orders (TPO), however, are an exception because the inherent need for the safety of the person protected by the order transcends normal business hours. Therefore, when minimum conditions are met, a TPO will be served 24 hours daily.

The circumstance predicating the need for a TPO is usually traumatic and filled with conflict. Every member of the Sheriff's Office is encouraged to be empathic and understanding when a TPO is presented for service.

1205.5 PROCEDURE

1. Temporary Protection Order documents are only accepted for service during regular business hours, Monday – Friday, 0800-1700 hours (closed holidays) at Weld County Law Enforcement Admin building (preferred location), SW Sub Station and SE Sub Station. Documents are processed at the Law Enforcement Admin building for service by the Civil Process technicians and sent out for service with the civilian civil process servers. Certain circumstances may dictate the document be sent out for service with the Patrol Division. The circumstances include but are not limited to:
    (a) Subject has an active arrest warrant
    (b) Documented history of threats or violence towards law enforcement
    (c) Order restrains the subject from the same residence as the protected party, hence requiring the removal of the restrained person from the residence
2. Information documenting acceptance of the TPO is entered into the Civil system computer by a Civil process technician at the Law Enforcement Admin Building during normal business hours.
    (a) TPO and Protection Order Information documents received at Southwest and Southeast buildings are faxed or relayed to the to the civil process technician

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at the Law Enforcement Admin Building or in some exceptions the SW office technician will make the entries.

1. Original documents are relayed to the Civil process technician at the Law Enforcement Admin Building in regular intra-county mail

(b) A court date appears in the TPO document. The TPO must be served by the court date or a non-service completed showing what diligent effort was made to serve the document in order to close the document in the computer system in the appropriate civil program.

3. During normal business hours, the civil technician attaches the routing slip and civil number generated by the civil system computer to the TPO documents to be served and send out for service.

(a) Defendant in custody at the North Jail Complex:

(a) The desk deputy is first contact for service; if not available, an on duty civil process server or civil deputy should be contacted, if not available, an on-duty patrol Sgt. should be contacted for service.

(b) The TPO documents are faxed to the Law Enforcement Admin Building from Southwest or Southeast Buildings during normal business hours

(a) TPO documents for service will be emailed to the appropriate building for service and assigned to the deputy or the district.

4. Successful service of TPO's requires the deputy and/ or civil process server to call the Greeley/ Weld records department to update CCIC records.

(a) The records clerk will update CCIC records to reflect time and date that the order was served.

(a) The deputy and/ or civil process server utilizes the computer civil system enters service attempt information, prints an affidavit of service, or fills in court affidavit attached to routing sheet.

(b) Signed affidavits of service are attached to the routing slip and returned to the civil process technicians at the Law Enforcement Admin Building.

(c) Affidavits signed by Sheriff's Office personnel are notarized by the civil office technician.

5. The routing slip is updated to document every attempt of service, what deputy attempted service, information regarding an attempt of service and/or completed service.

(a) Return completed routing slips to the civil process technicians at the Law Enforcement Admin Building.

(b) Routing slip attempt information is entered into the civil system computer by the deputy and/ or civil process server making the attempts/service.

(a) Deputies and/or civil process servers are required to document in the computer civil system under the associated number assigned to the order

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documenting actions and attempts made to serve the order and any other related follow up or investigative information.

(c) Non serves will be returned to the courts along with the evidence of service diligent efforts.

(d) An affidavit of service or non-service document is generated.

6. Affidavits of service are signed by the deputy and/ or civil process server serving the TPO and returned to the civil process technician at the Law Enforcement Admin Building.

7. The civil process technician sends completed affidavits or non-service documents to the court and plaintiff.

8. After hours TPO's shall be served in scope of 13-14-102 (11). After hours TPO's are not entered in to the civil computer system and the plaintiff is responsible to return the signed affidavit to the courts.

(a) 13-14-102(11) "*If the order has not been personally served, the peace officer responding to a call for assistance shall serve a copy of said order on the person named defendant therein and shall write the time, date, and manner of service on the protected person's copy of such order and shall sign such statement*."

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Emergency Action Plan (EAP)

1206.1 DIRECTIVE NUMBER
10.1.800

1206.2 EFFECTIVE DATE
January 21, 2015

1206.3 RATIONALE
Weld County Sheriff's Office Employees must be able to respond quickly to actual or perceived emergency situations and severe weather events to keep employees; visitors and inmates safe and reduce the risk of injury.

1206.4 DEFINITIONS
Emergency Action Plan- A written document outlining employee actions and directions during a real or perceived emergency.

1206.5 PROCEDURE

1. The purpose of the Emergency Action Plan is to give guidance, facilitate and organize employee actions during workplace and weather emergencies.
    (a) Well developed emergency plans and proper employee training will assist employees to understand their roles and responsibilities resulting in fewer and less severe injuries.
    (b) Poorly prepared plans will likely lead to disorganized evacuation or emergency response resulting in confusion, injury and property damage.
2. A major disaster may include, but not limited to, any of the following: building evacuation, fire, severe weather, earthquake, bomb threat, hazardous chemical spill, missing or abducted child, security incident or building lockdown.
3. The Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees, visitors and inmates until the threat has passed and the "all clear" signal is announced.
4. The Emergency Action Plans will be rationally related, and specific to, the unique workplace needs of each division.
5. It is impossible to provide specific information for all situations. Therefore, Emergency Action Plans are guides for employees to familiarize themselves with basic emergency response.
6. Each Division will maintain a current Emergency Action Plan.
    (a) Administration Division
        (a) Law Enforcement Administration Building to include:
            (a) WCSO Administration Staff

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(b) WCSO Patrol Division Personnel working out of the Administration Building.

(b) Detentions Division

(a) North Jail Complex

(b) Court House & Court Annexes

(c) Courts Holding

(c) Patrol Division

(a) Southwest Service Center in conjunction with other Weld County Departments

(b) Southeast Service Center in conjunction with other Weld County Departments

(d) Office of Emergency Management

(a) Training Center

7. Emergency Action plans, at a minimum, should include the following:
   (a) Evacuation Routes
   (b) Assembly Areas
   (c) Fire and/or Smoke Emergencies
   (d) Bomb Threat
   (e) Medical Emergencies
   (f) Security Incident
   (g) Missing or Abducted Child
   (h) Hazardous Materials Spill
   (i) Building Lockdowns
   (j) Weather Emergency
   (k) Extinguishers Location of Fire
   (l) Location of Fire Alarms
   (m) Location of Automated External Defibrillator(AED)
8. A current Emergency Action Plan will be provided to the Office of Emergency Management and Professional Standards no later than January 31 of each year.
   (a) The Division Captain/Lieutenant may submit a letter attesting annual review was completed, but revisions were not necessary.
   (b) The memo may be submitted instead of submitting a duplicate Emergency Action Plan

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Northern Colorado Medical Center Security Access

1207.1 DIRECTIVE NUMBER

10.1.900

1207.2 GUIDELINES

Employee Access to Northern Colorado Medical Center (NCMC):

Weld County Sheriff's Office employees will be required to have a Security Badge issued by Northern Colorado Medical Center to access the emergency unit at NCMC. Sheriff's Office employees that do not have a security badge issued by NCMC will have to gain entrance into the emergency unit by checking in with hospital security staff in the triage area of the hospital.

Issuance of the security badges:

Security badges will be issued to Weld County Sheriff's employees by the security staff at Northern Colorado Medical Center upon employment with the Sheriff's Office. The security badges will be proximity access cards and will be issued in the name of the Sheriff's Office employee if that employee is assigned to the Patrol Division. The badges will contain the employees name and a serial number that identifies it to that specific employee.

Employees assigned to the Detention Division will have access to six general purpose security badges.

If an individual employee is separated from employment with the Weld County Sheriff's Office for any reason, the Administration Office Manager must be immediately notified. The Administration Office Manager will then contact the Security Office at NCMC to advise them of the employee's leave status so that the employee's security badge can be deactivated. The Administration Office Manager will then return the badge to the Security Office at NCMC.

Areas of Authorized access with security badges.

Entry into the hospital facility should be made through the intake triage area and movement through the facility should be limited to the specific area(s) where the employee is conducting official business.

Only when there is an emergency response requested to the emergency unit area may the ambulance service entrance be used.

Weld County Sheriff's Office employees that are at the hospital for private matters, are not authorized to use their security badges to gain access to any portion of the hospital.

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Budget

1208.1 RATIONALE

A budget allows for accountability and enables organizational control, coordination, communication and motivation necessary to implement management plans that achieve goals and outcomes.

1208.2 DEFINITIONS

Budget—a plan of future action expressed in monetary terms; budgeting is the process of planning future action.

Division Budget—the sum of department budgets within a Division's organizational control

Department—an organizational budget unit identified by Weld County that delivers a particular service or services (Forensic Lab, North Jail, etc.)

Line Item Budget—a budget listing each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specific category

Master Budget—the compilation of individual Division budgets in one cumulative budget representing the total budget for the entire Sheriff's Office organization

Program Budget—synonymous with department when only one primary service is provided by the department. In a department with many services, represents each functional area of service that contributes materially to the overall department.

1208.3 PROCEDURE

1. The Division management staff for each Division develops goals, desired outcomes and key performance indicators for each Division during the first quarter of each calendar year
    (a) Meaningful outcomes are supported by measurable or quantifiable performance objectives or key performance indicators
2. The Sheriff and/or Undersheriff reviews Division goals, outcomes and performance indicators with Division management staff in April of each year
3. The County Finance and Administration Department distributes the annual Budget Message including Budget Plans, Budget Strategy, Budget Calendar, Special Budget Instructions each May
4. The Sheriff, Undersheriff, Finance Manager and Division Staff develop and finalize an overall strategic budget plan for the Sheriff's Office by May 15
    (a) Individual Division budget requests are subsequently developed to support the overall strategic plan and individual Division goals
5. Preliminary Division personnel requests to Human Resources, Buildings and Grounds Special Projects, Phone Service Requests, Cellular Requests and Information Services Resource requests are developed and presented by the Finance Manager to the Sheriff and Undersheriff by June 1

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(a) Approved requests are subsequently submitted by each Division within County submission deadlines

6. Send copies of submitted materials to the Finance Manager

7. Divisions assist the Finance Manager in developing a preliminary program line item budget spreadsheet by June 1 that includes each Division program reflecting current year approved allocations and requested budget allocations

(a) Individual Programs reflect all revenue and expenditure line items and allocated Full Time Equivalent (FTE) positions necessary to support each program

(b) Supporting working budget development documents will be available upon request

(c) Base Administration Division programs are:

i. Administration (1000-21100)

ii. Professional Standards & Training (1000-21120)

iii. Support Services (1000-21140)

iv. Records (1000-21150)

v. Evidence (1000-21160)

(d) Base Detention Division programs are:

i. Booking (1000-21110)

ii. Inmate Services (1000-24410)

iii. Security Unit (1000-24415)

iv. Courts & Transports (1000-24420)

(e) Base Patrol programs are:

i. Patrol (1000-21200)

ii. Criminal Investigation (1000-21205)

iii. Contract Services (1000-21210)

iv. School Resource Officer (1000-21215)

v. Ordinance Enforcement (1000-21230)

vi. Civil Unit (1000-21130)

vii. Regional Forensic Laboratory (1000-21260)

viii. Victim Services (1000-21300)

ix. Drug Task Force (1000-21410)

(f) Additional programs may be added as necessary with the approval of the Undersheriff

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(g) Division staff assist the Finance Manager to develop and submit a preliminary budget unit ranking of Program or activity net costs for the lowest 10% of Division funding priorities for each Division by June 15

i. Ranked priorities should represent material net cost values

1. Example: In a $1 million net budget, a $1,000 net expenditure (.1%) is not a material expense that should be ranked

8. Forward preliminary Division program line item budget spreadsheets and Division budget ranking forms to the Finance Manager

9. The Sheriff, Undersheriff and Finance Manager review Division budget requests and develop a final budget request

(a) Approved program line item budget requests are completed for County budget submission by the Finance Manager to include all required County budget submission materials identified on the County Budget Checklist in the Weld County Budget Manual

(b) Final Division budget line item requests are summarized in a Sheriff Office master budget by the Finance Manager

10. All final approved Division budget request materials to be submitted to the County are provided to the Finance Manager by a deadline date set at the beginning of each year

11. The Undersheriff ensures all Sheriff Office budget materials are submitted to the County within County submission deadlines

12. The Finance Manager gives current approved, year-to-date budget status reports at general staff meetings monthly

(a) A standard budget report format is provided to Division Captains by the Finance Manager

(b) Reports include unusual budget conditions and proposed resolutions when required

(c) The Division Captains are responsible to immediately contact the Undersheriff whenever unusual or exceptional budget conditions may result in a material impact on Division goals, performance objectives, key performance indicators or the approved current budget year appropriation

13. The Finance Manager reports to the Administrative Division Captain. The Finance Manager may report directly to the Undersheriff or Sheriff for certain fiscal reporting items or situations that require the approval of the Sheriff or his designee

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Inventory Control

1209.1 DIRECTIVE NUMBER
10.2.200

1209.2 EFFECTIVE DATE
January 21, 2015

1209.3 REFERENCES
Colorado Revised Statute 29-1-506

Weld County Code 5-6-30 Inventory

Weld County Code 5-6-40 Moving of Equipment

1209.4 RATIONALE
A process essential to continuous public accountability of real and personal property purchased, owned and maintained by Weld County Government.

1209.5 DEFINITIONS
Real Property - Anything erected, growing upon or affixed to land. Real property is permanent and immovable.

Personal Property - Moveable and tangible items including vehicles, equipment furniture and merchandise. Personal property is property that can be felt or touched.

1209.6 PROCEDURE

1. Sheriff receives annual inventory memorandum and inventory list from Weld County Controller.
2. Administration Division is responsible to conduct inventory for all divisions, verifying the location of the property/equipment; serial/VIN number; County asset number.
3. Employee/s conducting the inventory records their initials, date and time next to the property/equipment listed on the inventory list.
4. Return inventory list to the Administration Division Lieutenant
5. Administration Division Lieutenant or designee will make a copy of the completed inventory lists and file for agency records keeping.
    (a) Draft a memorandum of completion and forward the original inventory list to the Weld County Controller.

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Procurement

1210.1 DIRECTIVE NUMBER
10.2.300

1210.2 EFFECTIVE DATE
August 29, 2019

1210.3 REFERENCES
Weld County Code §5-4-10 through §5-4-200

Weld County Sheriff's Office Policies; Procurement, Budget, Common Carrier Deliveries, and Travel and Training Reimbursement

1210.4 RATIONALE
A procurement process encourages competition, competitive pricing and the efficient and effective use of public resources.

1210.5 DEFINITIONS
Purchasing Department - The County department tasked with purchasing supplies, services, materials, and equipment; in addition, the department oversees request for information (RFI), request for qualification (RFQ), request for proposal (RFP), and request for bid (RFB) processes.

Procurement - The purchase of equipment, supplies, materials, and services necessary to support the daily operations of the Sheriff's Office

Purchases - The term "Purchases" is defined and categorized as follows:

- Small Purchases are transactions of less than $10,000.00.
- Informal Purchases are transactions of $10,000.00 and up to $50,000.00.
- Formal Purchases are transactions greater than $50,000.00, and all vehicle purchases, that must be processed through the Purchasing Department.

Requisition Form - The electronic form utilized by the Sheriff's Office to request, and/or document, the purchase of supplies, services, materials, or equipment.

1210.6 PURCHASE PARAMETERS

(a) Small Purchases (< $10,000): The authority to make transactions under $10,000.00 is delegated to Department Heads.

  (a) Price quotes and purchase orders are not required; however, it is expected that purchases are made in the best interest of the County.

  (b) There are three options for making small purchases

    i. Submission of a Requisition Form to the Purchasing Department

    ii. A vendor-generated invoice for direct pay

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iii. Use of a procurement card (P-Card); subject to the limitations of County Code §5-4-190.

(b) Informal Purchases ($10,000-$50,000): The authority to make transactions between $5,000.00 and $25,000 is delegated to Department Heads.

(a) Bids should be obtained for informal purchases, to ensure fair and open competition and to maintain fiscal responsibility.

(b) There are two options for making an informal purchase

i. Submission of a Requisition Form to the Purchasing Department

ii. Direct solicitation to qualified vendors by the Sheriff's Office

(c) Whenever possible, a minimum of three (3) bids should be obtained

i. The bid results must be sent to the Purchasing Department to be maintained as open records

ii. The bids may be received in writing, via email, or via facsimile

(d) When using a previously obtained bid, to make a subsequent purchase, the bid must have been obtained within the past twelve months

(e) If the low bid is not acceptable, a clear, concise, factual justification for not accepting the lowest bid must be written and sent to the Purchasing Department.

(c) Formal Purchases (>$50,000 and all vehicle purchases): all formal purchases must go through the formal bid process.

(a) Formal purchases and the bid process are initiated by submitting an official memo to the Purchasing Department

i. Formal purchases may also require an RFI, RFQ, or RFP

(b) All vendor representatives will be received by the Purchasing Department

i. The Purchasing Department will arrange interviews with Sheriff's Office staff when necessary

ii. Vendor solicitation in the Sheriff's Office is not permitted unless approval is received from the Purchasing Department

1. Vendor contacts directly with the Sheriff's Office shall be immediately referred to the Department of Purchasing

iii. All vendor correspondence shall originate in the Purchasing Department

1. When necessary to correspond with vendors on some technical matter, copies of that correspondence will be sent to the Purchasing Department

(c) All contracts must be approved and executed by the Board of County Commissioners

i. Any contract made in violation shall be void and no funds shall be paid

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1210.7 PROCEDURE

(a) No expenditure, contract or incurred liability shall exceed the amount appropriated in an approved budget for any fiscal year

(b) No employee may purchase goods or services without following the proper purchasing procedures

  (a) Emergency purchases are exempt from the procurement process, per County Code §5-4-80 (27), specifically when;

    i. Human life, safety, health, or County property is in jeopardy.

    ii. Equipment repairs involving hidden dangers are needed.

    iii. Repairs are immediately needed for equipment where delay would lead to higher expense

  (b) Ammunition purchases are exempt for the procurement process, per County Code §5-4-80 (32), when criteria other than price are considered paramount; i.e. quantity, quality, delivery date.

(c) Any goods or services purchased without proper purchasing procedures will not be paid by the County and will become the personal liability of the individual making commitment to the vendor for the illegal purchase

1210.7.1 REQUISITION PROCESS

(a) All requisitions for purchase must be submitted on the electronic Requisition Form

  (a) Include as much information as possible

  (b) Specific, identified blocks are required to be completed prior to submission

  (c) Electronically sign the form by clicking the "Requested By" block and then saving the document.

  (d) Forward the document, via email, to your Lieutenant or Captain

    i. If a quote is advisable, or required, scan copies of the quotes and attach them to the email

(b) The Lieutenant or Captain should review the Requisition Form for accuracy and ensure it is an approved, budgeted purchase

  (a) Indicate approval of the purchase by completing the electronic signature in the "Authorized By" block and save the document

  (b) Forward the document for budgeted purchases, via email, to the Finance Manager for review

  (c) Forward the document for non-budgeted purchases, via email, to the Sheriff or Undersheriff for review and approval

(c) The Finance Manager

  (a) Reviews the document for consistency with the Banner System

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(b) Determines if the purchase meets the criteria of a small, informal, or formal purchase

(c) Archives a copy for tracking and audit purposes

(d) Forwards the document, via email, to the Sheriff's Office Purchasing Technician

(d) The Purchasing Technician

(a) Routes the Requisition Form accordingly or places the order.

i. After a purchase requisition has been submitted to the Purchasing Department, all contact with existing potential suppliers shall be made by, or with, the knowledge and approval of the Purchasing Department

(e) Upon delivery of ordered items

(a) See General Order – Common Carrier Deliveries if delivery involves a common carrier

(b) Forward all receipts or receiving documents to the Sheriff's Office Purchasing Technician, for processing

i. Exception: Forward North Jail food/kitchen and inmate medical related receipts and receiving documents to the North Jail Kitchen Manager or North Jail Health Services Administrator, respectively

1210.7.2 PURCHASE CARDS (P-CARDS AND FUEL CREDIT CARDS)

(a) P-Cards are a direct pay purchase card intended for maintenance, repair, operation, and other low-value purchases needed during the course of business.

(a) P-Cards are issued to authorized personnel only (see Appendix A for authorized users)

i. Unauthorized purchases include, but are not limited to;

1. Items for personal use.

2. Cash withdrawals.

3. Direct marketing.

4. Any product, service, or merchant considered as inappropriate for County funds.

5. Meals or snacks; except for meals purchased in accordance with the guidelines of the Travel and Training Reimbursement policy or meals purchased during a major event that requires personnel to remain on scene (i.e. homicide investigation or emergency operations for a weather-related event).

ii. Failure to comply with the above guidelines for authorized purchases under the P-Card Program may result in disciplinary action, cancellation of card privileges, and possible termination of employment.

(b) The P-Card may be used at any merchant that accepts Visa.

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(c) The P-Card may be used, within the County limitations and restrictions, for in-store purchases, as well as phone, fax, or mail orders

(d) Limitations and restrictions. There are restrictions and limitations based upon the established purchasing policy.

i. Single-transaction and monthly dollar limits are placed on each P-Card.

1. Purchases will not be split to avoid the single transaction limit.

ii. The P-Card Program also allows for merchant category blocking.

1. If a merchant category is blocked, purchases at applicable merchants will be declined.

2. If a purchase is refused, but is believed to be appropriate, contact the finance Manager, who will work with the Accounting Department to determine a solution.

(e) Any sales slips signed by employees must clearly include the name of the employee, the Division making the purchase, the purpose, and any guest employees (Example: John Doe, Sheriff's Office Patrol Division, Lunch or Supplies, guest names)

(b) Fuel credit cards are a direct pay card used to purchase fuel

(a) Fuel cards are issued to authorized personnel only (see Appendix A for authorized users)

(b) Use only at fuel stations accepting credit cards as payment

i. Pay at the pump, insert card, enter PIN

ii. Pay in person, present fuel card and County ID, enter PIN

iii. Obtain receipt(s) and return receipts to the Sheriff's Office Purchasing Technician

1. Add a note on why the Weld County fuel pumps were not used; i.e. pumps down or travelling out of town

1210.7.3 APPENDIX A

Authorized Personnel/Purchase Cards:

(a) Sheriff

(b) Undersheriff

(c) Division Captains

(d) Patrol Division Lieutenants

(e) Internal Affairs Sergeant

(f) Transportation Courts/Sergeants

(g) Transportation Deputies

(h) Investigations Sergeants

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(i) Administration Division Office Technicians

(j) Training

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Common Carrier Deliveries

1211.1 DIRECTIVE NUMBER
10.2.301

1211.2 EFFECTIVE DATE
January 21, 2015

1211.3 REFERENCES
Weld County Code 5-4-140

1211.4 RATIONALE
Products procured with public resources will be carefully examined at the time of delivery to insure responsible use of public funds.

1211.5 DEFINITIONS
Common carrier—transportation company regulated by the Interstate Commerce Commission (ICC) in the business of transporting freight interstate

Concealed damage—damage to products or materials that was not obvious from packaging at the time of delivery

Visible damage—obvious damage packaging and products delivered to the Sheriff's Office

1211.6 PROCEDURE

1. Delivery from common carriers will be accepted even when damage is visible or concealed
2. Document visible damage on both copies of the receiving ticket
    (a) Note "case damaged in shipment" on both copies of the receiving ticket
        i. If both the container and contents are visibly damaged, include "item visibly damaged" on both copies of the receiving ticket
    (b) Give one copy of the receiving ticket to the trucker
    (c) Forward one copy of the receiving ticket with a written explanation to the Department of Purchasing
3. Open packaging and inspect the merchandise as soon as possible following receipt from a common carrier
    (a) Report any discrepancies or damage to the Department of Purchasing
    (b) DO NOT destroy the damaged item or any packaging materials
        i. The Department of Purchasing has 15 days in which to file a claim for damage with a common carrier pursuant to ICC rules

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Standards of Conduct

1212.1 REFERENCES

Weld County Home Rule Charter, as amended,

Weld County Code,

Board of County Commissioners of Weld v. Harold Andrews, Sheriff, 83CA0409

1212.2 RATIONALE

Actions of Detention Deputies, Patrol Deputies, Reserve Deputies, Posse volunteers, Law Enforcement Post Explorers and Sheriff's Office employees that are inconsistent, incompatible or in conflict with the values established by the Sheriff's Office negatively impact its reputation and that of every member of the organization. Such actions and inactions thereby detract from the overall ability of the Sheriff's Office to maintain the confidence of the public, effectively and efficiently maintain peace and order, and conduct other essential business.

1212.3 DEFINITIONS

Accountable—within the context of this directive, means the duty of all deputies and employees to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of the Sheriff's Office without deception or subterfuge

Employee—for the purposes of this directive, any paid employee, private contractor employee, contract employee, deputy or unpaid volunteer working or providing services for the Sheriff's Office

Gratuity—any benefit not available to the general public that is afforded by any individual, group, or entity to an deputy, employee, or others because the deputy or employee is affiliated with the Sheriff's Office. Police equipment discounts as a standard business practice at law enforcement equipment retailers and general emergency service worker discount campaigns by retailers are excluded.

Deputy(s)—Detention Deputy, Patrol Deputy, Reserve Deputy, Posse volunteers or law enforcement post Explorers

Reasonable Suspicion—synonymous with the term "cause"; objective facts and the rational inferences which may be drawn from those facts

Under Color of Authority—any act within the scope of official duties for a Detention Deputy, Patrol Deputy, Reserve Deputy, Posse volunteer or Law Enforcement Post Explorer

1212.4 RULES

(a) This directive supplements the Weld County Code, as amended

  (a) All employees are responsible to comply both with the Weld County Code and this directive

    i. On-and off-duty conduct of employees shall comply with the standards of conduct listed in this directive

  (b) All employees are responsible to comply with the Weld County Code and this directive where specifically indicated in this directive

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(b) Obedience to Laws, Regulations and Orders

(a) All employees shall not violate any law or any agency policy, written directive or procedure

(b) All employees shall obey all lawful orders

(c) All employees shall comply with lawful orders of the court and be adequately prepared to testify if called as a witness

(c) Conduct Unbecoming

(a) Employees shall not engage in any conduct or activities on-or off-duty that reflect discredit on the members of the Sheriff's Office, tend to bring the agency into disrepute, or impair its efficient and effective operations

(b) On-duty employees shall remain alert and vigilant in the performance of assignments and duties

(d) Accountability, Responsibility, and Discipline

(a) All employees are directly accountable for their actions through the chain of command to the Sheriff

(b) All employees shall cooperate fully in any formal or informal administrative investigation conducted by the Sheriff's Office and shall provide complete and accurate information in regard to any issue under investigation

(c) All employees shall be accurate, complete, and truthful in all matters

(d) All employees shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation

(e) All employees who are arrested, cited or come under investigation for any criminal offense in this or any other jurisdiction shall report this fact to a supervisor as soon as possible

(a) All employees have a duty to report to a supervisor when any immediate family member is arrested, cited or comes under investigation for any criminal offense in this or any other jurisdiction

(f) All employees shall promptly report any damage to, or the loss of, County property entrusted to their use, custody or care

(e) Conduct Toward Fellow Employees

(a) All employees shall conduct themselves in a manner that will foster cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with one another

(b) Employees shall not use language or engage in acts that demean, harass, or intimidate another person

(c) Employees shall not record conversations without the express knowledge and consent of the parties to the conversation unless the recording is evidence in an official criminal or administrative investigation

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(f) Conduct Toward the Public

(a) Employees shall conduct themselves toward the public in a civil and professional manner that exemplifies a service orientation and is likely to foster public respect and cooperation

i. Requests for a return call from any person shall be promptly completed by deputies and employees

ii. All employees shall maintain reasonable contact with parties at interest during active investigations or administrative processes and promptly advise of changes in the status of an investigation, administrative process or case reclassification

(b) Employees shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule or intimidate the individual, or act in a manner that unnecessarily delays the performance of their duty

(c) Employees shall identify themselves when requested by a member of the public unless identification would jeopardize safety, an investigation or hinder a police function

i. Deputies, even when in uniform, shall produce and display agency issued credentials when requested

ii. All employees shall provide their name, radio/computer sign-on number

1. A business card shall be provided when issued to the deputy or employee by the agency

(d) While recognizing the need to demonstrate authority and control over criminal suspects, prisoners or inmates, deputies shall adhere to the Sheriff's use-of-force policy, observe the civil rights and protect the wellbeing of those in their charge

(g) Use of Alcohol and Drugs

(a) Employees shall not consume any intoxicating beverage while on duty unless authorized by a supervisor

(b) No alcoholic beverage shall be served or consumed on Weld County premises or in vehicles owned or controlled by Weld County

(c) No employee shall report for duty with the odor of alcoholic beverage on his or her breath

(d) No deputy shall report to work or be on duty as peace officer when his or her judgment or physical condition has been impaired by alcohol, over the-counter or prescribed medication or other substances

(e) All employees must report the use of any substance, prior to reporting for duty, that may impair their ability to perform

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(f) Supervisors shall order a drug or alcohol screening test when there is reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol while on duty or working

(h) Use of Tobacco Products

(a) Employees shall not use any tobacco or simulated tobacco product including, but not limited to, both smoke and smokeless tobacco while conducting official business in public view

(b) Tobacco products are not allowed inside the secure perimeter of the Jail

(c) Employees shall not smoke or simulate smoking in County buildings or vehicles

i. Smoking is allowed only during regular break times in designated areas 50 feet from building entrances

(i) Abuse of Law Enforcement Powers or Position

(a) Employees shall not use their authority or position for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, to barter, solicit or accept any goods or services (to include gratuities, gifts, discounts, rewards, loans or fees) whether for the officer or for another

(b) Employees shall not purchase, convert to their own use, or have any claim to any found, impounded, abandoned, or recovered property or any property held or released as evidence

(c) Employees shall not solicit or accept contributions for the Sheriff's Office or for any other agency, organization, event, or cause without the express consent of the Sheriff or his/her designee

(d) Employees shall not access and/or disseminate any information available to them as a result of employment at the Sheriff's Office for personal reasons

(e) Employees are prohibited from using information gained through their position to advance financial or other private interests of themselves or others

(f) Employees are prohibited from using public equipment and resources for personal benefit

i. Computing resources are restricted to official business use (Examples of prohibited use includes, but is not limited to, recreational games, sexually offensive material, personal photos, music or video and any personal use)

ii. Incidental and occasional personal use of email is permitted (Examples of prohibited use includes, but is not limited to, use for personal profit or gain, transmission of political messages, solicitation of funds for political or other purposes, sending offensive, harassing or lewd messages)

(j) Off-Duty Police Action

(a) Deputies shall not use their police powers to resolve personal grievances (e.g., those involving the deputy, family members, relatives, friends or neighbors) except under circumstances that would justify the use of self-defense, actions to

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prevent injury to another person, or when a serious offense has been committed that would justify an arrest

i. In all other cases, deputies shall summon on-duty police personnel and a supervisor in cases where there is personal involvement that would reasonably require law enforcement intervention

(b) Unless operating a marked law enforcement vehicle, off-duty deputies shall not arrest or issue citations or warning to traffic violators on sight, except when the violation is of such a dangerous nature that deputies would reasonably be expected to take appropriate action

(k) Prohibited Associations and Establishments

(a) Employees shall not commence social relations with the spouse, immediate family member, or romantic companion of persons in the custody, or under the supervision of, the Sheriff's Office

(b) Employees shall not knowingly commence or maintain a personal relationship with any person:

i. Who is under criminal investigation, indictment, arrest, or incarceration or supervision of the Weld County Sheriff's Office or another police or criminal justice agency; or,

ii. Who has an open and notorious criminal reputation in the community (e.g., persons whom they know, should know, or have reason to believe are currently or previously involved in felonious activity)

iii. Except as necessary to the performance of official duties or where unavoidable because of familial relationships

(c) Employees shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies

(l) Public Statements, Appearances, and Endorsements

(a) Employees shall not, under color of authority:

i. Make any public statement that could be reasonably interpreted as having an adverse effect upon Sheriff's Office morale, discipline, agency operations, or perception of the public

ii. Divulge or willfully permit to have divulged, any information gained by reason of the position, for anything other than its official, authorized purpose

iii. Unless expressly authorized, make any statements, speeches, or appearances that could reasonably be considered to represent the views of the Sheriff

(m) Endorsements

(a) Employees may not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services including, but not limited to, tow

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services, repair firms, security companies, attorneys, bail bondsman, or other technical or professional services

i. This does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements

(n) Political Activity

(a) Employees shall not engage in any political activity during work time or on public property. Examples of prohibited activity include, but are not limited to:

i. Placing or affixing any campaign literature on public owned property

ii. Soliciting political funds from any member of the Sheriff's Office or another governmental agency

iii. Soliciting contributions, signatures, or other forms of support for political candidates, parties or ballot measures on public owned property

iv. Using official authority to interfere with any election or interfere with the political actions of other employees or the general public

v. Favoring or discriminating against any person seeking employment because of political opinions or affiliations

vi. Participating in any type of political activity, on-or off-duty, while in uniform

(o) Expectations of Privacy

(a) Employees shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, county owned vehicles, file cabinets, computers, or similar areas that are under the control and management of the Sheriff's Office

i. While personal items may occasionally be stored in these locations, these and similar places are subject to inspection or may otherwise be searched

ii. No member of the Sheriff's Office shall maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her place of residence or in other locations outside the confines of the Sheriff's Office without the express permission of the Sheriff

1. Temporary report copies for the sole purpose of court testimony preparation are excluded

(p) Reporting violations

(a) All employees who observe or otherwise become aware of any other supervisor, deputy or employee violating one or more of the foregoing rules of expected conduct shall report such violations to their supervisor

i. Reports of rule violations should be made to the supervisor's next level in the chain of command or Internal Affairs Sergeant when a supervisor is the reported violator

(q) Violating one of more of the foregoing rules of expected conduct by employees, may result in disciplinary action up to, and including, termination

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Supervision

1213.1 DIRECTIVE NUMBER
10.3.101

1213.2 EFFECTIVE DATE
January 21, 2015

1213.3 RATIONALE
Effective and efficient command, control and communication are furthered by a hierarchal chain-of-command organizational structure and accountability.

1213.4 DEFINITIONS
Accountability—for the purpose of this directive, accountability means personal responsibility for actions that are personally taken or for the actions of others when the authority to act is delegated

Chain-of-Command—a hierarchical order of supervisors through which authority is delegated from top management to every agency employee at every level of the organization. Generally speaking, direction or instructions flow downward along the chain of command and accountability flows upward.

Open Door—a Sheriff's policy that allows any subordinate in the chain-of-command to directly communicate with the Sheriff without retribution. Open door, however, is not an alternative to following the chain of command to resolve work-related conflicts.

Unity-of-Command-- a subordinate being responsible to only one supervisor at any time and a supervisor giving direction or orders only to subordinates the supervisor is responsible for

1213.5 PROCEDURE

(a) The basic chain of command from the Sheriff to an employee is Sheriff to Undersheriff, Undersheriff to Division Captain, Division Captain to Lieutenant, Lieutenant to Sergeant or Unit Supervisor, Sergeant or Unit Supervisor to detentions deputy, patrol deputy, other subordinates or employees

    (a) Superiors in the chain of command will maintain the unity of command

    (b) All supervisors, deputies and employees are responsible to ask for clarification when the unity of command is unclear

    (c) Exceptions to the chain of command are allowed to report misconduct, a crime or excessive force

(b) Subordinates receiving an order or direction from a superior in the chain of command are responsible to tell the superior when that order or directive is in conflict with that from another superior

    (a) If circumstances do not allow the opportunity to resolve conflicting orders, subordinates are expected to follow the most recent directive and seek to resolve the conflict at the earliest opportunity

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(c) Subordinates finding a conflict in written directives are responsible to inform a superior in the chain of command to resolve the conflict

(a) If circumstances do not allow the opportunity to resolve the conflict, subordinates are expected to follow the most recent written directive and seek to resolve the conflict at the earliest opportunity

(d) A subordinate having conflict with a superior will first attempt to resolve the conflict directly with that superior

(a) Exceptions are allowed for cases of misconduct, criminal activity or excessive force

(b) If conflict remains unresolved, a subordinate may schedule a meeting with the subordinate’s supervisor and the supervisor’s superior in the chain of command to attempt resolution

i. The process may be continued through successive levels of the chain of command to the Sheriff or Undersheriff

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Peace Officer Credibility Disclosure Notifications

1214.1 REFERENCES

Brady v. Maryland, 373 U.S. 83 (1963);

Giglio v. United States, 405 U.S. 150 (1972);

United States v. Agurs, 427 U.S. 97 (1976);

United States v. Bagley, 473 U.S. 667 (1985);

Kyles v. Whitley, 514 U.S. 419 (1995);

Colorado Criminal Code Procedure: Rule 16 Disclosure to the Defense(a)(VII)(2);

Weld County Code Chapter 3 Human Resources, Article 1, Sec 3-1-40A Personnel Records (as amended); Article 4, Discipline and Grievance (as amended);

Colorado SB 21-174

1214.2 RATIONALE

Consistent with the requirements under state law, this policy seeks to establish uniform and consistent standards requiring the agency to disclose specific information to district attorneys that may impact the credibility of a deputy in a criminal prosecution, and to increase transparency to allow members of the public to access information concerning deputies who are subject to a credibility disclosure notification.

1214.3 DEFINITIONS

Brady Material - evidence that is favorable to the defendant as held by the U.S. Supreme Court in Brady v. Maryland 373 U.S. 83 (1963). These are materials that would have a reasonable probability of altering the results in a trial, mitigating the sentencing of a defendant or that may be relevant to the credibility of government witnesses, i.e., impeachment materials.

Credibility Disclosure Notification - the notification described in C.R.S. 16-2.5-502(2)(c).

Official Criminal Justice Record - any handwritten or electronically produced report or documentation that the agency requires a deputy to complete as part of the deputy's official duties, for the purpose of serving as the agency's official documentation of an incident, call for service, response to an alleged or suspected crime, a use of force, or during a custodial arrest or the direct supervision of a person who is in custody. Official criminal justice records also include any other reports or documents that the agency requires a deputy to complete as part of the deputy's official duties where the deputy knows or should know the information included may be relevant to an ongoing or future criminal or administrative investigation.

Untruthfulness or Dishonesty - conduct that involves a knowing misrepresentation, including but not limited to intentionally untruthful statement, knowing omissions of material information, and knowingly providing or withholding information with an intent to deceive or mislead except as lawfully utilized as part of an investigatory procedure.

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Sustained finding - a final determination by the agency, following the agency's administrative procedures for investigating and reviewing alleged misconduct by a deputy on the merits.

1214.4 AGENCY OBLIGATION TO PROVIDE DEPUTY CREDIBILITY DISCLOSURE NOTIFICATION

Notwithstanding any other procedures or existing legal requirements regarding the disclosure of exculpatory evidence in a criminal proceeding, the agency shall:

(a) Promptly notify the district attorney's office in writing, of any sustained finding made on or after January 1, 2022, where a deputy:

1. Knowingly made an untruthful statement concerning a material fact, knowingly omitted an material fact in an official criminal justice record, or knowingly omitted a material fact while testifying under oath or during an internal affairs investigation or administrative investigation and disciplinary process;
2. Demonstrated a pattern of bias based on race, religion, ethnicity, gender, sexual orientation, age, disability, national origin, or any other protected class;
3. Tampered with or fabricated evidence;
4. Been convicted of any crime involving dishonesty or has been charged with any felony or any crime involving dishonesty, or violated any policy of the Sheriff's Office regarding dishonesty;
5. Violated any policy of the agency regarding dishonesty.

(b) In addition to the credibility disclosure notification, the agency shall also notify the district attorney as soon as practicable when a deputy is under a criminal or administrative investigation that if sustained, would require disclosure under 1215.4 (a), and where it also meets both of the following circumstances:

1. The deputy is a potential witness in a pending criminal prosecution in which a criminal defendant has been formally charged; and
2. The criminal or administrative investigation of the deputy involves an allegation related to the deputy's involvement in the defendant's pending criminal case.

(c) For disclosures related to 1215.4 (b), the agency shall promptly notify the district attorney's office once the agency has completed the administrative process for investigating and evaluating the allegations on the merits.

1. If the agency determines through its administrative process that the criminal or administrative allegations are not sustained based on the merits, the agency should promptly notify the district attorney of the outcome and the agency or involved deputy may request that the district attorney's office remove the credibility disclosure notification from its records. However, nothing in this section shall require a district attorney to remove any credibility disclosure notification that was made to a defendant pursuant to Rule 16 in a pending criminal proceeding where the requirements of 1215.4 (b) applied at the time of disclosure.

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(d) Prior to making any credibility disclosure notification required under section 1215.4 (a) or (b), the agency must give the involved deputy at least seven (7) calendar days' notice of the agency's intent to send a credibility disclosure notification to the district attorney's office.

1. If seven (7) days's notice is not practicable due to an impending trial date, the agency shall provide as much notice to the involved deputy as is practicable under the circumstances.

1214.5 CREDIBILITY DISCLOSURE NOTIFICATION PROCEDURES

(a) The agency shall include the following information in the credibility disclosure notification to be provided in writing to the district attorney's office:

1. The deputy's name;
2. The name of the law enforcement agency that employs or employed the deputy at the time of the sustained findings or at the time of the criminal or administrative investigation;
3. The following statement: "This notification is to inform you that there is information in the agency's possession regarding [name of deputy] that may affect the deputy's credibility in court."
4. The applicable statutory provision identifying the basis for the credibility disclosure notification, including whether the notification is based on a sustained finding pursuant to section 1215.4 (a) or whether the notification relates to an open criminal or administrative investigation pursuant to section 1215.4 (b).

(b) The agency shall send the required credibility disclosure notification in writing, either electronically or by mail, to the contact(s) designated by the district attorney's office.

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Personal Leave

1215.1 DIRECTIVE NUMBER
10.3.202

1215.2 EFFECTIVE DATE
January 21, 2015

1215.3 REFERENCES
Weld County Code, Chapter 3, Personnel Policies, Article VI, Sec. 3-6-60

1215.4 RATIONALE
Conversion of sick leave hours to personal leave time is allowed under certain conditions by the Weld County Code but an approved absence on personal leave is discretionary based upon scheduling and other needs of the Sheriff's Office.

1215.5 DEFINITIONS
Personal Leave--a privilege granted to regular and job share employees that annually allows sick time hours to be converted to additional paid leave time off

1215.6 PROCEDURE

(a) Submit requests for personal leave to the immediate supervisor
    (a) Employees in initial review are ineligible
    (b) Regular employees must have a minimum of 40 accrued hours of sick time
(b) Supervisors are responsible to evaluate requests for personal leave request prior to making a decision
    (a) Check work schedules and assignments to determine if the timing of an additional absence on personal leave will adversely impact assignments, productivity or the needs of the Sheriff's Office
    (b) Verify the employee has a minimum of 40 current accrued sick time hours
    (c) Check the number of personnel leave hours used year to date on the prior month Leave Balance Report
        i. Confirm the requested personal leave hours will be used by December 15 of each calendar year
        ii. Personal leave cannot be advanced from a following year or carried over from a previous year
    (d) Consult Chapter 3, Weld County Code, to determine the number of hours allowed annually for regular and job share employees
(c) Supervisors approve or deny the request for personal leave
    (a) Notify the requesting employee and make any necessary schedule adjustments

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Leave and FMLA

1216.1 DIRECTIVE NUMBER
10.3.203

1216.2 EFFECTIVE DATE
January 21, 2015

1216.3 RATIONALE
Supervisors collaborate with the Human Resources Department to ensure subordinates have equal access to privilege of leave and rights afforded by the FMLA.

1216.4 DEFINITIONS
FMLA—acronym for Family Medical Leave Act. Allows qualifying employees up to 12 work weeks of unpaid leave in a 12-month period under certain qualifying conditions related to the employee, the employee's spouse, child, parent or up to 26 work weeks for qualifying military exigency related to the employee's spouse, son, daughter, parent or next of kin. **Sick Leave**—an earned privilege granted to regular and job share employees when, 1) An employee is unable to perform job duties because of illness, injury or any other disabling condition, or, 2) The employee has medical, surgical, dental or optical examinations or treatment, or, 3) The employee is required to care for members of his or her immediate family (spouse, child or parent) as defined under the FMLA up to a maximum of 40 hours total per calendar year.

1216.5 PROCEDURE

(a) All leave policies in the Weld County Code, Chapter 3, Article VI Leave Time Benefits will be strictly enforced

    (a) Nothing in this directive replaces the need to be thoroughly familiar with the Weld County Code, Chapter 3

(b) Reasonable effort to schedule planned non-FMLA medical treatment or appointments should be made so as to not unduly disrupt agency operations

(c) Report sick leave absences no less than one hour prior to regular starting time

    (a) Reporting an absence because of sick leave is encouraged at least two hours prior to regular shift starting times when assigned shift work

        i. Report sick leave absences to an on-duty supervisor

(d) Supervisors may ask a subordinate reporting a sick leave absence (non-FMLA absence ONLY) if the subordinate is hospitalized, under a doctor's care and how long the subordinate will be off

    (a) Do not ask for a diagnosis or inquire into a disability

    (b) If the subordinate is hospitalized, under a doctor's care or will be absent more than three (3) work days, refer the subordinate to HR

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i. Send an email to humanresources@co.weld.co.us including the subordinate's name and date of referral to alert HR

ii. Consult with HR to determine if the sick leave absence qualifies as a non-FMLA absence

(e) A supervisor may require an employee to provide a medical doctor's verification that the employee has been seen at a clinic for an illness or a medical doctor's verification of fitness for duty at any time for a non-FMLA absence

(f) Employee's requiring sick leave after reporting to duty will be excused from duty as quickly as is reasonably possible

(a) Do not ask for a diagnosis or inquire into a disability

(g) The Human Resources Department determines FMLA eligibility and manages FMLA

(a) Human Resources will send a Designation Notice to the supervisor when FMLA applies

(b) FMLA will not be charged as sick leave occurrences

(c) Contact Human Resources to inquire about status or intent/ability to return to work—not the individual using leave

i. Intermittent FMLA may be required for an approved Family Medical Leave

ii. Intermittent FMLA may occur after a qualifying employee returns to work

1. The employee is responsible to inform their supervisor that time off being requested is related to the FMLA claim

(a) Any paid leave related to FMLA must be reported as FMLA related leave on the PeopleSoft time sheet

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Secondary Employment/ Off Duty Contract

1217.1 DIRECTIVE NUMBER
10.3.300

1217.2 EFFECTIVE DATE
January 21, 2015

1217.3 REFERENCES
Weld County Code, Chapter 3, Article II, Section 3-2-70 Outside Employment

1217.4 RATIONALE
All Weld County Sheriff's Office employee's primary obligation, responsibility, and duty are to the Weld County Sheriff's Office. Because the nature of law enforcement requires Weld County Sheriff's Office employees to work irregular duty schedules, and certain occupations inherently conflict with an employee's primary responsibility to the WCSO, the Sheriff may impose restrictions on outside employment.

All Weld County Sheriff's Office employees who wish to work a secondary job shall receive the Sheriff's approval via the chain of command prior to the secondary employment. Authorizations for outside employment are effective only for a specific job and employer and are non-transferable.

Deputies engaged in off duty contract wearing the Weld County Sheriffs Office uniform or in plainclothes are subject to the rules and regulations of the Weld County Sheriff's Office. All such sworn employees are subject to inspection for compliance with Agency policy and procedures.

All off-duty contract work must be supported by a contractual agreement between the Sheriff's Office, Board of County Commissioners and the entity requesting the contract labor.

1217.5 PROCEDURE
Secondary Employment

A. Submit a written memorandum to the Sheriff via chain-of-command that includes business name, description of the business, location, contact telephone number, hours to be worked.

(a) Intermediate supervisor/sergeant reviews the request for off-duty/secondary employment

(b) Documents their recommendations for approval or denial of the request.

(c) The Sheriff reviews and approves or denies the request

(a) The decision of the Sheriff is documented in writing on the memorandum and shall be final.

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(b) A photocopy of the memorandum and Sheriff's decision is forwarded to the employee's personnel file and supervisor with a copy returned to the employee

(c) Employment approvals expire 12 months from date of approval. The requesting employee must submit a written request for off-duty/ secondary employment each 12-month period.

A. Supervision

(a) Supervisors are responsible for monitoring work performance of employees/deputies working under their supervision.

(b) If an employee is found to be below acceptable standards the supervisor shall not authorize any off-duty employment request and may rescind or limit any off-duty employment requests already authorized.

(c) The following may also be grounds for denying or revoking permission to work in an off-duty capacity:

(a) Performance of outside employment while on duty

(b) Work that interferes or conflicts with public safety duties or availability for emergency duty

(c) When performance factors indicate off-duty employment impairs the ability to perform assigned duties

(d) Failure to file an off-duty employment request

A. Prohibition

(a) The following general prohibitions may be amended by the Sheriff, who makes final decisions on this issue, consistent with the interests of the agency. Employees are prohibited from working a secondary job under the following conditions:

(a) For any business that would constitute a conflict of interest or financial interests to include but not limited repossession work; Service of civil process, Private investigation or investigation for attorneys, any establishment that provides adult entertainment in the form of nude, semi-nude exhibitions, to include lewd sexually suggestive performance, etc. Premises security or enforcement of "house rules" or any advocating of violence or unlawful activity.

(b) If the employment requires the deputy to wear a Weld County uniform.

(c) Deputies are not allowed to work at events whose primary source of income is from selling or dispensing alcohol, which is to be consumed on site. This includes, but is not limited to bartending at bars, nightclubs, raves, gatherings or other events.

(d) If disciplinary action has been imposed due to the result of the secondary employment.

(e) While on sick leave or restricted duty

Off-Duty Contract:

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A. Administration Division Technician:

1. Posts via email available contract
2. Tracks contract scheduled hours
3. Completes billing

B. Deputies:

1. Schedule contract time through Technician
2. If conflict, it is the responsibility of the Deputy to find a replacement for the assigned contract time and notify the Administration Division Technician and on-duty supervisor
3. Deputy works schedule; log in and out with dispatch using contract number (CT number)
4. Deputies working off-duty contract in the capacity of a Weld County Deputy Sheriff will be held to the standard of on-duty officers.

C. Supervision:

1. If a complaint is received about an off-duty deputy working in this capacity, the supervisor who received the complaint will follow WCSO policy and procedure in investigating the complaint.
2. On-duty supervisors perform periodic inspections at off-duty employment locations.

D. Prohibition:

1. Deputies who are currently being trained in the FTO program or Patrol Division Training Academy are prohibited from off-duty contract.
2. Off-duty contract will be prohibited to deputies under the following conditions, unless approved by the Sheriff:
   (a) If disciplinary action has been imposed, limiting off-duty contract or employment
3. While on sick leave or restricted duty
4. While on a leave of absence

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Illness and Injury Prevention

1218.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Weld County Sheriff's Office. This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual. This policy does not supersede, but supplements any related Countywide safety efforts.

1218.2 POLICY

The Weld County Sheriff's Office is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Office will establish and maintain training standards that will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries

1218.3 ADMINISTRATION CAPTAIN RESPONSIBILITIES

The responsibilities of the Administration Captain include, but are not limited to:

(a) Managing and implementing a training to reduce the incidence of member illness and injury

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include

1. New member orientation that includes a discussion of safety and health policies and procedures.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:

1. Informing members of the illness and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring office compliance to meet standards regarding the following:
   (a) Communicable diseases
   (b) Personal Protective Equipment (PPE) (see the Personal Protective Equipment Policy)
5. Making available a form to document inspections, unsafe conditions or work practices, and actions taken to correct unsafe conditions or work practices.

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6. Making available a form to document individual incidents or accidents.
7. Making available al form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.
8. Conducting adn documenting a regular review of the illness and injury prevention plan.

1218.4 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administration Captain.

(e) Notifying the Administration Captain when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection

1218.5 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

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Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Captain via the chain of command.

The Administration Captain will take appropriate action to ensure the illness and injury prevention training addresses potential hazards upon such notification

1218.6 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Administration Captain shall ensure that the appropriate documentation is completed for each inspection.

1218.6.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1218.7 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease and Work-Related Injury and Death Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

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1218.8 TRAINING

The Administration Captain should work with the Training Sergeant to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Office is made aware of a new or previously unrecognized hazard.

1218.9 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

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Accident and Injury Reporting

1219.1 RATIONALE

Work related accidents and injuries must be reported in order to provide for a safe workplace, protect others and effectively manage the risk of civil liability. Accurate and immediate reporting allows for hazardous situations to be promptly corrected and records created for future analysis and study.

1219.2 PROCEDURE

(a) All employees are required to report work related accidents and injuries to a supervisor immediately

  (a) Injuries occurring on county property to non-employees are required to be reported to a supervisor immediately

(b) Supervisors receiving an employee injury report shall insure any injured person has access to necessary medical treatment

  (a) Investigate the cause(s) of the injury or accident (SEE VEHICLE CRASH EXCEPTION)

    i. Notify superior if injury or accident is likely to result in temporary work restrictions or the loss of vehicle use

    ii. Notify the Human Resources Department if employee suffers serious bodily injury

  (b) Supervisors shall promptly investigate and document the investigation on required forms

    i. Employee Written Notice of Injury to Employer (When employee injured)

    ii. Employer's First Report of Injury (When employee injured)

    iii. HIPAA Compliant Authorization for Release of Medical Information (When employee injury required treatment)

    iv. General Notice of Occurrence (When non-employee injured on county property)

    v. Weld County Vehicle Accident and Damage Report (County vehicle accident or damage)

    vi. Colorado State Form DR 447 (IF the employee was operating a County vehicle AND the vehicle crash investigation was completed by the Sheriff's Office)

  (c) Weld County Property and Accident Damage Report (For county property other than vehicle)

  (d) Sheriff's Office Supervisory Inquiry administrative personnel technician at the Law Administration Building, Greeley

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(c) VEHICLE CRASH EXCEPTION: Supervisors shall insure vehicle crash investigations are completed when required by Colorado Revised Statutes

(a) The on-duty sergeant is responsible to determine if the investigation of a vehicle crash should be conducted by a law enforcement agency other than the Weld County Sheriff's Office

i. Outside law enforcement agency investigations shall be completed in the following circumstances:

1. County vehicle crashes result in injuries to anyone, OR;

2. There are aggregate damages over $5,000, OR;

3. There are additional vehicles not owned by Weld County involved

(b) An investigation by an outside agency is preferred unless exceptional circumstances exist

(c) The investigating agency will complete the Colorado State Crash form DR 447, determine cause of crash, fault, and will determine if a summons is appropriate per the investigating agency's policy

(d) The on-duty sergeant will open a Supervisor Inquiry administrative investigation

(d) Supervisors are responsible to take or recommend appropriate corrective and/or disciplinary action based on the findings of the administrative investigation

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Line of Duty Death / Severe Injury

1220.1 DIRECTIVE NUMBER
10.3.401

1220.2 EFFECTIVE DATE
January 21, 2015

1220.3 REFERENCES
Colorado C.O.P.S (Concerns of Police Survivors) Dr. Thomas Bennett, Iowa State Medical Examiner;

The Iowa Organization for Victim Assistance;

MADD/Polk County Chapter;

Polk County Victim Services; et el., In Person, In Time: Recommended Procedures for Death Notification, September 1992 pp. 2-5.

1220.4 RATIONALE
An employee line of duty death or serious injury is very traumatic and challenges every member of the Sheriff's Office to maintain effective organizational control and support. These types of events require a plan to ensure functional and emotional support to the aggrieved family of the affected employee.

1220.5 DEFINITIONS
Notification Team—a group of people designated to inform the immediate family of the employee's medical condition or death

Hospital Liaison—an individual responsible for coordinating the arrival of immediate survivors and family members, department personnel, the media, and others

Funeral Liaison—an individual responsible as the facilitator between the decedent employee's family and the department during the wake, visitation, funeral and graveside activities

Benefits Coordinator—an individual responsible for compiling injury or death related benefit information to the effected employee's family

Family Support Advocate—an individual appointed by the Sheriff to serve as a long-term liaison and support capacity for the surviving family

1220.6 PROCEDURE

(a) Employees are required to complete a written Emergency Notification Form the first day of employment

    (a) Emergency Notification Forms are required to be updated annually or sooner as employee personal information changes

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i. Return updated Emergency Notification Forms to the Personnel Liaison Technician, Law Enforcement Administration Building, Greeley, no later than January 15th of each year

A. **Agency Staff Notification**

(a) Appropriate staff shall be immediately notified in the event of a severe employee injury or death in the line of duty

(a) The supervisor of the affected employee shall immediately notify their superior or next available in the chain of command

i. The senior employee on duty at the time of the incident shall notify the next available superior in the chain of command when the involved employee is the on-duty supervisor

(b) The Division Captain of the involved employee is responsible to immediately notify the Undersheriff, Sheriff and Internal Affairs Sergeant

i. The Internal Affairs Sergeant is responsible to notify the Division Captain of the non-involved Division

1. The Division Captain of the non-involved Division is responsible to initiate notification down the chain of command in that Division and to the Administration Division Lieutenant

ii. The Undersheriff notifies the Public Information Officer, Victim Services and Agency Chaplin(s)

A. **Death or Serious Injury Notification**

(a) The Sheriff designates a Notification Team tasked with informing the immediately family of the employee's medical condition or death

(a) Members of the Notification Team should immediately review this directive Appendix A

A. **Assisting Survivors at the Hospital**

(a) The Sheriff and senior command staff, when possible, should join the family at the hospital in order to emphasize agency support

A. **Appointment of Department Coordination Personnel**

(a) The Sheriff or senior command staff designate and assign agency coordination personnel with duties defined in Appendices A-J (See attachment: Line of Duty Death checklists - Appendices A-J.pdf).

Appendix A Notification Team

Appendix B Hospital Liaison

Appendix C Office Liaison

Appendix D Funeral Liaison

Appendix E Benefits Coordinator

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Appendix F Family Support Advocate

Appendix G Continued Support for the Family

Appendix H Inter-Office Issues

Appendix I Honors Accorded and Honor Guard

Appendix J General Funeral Procedures

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Blood Borne Pathogen Exposure Control Plans

1221.1 RATIONALE

Any employee may be exposed to blood or other potentially infectious materials in the workplace. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source or source individual. These considerations are fundamental to effectively manage the risk of exposure and provide for the health and safety of employees, public, visitors and offenders.

1221.2 DEFINITIONS

Universal precautions—a prevention strategy that assumes all blood and certain body fluids are potentially infectious and require infection control procedures using protective barriers.

Engineering controls--a prevention strategy that eliminates or reduces exposure to blood or potentially infectious material through the use or substitution of engineered machinery or equipment. Examples include, but are not limited to, self-capping syringe needles, ventilation systems such as a fume hood or a negative air pressure room.

Work Practice Controls--a prevention strategy that includes preplanning work, using common sense, practicing good housekeeping, and personal hygiene to minimize exposure to blood and potentially infectious body fluids.

Personal Protective Equipment (**PPE**)--equipment that creates a protective barrier to reduce the risk of exposure of an employee's skin or mucus membranes to potentially infective materials. Examples include, but are not limited to, gloves, masks, aprons, one-way CPR masks and protective eyewear.

1221.3 PROCEDURE

1. All employees shall observe universal precautions.
2. Each Division shall follow the current blood borne pathogen exposure control plan.
3. The current blood borne pathogen exposure control plan can be found in the following attachment:See attachment: 2024 WCSO Bloodborne Pathogen Exposure Control Plan.pdf

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Drug and Alcohol Workplace Safety

1222.1 RATIONALE

The Sheriff's Office is committed to a productive workplace that fosters excellence by maintaining a safe, drug-free and alcohol-free work environment. The improper use of drugs, use of illegal drugs or use of alcohol in the workplace is also inconsistent, incompatible or in conflict with the values established by the Sheriff's Office and negatively affects its reputation and that of every member of the organization. Such actions thereby detract from the overall ability of the Sheriff's Office to maintain the confidence of the public, maintain productive and safe workplace, effectively and efficiently maintain peace and order, and conduct other essential business.

1222.2 DEFINITIONS

Alcohol--the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol

Alcohol use--the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol

Controlled substance—synonymous with "prohibited drug," includes marijuana, cocaine, opiates, amphetamines, phencyclidine and other controlled substances, as permitted by Federal law

Designated Employer Representative—the position in the County Department of Human Resources

Medical Review Officer—a specially trained and certified physician

Reasonable suspicion-- synonymous with the term "cause"; objective facts and the rational inferences which may be drawn from those facts

1222.3 PROCEDURE

1. A drug and alcohol education and training program is provided to all employees and supervisors
    (a) Employees and supervisors should refer to the Weld County Code, 3-3-60 Drug-free workplace, and all sections of Chapter 3, Article XIV Implementation of Federal Motor Carrier Safety Administration Regulations for additional information regarding Drug and Alcohol Misuse
2. All prospective employees and incumbent County employees requesting transfer from outside the Sheriff's Office are required to undergo a pre-employment drug screen
    (a) Drug screens are paid for by Weld County
    (b) All offers of employment are contingent upon a satisfactory testing result
        i. An applicant or incumbent employee from outside the Sheriff's Office who tests positive will be denied employment with or transfer to the Sheriff's Office

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(c) Applicants who refuse to submit to testing will not be considered for employment with the Sheriff's Office

3. All supervisors are required to use and apply all aspects of this directive in an unbiased and impartial manner to all employees

   (a) Any supervisor who knowingly disregards the requirements of this directive, or is found to deliberately misuse this directive in regards to subordinates, shall be subject to disciplinary action up to, and including, termination

4. No employee will consume alcohol while working

   (a) "On call" personnel shall not consume alcohol when on call

   (b) No alcohol may be consumed within four (4) hours of reporting for work

   (c) No alcohol may be consumed for up to eight (8) hours following a county vehicle crash on-duty or until the driver of the vehicle undergoes a postcrash test, whichever occurs first

5. The use or ingestion of controlled substances at any time is strictly prohibited EXCEPT when the use is pursuant to the instruction of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job

   (a) Any employee taking such a substance at a physician's instruction must inform their supervisor of such drug use

      i. The County retains the right to verify the use with the employee's physician

6. Any employee who manufactures, distributes, dispenses, processes, sells, attempts to sell or arranges to sell a controlled substance to any other person, whether on or off County property, whether on or off duty, shall be subject to disciplinary action up to, and including, termination

7. No employee will perform or continue to perform work duties if a supervisor has actual knowledge that the employee's ability to safely perform his or her job is adversely effected because of the use of a controlled substance at any time or alcohol was consumed during the performance of duty or within four (4) hours prior of reporting to duty

8. All employees, regardless of position or rank at the Sheriff's Office, up to and including the Sheriff, are subject to testing for alcohol and controlled substances pursuant to this directive as a condition of employment

   (a) Refusal by an employee to submit to required testing or a failure to pass a drug or alcohol test will lead to disciplinary action up to, and including, termination

   (b) No employee who refuses to submit to a required drug or alcohol test will be permitted to continue to work

   (c) Refusal to take a test includes:

      i. Outright refusal to submit to a test or any part of the testing process

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ii. Failure to provide sufficient quantities of saliva, breath or urine to be tested without a valid medical explanation

iii. Failure to undergo a medical examination as directed by the Medical Review Officer or Designated Employer Representative

iv. Engaging in conduct that clearly obstructs the testing process

v. Refusal to sign the certification in Step 2 of the Breath Alcohol Testing Form

vi. Leaving the scene of a traffic crash without a valid reason before tests are conducted without notifying a supervisor of where the driver can be reached for testing

vii. Failure to appear for any test within a reasonable time as determined by a supervisor (except a pre-employment test)

viii. Failure to remain at the testing site until the testing process is complete

ix. In the case of a directly observed or monitored collection, failure to permit the observation or monitoring

x. Failure to take a second test as directed by the County or collector

xi. A verified adulterated or substituted test result as reported by the Medical Review Officer

(d) Any employee who tampers with, falsifies, substitutes or alters a urine sample, saliva or breath test, or who attempts to do so, shall be subject to disciplinary action up to, and including, termination

9. All required standards of confidentiality as defined in 49 CFR Part 382, Subpart D will be adhered to

(a) Testing records and results will be released only to the employee upon a written request and those authorized to receive such information

10. Drug and alcohol testing will conform to testing procedures identified in the Weld County Code, Sections 3-14-50 through 3-14-70.

11. All drug test results will be reviewed first by the Medical Review Officer

(a) The Medical Review Officer will notify the Designated Employer Representative of an employee drug test whether positive or negative

i. If the drug test result is positive, the Medical Review Officer will contact the employee to discuss the test, to determine if the positive result is valid and to notify the employee that he or she has seventy-two (72) hours to request a test of the split specimen

ii. The specific drug involved may be disclosed to the Designated Employer Representative

1. The levels detected will not be disclosed

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12. The Designated Employer Representative will notify the Internal Affairs Sergeant of positive test results
13. The following types of drug and alcohol testing will be performed (See attachment: Notice to Report to Drug and or Alcohol Test 2024.pdf):
    (a) Pre-employment testing (drug testing only)
    (b) Reasonable suspicion testing
    (c) Post-traffic crash testing
    (d) Random testing
14. Employees will be required to submit to a drug or alcohol test when a supervisor or other superior has a reasonable suspicion that the employee has used a controlled substance or misused alcohol
    (a) Direct an employee to undergo a reasonable suspicion test for alcohol only if such observations are made during, just preceding or just after the period of the workday that the employee is required to comply with the alcohol use prohibitions
        i. The alcohol test may be administered only just before, just after or during the period the employee is to report for work
    (b) An employee ordered to submit to a reasonable suspicion test shall be transported to the screening site by a supervisor or other person designated by the supervisor
        i. A reasonable suspicion test for alcohol must be performed within eight (8) hours following a determination that reasonable suspicion to test exists
            1. If a reasonable suspicion test is not performed within two (2) hours after such a determination, a supervisor will prepare and forward a record to the Internal Affairs Sergeant stating the reasons the test was not promptly administered
        ii. No employee suspected of alcohol misuse, as shown by the behavioral, speech or performance indicators of alcohol misuse, may perform or continue to work until an alcohol test is administered evidencing a blood alcohol concentration of 0.000, or at least twenty-four (24) hours have elapsed following the administration of the reasonable suspicion test
    (c) A written record of the observations leading to a controlled substance or alcohol reasonable suspicion test shall be made by the supervisor and forwarded to the Internal Affairs Sergeant within twenty-four (24) hours of the observation or before the test results are released, whichever is earlier
    (d) An employee who undergoes reasonable suspicion testing will be removed from the workplace pending the test results on a status of "administrative leave with pay"
        i. If the test results are negative, the employee will be returned to work (without loss of pay)

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ii. If the reasonable suspicion drug or alcohol test result is positive, the employee will be removed from the workplace on a status of "leave without pay" and subject to disciplinary action up to, and including, termination

15. A surviving driver of a County motor vehicle involved in a traffic crash within Weld County will be tested for both drugs and alcohol if the traffic crash involves any one or more of the following:

The loss of a human life

The driver is found to be at fault for the traffic crash

The crash resulted in an injury to any person that required immediate medical treatment away from the scene

The crash resulted in disabling damage to any motor vehicle that required towing services

(a) Drug tests must be performed within thirty-two (32) hours following a traffic crash

i. If the drug test is not administered within thirty-two (32) hours, efforts to test for drugs will discontinue and be documented in an administrative report by the supervisor forwarded to the Internal Affairs Sergeant stating the reasons the test was not promptly administered

(b) Alcohol tests should be performed within two (2) hours following a traffic crash, but in no instance later than eight (8) hours following a crash

i. A driver subject to post-crash testing must not consume alcohol for eight (8) hours following the crash or until he or she submits to an alcohol test, whichever comes first

(a) If the driver has not submitted to an alcohol test within two (2) hours of the crash, the supervisor will prepare a record forward to the Internal Affairs Sergeant stating the reason that the test was not administered promptly

(b) If the alcohol test is not administered within eight (8) hours after the crash, efforts to administer the test for alcohol will discontinue and be documented in administrative report by the supervisor forwarded to the Internal Affairs Sergeant stating the reasons the test was not promptly administered

(c) Post crash testing requirements shall not delay necessary medical attention of injured persons, nor will they prohibit a driver from leaving the scene to obtain assistance in responding to the crash or to obtain necessary emergency care

i. Drivers will remain readily available for thirty-two (32) hours or until post crash drug and alcohol tests have been completed

(a) The driver must ensure that the supervisor knows the drivers location for at least a thirty-two (32) hour period following a traffic crash or until the post crash drug and alcohol testing has been completed

ii. A driver who is not available for testing will be considered to have refused to submit to testing unless his or her unavailability is attributable to efforts to

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obtain assistance in responding to the crash or obtaining necessary emergency medical care

iii. If the post accident test results are negative, the employee will be returned to work (without loss of pay)

iv. If the post accident drug or alcohol test result is positive, the employee will be removed from the workplace on a status of "leave without pay" and subject to discipline, up to and including termination

(a) For the duration of the leave without pay, the driver cannot utilize any accrued sick or vacation leave

(b) At a minimum, the driver shall be subject to the same consequences applied to employees following a positive random drug or alcohol test

1. Random testing will be conducted for all employees, regardless of position or rank, at testing rates consistent with 25% of agency members tested for drugs annually and 10% of agency members tested for alcohol annually

(a) Random tests will be unannounced and spread reasonably throughout the year

i. There will be no pattern to when random tests will be conducted and all employees have an equal chance of being selected for testing from the random pool each time random tests are conducted

1. Employees remain in the pool even after being selected and tested meaning there is a potential for an employee to be selected for random testing more than once during a year

(b) Employees will be selected anonymously using an identification number having no correlation to actual employee names

i. The employee database and selection process is maintained by the Medical Review Officer

ii. In the event a randomly selected employee is absent from work on the day his or her test is scheduled, the employee may be notified at any time during the selection period

1. If the employee is gone for an extended period of time, an alternate shall be randomly selected for testing, the originally randomly selected employee shall be placed back in the pool and the number of employees randomly selected in the next selection period shall be increased accordingly

iii. In the event it is necessary to collect a urine specimen from an employee for random testing outside his or her regular work hours, the employee shall be paid for the extra time

(c) An employee must report to the collection site immediately after receiving notification of his or her selection from the random pool

i. The Medical Review Officer will contact the Employer Representative with which employees need to be tested

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1. The Designated Employer Representative will contact the Internal Affairs Sergeant who facilitates employee notification
2. Notification to employees to be tested shall be both verbally and in writing

(d) An employee whose random drug test is positive or whose alcohol test is greater than 0.000 will be removed from the workplace on a status of "leave without pay" and subject to discipline, up to and including termination

i. For the duration of the leave without pay, the employee cannot utilize any accrued sick or vacation leave

2. An employee who improperly uses alcohol after a traffic crash (before post-crash testing is complete) may not return to work without return-to-duty testing at the employee's expense

(a) Any positive return-to-duty drug test taken at the employee's expense, or return-to-duty alcohol test with a result greater than 0.000, taken at the employee's expense, will subject the employee to disciplinary action, up to and including termination

3. Drug test samples provide for a split sample procedure which requires a portion of each urine specimen to be retained in a separate, sealed container

(a) An employee whose urine test is positive may request from the Medical Review Officer that the split sample be tested at a separate laboratory approved by the U.S. Department of Health and Human Services

i. An employee request to test the split sample must be made within seventy-two (72) hours of learning of a verified positive test

1. Failure to make a timely request needs to be justified by an employee requesting split sample testing to the Medical Review Officer

ii. Unless the result of the split sample test invalidates the result of the original test, all costs associated with split sample testing will be the responsibility of the employee, including the costs of shipping and handling, transportation, testing and reporting to the Medical Review Officer

1. The County will assure that the spilt sample is tested in a timely manner if the employee cannot pay but the employee will reimburse the cost of the testing process to the County
2. If the result of the split sample test is negative, costs of split sample testing will be assumed by the County and the employee will be reinstated with no loss of seniority and paid for lost back wages

4. The County and Sheriff's Office will strictly adhere to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized to receive such information

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(a) All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur

(b) Privacy of each tested employee shall be strictly maintained

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Applicant and Transfer Preference

1223.1 DIRECTIVE NUMBER
10.3.501

1223.2 EFFECTIVE DATE
January 21, 2015

1223.3 RATIONALE
Entry level applicants and persons seeking inter-department transfers are given additional consideration in written entry level job testing scores when there is evidence of military service, active agency volunteer service or service as a current agency employee.

1223.4 DEFINITIONS
Eligible applicant—persons with prior military service, active agency volunteer service and current employees

1223.5 PROCEDURE

(a) Only prior military service with an honorable discharge is eligible for preference

(b) The minimum adjustment for eligible employees is an additional 5 points added to the total raw score

  (a) Active agency volunteers or current employees with prior military service receive an additional 3 points for a maximum of 8 points

  (b) Military service alone receives 5 points

  (c) Active agency volunteers or current employees without military service receive 5 points

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Applicant Pre-Employment Screening

1224.1 RATIONALE

Applicant pre-screening must be initially evaluated to ensure applicants meet minimum qualifications and have desired personal characteristics consistent with Weld County Sheriff's Office Guiding Principles.

1224.2 DEFINITIONS

NeoGov—an internet based service advertising Sheriff's Office job openings and providing a means of effective management and progressive screening for applicants

1224.3 PROCEDURE

(a) Job openings are posted on NeoGov by Weld County Human Resource staff

(b) Applicants make initial application and answer a questionnaire establishing any required credentials for the position

1. The questionnaire includes questions regarding undesirable characteristics

(c) Submitted applications are automatically filtered allowing applications meeting basic requirements with no undesirable characteristics to be passed to the next step

1. Applicants not meeting minimum requirements will be disqualified and notified either by email or direct mailing, a choice the applicant makes during the application process.

(d) Applications not filtered out are reviewed by the Professional Standards Sergeant or designee for verification

(e) The applicants who participate in a formal agency testing process or interview and do not pass testing standards are disqualified

1. Applicants disqualified by testing or interview will be notified of the disqualification either by email or direct mailing, a choice the applicant makes during the application process

(f) Applicants for all deputy positions require a security clearance polygraph examination

1. Applicants for positions handling cash or criminal evidence are also subject to a polygraph examination
2. Applicants may be immediately disqualified based upon admissions or disclosures that do not meet minimum agency requirements
3. Applicants are not disqualified solely because of polygraph results
4. The polygraph examiner directly notifies the applicant of the disqualification and why
5. Polygraph results are forwarded to the Professional Standards Lieutenant

(a) The results are reviewed and a recommendation is forwarded via chain of command to the Sheriff

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1. The applicant will be notified either by email or direct mailing, a choice the applicant makes during the application process, when the Sheriff supports the disqualification

(g) Applicants for safety sensitive job assignments require a psychological examination and physical assessment

1. Results are forwarded to the Administration Division Lieutenant

(a) The results are reviewed and a recommendation is forwarded via chain of command to the Sheriff

1. The applicant will be notified either by email or direct mailing, a choice the applicant makes during the application process, when the Sheriff supports the disqualification

(h) All applicants are subject to a detailed background investigation of information the applicant provides on a personal information questionnaire, information from the polygraph examiner's report and other sources

1. Results are forwarded to the Administration Division Lieutenant

(a) The results are reviewed and a recommendation is forwarded via chain of command to the Sheriff

1. The applicant will be notified either by email or direct mailing, a choice the applicant makes during the application process, when the Sheriff supports the disqualification

(i) Disqualifications may be appealed by an applicant in writing to the Administration Division Lieutenant.

1. The Administration Division Lieutenant reviews the disqualification and makes a recommendation

2. The recommendation, appeal from the applicant and written documentation supporting the disqualification are submitted to the Sheriff through the chain of command

3. The Administration Division Lieutenant will notify the applicant of the outcome of the appeal by direct mailing

(j) Initial screening criteria related to criminal behavior, drug and alcohol use and behavior can be found in See attachment: Pre-Employment.pdf

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Lateral Entry Program

1225.1 RATIONALE

The Weld County Sheriff's Office appreciates potential candidates with previous law enforcement experience. Your decision to join the premier law enforcement agency in Northern Colorado can lead to a rewarding and fulfilling career. A benefit of your previous applicable law enforcement experience may include starting your career at a higher pay step. General guidelines are provided.

1225.2 DEFINITIONS

Full-Service Police/Law Enforcement Agency: An agency that responds to calls for service, conducts traffic enforcement, makes arrests and files criminal cases, without the assistance of another law enforcement agency

Patrol: Under general supervision, performs law enforcement and crime prevention duties for the protection of life and property; patrols an assigned area in a police car, on motorcycle or on foot, enforcing federal, state or municipal laws and ordinances.

Full-Service Detentions/Correctional Facility: An agency that provide 24-hour security coverage, intake and release of inmates, transportation to Courts, accounting for and management of inmates, administers inmate discipline.

Detentions: Under general supervision, performs enforcement and management duties for the protection of life and property in a jail setting, supervises inmates by enforcing federal, state or facility laws and regulations.

1225.3 PROCEDURE

(a) A candidate for the Weld County Sheriff's Office (patrol or detentions) will have current experience with a full-service Police or Detentions agency or facility.

(b) A candidate must be Colorado POST certified or successfully challenge POST. (Patrol duties)

(c) Cumulative related service must include at least two (2) years of service as a full-time commissioned law enforcement officer/deputy. (Patrol)

  (a) Training academy or field training (FTO) is excluded.

(d) Cumulative related service must include at least two (2) years of service as a full-time correctional officer/deputy (Detentions)

  1. Training academy or facility training (FTO) is excluded.

(e) Pay step upon hire will be based on years of service corresponding with the existing step schedule in Weld County Code.

(f) Pay step upon hire, regardless of previous experience may not exceed step 6; all steps applicable at Sheriff's discretion.

  (a) Training records and most recent evaluations must be provided from candidate's previous agency.

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Relocation Assistance

1226.1 EFFECTIVE DATE
October 18, 2019

1226.2 RATIONALE
When it is in the best interest of the Weld County Sheriff's Office to relocate a newly hired employee, the agency may provide relocation assistance, to the employee, under the provisions of this policy.

The use of the relocation incentive is completely optional for a newly hired Detentions Deputy. If a newly-hired Detentions Deputy agrees to use the incentive, the following stipulations are in effect, and a signed contract is required before any payments, or disbursements, are made.

1226.3 DEFINITIONS
- **Newly hired:** A person who has received, and accepted, an offer for employment and has completed the requisite steps to begin working.
- **Detentions Deputy:** An entry-level, security position assigned to the Weld County Jail.
- **Direct recruiting:** Agency representatives attending, or coordinating, job fairs, conventions, seminars, or mobile testing locations.

1226.4 PROCEDURE
Newly hired Detentions Deputy are eligible to receive up to $2,700 for reasonable, and actual, relocation expenses.

1226.4.1 ELIGIBILITY
Eligibility is determined by the following conditions:
- Their current home and/or employment is outside of Colorado and over 200 miles from the Weld County Sheriff's Office jail complex (2110 O Street, Greeley, Colorado).
- They were hired after November 1, 2019.
- They were hired as a result of a direct recruiting effort by the Weld County Sheriff's Office or Weld County Human Resources.
- The new place of residence is within the geographic boundaries of Weld County, or within a reasonable, commutable distance from a county immediately adjacent to Weld County.

1226.4.2 DIRECT PAYMENT/ REIMBURSEMENT
Some expenses will be paid via direct payment to a third-party, while others will be paid as a reimbursement item, similar to business travel expenses. Itemized invoices/receipts must be submitted for direct payment and reimbursement. Reimbursement payments will not be made prior to the end of the employee's first week of the academy.

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1226.4.3 APPROVED RELOCATION EXPENSES AND LIMITATIONS

- **Relocation of household goods**. The relocation assistance can be applied to:
  - Professional moving costs and related insurance coverage.
  - Moving van rental and fuel.
- **Miscellaneous associated expenses**. Other eligible expenses include; reimbursement for penalties associated with breaking a lease, rental deposit, costs and related service charges for utility service hookups, temporary storage costs at destination, etc.
  - Some examples of moving expenses not authorized by this policy:

    Special services such as maid service, carpet service, disassembly of unusual article.

    Transportation of vehicles, camping or utility trailers, building materials, firewood, landscape materials, animals, boats, or items not considered to be normal household items.

    Visits to the new location to secure housing.

    Costs associated with the sale or purchase of residences.

    Costs associated with the forfeiture of a deposit, as a result of damage, cleaning fees, etc.
- **Temporary living expenses**. Temporary lodging and meal expenses, for a period of no more than 15 days, can be submitted for reimbursement.

1226.4.4 REPAYMENT PROVISION

The relocation assistance must be reimbursed, on a prorated scale, if the employee works as a Detentions Deputy for less than three years.

- During the first 90 days of employment;
  - If the employee is terminated by WCSO, the employee reimburses the actual incentive amount, up to $2,100, instead of the full $2,700.
  - If the employee resigns in the first 90 days, they are responsible for the entire incentive amount, up to $2,700.
- After the first 90 days and up to one year, any form of termination to include transferring to a civilian position or another department, being fired, or voluntarily resigning, the full amount of the incentive is to be reimbursed to the County from the remaining paychecks.
- For anything worked between one year and one day through two years, any form of termination to include transferring to civilian position or another department, being fired or voluntarily resigning, two thirds of the relocation incentive (up to $1,800) will be taken from the remaining paychecks.
- For anything worked between two years and one day through three years, any form of termination to include transferring to civilian position or another department, being

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fired or voluntarily resigning, one third of the relocation incentive (up to $900) will be taken from the remaining paychecks.

- If the deputy is still employed at three years and one day, they are absolved of any commitment to repay the relocation incentive.

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Fitness Standard

1227.1 REFERENCES

Weld County Sheriff's Lexipol: Applicant Pre-Employment Screening

Weld County Sheriff's Lexipol: Use of Force

1227.2 RATIONALE

The Weld County Sheriff's Office is committed to maintaining a physical standard by requiring all deputies to perform a Physical Abilities Test (PAT). The PAT is designed to measure essential job functions for all deputy positions. Successful completion of the PAT shall be considered an essential function. PAT courses are validated based upon a job task analysis in which the elements are germane to the physical requirements of the position(s). The analysis and validation should be established by external professional experts.

1227.3 DEFINITIONS

Physical Abilities Test (PAT): A job related physical test designed to measure essential job functions for all deputies.

Deputy : Uniformed personnel assigned to the Patrol Division, Administration Division, and the Detentions Division.

For Record – A PAT scheduled by Professional Standards where an official time will be recorded to determine if a deputy is physically able to perform the essential job functions of their current primary job assignment or can meet the physical fitness requirements for continued participation in SWAT or K9 units. A PAT for record includes the scheduled annual PAT, re-tests due to non-compliance with the PAT for - record, and a PAT administered after the return from an extended medical leave or extended work-related absence.

Not-for-Record – A PAT administered to determine suitability for future promotion or transfer, practice, training, measuring fitness progression or course familiarization. The time from a not-for-record PAT will not be used to determine if a deputy is physically able to perform the essential functions their current primary job assignment, but may be used for other administrative purposes such as a promotional process, determining suitability for future transfer to another Division, and assignment to a POST Academy, SWAT or K9 units.

Extended medical leave or extended work related absence: For purposes of this policy, a period of paid or unpaid leave in excess of 30 calendar days.

1227.4 GENERAL

Application Requirement: All applicants seeking employment as a deputy shall be required to meet physical fitness standards prior to their employment. Failure to pass the PAT will result in their application being placed on hold. Applicants may reattempt the PAT at the next regularly scheduled event.

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Applicants seeking employment as a Detentions Deputy are not expected to have prior training and will not be required to demonstrate the handcuffing and weapon fire events in the Detentions PAT. Applicants need to complete the course in 7 minutes and 45 seconds. After completion of the Detentions Academy, new Detentions Deputies will be required to successfully complete the full Detentions PAT. Passing the full Detention PAT indicates fit for duty readiness.

Applicants seeking employment as a Patrol Deputy will be required to pass the full Patrol PAT to indicate fit for duty readiness.

Applicants seeking WCSO sponsorship to a POST Academy or transfer from Detentions to Patrol will be required to pass the Patrol PAT not-for-record as part of the selection process. Any applicant who is unable to meet the standard of the Patrol PAT not-for-record will result in disqualification from the selection process.

Terms and Conditions of Employment: All prospective deputies must pass the PAT prior to employment. Current deputies must successfully pass the PAT for record once per calendar year for the duration of their employment.

The following PAT courses were validated in 2021 and are effective as of April 2022:

(a) Detentions Applicant PAT:See attachment: Detentions Applicant PAT.pdf

(b) Detentions PAT See attachment: Detentions PAT.pdf

(c) Patrol PAT See attachment: Patrol PAT.pdf

(d) K-9 PAT See attachment: K-9 PAT.pdf

(e) SWAT PAT See attachment: SWAT PAT.pdf

1227.5 IMPLEMENTATION DATES

Minimum Requirements for the Physical Abilities Test:

(a) The PAT for record must be successfully completed once a year as scheduled by the Professional Standards Unit. The PAT test will be usually conducted in the 2nd quarter each year.

(b) The PAT course(s) not-for-record will be available for practice on the Saturdays when new hire / applicant testing is scheduled.

(c) Testing will be limited to daylight hours with due regard for extreme weather conditions as determined by the lead PAT specialist. No testing will be conducted during extreme weather conditions that pose a safety hazard.

(d) Deputies meeting the established minimum standard for a PAT for record will be deemed to be in compliance with the PAT policy.

(e) Deputies assigned to SWAT or K9 will be required to pass their collateral PAT for record instead of their primary assignment PAT.

(f) Individuals who do not meet the minimum standard on a PAT for record shall be considered to be out of compliance with the PAT.

(g) Transition exception to minimum requirements for current deputies:

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(a) Effective April 1st, 2022 all detentions deputies will be required to participate in the PAT. All detentions deputies hired prior to April 1st, 2022 are required to complete the 2021 validated course on a yearly basis. Beginning April 1st, 2023, the completion time on a PAT for record must be 7 minutes and 45 seconds or less.

(b) Effective April 1st, 2022, all patrol deputies will be required to participate in the PAT. All patrol deputies hired prior to April 1st, 2022 are required to complete the 2021 validated course on a yearly basis. Beginning April 1st, 2023, the completion time on a PAT for record must be 7 minutes and 45 seconds or less.

(c) Effective April 1st, 2022, all K-9 deputies will be required to participate in the PAT. All K-9 deputies appointed prior to April 1st, 2022 are required to complete the 2021 validated course on a yearly basis. Beginning April 1st, 2023, the completion time on a PAT for record must be 9 minutes or less.

(d) Effective April 1st, 2022 all SWAT deputies will be required to participate in the PAT. All SWAT deputies appointed prior to April 1st, 2022 are required to complete the 2021 validated course on a yearly basis. Beginning April 1 st, 2023, the completion time on a PAT for record must be 12 minutes or less. This includes all members of the Weld County Multi-Jurisdictional SWAT team, excluding those assigned as Crisis Negotiators.

(e) All deputies hired after April 30th, 2022 will have no transition exception and are expected to complete the PAT for record within the required time outlined in this policy.

1227.6 NON-COMPLIANCE WITH THE PHYSICAL ABILITIES TEST FOR RECORD (EFFECTIVE AFTER APRIL 1ST, 2023)

Any member who does not meet the standard of their primary assignment PAT for record (Patrol/ Detentions) will immediately be removed from active-duty and, at the discretion of the Sheriff or designee, may be placed on a modified duty status for a period of up to 30 calendar days.

Any deputy who does not meet the standard of their collateral duty PAT for record (SWAT or K9) will be immediately suspended from service in the collateral duty. The deputy must then take their primary assignment PAT for record within 7 days. The deputy may not return to the collateral assignment until the successful completion of the primary assignment PAT for record and the collateral duty assignment PAT for record.

After the initial attempt at a PAT for record, a deputy will have a maximum of three attempts within 30 calendar days to achieve a passing score. If the deputy passes any attempt within 30 calendar days of the initial attempt they will be considered in compliance and re-instated to full duty status.

If successful completion of the PAT for record is not achieved within 30 calendar days of the initial attempt, the member may request permanent reassignment to a vacant position not requiring a PAT. After making the request, subject to the Sheriff's or designee's discretion and approval, the member may be permanently reassigned to a vacant position not requiring a PAT if the member is qualified for the position. The Sheriff may consult with Human Resources to look for

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other vacancies throughout the county, if appropriate. The employee will be subject to the new position pay scale. Otherwise, the deputy will be relieved from their assignment which may include termination of employment.

1227.7 ADMINISTERING THE PHYSICAL ABILITIES TEST

The administration of the PAT shall be conducted by deputies receiving instruction/training consistent with the requirements of the validation study and PAT program. No attempts at the PAT for record will be allowed or considered in compliance without prior approval from the Professional Standards Unit Lieutenant.

Only deputies trained to administer the PAT will schedule, test, and/or record PAT results. Testing will be conducted annually within the 2nd quarter of each calendar year. All completed PAT records will be maintained by the Professional Standards Unit.

A minimum of two PAT-trained personnel (with separate timing devices) will be present for each PAT conducted for record. Times will be recorded and submitted to the Professional Standards Unit.

Attempts that do not meet the standard on a PAT for record will be recorded.

1227.8 EXEMPTIONS

Certain exemptions may apply to the PAT requirements including, but not limited to; members on temporary modified (limited) duty, medical leave or temporary ADA restrictions; and/or members involved in line-of duty-events likely to adversely impact test results.

1227.9 RETURN TO FULL UNRESTRICTED DUTY

Deputies returning to full, unrestricted duty after an extended medical leave or extended work-related absence will be required to pass a PAT for record before the start of the first shift or work related assignment following the absence.

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Issued Uniform and Maintenance

1228.1 RATIONALE

Uniformed personnel are easily recognized as representatives of the Weld County Sheriffs Office and law enforcement in general. Uniformed personnel must maintain an appropriate, professional appearance.

1228.2 DEFINITIONS

Uniform:

- *n.* A distinctive outfit intended to identify those who wear it as a member of a specific group or organization.

1228.3 PROCEDURE

All sworn personnel and Animal Control Officers will be issued uniforms and equipment upon employment.

Patrol Division

- 3 - trousers
- 5 - shirts (3 - short-sleeve, 2 - long-sleeve)
- AOT uniform consisting of polo shirts and tactical pants
- Duty belt and associated equipment
- Badge, collar brass, name plate
- Tie
- Winter coat
- Ballistic vest
- Straw campaign hat

Detentions Division

- 3 - Trousers
- 5 - shirts (3 - short-sleeve, 2 - long-sleeve)
- AOT uniform consisting of polo shirts and tactical pants
- Duty belt and associated equipment
- Badge, collar brass, name plate
- Tie
- Winter coat
- Straw campaign hat

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Animal Control

- 3 - tactical pants
- 5 - shirts (3 - short-sleeve, 2 - long-sleeve)
- AOT polo shirts
- Duty belt and associated equipment
- Badge, collar brass, name plate
- Winter coat
- Ballistic vest

Uniformed personnel are required to personally provide additional items:

- Black, plain collard undershirts
- Black, polished footwear

Uniformed personnel are required to maintain all associated uniform equipment in serviceable order.

Dry cleaning services are provided at the agency's expense through a contracted provider for routine cleaning and repair of uniforms.

A uniform allowance is provided to all uniformed personnel to purchase/replace issued uniform items as needed.

- Each employee is required to maintain no less than the minimum uniform issue.
- Additional, authorized items may be purchased and worn when in uniform.
- Uniform allowance funds may be used to purchase additional, authorized items as long as the employee's uniform meets standards; authorized items are found on the uniform vendor website under "Deputy Gear".
- Personal funds may also be used to purchase authorized items from the uniform vendor.
- Items not available from the uniform vendor may only be purchased with personal funds
    - These items must meet agency standards for equipment or uniforms.

Periodically, supervisors shall inspect each employee's uniforms and equipment to ensure that uniforms are in serviceable condition.

- Any deficiencies noted in the employee's uniforms must be corrected immediately.
- If the employee has exhausted their annual uniform allowance purchasing additional items, they will be required to use personal funds to restore their uniforms to agency standards.
- Uniform neglect may result in disciplinary action up to and including termination.

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1228.4 UNIFORM DESCRIPTIONS

Class A Uniform: Consists of the standard issued long-sleeved shirt and trousers, footwear, and duty gear. Additional required items:

- Badge, brass name plate, insignia
- Tie
- Campaign Hat
- Body Armor will be worn by uniformed patrol personnel and uniformed courts and transportation personnel.

Duty Uniform: Consists of the standard issued short- or long-sleeved shirt, trousers, footwear, and duty gear.

- Additional required items:
  - Badge, brass name plate, insignia
  - Body Armor will be worn by uniformed patrol personnel and uniformed courts and transportation personnel

Advanced Officer Training (AOT) Uniform: Consists of the issued short- or long-sleeve polo shirt, tactical pants, and footwear.

- Additional required items:
  - Uniformed Patrol deputies and Court Services Unit deputies shall wear body armor when training at the range.

Alternate Duty Uniform (Patrol and Courts only. Courts may only wear this uniform when on out of County transports): Consists of the issued short- or long-sleeve polo shirt, tactical pants, footwear, outer vest carrier, and duty belt.

- Additional required items:
  - Badge, name tape, Sheriff's Office designation (on the back).
  - Rank Insignia: the 5/8-inch or 7/8-inch brass insignia for sergeants and up, will be worn on the epaulets of the outer carrier, similar to the winter coats.
  - Uniformed patrol and courts deputies shall wear approved body armor within the outer carrier.

1228.5 UNIFORM ITEMS

Uniform Shirts:

Class A and Duty shirt: Gray colored with button down flap pockets, military creases and shoulder epaulets, both short- and long-sleeved. Weld County Sheriff shoulder patches must be sewn on each sleeve. The patches will be centered and sewn ½-inch from the top of the shoulder seam.

AOT and Alternate Duty Uniform shirt:

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Gray colored polo, both short- and long-sleeved, with Sheriff's badge embroidered on the left breast.

A plain colored black undershirt must be worn.

A black turtleneck may be worn in place of a black t-shirt when a long-sleeved shirt is worn.

Trousers:

Class A and Duty trousers: 6-Pocket pants with internal cargo pockets made of worsted wool fabric.

Tactical Pants: 5.11 Tactical Stryke Pants with external cargo pockets made of two-way Flex-Tac mechanical stretch fabric.

Duty Belt:

Patrol/Courts:

Black leather, basket weave with brass snaps. The duty belt will be worn with a black inner belt; the duty belt will have the standard width of 2 ¼ inches and may have an optional brass belt buckle. The duty belt will be adorned with the following items:

- The duty belt must be adorned with at least 2 less lethal force options:
- Expandable baton holder with expandable baton (less lethal force option)
- Baton ring and wooden straight baton may be worn (at employee's expense)
- Pepper spray holder with pepper spray (less lethal force option)
- Electronic control weapon holster or holster mount (less lethal force option)
- Duty handgun holster with firearm
- Magazine holder with 2 magazines loaded to full capacity.
- Deputies may carry a third magazine.
- Radio packset holder with packset
- A single cuff case with cuffs (closed top)
- An additional single cuff case may be worn
- Deputies may request a double cuff case and secondary cuffs
- Keepers with black or brass snaps
- Mini flashlight carrier with flashlight
- Flashlight ring may replace mini flashlight carrier
- Glove pouch (optional)
- Cell phone/pager holster (optional)
- Silent key holder (optional)

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Detentions:

Black leather, basket weave with brass snaps. The duty belt will be worn with black under belt and have a standard width of 2 ¼ inches and may have an optional brass belt buckle. The duty belt will be adorned with the following items:

- Pepper spray holder with pepper spray
- Electronic control weapon holster or holster mount (less lethal force option)
- Duty handgun holster with firearm (for authorized personnel)
- Magazine holder with two (2) magazines loaded to full capacity.
- Deputies may carry a third magazine.
- A Single cuff case with cuffs (closed top)
- An additional single cuff case may be worn
- Deputies may request a double cuff case and secondary cuffs.
- Keepers with black or brass snaps
- Mini flashlight carrier with flashlight
- Glove pouch
- Silent key holder (optional)

Outer Vest Carrier:

An outer vest carrier is authorized for use with the alternative duty uniform. The carrier must be purchased from the current uniform vendor. The vendor will fit the carrier to the deputy's body armor.

Generic carriers, or carriers from other vendors, are not authorized for use with the alternative duty uniform.

The carrier can be purchased with a combination of personal funds and uniform allowance funds because the annual allotment will not cover the entire cost.

If an employee's uniform is deemed to be substandard and the annual uniform allowance was exhausted purchasing additional items, the employee will be required to use personal funds to restore their uniforms to agency standards.

Contact the Quartermaster to schedule getting measured for the carrier.

Weapons or weapons support items are not authorized to be attached to the outer carrier.

Prohibited items are:

- Firearm
- Taser
- OC spray

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- Baton
- Magazines
- Knives

Permitted items are:

- Handcuff case
- Radio holster
- Flashlight case
- Tourniquet carrier
- Glove pouch

Hats:

A black straw campaign hat with the Weld County Sheriff's Badge centered on the front above the brim.

A black baseball cap purchased through the uniform vendor, with "Sheriff" on the front above the bill and "WCSO" on the side, embroidered in grey thread.

The deputy may add their badge number on the back of the hat.

No other information can be embroidered on the hat (such as radio call sign, names, mottos, etc.)

A stocking cap can be worn with either the WCSO logo embroidered in grey thread or no logos at all.

Coat/Jacket:

Several different options of outerwear are authorized for wear with the uniform. All options will be worn with the Weld County Sheriff's Office shoulder patch, one on each sleeve, and a cloth badge on the left breast of the jacket.

- A black, all-season jacket (issued).
- A Blauer Fleece-Lined ¼-Zip Sweater.
- A 5.11 ¼-Zip Tactical Job Shirt.

Gloves:

Black leather gloves may be worn during cold or inclement weather if they do not restrict the ability to manipulate a duty weapon or any other equipment.

Footwear:

Uniformed personnel may wear either shoes or boots that meet the following standards:

- Black in color

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- Polishable
- Plain toe (no steel or composite toe)
- Leather

Boots will be worn with the trousers over the top, not tucked into the boots.

Socks shall be black in color when worn with low quarter shoes in uniform.

Sunglasses:

Sunglasses may be worn during normal activities and only when necessary due to bright, sunny conditions.

Mirrored sunglasses are prohibited.

When interacting with citizens do not wear sunglasses unless necessary; wearing sunglasses when they are not needed is disrespectful to the citizen you are speaking with and unprofessional.

Name Plate:

Metal name plates will be worn between 1/16- and 1/8-inch above the right pocket, aligned at the top of the seam, and centered between the pocket edges.

Name plate will measure 2 ¼-inches wide by 3/8-inch high.

Name plate will display the deputy's first initial and the last name in standard Roman lettering.

Name Tape (outer carrier):

Black, cloth name tapes with a Velcro backing worn on the right side of the outer carrier.

Name tapes will measure 5-inches wide by 1-inch high.

Name tapes will display the deputy's first initial and last name in standard Roman lettering, embroidered in gray thread.

Rank Insignia:

Rank iIs to be worn on the collars of both the short- and long-sleeve duty shirts.

Sheriff Four: Gold Stars ½-inch

Undersheriff: Three Gold Stars ½-inch

Captain: Two Gold Stars ½-inch

Lieutenant: One Gold Star ½-inch

Sergeant: Gold Chevron Bars (3) ¾-inch

Deputy/Officer: Gold WCSO 3/8-inch

Rank Insignia is to be worn on the epaulets of the winter coat/jacket. The sizes of the insignia are as follows:

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- Gold Chevron bars, 5/16-inch
- 1 Gold Star, 7/8-inch
- 2 Gold Stars, 7/8-inch
- 3 Gold Stars, 7/8-inch
- 4 Gold Stars, 7/8-inch

Skill Identification Insignia:

May be worn between 1/16- and 1/8-inch above the name plate. Specialty insignia may include awards and service pins.

The insignia will be no more than 5/16-inch height.

Uniformed deputies will wear no more than two (2) specialty insignia.

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Detentions Vehicle Maintenance

1229.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Office vehicles so that they are properly equipped, maintained, refueled and present a clean appearance.

1229.2 DEFECTIVE VEHICLES

When an Office vehicle becomes inoperative or in need of a repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who becomes aware of the defective condition. Paperwork, describing the correction needed, shall be promptly forwarded to vehicle maintenance for repair.

The employee's supervisor should be notified when an assigned vehicle becomes inoperative or needs of repair.

1229.2.1 SUSPECTED DAMAGE OR POOR MAINTENANCE

Vehicles that may have suffered damage, perform poorly or whose control or safety features has been diminished shall be immediately removed from service for inspection and repair.

1229.2.2 SEVERE USE INSPECTION

Vehicles operated under severe use conditions, which include operations for which the vehicle is not designed or that exceeds the manufacturer's use parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Severe conditions may include rough roadway or off-road operation, hard or extended braking, pursuits or prolonged high-speed operation.

1229.2.3 REMOVAL OF WEAPONS

All firearms, weapons, conducted energy devices and kinetic impact weapons shall be removed from a vehicle, and safe control will be maintained of each item, prior to the vehicle being released for maintenance, service or repair.

Safe control of all firearms, weapons, and kinetic impact weapons must be maintained by securing the items in the agency armory, or any other method that renders the weapon safe from unauthorized use. (i.e. disassembly, trigger locks or personal gun safe)

1229.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all Office vehicles for emergency purposes and to perform routine duties.

1229.3.1 DETENTIONS VEHICLES

Deputies shall inspect the patrol vehicle at the beginning of the shift and complete a pre-operational checklist to ensure each vehicle contains the required equipment for duty and that the following equipment, at a minimum, is in the vehicle: (the pre-operational checklist is attached to this policy)

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- 1 Flashlight (minimum)
- CPR Mask
- Restraints - Belly Chain, Leg Irons, Flex Cuffs, Leg Hobble
- Vehicle Papers - Insurance Card, Registration, Fuel Card(s)
- Fire Extinguisher
- First Aid /Bio Hazard Kit
- Blanket
- 9 Road Flares
- Traffic Vest
- Spare Tire, Jack & Tire Tool
- Spit Mask

1229.3.2 UNMARKED VEHICLES
An employee driving an unmarked Office vehicle shall ensure that, at minimum, the equipment listed below is in the vehicle:

- 1 Flashlight
- Vehicle Documents - Insurance Card, Registration, Fuel Card(s)
- CPR Mask
- Fire Extinguisher
- First Aid/Bio Hazard Kit
- Spare Tire, Jack & Tire Tool

1229.4 VEHICLE REFUELING
Absent emergency conditions or supervisor approval, deputies driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles should be fully fueled when placed into service and refueled at the conclusion of each Deputy's shift or anytime the fuel level falls below 1/4. Vehicles shall only be refueled at an authorized location. Refer to Detentions Vehicle WEX Fuel Cards Policy.

1229.5 WASHING OF VEHICLES
All units shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to enhance their appearance.

Employees using a vehicle shall clean the interior of the vehicle by removing any trash or debris, wipe all surfaces with a cleaning agent (Clorox wipes or similar product to mitigate germs and bacteria) at the end of each shift.

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Vehicle WEX Fuel Cards

1230.1 PURPOSE AND SCOPE

Employees are responsible for maintaining agency vehicles so they are properly equipped, maintained, refueled and present a clean appearance. Occasionally, normal county fuel sites are inoperable and agency vehicles need fuel.

1230.2 WEX CARD

Each agency vehicle will be issued a WEX fuel card, in addition to the yellow county fuel card. The WEX fuel card is specific to the assigned vehicle, and not to be used for other fleet vehicles. The WEX fuel card is intended to be used infrequently only for emergency fueling when:

(a) Normal fueling stations are out of order

(b) During out of county transports or training when normal fueling methods are unavailable

(c) Other emergency situations that prevent the deputy from reaching a normal fuel site

Using the WEX fuel card for convenience is unauthorized.

Missing WEX fuel cards must be immediately reported to the deputy's supervisor.

1230.2.1 DEPUTY USE OF WEX CARD

Each Deputy will be assigned a personal identification number (PIN) that will work for all fleet WEX fuel cards. The WEX fuel card cannot be used for items other than fuel. As soon as practicable the deputy utilizing the WEX fuel card will:

(a) Obtain a receipt for the fuel purchase

(b) If a printed receipt is unavailable, a photo of the pump showing the dollar amount used, as well as the vehicle number, date, location etc. via email will suffice

1. Email their Sergeant with the vehicle number, date, location and reason for use of the WEX fuel card

    (a) The Sergeant will maintain record of the WEX fuel card use for a minimum of 90 days, to ensure proper budgetary reconciliation

2. Submit the receipt to the Budget Manager (Law Admin Building)

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Awards and Commendations

1231.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Office and individuals from the community.

1231.2 POLICY

It is the policy of the Office to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1231.3 PROCEDURE

(a) Employee submits a recommendation for award to a supervisor.

(b) Supervisor completes a Commendation Report in the reporting software and routes it to the Professional Standards (PS) Lieutenant with a recommendation.

(c) PS Lieutenant reviews the recommendation and award.

1. Generates a recommendation and forward the recommendation to the Administration Division Captain.

(d) Administration Division Captain reviews recommendation.

1. If needed consults with Executive Staff.
2. Authority is delegated to the Administration Division Captain to approve, deny, upgrade or downgrade award recommendation.

(e) The Administration Support Manager facilitates the process of preparing the award for presentation once approved.

1. Provides copy of written documentation to Personnel Technician.
2. Coordinates presentation of award to the employee.

(f) Personnel Technician forwards copy of documentation to Human Resources.

(g) The approving authority for awards for the Sheriff will be the Undersheriff.

1231.4 AWARD TYPES AND REQUIREMENTS

1. **Earl Bucher Medal of Honor**

(a) The Earl Bucher Medal of Honor may be awarded to the deputy or officer who distinguishes himself or herself conspicuously by gallantry and intrepidity at the risk of his or her life above and beyond the call of duty while engaged in an action against an opposing force.

(b) The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguished the officer or deputy. The action must be in excess of normal demands and of such a nature that the deputy or officer was

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fully aware of the imminent threat to his/her personal safety and acted above and beyond the call of duty at risk of his/her life.

(c) The Earl Bucher Medal of Honor is a gold colored ribbon with medal attached; is accompanied by a certificate, citation and a solid gold colored award bar with a gold colored star in the center.

2. **Medal of Valor**

(a) The Medal of Valor may be awarded to a deputy or officer who distinguishes himself or herself by exceptional bravery and courage at imminent risk of serious body injury above and beyond the call of duty or,

(b) While performing a voluntary course of action in an extremely dangerous situation.

(c) The Medal of Valor is a black colored ribbon with medal attached; is accompanied by a certificate, citation and a silver colored award bar with a gold colored star in the center.

3. **Distinguished Service Medal**

(a) The Distinguished Service Medal may be awarded to a deputy or officer who through the performance of their duties is placed in significant risk of serious bodily injury in an extremely dangerous situation, or

(b) Is injured in the line of duty under extreme and honorable conditions.

(c) The Distinguished Service Medal is a red colored ribbon with attached medal; is accompanied by a certificate, citation and a solid black colored award bar with a gold star in the center.

4. **Purple Heart Medal**

(a) The Purple Heart Medal may be awarded to a deputy, officer or civilian employee who is wounded or seriously injured in the line of duty by an assailant while involved ina physical altercation or responding to the call for help or assistance.

(b) The injury must not be the result of, or concurrent with, any conduct that is less than acceptable by any policy or procedure.

(c) The Purple Heart Award is a purple colored ribbon with attached medal; is accompanied by a certificate, citation and a purple and white award bar.

5. **Life Saving Award**

(a) The Life Saving Ribbon may be awarded to any employee(s) directly responsible for the saving of a human life.

(b) The Life Saving Ribbon may also be awarded where evidence indicates that actions by the employee(s) prolonged a human life to the extent of the victim being released into the care of medical authorities even though the victim might expire at a later time.

(c) The Life Saving Award is awarded as a certificate; accompanied by a citation and a red/white/red award bar.

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6. **Ribbon of Merit**

   (a) The Ribbon of Merit may be awarded to an employee for exceptional personal effort beyond the normal scope of his/her assignment.

   (b) The Ribbon of Merit may also be awarded for exceptional service to Weld County, in which the recipient has designed, implemented, or made changes that have affected the overall mission of the agency as a whole.

   (c) The actions must be under honorable circumstances or for extraordinary actions of the employee is one event or for several events that benefit the community, the victim of a crime or the Weld County Sheriff's Office.

   (d) The Ribbon of Merit is awarded as a certificate; accompanied by a citation and a white/red/and blue award bar.

7. **Meritorious Service Award**

   (a) The Meritorious Service Award may be awarded to any employee who distinguishes themselves for outstanding meritorious achievement or service,

   (b) For actions which demonstrate an exemplary display of leadership, initiative or innovation in which the employee identified a need, implemented a change and significantly contributed to the furtherance of the Weld County Sheriff's Office Mission and Guiding principles.

   (c) The Meritorious Service Award is awarded as a certificate; accompanied by a citation and a blue and white award bar.

8. **Special Service Award**

   (a) The Special Service Award may be awarded to any employee for three years as a voluntary participant on an officially recognized unit or team.

   (b) Requires effort or training beyond the routine job requirements.

   (c) The Special Service Award is awarded as a certificate; accompanied by a citation and a red and white award bar separated by a blue stripe in the center.

9. **Safety Award**

   (a) The Safety Award may be awarded to any employee for five years of service without a single at fault or contributory fault accident or report of injury.

   (b) The Safety Award is awarded as a certificate; accompanied by a citation and a white award bar with two green stripes and a gold colored star in the center.

10. **Firearm Proficiency Award**

   (a) The Firearms Proficiency Ribbon may be awarded for three years of receiving a minimum of 95% possible on all required pistol proficiency qualifications recorded on firearms training records.

   (b) The Firearm Proficiency Award is awarded as a certificate; accompanied by a citation and a yellow award bar with red green stripes.

11. **Commendations**

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(a) A commendation is a document award presented for a single action or a series of actions which goes beyond the normal scope of duties.

(b) The action of series or actions demonstrate the highest ideals of public service or are of substantial value to bring credit upon the employee and the Weld County Sheriff's Office.

12. **Citizen Certificate of Merit**

(a) A citizen may be awarded the Citizen Certificate of Merit for actions exemplifying excellence of civic responsibilities,

(b) Showing unselfish devotion to his/her fellow man or woman and the community or

(c) Whose actions bring honor to them in recognition to the Weld County Community.

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CCIC/NCIC Training

1232.1 DIRECTIVE NUMBER
10.6.200

1232.2 EFFECTIVE DATE
January 21, 2015

1232.3 RATIONALE
A CCIC Coordinator is designated by the Sheriff to be responsible to train, test and maintain written documentation detailing the training and proficiency of each employee with an active CCIC OSN. All employees with access to CCIC must be trained and tested on proficiency to assurance compliance with CCIC/NCIC policy and regulations.

1232.4 DEFINITIONS
CBI: Colorado Bureau of Investigation

CCIC: Colorado Crime Information Center

CJIS: Criminal Justice Information Services

NCIC: National Crime Information Center

OSN: Operator Sign on Number

1232.5 PROCEDURE
1. The designated CCIC Coordinator for the Weld County Sheriff's Office is the Records Director.

2. Any employee operating a terminal for the purpose of entering and retrieving information from CCIC/NCIC computer systems will have a valid OSN.

(a) Employees issued an OSN must be training and proficiency tested to assure compliance with CCIC/NCIC policy and regulations within 6 months of issuance.

(b) Biannual recertification on the CJIS Portal is required for all employees with an active OSN.

3. The CCIC Coordinator provides initial and biannual training for employees.

(a) The Coordinator maintains written documentation of operator training in the employee's OSN file.

(b) Training documentation is entered on each employee's electronic training record by the Coordinator.

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Numbered Memoranda

1233.1 2014
See attachment: 2014-14 Identification Information Request.pdf

1233.2 2015
See attachment: 2015-13 Work Release Regressions.pdf

1233.3 2016
See attachment: 2016_03 Missing Affidavit Proceedure.pdf

See attachment: 2016_04 Telephone Court Appearance.pdf

1233.4 2017
See attachment: 2017_02 CHP Upon Book In.pdf

See attachment: 2017 05 ICE Notification.pdf

1233.5 2018
2018-3 See attachment: DDII and DDIIII Promotional Process.pdf

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Nepotism and Employment Conflicts

1234.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure effective supervision, safety, security, performance, assignments and discipline while maintaining positive morale by avoiding actual or perceived favoritism, discrimination or other actual or potential conflicts of interest by or between members of this office.

1234.1.1 DEFINITIONS

Definitions related to this policy include:

Relative - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

Personal relationship - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

Business relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction where the employee's annual interest, compensation, investment or obligation is greater than $250.

Conflict of interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that an employee's action, inaction or decisions are or may be influenced by the employee's personal and business relationship.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

Subordinate - An employee who is subject ot the temporary or ongoing direct or indirect authority of a supervisor.

1234.2 RESTRICTED DUTIES AND ASSIGNMENTS

While the Office will not prohibit personal or business relationships between employees, the following restrictions apply:

(a) Employees are prohibited from directly supervising or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters involving the involved employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the Office will attempt to make every reasonable effort to avoid placing employees in such supervisor/ subordinate situations. The Office reserves the right to transfer or reassign any

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employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy

(b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever reasonably possible, Field Training Officers (FTOs) and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(d) To avoid actual or perceived conflicts of interest, members of this office shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of, or as a direct result of, any official contact.

(e) Except as required in the performance of official duties or in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, or is a convicted felon, parolee, fugitive, registered offender or who engages in intentional violations of state or federal laws.

1234.2.1 EMPLOYEE RESPONSIBILITIES

All employees are required to adhere to state guidelines and to disclose of conflicts of interest as required by law (Colo. Const. art. XXIX; CRS § 18-8-308; CRS § 24-18-104; CRS § 24-18-105).

Prior to entering into any personal or business relationship or other circumstance that the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, immediate supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide other official information or services to any relative or other individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify Dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1234.2.2 SUPERVISOR RESPONSIBILITIES

Upon being notified of or becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever reasonably possible. Supervisors shall also promptly notify the Sheriff or the authorized designee of such actual or potential violations through the chain of command.

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Body Worn Camera Program

1235.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and management of Body Worn Cameras and recorded data by members of this Office while in performance of their duties. Body Worn Camera recording devices include all recording systems, whether body-worn, handheld or integrated into portable equipment.

The purpose of this policy is to enhance the mission of the Office by providing a method of recording interactions between members of the Office and inmates or the public. Body Worn Cameras enhance the accountability of members and citizens, improve community relations, and provide transparency for the Office.

The Sheriff's Office adopts this policy with the awareness that a recording from a body-worn camera does not capture the full context of a police-citizen interaction, nor does it have the capability of documentation of the interaction, and the focus of the member must remain on fulfilling the law enforcement duty, not on the efficacy of the video. Because of the limitations and placement of the camera, a recording may capture different information and stimuli than what is perceived by a member and may record more information than a member retains or observes under the stress of a law enforcement interaction. Members must make decisions concerning any incident based on the totality of the circumstances at the moment the decision is made, using information that is perceived and available to the member.

1235.1.1 DEFINITIONS

Member - An employee or volunteer of the Office, sworn or civilian, irrespective of rank

Body Worn Camera (BWC) - An electronic device, provided by the Office, capable of capturing audio, video or both in a self-contained, rechargeable unit

Body Worn Camera Program Technician – Member (s) assigned to manage the Body Worn Camera Program and Digital Evidence Management System

Digital Evidence Management System - A CJIS compliant software package for the management and access of BWC recordings

1235.2 POLICY

The Sheriff's Office shall provide members with access to BWCs for use during the performance of their duties. The use of BWCs is intended to enhance and supplement the mission of the Office by providing a recording of interactions between members of the Office and inmates or the public. Members may apply discretion and may record interactions with citizens regarding non-law enforcement issues. In applying discretion, members will balance the need for the recording against the privacy concerns of the citizen(s) and other sensitive matters.

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1235.3 BODY WORN CAMERA PROGRAM TECHNICIAN

The Sheriff or authorized designee should appoint a BWC technician (s) responsible for establishing procedures for:

(a) The security, storage and maintenance of data and recordings

(b) Accessing data and recordings

(c) Auditing system performance, access and compliance with policy

(d) Transferring, viewing, downloading, tagging or marking events

1235.4 MEMBER PRIVACY EXPECTATIONS

All recordings made by Deputies on any Office issued device at any time, and any recording made while acting in an official capacity, regardless of ownership of the device it was made on, shall remain the property of the Office. Deputies shall have no expectation of privacy or ownership interest in the content of these recordings.

Members may request the restriction of accidental recordings of personal business or personal conversations through a written submission to the BWC Program Technician, subject to approval by the Professional Standards Lieutenant. Recordings related to a law enforcement function and/ or the performance of the member's official duty will be retained in accordance with the Records Maintenance and Release Policy and the Classification and Retention of Body Worn Camera Recordings section of this Policy.

1235.5 MEMBER RESPONSIBILITIES

Body worn cameras will be assigned at the discretion of the Office to members who have completed Office approved training. All BWCs will be assigned by the Office, personally owned body worn cameras are not authorized for use while on duty.

Before the beginning of each shift, each member assigned a BWC is responsible for verifying it is in good working order, by recording a test video. During the video, the member will state their name, badge number, and the current date and time.The member will also log the test video in their MDT's radio log if available. Members are responsible for their assigned BWC and will treat it with due care. If a BWC is not in working order or malfunctions at any time, the member shall promptly report the failure to a BWC Program Technician and their supervisor. The BWC Program Technician will provide the member a functioning device as soon as practicable.

Members should not intentionally obscure or cover the BWCs view of events. If asked, and if safety is not compromised, members should inform those inquiring that a BWC is in use.

Members assigned a BWC will wear the device in the manufacturer recommended mounting system, unless necessary for the investigation's circumstance or special assignment as approved by a supervisor.

1235.6 DOCUMENTATION OF A BODY WORN CAMERA RECORDING

Deputies shall document the existence of a BWC recording in any report, log, incident, event or any other official record of the interaction as appropriate. Documentation should include instances

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where the BWC malfunctioned or was deactivated. Deputies should include the reason for the deactivation.

Recordings do not replace written reports, victim or witness statements, or evidence photographs, which will be generated in accordance with policy and in the same manner as they were before the implementation of the BWC program (see Report Preparation Policy). Members shall not use the existence of a recording as a reason to write a less detailed report.

1235.6.1 SAVING AND TRANSFERRING OF A BWC RECORDING

Recordings from a BWC shall only be transferred/saved to the secure digital evidence management system authorized by the Sheriff's Office. Uploading of a BWC shall follow the procedures established by the manufacturer and Office training. Saving recordings to personal devices is not authorized.

Members shall follow all procedures concerning transfer, tagging and documentation of recordings designated for retention. At a minimum, every member shall tag the BWC recording with the date, and deputy's badge number in the digital evidence management system and in accordance with Office approved training.

Members shall not edit or redact recordings, except as authorized. This will typically be done by the BWC Program Technician for Records Release purposes.

1235.7 TRAINING

BWC devices will not be issued to members who have not received the required agency approved training. Members should operate the BWC in accordance with this policy and training.

1235.8 ACTIVATION OF THE BODY WORN CAMERA

This policy is not intended to describe every possible situation in which the BWC should be used. Members shall activate the BWC during any interaction with the public initiated by the peace officer for the purpose of enforcing the law or investigating possible violations of the law, in accordance with (CRS § 24-31-902). Members are also authorized to record an incident for evidentiary purposes, mutual accountability of the member and citizen, or to preserve valuable visual/audio information for later use. The device should be activated if a member is unsure whether the BWC should be activated.

The Sheriff's Office recognizes that some incidents may not begin as situations that would normally be recorded. It is also understood that incidents may not always have a clear starting point. The lack of a clear starting point does not indicate that the recording was purposefully or negligently delayed.

The Sheriff's Office also recognizes that many incidents are unpredictable, dynamic and happen very quickly and may not be anticipated. Members are advised that the safety of the inmates, public and members is paramount. Members shall not compromise their safety or that of the public to activate a BWC.

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Activation of the BWC is required for all Jail interactions by a deputy involving actual or potential criminal conduct or causing a **major** disruption or threat to jail security not captured on video surveillance, including but not limited to:

(a) Facility Riot

(b) Combative or uncooperative inmates or arrestees

(c) Emergency medical incidents

(d) Cell extractions

(e) Physical or verbal confrontations

(f) All potential Use of Force situations, with the understanding that not every use of force situation is foreseeable

(g) The application of the restraint chair

(h) Flooding of cells

(i) Major facility disruptions or disturbances

(j) Entering the cell of an inmate when an inmate is in the cell

(k) Other known areas out of video surveillance sight where an inmate is located

Activation of the BWC is not required during breaks, lunch periods, when not in service, or when a uniformed deputy is otherwise involved in routine or administrative duties.

1235.8.1 PRIVACY CONSIDERATIONS

As per Colorado SB 20-217 and CRS § 24-31-902, there is little allowance or variance for an individual's privacy concerns at the time the BWC recording is made. If available for release, certain information may be redacted or blurred from the video to protect the substantial privacy interest, while still allowing the footage to be publicly released.

1235.8.2 MUTING AND DEACTIVATION OF RECORDINGS

Once activated, the BWC shall remain on continuously until and unless the member reasonably believes that his/her direct participation in the incident is complete, or the situation no longer fits the criteria for activation. Deputies that fail to activate the BWC, fail to record the entire interaction, or interrupt the recording should document the reason in the associated incident report.

The BWC may be deactivated/muted when any of the following apply:

(a) When in contact with undercover officers, or when interviewing confidential informants.

(b) When the recording of security procedures and security measures of citizens, residences or organizations has no investigative value or unreasonably compromises their safety and security.

(c) When discussing administrative, tactical or management issues to include discussions between Field Training Officers and deputies in training.

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1235.9 SURREPTITIOUS USE OF THE BODY WORN CAMERA

Colorado law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (CRS § 18-9-303).

Members may surreptitiously record any conversation during a criminal investigation when the recording is lawful, and the member reasonably believes such a recording will be beneficial to the investigation.

Members shall not surreptitiously record another office member without a court order or unless lawfully authorized by the Sheriff or authorized designee.

1235.10 PROHIBITED USE OF BODY WORN CAMERAS

Members are prohibited from using Office-issued BWCs for personal use at any time and are prohibited from making personal copies of recordings created while on duty or while acting in their official capacity at any time.

Members shall not place recordings on social media without approval from the Sheriff or the authorized designee.

Members shall not duplicate or distribute recordings, except for authorized and legitimate purposes. The Office shall retain all recordings according to the Records Maintenance and Release policy.

Members are prohibited from retaining recordings of activities or information obtained while on duty.

Members shall not use BWCs while employed in an off-duty capacity or during operations where the recording will likely capture security procedures unless ordered to by a supervisor or with prior approval from their supervisor.

Members shall not use recordings for recreation, embarrassment, harassment or ridicule.

1235.11 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members shall upload, classify, categorize, tag and/or mark the recordings within the digital management system in accordance with Office approved training. Members should also identify the existence of the recording in any related case report, supplement or citation.

Any time a member reasonably believes a recorded interaction may be beneficial in a non-criminal matter (e.g., a confrontational interaction) the member should promptly notify a supervisor of the existence of the recording.

1235.12 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of BWC recordings shall be processed in accordance with the Records Maintenance and Release policy. All requests for release and recordings should be reviewed for legal release by the Administrative Support Manager. In all instances the Office will follow guidelines set forth in the Colorado Criminal Justice Records Act (CCJRA) and the Colorado Open

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Records Act (CORA), as well as applicable Colorado Revised Statutes. The redaction of video images and audio may be necessary in certain circumstances. Recordings that unreasonably violate a person's privacy interests or sense of dignity should not be publicly released unless disclosure is required by law or upon order of the Court.

The Office follows Weld County's fee schedule (Weld County Code Chapter 5 Article VII, Appendix 5-D) for the release of BWC footage, based on the reasonable cost for the actual time researching, reviewing and redacting that may be required prior to release.

1235.12.1 INCIDENTS ALLEGING MISCONDUCT

For all incidents in which there is a complaint of Deputy misconduct by another peace officer, a civilian, or nonprofit organization, upon request the Office shall release all unedited video and audio recordings of the incident, including those from body-worn cameras, or otherwise collected through investigation, to the public within twenty-one days after receiving the request for release of the video or audio recordings. (C.R.S. 24-31-902).

1235.12.2 INCIDENTS DEPICTING DEATH

Upon request, all video and audio recordings depicting a death must be provided to the victim's spouse, parent, legal guardian, child, sibling, grandparent, grandchild, significant other, or other lawful representative. Such person shall be notified of his or her right, pursuant to section 24-4.1-302.5 (1)(j.8), to receive and review the recording at least seventy-two hours prior to public disclosure. A person seventeen years of age and under is considered incapacitated, unless legally emancipated. (C.R.S. 24-31-902).

1235.13 REVIEW OF RECORDED MEDIA FILES

All recordings collected using BWCs are considered criminal justice records pursuant to C.R.S.§ 24-72-301 et seq. Access and review of recordings will be allowed by authorized users and for official purposes only. Access or review of recordings for other than official purposes is strictly prohibited. Persons not employed by the Office will not be allowed to view the recordings, except when a review of a recording is permitted by a supervisor, as part of a Professional Standards investigation, pursuant to a court order or as required for litigation purposes.

Recordings may also be reviewed:

(a) By any member of the Office who is participating in an official investigation such as a personnel complaint, administrative investigation or criminal investigation to which they are directly involved.

(b) Pursuant to a lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission from the Sheriff or the authorized designee.

(d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

(e) By a deputy who is captured on or referenced in the BWC recording for purposes relating to his employment, unless the recording is restricted at the time of the request.

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(f) To assess the proper functioning of the BWC.

1235.13.1 REVIEW FOR REPORT WRITING

Except for incidents necessitating the response of the Critical Incident Response Team (CIRT) and incidents with a use of force by a deputy, deputies may review their recordings as a resource when preparing written reports and preparing for court testimony. However, Deputies shall not retain personal copies of recordings.

1235.13.2 REVIEW FOR CRITICAL INCIDENT INVESTIGATIONS

If a member is involved in a critical incident, requiring the response of the Critical Incident Response Team (CIRT), the member will not review the recording until authorized by the Sheriff or designee. The following shall apply after a critical incident that requires the response of CIRT:

(a) Members shall continue the recording until the scene is declared safe by a supervisor.

(b) The BWC shall be removed by a CIRT member.

(c) The recording shall be tagged as confidential in the digital evidence management system by the CIRT Coordinator or designee.

(d) Digital and/or hard copies, as designated by CIRT, shall be made available to the CIRT representative as soon as practicable.

(e) The recording shall not be reviewed by other members unless authorized by the Sheriff or CIRT Coordinator.

1235.13.3 REVIEW FOR USE IN TRAINING

Members may notify a supervisor if a recording may be useful for training, tactical debrief or administrative purposes. Recordings identified as potential training tools will be reviewed and approved for use by the Detention Division Captain before being made available to the Training Unit. Objections by the involved member(s) will be submitted to the Sheriff or designee to determine if the training value outweighs the member(s) objection.

1235.13.4 SUPERVISOR AND COMMAND AUTHORITY REVIEW

Supervisors are authorized to review relevant recordings under the following circumstances:

(a) Administrative Review: A supervisor may review specific BWC recordings or data to conduct an administrative investigation or investigate a personnel complaint. Administrative reviews may also be conducted to identify videos with potential training value and exceptional performance.

(b) Quality Assurance Review: Supervisors should conduct four random monthly reviews of recordings from his/her subordinates to reinforce positive performance and provide guidance on how to improve performance. However, nothing in this policy prohibits a supervisor from reviewing a specific recording if the supervisor believes it is necessary to ensure adherence to policy and performance standards by a deputy. These reviews will be used to enhance the performance review of members.

    1. Supervisors shall not utilize recordings to harass, humiliate, degrade or otherwise discriminate one employee over another with greater scrutiny.

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2. The supervisor should provide feedback based on the quality assurance review.
3. The quality assurance review of member recordings shall not result in formal disciplinary action unless the recording discloses:
    (a) Gross misconduct or violation of ethical standards
    (b) A continued pattern of previously addressed and documented behavior.

Reviews outside the scope of these categories are not permitted.

1235.14 CLASSIFICATION AND RETENTION OF BODY WORN CAMERA RECORDINGS

All recordings shall be maintained in accordance with the Sheriff's Office video retention schedule. Any member or supervisor may request that a recording be retained. Most BWC recordings will be classified and retained through the Computer Aided Dispatch integration software. Members may be required to modify these initial classifications. Any BWC recording can be changed to a different classification or have its retention status changed for the benefit of an investigation or Office needs. Classifications, descriptions and retention are as follows:

(a) Un-categorized - An automatic classification that requires the BWC user to take further action on the recordings metadata. Examples may include follow-up investigations and assisting other agencies.
    1. The presumptive retention period will be 99 years until the classification has been manually changed.

(b) Accidental, Test - When the BWC is inadvertently activated when conducting a test at the beginning of a shift or documenting a miscellaneous activation of the BWC, which does not meet the requirements of any other classification.
    1. The retention period will be 90 days.

(c) Incident only - An automatic classification documenting an activation where there may be the possibility of a complaint or future action. Examples include traffic stops with no citation, motorist assists, traffic control, general citizen interactions and interactions for a violation of the law but the member chose to issue a verbal warning.
    1. The retention period will be 2 years.

(d) General - an automatic classification documenting all calls for service generating a case report.
    1. The retention period will be 5 years.

(e) Misdemeanors, Traffic Citation -
    1. Misdemeanor cases, petty offenses, traffic offenses with a summons issued, non-fatality traffic accidents, and similar cases - where viable suspect information may or may not exist.
        (a) The retention period will be 3 years.

(f) Felonies (Major felonies and violent crimes)

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1. Major felonies - Cases such as arson with fatalities, forgery, unrecovered firearms, homicides, kidnappings, deaths, sexual assault on a child, and officers killed. Any felony crime where an arrest occurs, or viable suspect information may lead to an arrest.
    (a) The retention period will be permanent
2. Other felony cases - Cases such as special investigations related to aggravated assault, arson without fatalities, fatal traffic accidents, and similar cases - where viable suspect information may or may not exist.
    (a) The retention period will be 10 years.
3. Sexual assault cases - cases related to the investigation of a sexual assault crime.
    (a) The retention period will be permanent.

(g) Restricted - A manual classification of BWC recordings that require restricted access to select individuals. Such recordings are deemed to be sensitive. This classification could be made by any member and is subject to general rules and policies regarding the retention of case related evidence.
    1. The retention period is dependent on the other category that is selected.

(h) Use of Force, Complaint or Internal Affairs - A BWC recording that the member believes may result in a conduct complaint, administrative investigation or when a use of force investigation and report is required.
    1. The retention period will be 5 years.

(i) Training - A manual classification for BWC recordings made during any initial BWC training or functionality testing of the BWC device. General deputy training is not approved for BWC use.
    1. The retention period will be 7 days.

1235.15 PURGING AND DELETIONS

The retention categories in this policy indicate that, in most cases, the recordings will be purged when they reach the maximum retention time, based on the category selected with the longest retention. If the evidence in a case/incident is ordered to be disposed of by the courts, regardless of the retention category, the recording may also be purged as long as there is no other legal or administrative purpose for retention.

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Officer-Involved Shootings

1236.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured as the result of an officer-involved shooting. The intent of this policy is to ensure that such incidents be investigated in a fair and impartial manner.

1236.2 TYPES OF INVESTIGATIONS

Officer-involved shootings involve several separate investigations. The investigations may include:

(a) A criminal investigation of the incident by the agency having jurisdiction where the incident occurred. This office may, however, relinquish its criminal investigation to an outside agency with the approval of the Sheriff or the authorized designee.

(b) A criminal investigation of the incident by the agency having jurisdiction where the incident occurred. This office may request that the criminal investigation be conducted by an outside agency with the approval of the Sheriff or the authorized designee.

(c) A criminal investigation of the involved officer conducted by an outside agency.

(d) An administrative investigation conducted by the involved officer's agency to determine if there were any violations of Office policy.

1236.3 JURISDICTION

Jurisdiction is determined by the location of the shooting and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings.

1236.3.1 WELD COUNTY SHERIFF'S OFFICE DEPUTY WITHIN THIS JURISDICTION

The Weld County Sheriff's Office is responsible for the criminal investigation of the suspect's actions, the civil investigation and the administrative investigation. The criminal investigation of the officer-involved shooting will be conducted by the 19th Judicial Critical Response Team (CIRT). In some instances and at the discretion of the Sheriff, or his designee, an uninvolved outside law enforcement agency may be requested to conduct the investigation.

1236.3.2 OUTSIDE AGENCY'S OFFICER WITHIN THIS JURISDICTION

The Weld County Sheriff's Office is responsible for the criminal investigation of the suspect's actions. The criminal investigation of the officer-involved shooting will be conducted by the CIRT. The officer's employing agency will be responsible for any civil and/or administrative investigation.

1236.3.3 WELD COUNTY SHERIFF'S DEPUTY IN ANOTHER JURISDICTION

The agency where the incident occurred has criminal jurisdiction and is responsible for the criminal investigation of the incident. That agency may relinquish its criminal investigation of the suspect to another agency. The Weld County Sheriff's Office will conduct timely civil and/or administrative investigations of its own personnel.

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1236.3.4 INVESTIGATION RESPONSIBILITY MATRIX

The following table identifies the possible scenarios and responsibilities for the investigation of officer-involved shootings.

	Criminal Investigation of suspect	**Criminal Investigation of officer**	**Administrative/Civil Investigation**
WCSO Deputy in this jurisdiction	WCSO Detectives	CIRT	WCSO Internal Affairs Unit
Outside agency's officer in this jurisdiction	WCSO Detectives	CIRT	Involved officer's agency
WCSO Deputy in another jurisdiction	Agency where incident occurred	Decision made by agency where incident occurred	WCSO Internal Affairs Unit

1236.4 THE INVESTIGATION PROCESS

The following procedures are guidelines for use in the investigation of an officer-involved shooting.

1236.4.1 DUTIES OF INITIAL OFFICER ARRIVING ON-SCENE

Upon arrival at the scene of an officer-involved shooting, the first uninvolved deputy will be the deputy in charge and assume the duties of a supervisor until relieved by the responding supervisor, and should:

(a) Secure the scene, identify and eliminate hazards for all those involved.

(b) Take all reasonable steps to obtain emergency medical attention for all apparently injured individuals.

(c) Coordinate a perimeter or pursuit of suspects as appropriate.

(d) Request additional resources, units or agencies as appropriate.

(e) Brief the supervisor upon arrival.

1236.4.2 DUTIES OF INITIAL ON-SCENE SUPERVISOR

Upon arrival at the scene of an officer-involved shooting, the first uninvolved supervisor should continue and complete the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any non-shooter officers. In the event that there are no non-shooter officers, the supervisor should attempt to obtain a brief voluntary overview from one shooter officer.

(b) If necessary, the supervisor may administratively order any deputy from this office to immediately provide the information necessary to secure the scene and pursue suspects. This would include such things as outstanding suspect information, number and direction of shots fired, parameters of the incident scene, identity of known witnesses and similar information.

(c) Absent a voluntary statement from any deputy, the initial on-scene supervisor should not attempt to order any deputy to provide any information other than public safety information.

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(d) Provide all available information to the Shift Sergeant and Dispatch. If feasible, sensitive information should be communicated over secure networks.

(e) Take command of and secure the incident scene with additional personnel until relieved by a Detective Unit supervisor or other assigned deputies.

(f) If possible, assign an escort deputy to each shooter deputy.

(g) As soon as practicable, shooter deputies should respond or be transported (separately, if feasible) to the station or away from the scene to a designated location free from the distractions of the investigative process for further direction.

1. Each involved deputy should be given an administrative order not to:

(a) Discuss the incident with other involved deputies pending further direction from a supervisor.

(b) Alter their equipment or appearance pending further direction from a supervisor.

(c) View any video or audio recording of the incident pending further direction from a supervisor.

1236.4.3 SHIFT COMMANDER DUTIES

Upon learning of an officer-involved shooting, the Shift Sergeant shall be responsible for coordinating all aspects of the incident until relieved.

1236.4.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Sheriff (via the chain of command)
- CIRT Coordinator or Team Leader
- Investigations Division Sergeant
- Outside agency investigators (if appropriate)
- Professional Standards Unit supervisor
- Psychological/peer support personnel
- Coroner (if necessary)
- Officer representative (if requested)
- Public Relations Officer

All outside inquiries about the incident shall be directed to the Shift Sergeant or PRO as deemed appropriate.

1236.4.5 MEDIA RELATIONS

A single media release shall be prepared with input and concurrence from the CIRT and the agency representative responsible for each phase of the investigation. This release will be available to

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the Staff and maintained by the Public Relations Officer in the event of multiple inquiries from the media.

No involved deputy shall be subjected to contact from the media and no involved deputy shall make any comments to the press unless authorized by the Sheriff or his designee.

Employees receiving inquiries regarding incidents occurring in other agency jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

1236.4.6 INVOLVED OFFICERS

A Supervisor should admonish each deputy that the incident shall not be discussed except with authorized personnel or representatives. The following shall be considered for the involved deputy:

(a) Any request for legal representation will be accommodated.

(b) While discussions with licensed attorneys will be considered privileged as attorney-client communications, no involved deputy shall be permitted to meet collectively or in a group with an attorney prior to providing a formal interview or report.

(c) Discussions with Office representatives (e.g., peer support counselor) will be privileged only as to the discussion of non-criminal information. However, no involved deputy shall be permitted to meet collectively or in a group with a representative or attorney prior to providing a formal interview or report.

(d) A psychologist or other psychotherapist shall be provided by the Office to each involved deputy or any deputy upon request.

1. Interviews with a licensed psychotherapist will be considered privileged and will not be disclosed except to the extent that a report is required to determine whether the deputy is fit for return to duty.

2. If an interview or session with a licensed psychotherapist takes place prior to the involved deputy providing a formal interview or report, the involved deputy shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.

(e) Although the Office will honor the sensitivity of communications with peer counselors, there is no legal privilege to such. Peer counselors are cautioned not to discuss the facts of any incident with an involved or witness deputy.

The Office does not allow involved deputies to access video/audio recording of the incident prior to the completion of all investigations related to this policy.

Care should be taken to preserve the integrity of any physical evidence present on the deputy's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Detectives shall make reasonable accommodations to the deputy's physical and emotional needs.

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Paid administrative leave shall be considered on a case by case basis following an officer-involved shooting. It shall be the responsibility of the Shift Sergeant to make schedule adjustments to accommodate such leave.

1236.5 SHOOTING INCIDENT CRIMINAL INVESTIGATION

1236.5.1 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting, it shall be the responsibility of the Detective Unit supervisor to assign appropriate personnel to handle the investigation of related crimes. Detectives will be assigned to work with those from an outside agency should the investigation be assumed by another agency, and may be assigned to separately handle the investigation of any related crimes that are not being investigated by the outside agency.

All related reports, except reports deemed confidential and/or administrative, will be forwarded to the designated supervisor for approval. Confidential reports shall be maintained exclusively by personnel who are authorized for such access. Administrative reports will be forwarded to the appropriate persons.

1236.5.2 CRIMINAL INVESTIGATION

This office may utilize an outside agency to conduct an independent criminal investigation into the circumstances of any officer-involved shooting involving injury or death.

If available, investigations personnel from this office may be assigned to partner with investigators from the outside agency to avoid duplicate efforts in related criminal investigations.

Once public safety issues have been addressed, detectives will be given the next opportunity to interview an involved deputy in order to give the deputy the opportunity to give a voluntary statement. The following shall be considered for the involved deputy:

(a) Except for personnel assigned to the CIRT, Supervisors and Internal Affairs Unit personnel should not participate directly in any voluntary interview of the deputy. This will not prohibit such personnel from monitoring interviews or indirectly providing areas for inquiry.

(b) If requested, any involved deputy will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal detectives. However, in order to maintain the integrity of each individual deputy's statement, the involved deputy shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(c) Any voluntary statement provided by the deputy will be made available for inclusion in the administrative or other related investigations.

(d) Absent consent from the involved deputy or as required by law, no administratively coerced statement will be provided to any criminal detectives.

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1236.5.3 REPORTS BY INVOLVED OFFICERS
In the event that suspects remain outstanding or are subject to prosecution for related offenses, this office shall retain the authority to require the involved deputy to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved deputy may write the report, it is generally recommended that such reports be completed by assigned detectives, who should interview the involved deputy as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of an involved deputy should focus on evidence to establish the elements of criminal activities by the involved suspects. Care should be taken not to duplicate information provided by an involved deputy in other reports.

Nothing in this section shall be construed to deprive an involved deputy of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures and should also be included for reference in the investigation of the officer-involved shooting.

1236.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or other major incident may be lost or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available personnel for the following:

(a) Identifying all persons present at the scene and in the immediate area.
    1. When feasible, a recorded statement should be obtained from persons who claim they did not witness the incident but were present at the time it occurred.
    2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, a deputy should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where detectives may obtain a recorded statement. Such witnesses, if willing, may be transported by Office personnel.
    1. A written, verbal or recorded statement of consent for transportation should be obtained prior to transporting a witness in an Office vehicle. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

1236.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting, this office will conduct an internal administrative investigation to determine conformance with Office policy.

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This investigation will be conducted under the supervision of the Internal Affairs Unit and will be considered a confidential peace officer personnel file.

(a) Any deputy involved in a shooting may be administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the deputy, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any deputy has voluntarily elected to provide a statement to criminal detectives, the assigned administrative investigator should review that statement before proceeding with any further interview of the involved deputy.

1. If a further interview of the deputy is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved deputy may be provided with a copy of his/her prior statement before proceeding with any subsequent interview.

(c) In the event that an involved deputy has elected not to provide criminal detectives with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the deputy's physical and psychological needs have been addressed before commencing the interview.

2. If requested, the deputy shall have the opportunity to select three uninvolved representatives, which may include legal representation, to be present during the interview. However, in order to maintain the integrity of each individual deputy's statement, an involved deputy shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

3. Administrative interviews should be recorded by the investigator. The deputy may also record the interview.

4. The deputy shall be informed of the nature of the investigation and shall be informed of all constitutional Miranda rights. Assuming there is no voluntary waiver, he/she will then be given his/her Garrity rights, and assuming there is no voluntary waiver, will then be given an administrative order to provide full and truthful answers to all questions.

5. The administrative interview shall be considered part of the deputy's administrative investigation file.

6. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Office to determine compliance with applicable policies.

7. Potential policy violations shall be determined in accordance with standard disciplinary procedures.

8. The administrative investigation may utilize a truth verification device examination with the authorization of the Sheriff.

(d) OIS Administrative Leave Form: See attachment: Admin Leave Notice - OIS 2024.pdf

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1236.8 CIVIL LIABILITY RESPONSE

A deputy of this office may be assigned to work exclusively under the direction of the legal counsel for the Office to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation. However, persons preparing the response shall be given reasonable access to all other investigations.

1236.9 POST-INCIDENT SERVICES FOR FAMILY

The family members and significant others of a deputy who has been involved in a shooting or deadly use of force should be provided, as office resources reasonably allow (CRS § 16-2.5-403):

(a) At least one confidential post-incident meeting with a qualified mental health professional (CRS § 16-2.5-402) in a timely manner following the incident, including through telehealth services.

(b) Ongoing confidential mental health services from a qualified mental health professional (CRS § 16-2.5-402) as needed, including through telehealth services.

(c) Peer support, including office peer support or online or telehealth peer support.

1236.10 PROTOCOLS FOR RETURN TO DUTY

The Office shall take steps to facilitate returning deputies back to their duty assignments following their involvement in a shooting or deadly use of force, taking into consideration the Office's size and resources (CRS § 16-2.5-403).

1236.10.1 REINTEGRATION

Taking into account that involved deputies may experience psychological, physical, or emotional reactions, the Office shall implement a reintegration plan that considers having the deputy:

(a) Return to the scene of the incident.

(b) Fire the deputy's weapon at the range.

(c) Participate in graded re-entry with a companion deputy or peer support deputy of the deputy's choosing.

1236.10.2 ONGOING SUPPORTIVE MENTAL HEALTH SERVICES

A deputy who has been involved in a shooting or deadly use of force shall be provided ongoing supportive mental health services, including confidential follow-up by a qualified mental health professional (CRS § 16-2.5-402), either in person or through telehealth services.

1236.11 POLICY REVIEW

The Office shall review this policy biennially and make any necessary updates to reflect current best practices and available resources (CRS § 16-2.5-403).

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Communication Devices

1237.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of office-issued mobile telephones and personal communication devices, and the on-duty use of such devices owned by personnel.

Because of technical advances and varying manufacturer nomenclature, this policy will generically refer to all Personal Communication Devices (PCD) as such, but is intended to include all mobile telephones, Personal Digital Assistants (PDA) and other such wireless two-way communications and/or portable Internet access devices.

In addition, the use of any computer, internet service, phone service or other wireless service, including employee-owned devices and services, to send or receive information that may be related to public business may be subject to review or disclosure.

1237.1.1 PRIVACY POLICY

Any employee utilizing any computer, Internet service, telephone service or other wireless service provided by or funded by the Office expressly acknowledges and agrees that the use of such service, whether for business or personal use, shall remove any expectation of privacy the employee, sender and recipient of any communications utilizing such service might otherwise have, including the content of any such communications. The Office also expressly reserves the right to access and audit any and all communications (including content) sent, received and/or stored using such service at any time.

1237.2 POLICY

Depending on an employee's assignment and needs of the position, the Office may, at its discretion, issue a PCD. Such devices shall remain the sole property of the Office and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without reason.

1237.2.1 USE OF PERSONAL COMMUNICATION DEVICES

Employees are discouraged from using personally owned PCDs to conduct Office business. Any form of personal computing technology, including personally owned PCDs, that synchronizes information, transfers information or communicates with the Weld County Government's network infrastructure or data may be subject to inspection of the device and review and disclosure of the contents. Employees may be personally liable in a legal action involving Weld County as a result of their use of a personally owned PCDs for Office business.

Employees should use Office issued PCDs to conduct legitimate Office business except as provided for below. Employees may use a PCD to communicate with other personnel in those situations where the use of the radio is either impracticable or not feasible. PCDs should not be used to replace regular radio communications.

(a) PCDs shall not be carried in a manner that allows it to be generally visible while in uniform, unless it is contained within a carrier that has been approved by the Office.

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(b) Office issued PCDs may not be used to conduct personal business while on-duty, except when brief personal communications may be warranted by the circumstances (e.g., to inform family of extended hours). While employees may use personally owned PCDs for personal business during authorized breaks, such usage should be limited as much as practicable to areas where the communication will not be seen or heard by the public.

(c) Employees should avoid off-duty use of agency-owned PCDs unless exigent circumstances exist; i.e. recall to work, specialty unit call-outs, court call-offs, etc. Routine calls, and messages, can be returned during the employee's scheduled shift. Off-duty use for routine, work activities cannot be claimed as work time.

(d) The on-duty use of PCDs, including personally owned PCDs, for purposes other than what is specifically permitted within this policy is prohibited and may be subject to discipline. Employees may be responsible for reimbursing the Office for any charges incurred as a result of personal use of the agency-owned PCD.

(e) Any images, audio recordings, or digital data files collected with a PCD, during the course of an employee's duties, are considered to be agency documents and may only be distributed in accordance with agency policy.

(f) Agency-issued or personally-owned PCDs shall not be used as an improvised body camera unless done through an Office approved body worn camera application on an agency-issued PCD..

(g) Employees shall not access criminal Justice information (CJI) on their personally owned PCD to include JMS or RMS applications.

1237.2.2 USE WHILE DRIVING

The use of a PCD while operating a motor vehicle can cause unnecessary distractions and presents a negative image to the public. Deputies operating emergency vehicles should restrict the use of these devices while driving to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location when utilizing the device.

Except in the case of an emergency, employees who are operating non-emergency vehicles should avoid the use of cellular telephones or other PCDs while driving unless the device is specifically designed and configured to allow hands-free listening and talking. Such use should be restricted to business-related calls or calls of an urgent nature (CRS §42-4-239(3)).

Manual dialing calls, while an agency vehicle is in motion, should be avoided. To place an outgoing call, employees should pull their vehicle off the road and stop in a safe location, or use voice-dialing features, to avoid driver distraction. Manual operation of PCDs, either issued by the department, or personally-owned, to send or read text messages and emails, internet browsing, programming navigation apps, or any other manual operation, while an agency-owned vehicle is in motion is prohibited. Hands-free operation, i.e. voice-to-text, Siri, Cortana, or any similar app, is permitted.

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Office-Owned Property

1238.1 PURPOSE AND SCOPE

Office employees are expected to properly care for Office property assigned or entrusted to them. Employees may also suffer occasional loss or damage to Office issued property while performing their assigned duties. Certain procedures are required depending on how the loss or damage of the item occurred.

1238.1.1 DEFINITIONS

Property – any item or equipment owned in whole or in part by the Office or Weld County Government including but not limited to uniforms, duty gear, firearms, less-lethal weapons, radios, body armor, computing equipment, vehicles, body worn cameras, and supporting equipment.

1238.2 DOCUMENTATION OF ISSUED PROPERTY

All property issued, including uniforms, should be documented in the appropriate property form and receipt acknowledged by signature of the employee receiving the equipment.

The Quartermaster, Accounting Technician, Body Worn Technician or Unit Supervisor that issues Office owned property to an employee, shall document the property on the property form, and obtain a signature from the employee acknowledging receipt. The employee issued property form can be found at See attachment: PROPERTY FORM-BLANK.pdf

Signed forms should be forwarded to the Quartermaster for electronic archiving into the employee's issued property file. The Quartermaster should update the employee's issued property file as needed to accurately reflect Office issued property possessed by the employee.

1238.2.1 CARE OF OFFICE PROPERTY

Employees should be responsible for the safekeeping, serviceable condition, proper care, use and replacement of Office property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of Office property may lead to discipline including, but not limited to, the cost of repair or replacement.

(a) Employees should promptly report, through the chain of command, any loss, damage to or unserviceable condition of any Office-issued property assigned for their use.

(b) The use of damaged or unserviceable Office property should be discontinued as soon as practicable and, if appropriate, replaced with comparable Office property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by a supervisor or required by exigent circumstances, Office property should only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Office property should not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

(e) In the event that any Office property becomes damaged or unserviceable, no employee should attempt to repair the property without prior approval of a supervisor.

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1238.2.2 SUPERVISORY RESPONSIBILITIES

A supervisor receiving an employee's report of loss, damage or unserviceable condition should conduct an appropriate inquiry to determine whether the employee exercised reasonable care.

Loss or damage resulting from circumstances beyond the employee's control, enforcement or security action, or due to normal wear-and tear of property should not be grounds for disciplinary action, unless carelessness, negligence, recklessness, or misconduct are the proximate cause.

The supervisor should complete the Weld County Accident and Damage Property Loss Report (See attachment: PROPERTY-ACCIDENT-DAMAGE - LOSS REPORT.pdf) and forward to the Quartermaster.

1238.3 EQUIPMENT LOSS OR DAMAGE OF PROPERTY OF ANOTHER

Employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any work-related function should report it as provided below:

(a) A verbal report should be made to the employee's immediate supervisor as reasonably soon as circumstances permit.

(b) A written report should be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

(c) The employee's supervisor should notify the Lieutenant or Captain.

1238.3.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to property belonging to the Office, it should be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as reasonably soon as circumstances permit.

(a) The employee should submit a written report before going off-duty or as otherwise directed by the supervisor.

(b) The employee's supervisor should notify the Lieutenant or Captain.

1238.4 SEPARATION FROM EMPLOYMENT

Upon an employee's separation from the Office, all issued property must be returned.

A supervisor receiving the notice of separation from the employee shall make notification to the Quartermaster, Accounting Technician and the BWC group via the "No Longer Employed" email group, or other established process.

The supervisor should review the employee's electronic issued property file, collect the Office property and conduct an inventory on or about the employee's last day of work.Ideally the return of equipment and inventory should be planned in advance to allow the employee enough time to correct deficiencies, locate lost property or make reimbursement prior to separation from the Office.

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The supervisor should give notice to the separating employee that all other Office property not returned prior to the time of separation shall be returned on the next business day, unless reasonable arrangements are made.

The separating employee's supervisor is responsible for following up with the former employee until all Office issued equipment is returned, or a recommendation for civil or criminal action is made to the chain of command.

The Office property and inventories shall be returned by the supervisor to the Quartermaster.

1238.4.1 UNEXPECTED SEPARATION

In cases involving an unexpected separation on the employee's last day of work (e.g., resignation without notice), at a minimum, the supervisor receiving the notice of separation shall attempt to collect the following Office issued property:

- Office issued identification and access cards
- Office issued badge
- Firearms
- Duty belt
- Body armor
- Less lethal devices
- Radio
- Body worn camera and components
- Cellular telephone or computing device
- Any other high value or sensitive equipment.

The supervisor shall give notice to the separating employee that all other Office property not returned at the time of separation shall be returned on the next business day, unless reasonable arrangements are made.

The separating employee's supervisor is responsible for following up with the former employee until all Office issued equipment is returned, or a recommendation for civil or criminal action is made to the chain of command.

1238.5 DISCIPLINARY, CIVIL OR CRIMINAL ACTION

Employees may be subject to disciplinary action for the loss, damage or unserviceable condition of Office property due to abuse, carelessness, negligence, recklessness, or misconduct.

Current and former employees may be financially responsible for reimbursement for loss, damaged or unserviceable condition of Office property.

At the discretion of the Sheriff or designee, employees failing to return Office owned property or making prompt reimbursement may be subject to civil or criminal action.

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Office-Owned Property

Requests for criminal action should be referred to the Patrol Division or appropriate law enforcement agency. Requests for civil action should be referred to Weld County Attorney's Office.

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Firearms Use

1239.1 PURPOSE AND SCOPE

The Sheriff may appoint deputies to be certified deputy sheriffs, non-certified deputy sheriffs, or reserve deputy sheriffs. All deputies appointed by the Sheriff are statutory peace officers. Sheriff appointments as a non-certified deputy sheriff and reserve deputy sheriff limit the carrying of a firearm ONLY to the duties assigned by the Sheriff while working on-duty. Even when working on-duty, the duties must specifically require the carrying of a firearm, concealed or otherwise, or a firearm is not authorized to be carried on-duty.

This policy provides guidelines for duty firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training. This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

1239.2 AUTHORIZATION TO CARRY FIREARMS

Only certified personnel who have met all state and Colorado Peace Officer Standards and Training (POST) requirements and have been authorized by the Sheriff shall have the peace officer privilege to carry a firearm both on-duty and off-duty.

Detention Deputies who have met all Office requirements and have been authorized by the Sheriff because of assigned duties shall have the peace officer privilege to carry a firearm ONLY on duty (CRS § 16-2.5-101, 16-2.5-103, 16-2.5-110). Within this section, the term "deputy" includes Detentions Deputies who are POST certified and have been authorized by the Sheriff to carry a firearm.

1239.3 ELIGIBLE IMMIGRANTS

An eligible immigrant who has been hired by the Office to enroll in a POST-approved training academy may possess and use a firearm in accordance with this policy at the academy and may transport, store, clean, and maintain a firearm as necessary for purposes of completing such training (CRS § 16-2.5-101).

1239.4 ALCOHOL AND DRUGS

Firearms shall not be carried by any deputy who has consumed any amount of any alcoholic beverage or taken any drugs that would tend to adversely affect the deputy's senses or judgment.

1239.5 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the deputy reasonably believes that they are absolutely necessary, effective, and reasonably safe.

1239.6 USE OF FIREARMS ON ANIMALS

(a) Destruction of Animals

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(a) Deputies are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective. Deputies should follow their training to identify animal behaviors that may reasonably put local law enforcement officers or other individuals in imminent danger, in addition to animal behaviors that do not reasonably suggest or pose an imminent danger.

(b) Subject to safety concerns or other exigent circumstances, or when deputies have sufficient advanced notice that a potentially dangerous animal may be encountered, deputies should develop reasonable contingency plans that consider alternatives to the use of firearms. Such alternatives may include using a fire extinguisher, TASER device, oleoresin capsicum (OC) spray, or allowing the owner to control or remove the animal from the immediate area.

(c) Nothing in this policy shall prohibit any deputy from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

(b) Injured Animals

1. A deputy may euthanize a domestic animal when, in his/her judgment and in the opinion of a licensed veterinarian, the animal is experiencing extreme pain or suffering or is severely injured, disabled or diseased past recovery. In the event a licensed veterinarian is not available, the animal may be euthanized at the request of the owner or by the written certificate of two persons called to view the animal (CRS § 35-42-110).

2. Injured wildlife may be euthanized whenever the deputy determines that no other reasonable action would be practical, humane, or effective for the rehabilitation of the wildlife (2 CCR 406-14:1405).

3. A gunshot to the head is an accepted method of euthanasia by the American Veterinary Medical Association, taking into consideration people and nearby animals. The procedure should be performed outdoors and away from public access or visibility, whenever possible.

4. If a disease such as rabies or chronic wasting disease is suspected, euthanasia by gunshot to the head should not be performed.

1239.7 REPORT OF FIREARM DISCHARGE

(a) Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on or off duty, shall make a verbal report to his/her supervisor as soon as circumstances permit.

1. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shooting Policy.

2. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

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(b) In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her supervisor or if necessary, provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall report the incident to the law enforcement agency of jurisdiction and immediately notify the on-duty Sergeant.

1239.8 FLYING WHILE ARMED

(a) The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to deputies who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR § 1544.219):

(a) Deputies must have completed the mandated TSA security training covering deputies flying while armed. The training shall be given by the office-appointed instructor.

(b) Deputies wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Sheriff's Office based on the law and published TSA rules.

(c) Deputies must carry their office identification card, bearing the deputy's name, a full- face photograph, identification number, the deputy's signature and the signature of the Sheriff or the official seal of the Office, and must present this identification to airline officials when requested.

(d) The deputy should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

(e) The Weld County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the deputy's travel. If approved, TSA will send the Weld County Sheriff's Office an NLETS message containing a unique alphanumeric identifier. The deputy must present the message on the day of travel to airport personnel as authorization to travel while armed.

(f) An official letter signed by the Sheriff authorizing armed travel may accompany the deputy. The letter should outline the deputy's need to fly armed, detail his/her itinerary and should include that the deputy has completed the mandatory TSA training for a law enforcement officer flying while armed.

(g) It is the deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification can be accomplished by early check-in at the carrier's check- in counter.

(h) Any deputy flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

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(i) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The deputy must keep the firearm concealed on his/her person at all times.

(j) Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(k) Deputies should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(l) Deputies shall not consume alcoholic beverages while aboard an aircraft or within eight hours prior to boarding an aircraft.

1239.9 CARRYING FIREARMS OUT OF STATE

(a) Qualified, active, full-time deputies of this office are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The deputy shall carry his/her Weld County Sheriff's Office identification card whenever carrying such firearm.

(b) The deputy is not the subject of any current disciplinary action.

(c) The deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The deputy will remain subject to this and all other office policies (including qualifying and training).

(e) Non-certified Detentions Deputies who have met all Office requirements and have been authorized by the Sheriff because of assigned duties shall have the peace officer privilege to carry a firearm ONLY on duty when carrying firearms out of state.

Deputies are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield a deputy from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Firearms, Equipment, and Ammunition

1240.1 PURPOSE AND SCOPE

The Weld County Sheriff's Office will identify the appropriate firearms, equipment, and ammunition that shall be carried by authorized personnel while in the performance of their assigned duty or job assignment. Only issued or approved firearms are authorized for on-duty use.

1240.2 DEFINITIONS

Ammunition: A cartridge consisting of a casing, a primer, a bullet or projectile, and propellent powder designed for use in a firearm.

Armorer: A person responsible for the upkeep of the firearms and firearms associated equipment

Cruiser Ready Condition: A status of weapon readiness where the weapon is stored with the chamber empty, the bolt forward, the safety on, and a fully loaded magazine in the magazine well

Duty Handgun: A double/single action, double action only or single action semi-automatic handgun.

Handgun Holster: The device used to secure a duty handgun to the deputy's duty belt.

Duty Rifle: A semi-automatic.223 or 5.56 caliber rifle.

Iron Sights: The traditional sights with a front post and a rear aperture that are commonly found on many firearms.

Gunsmith: A person who repairs, modifies, designs, or builds firearms.

Magazine: An ammunition storage and feeding device within or attached to a repeating firearm.

Magazine Pouch: The device used to secure additional handgun magazines to a belt.

Ready to Use Condition: A status of weapon readiness where the weapon is stored with a round in the chamber and a fully loaded magazine in the magazine well

Red Dot Sight (RDS): A non-magnifying reflex, prismatic or holographic device that provides a luminous dot aiming aid.

Retention level: Designates how secure a weapon is in the holster.

Secondary Handgun: Secondary pistols are approved, personally owned duty pistols that are carried on duty in addition to the primary duty pistol.

1240.3 FIREARMS

Uniformed Personnel: All uniformed personnel that are required to carry a duty handgun shall carry said weapon in ready to use condition in a minimum of a Level III retention holster, to retain the weapon during strenuous activity to include running, jumping, climbing and squatting, and to reduce the ability for others to disarm the deputy.

- All uniformed personnel must carry no less than two additional magazines for the duty handgun in a magazine pouch.Deputies may carry a third optional magazine in a

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magazine pouch, but no more than three magazines can be carried unless authorized by the Sheriff or designee.

All personnel that are required to carry a rifle will maintain the weapon in cruiser ready condition when stored in an agency locking rack mounted in the patrol vehicle.

- Deputies must carry at least two, but not more than three, rifle magazines unless assigned to SWAT or authorized by the Sheriff or designee.

All duty magazines shall be loaded to full capacity with ammunition.

Non-Uniformed Personnel: All non-uniformed personnel that are required to carry a duty handgun shall carry said weapon in ready to use condition in a minimum of a Level II retention holster to retain the weapon during strenuous activity to include running, jumping, climbing and squatting.

- Non-uniformed personnel shall conceal their handgun in a discreet manner to avoid detection from casual observation by the public.

1240.4 HOLSTERS

Only agency-approved holsters can be used while on-duty, during training, or while conducting any agency-related business.

Depending on assignment, holsters must be either Level II which has an active retention device, such as a thumb break or push-button mechanism or Level III which has multiple active retention mechanisms.

Holsters for uniformed personnel must be black basket weave.

Holsters for handguns equipped with a red dot sight must have a security hood that covers the sight.

***Holsters with an auto-locking, trigger finger manipulation retention device are banned from use while on-duty, during training, or while conducting any agency-related business. ***

- The Blackhawk SERPA is an example of a holster with the auto-locking, trigger finger manipulation retention device.

Deputies are authorized to carry the Safariland model 6004 drop flex holster at their own expense.

1240.5 DUTY FIREARMS

The authorized office-issued handgun is the Smith & Wesson, Military & Police, 9mm or 45 ACP with a minimum barrel length of 3-inches and a trigger pull of no less than four (4) lbs.

The authorized office issued rifle is the semi-automatic LWRC or Colt 5.56mm with an 11-inch minimum barrel length and a trigger pull of no less than five and a half (5.5) lbs and configured to satisfy the needs of a specific assignment.

Sheriff's Office owned firearms cannot be modified from factory condition by anyone other than an agency armorer. no after-market accessories are permitted on agency firearms.

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1240.6 PERSONALLY OWNED FIREARMS

Any deputy that is authorized to carry a firearm may choose to carry a personally owned firearm at their own expense. Only weapons purchased from the approved manufacturer list in Appendix A – Personally Owned Firearms will be allowed. See attachment: APPENDIX A - ALTERNATIVE DUTY FIREARMS 2026.pdf

Personally owned handguns must meet the same caliber, barrel length, and trigger pull specifications as outlined in the duty firearms section, and with the following additional restrictions:

(a) All single action, hammer fired handguns shall be equipped with a firing pin block device.

  (a) Examples include 1911 models and the 2011 Staccato.

(b) ***Single-action, striker-fired handguns without an adequate striker safety mechanism are prohibited from use while on-duty, during training, or while conducting any agency-related business. ***

  (a) Single-action, striker-fired handguns are defined as being fully cocked and ready to fire prior to any trigger movement. These types of handguns must have some form of adequate striker safety mechanism that prevents inadvertent discharge of the weapon unless the safety is first deactivated.

    (a) The Sig Sauer P320 or P365 are examples of a single-action, striker-fired handgun that does not have an adequate striker safety mechanism.

(c) Handguns shall be black, stainless steel, or earth-tone in color. Handguns with a chrome finish or any other color are not authorized.

  (a) Barrels shall be black, stainless steel, or earth-tone in color, and should generally be the same color as the firearm.

  (b) Threaded barrels are not authorized unless machined by the factory for compensator installation.

(d) Only firearms that come from the factory with a compensator are allowed.

  (a) The compensator must mimic the slide/frame contours.

  (b) The compensator cannot extend more than 1" past the frame of the firearm.

  (c) The compensator must match the handgun's finish.

  (d) After-market compensators are not permitted.

(e) After-market modifications to firearms and magazines are limited to:

  (a) Magazine sleeves, extended base plates, or weighted base plates are permitted.

    (a) The maximum thickness allowed is.75 inch or 19mm

    (b) They cannot increase the magazine capacity.

    (c) They must be the same color as the original base plate.

  (b) Magazine well flares are permitted.

    (a) They must not excessively extend or widen the length of the pistol grip.

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(b) They must be the same color as the firearm.

(c) Extended magazine releases are not permitted.

(d) No other after-market modifications may be made without prior approval of the Sheriff or designee, through the chain of command.

(f) Deputies must also provide a department approved holster, no less than three (3) handgun magazines, and a magazine pouch, as applicable.

Personally owned rifles must meet the same caliber, barrel length, and trigger pull specifications as outlined in the duty firearms section.

1240.7 SECONDARY HANDGUN

Deputies who want to carry secondary handguns are subject to the following restrictions:

(a) The secondary handgun may be a revolver or semi-automatic. The approved calibers include 9mm,.40,.45 ACP,.38 special,.357 and,.380 ACP. Any deviation from the above calibers must be approved by the Sheriff or his authorized designee.

1. Ammunition for secondary handguns, that are not of the standard calibers used by the agency, must be purchased by the deputy and must be of the same brand and type as the issued duty ammo, or as close as possible, if the exact ammo does not exist or cannot be acquired.

(b) The handgun shall be in good working order and on the list of approved firearms in Appendix A – Personally Owned Firearms.

(c) Only one secondary handgun may be carried at a time.

(d) The purchase of a secondary handgun shall be the responsibility of the deputy.

(e) The secondary handgun should be used as a last resort when the primary duty handgun is inoperable, inaccessible, or unavailable for use.

(f) Secondary duty handguns should be carried in a way that allows the deputy to draw from a strong or weak hand and shall be secured at all times to prevent unintentional cocking, discharge, or loss of physical control, such as:

1. Secured in a soft or hard holster fastened to the bullet resistant vest and concealed inside the deputy's uniform shirt or secured in an ankle holster that sufficiently secures the weapon preventing the pistol from falling out under all possible duty circumstances (running, jumping, upside down, etc.).

1240.8 OFF-DUTY FIREARMS

An authorized employee may feel the need to carry a firearm during their off-duty time, for personal protection. The carrying of firearms by certified deputies while off-duty is permitted by the Sheriff but may be rescinded should circumstances dictate (e.g., administrative leave). Certified deputies who choose to carry a firearm while off-duty will be required to meet the following guidelines:

(a) Employees that choose to carry a weapon off-duty are required to conform with all applicable laws pertaining to the carrying of firearms.

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(b) The purchase of the firearm and ammunition, if other than an office-issued duty weapon, shall be the responsibility of the deputy.

(c) The firearm shall be in good working order. It is recommended that deputies have personally owned firearms inspected annually by a certified armorer or gunsmith.

(d) The firearm shall be carried in a safe manner to prevent unintentional discharge or loss of physical control.

(e) When carrying a weapon, while off-duty, it is recommended that deputies carry their badge and office identification, at a minimum.

1240.9 AMMUNITION

Only ammunition authorized by the Weld County Sheriff's Office will be used during an individual's job assignment. Reloaded ammunition shall not be used on duty for any reason.

Each deputy will be issued 100 rounds of duty handgun ammunition and 100 rounds of duty rifle ammunition. Additional handgun or rifle ammunition is not authorized to be carried on the person or in the agency vehicle except for in the SWAT team call out gear.

Duty ammunition will be replaced every two years; and replacements for unserviceable or depleted ammunition will be issued by the Quartermaster, when needed.

Ammunition inspections may be conducted at any time, and a deputy is expected to have his/her issued count of ammo or documented reasons why the ammo count is short.

1240.10 OPTICS OR SIGHTS

Optics or Red dot sights (RDS) may only be installed on a duty firearm after the sights have been examined and approved by an armorer or qualified gunsmith.Refer to Appendix A for a list of approved red dot sights for duty use.Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once the approved sight has been properly installed on any firearm, the deputy shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying on duty.

(a) The handgun must be configured by the manufacturer to accept the red dot sights, or the slide may be milled by a qualified gunsmith.

(b) The handgun must be equipped with iron sights, for use in the event of red dot sight's failure.

(c) The Deputy is responsible for maintenance, support equipment, and battery replacement of the red dot sights.

(d) The Deputy shall demonstrate proficiency with red dot sights in an approved training course prior to carrying on duty.

All optics and red dot sights must be zero-magnification, unless for SWAT use, or approved in writing by the Sheriff or designee.

Laser sights are not authorized unless authorized by the Sheriff for SWAT. Weapon mounted laser sighting devices with the activation switch mounted below the trigger of the firearm are prohibited.

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Inspection and Maintenance of Firearms

1241.1 PURPOSE AND SCOPE

It is essential that all firearms function properly when their use becomes necessary. The Sheriff's Office will employ a process to ensure that every firearm used while on duty is completely functional and operational prior to deployment, and on an annual basis thereafter.

The security, serviceability, and cleanliness of issued and or personally owned weapons, are the responsibility of the employee. At minimum, weapon(s) will be cleaned after firing and/or exposure to inclement weather. Any weapon, personally owned or issued, will be clean or serviceable prior to reporting for duty or submission to the armorer for inspection and maintenance.

1241.2 DEFINITIONS

Armorer: A person responsible for the upkeep of firearms and firearms associated equipment.

Gunsmith: A person, who repairs, modifies, designs, or builds firearms.

1241.3 EXPECTATIONS

Firearms carried on-duty shall be maintained in a clean, serviceable condition.

Since the use of personally owned firearms is at the option of the individual deputy, that deputy will be responsible for furnishing, maintaining, and repairing their personally owned firearm.

All firearms, to include personally owned firearms, will be inspected by an approved armorer and/or qualified gunsmith annually, and prior to being carried on duty, to ensure that the firearm is serviceable and suitable for service.

- Deputies that carry a personally owned duty firearm shall submit, in January, an annual letter of certification provided by a gunsmith or armorer to the Quartermaster.

A record will be maintained of all firearms that are submitted for inspection.

- The record will include the make, model, serial number and caliber of each firearm and will be maintained by the Quartermaster.

Use of alternative styles of firearms related equipment for medical reasons, or use by specialty units, is at the discretion of the Sheriff or his designee.

All weapons shall be unloaded prior to submission to an armorer for inspection or repair.

1241.4 REPAIR OR MODIFICATIONS OF DUTY FIREARMS

Any firearm authorized by the Sheriff's Office to be carried, on- or off-duty, that is found by the deputy to be malfunctioning or needing service shall not be carried.

- Any malfunctioning office-issued firearm shall be promptly presented to a Sheriff's Office armorer for inspection. Any malfunctioning privately owned firearm shall be presented to a qualified armorer or gunsmith for inspection.

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- Any firearm determined to need service or repair during an inspection by a Sheriff's Office armorer, firearms instructor, or gunsmith will be immediately removed from service.
    - If the firearm is the deputy's primary duty firearm, a replacement firearm will be issued to the deputy until the firearm is serviceable. If the firearm is personally owned, the deputy may be issued an agency weapon until they can secure a replacement firearm, if they do not have a replacement firearm available to them.
- Agency armorers are authorized to make repairs that are within his/her capability and certification, and to use minor parts that may be furnished by the Sheriff's Office. All such work will be at no cost to the individual Deputy.

When a firearm is repaired by someone other than the department armorer, an inspection certificate that indicates the firearm is functional must be provided to the Quartermaster before the firearm can be carried on duty.

All repairs of agency issued firearms will either be performed by an agency armorer or through arrangements made by an agency armorer with a qualified gunsmith to complete the repairs. Deputies shall not take agency issued firearms to a non-agency armorer or gunsmith.

Any repairs or modifications to the deputy's personally owned duty firearm shall be done at his/her expense by a certified armorer or qualified gunsmith. Repairs and modifications shall follow manufacturer recommended practices.

Modifications to firearms that alter them from factory specifications, affect safety mechanisms, or diminish reliability are not permitted.

1241.5 FIREARMS INVENTORY AND TRACKING

Real time custody and control of all firearms that are the property of the Sheriff's Office shall be documented in a weapons inventory record. The tracking, issuance, and retrieval of all Sheriff's Office firearms shall be the responsibility of the Quartermaster.

The Quartermaster shall maintain a record that identifies the type, serial number, and quantity of firearms controlled by the Sheriff's Office.

The Quartermaster shall maintain a record that identifies a firearm by type and serial number when issued to agency personnel.

When an employee leaves the employment of the Weld County Sheriff's Office, it is the responsibility of that employee's supervisor to ensure any issued firearms in their possession are returned on the last day that the employee works.

(a) The supervisor taking possession of the weapon shall tag the firearms with the employee's name and a brief note as to the circumstances, i.e. no longer employed here, returned to inventory, etc.

(b) The weapon will be placed in the armory located in the basement of the Law Admin building, to be picked up by the Quartermaster.

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(c) When a firearm is received, the Quartermaster shall inventory the firearm using the bill of lading, ensuring that the serial number is correct.

1241.6 PROCUREMENT AND STORAGE OF FIREARMS

This section provides guidelines for the armory and the procurement and tracking of ammunition and office purchased firearms.

ARMORY

The Training Sergeant shall maintain an armory that has a storage area and a weapon's maintenance area.

Supplies and equipment for the armory are the responsibility of the Training Sergeant.

The weapon's maintenance area shall be kept clear of incendiary devices, ammunition, and other ignition sources.

Weapons may be stored in the weapon maintenance area during any repair process, or any other time authorized by the Quartermaster.

- The storage area is designed to store the following items:
  - Ammunition
  - Firearms
  - High value equipment associated with agency functions as authorized by the Quartermaster.

Physical separation shall be maintained between firearms and ammunition within the storage area. Ammunition shall be stored in a safe manner. All stored weapons shall be unloaded at all times. Under no circumstances shall any incendiary devices be stored in the same storage area as ammunition.

ACCESS TO THE ARMORY

Access to the storage area and weapon's maintenance area of the Armory is restricted to the Sheriff, Undersheriff, Quartermaster, Training Sergeant, and armorers.

ORDERING AMMUNITION AND FIREARMS

Procurement practices should be in accordance with Sheriff's Office policy and Weld County Code. The Quartermaster is responsible for submitting a procurement request form for all firearms and any ammunition requests over $10,000. The procurement requests shall be reviewed for approval through the chain of command.

ACCOUNTING FOR AMMUNITION STORES

The Quartermaster shall be responsible for tracking outstanding orders and inventory levels of ammunition in storage.

The Quartermaster should maintain a record that identifies additions and depletions to the inventory by counting the ammunition by the case.

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PROJECTED AMMUNITION EXPENDITURES

The range team is responsible for giving the Quartermaster a report of available ammunition stored at the range after each training session.

INSPECTIONS

The armories and associated records shall always be available for inspections by Executive Staff.

Weapons carried for duty purposes are subject to periodic inspection by a supervisor, to ensure cleanliness and serviceability.

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Firearms Training and Qualifications

1242.1 PURPOSE AND SCOPE

This policy is intended to ensure that all personnel authorized to carry a firearm while on duty are proficient in the use, care, and safety of firearms through regular training and qualification in accordance with all laws and regulations.

1242.2 DEFINITIONS

Firearms training: Live-fire training or simulator exercises consisting of scenarios, firearms fundamentals practice, use of force training or discussions, classroom training requiring student interaction and/or decision making, classroom discussion on agency policies and/or legal issues. Firearms qualification is not considered training.

Range Master: A person designated to supervise all activities at the range and ensure safety and proper procedures are followed.

Qualification: A tested course of fire that is assessed as PASS/FAIL and requires 100% hits on a designated area of a specified target to demonstrate successful completion. Personnel will be evaluated on their gun handling skills, safety and their basic shooting ability.

1242.3 QUALIFICATION

Personnel who are authorized to carry a firearm in the performance of their duties are required to maintain proficiency with any firearms used during their assignments.

(a) Personally owned firearms must have a current armorer's letter of certification on file with the Quartermaster prior to qualifying or training with that weapon.

(b) All authorized personnel are required to attend mandatory firearms training a minimum of once per quarter.

(c) All authorized personnel are required to qualify with their duty pistol, secondary handgun, and rifle prior to carrying the firearm on duty.

    (a) The qualification requirement can be overridden by the Sheriff or designee for situations such as an OIS, major equipment malfunction, or other events that require a deputy to be issued a firearm immediately; it is recommended that the firearm be of a similar platform to the firearm being replaced, if possible. The deputy will need to qualify on the replacement firearm at the first reasonable opportunity.

All authorized personnel are required to qualify twice annually.

(a) All uniformed personnel who wear body armor in the performance of their normal duties/job assignments must qualify wearing body armor and required duty gear.

(b) Personnel who routinely work in plain clothes must qualify with their duty handgun wearing an outer garment that completely conceals both the firearm and spare magazines.

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The Weld County Sheriff's Office will provide ammunition for training and qualification in the following calibers: 9mm,.40 Smith and Wesson,.45 ACP, and.223 or 5.56mm; any other calibers required for personally owned firearms must be provided by the individual owner.

Individuals will be allowed three attempts to successfully complete qualification.

(a) Personnel who fail to qualify on their third attempt are required to attend remedial training and must qualify prior to returning to duty (Patrol) or prior to carrying a weapon on duty (Jail).

    1. The length of remedial training will be determined by a firearms instructor.

(b) After remedial training and evaluation, a firearms instructor will administer a qualification course.

    (a) If the individual qualifies, the remedial training will be complete.

    (b) If the individual does not qualify, remedial training will continue but will not exceed eight hours on any given day.

(c) If remedial efforts are completed successfully, individuals may be required to attend more training than the compulsory once per quarter training.Personnel who repeatedly fail to qualify will be relieved from the assignment that requires a firearm; appropriate disciplinary action may follow.

Each employee will be provided with a copy of the training/qualification form at the completion of training and qualification.

1242.4 TRAINING

The firearms team will develop all training/qualification courses, but final approval of all courses of fire shall be approved by the Sheriff or his designee; firearms training courses certified by a competent government or standards-setting organization can be used. Courses of fire may be changed quarterly to keep firearms training dynamic, to take advantage of new training techniques, and to meet new training requirements. The Training Unit shall be responsible for providing all jail and courts personnel with quarterly practical training that is designed to simulate situations that may occur in a custody facility setting.

Whenever training is provided by the Office, the Training Sergeant should ensure that a course outline and/or lesson plan, a roster signed and dated by those in attendance, and the name of the person coordinating the event are on file. The Training Unit shall keep accurate records of all firearms training and qualifications.

At least annually, all personnel carrying a firearm will receive training on the Use of Force Policy and demonstrate their knowledge and understanding by passing either a performance or written test.

In addition to general training regarding the use of firearms, the Training Sergeant shall ensure that training is provided on encounters with dogs in the course of duty as required by CRS § 29-5-112. At a minimum, the training must cover the policies and procedures adopted by this office.

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1242.5 FIREARMS INSTRUCTOR TRAINING AND PROFICIENCY

Firearms instructors shall attend a CO POST-approved Handgun Instructor Program within three years of becoming an agency firearms instructor.Firearms instructors are also encouraged to attend a Carbine Instructor Course. Firearms instructors are required to qualify twice annually.

1242.6 SAFE HANDLING OF FIREARMS

The intent of this section is to promote proper firearm safety on- and off-duty.Employees shall maintain the highest level of safety when handling firearms and shall consider the following.

(a) Deputies shall not unnecessarily display or handle any firearm.

(b) While at the range, deputies shall be governed by all rules and regulations pertaining to the use of the range, shall obey all orders issued by the Armorer, Range Master or Range Instructors and shall not dry fire or practice quick draws except under Range Instructor supervision.

(c) Deputies shall not clean, repair, load, or unload a firearm anywhere in the Office or classrooms, except where there are clearing barrels or chambers, or in other designated locations.

(d) Deputies shall not place or store any firearm or other weapon on office premises unless the place of storage is locked.

(e) No one shall carry firearms into the jail or any part thereof when securing or processing a prisoner but shall place all firearms in a secured location. It shall be the responsibility of the master control operator and booking officer to make sure that persons from outside agencies do not enter the jail with any firearm.

(f) Firearms shall only be allowed in the secure perimeter of the facility when it is necessary to protect the safety and security of staff, inmates, contractors, volunteers or the public.

1. Firearms shall only be allowed inside the secure perimeter with the approval of the Sheriff, Undersheriff, Detentions Captain or authorized designee and under the direct supervision of a superior.

Deputies shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor or when an emergency or exigency reasonably requires immediate use of the weapon.

1242.7 STORAGE OF FIREARMS AT HOME

Deputies shall ensure that all office-issued firearms and ammunition are stored in a safe manner while in their homes, vehicles, or any other area under their control with appropriate measures taken to ensure the firearm is inaccessible to children and irresponsible adults.

Storage of any firearms in patrol cars left unattended overnight is prohibited, unless the firearm is a rifle or less lethal shotgun, and the firearm is locked in an agency locking rack mounted in a patrol car.Deputies shall not store duty firearms in personally owned cars overnight.

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Generative Artificial Intelligence Use

1243.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for departmentoffice use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of GenAI are found in the Weld AI Policy maintained by Weld County Information Technology.

1243.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

1243.2 POLICY

The use of GenAI systems carries unique benefits and risks within a law enforcement agency.While it may provide ways to increase operational efficiency, enhance departmentoffice procedures, and improve the overall effectiveness of the Weld County Sheriff's Office. It can also present risks to both individuals and law enforcement agencies by making accessible to the public information such as departmentoffice tactics, investigative and training techniques, confidential information (e.g., confidential informants, protected information), active investigations, and security procedures. In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the DepartmentOffice to minimize the use of GenAI to reduce potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by a member of the DepartmentOffice who is authorized to use GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

1243.3 RESPONSIBILITIES

The Sheriff or an authorized designee shall approve all GenAI systems, their acceptable uses, and their authorized user groups prior to the use, implementation, or development for any departmentoffice functions.

Before proposing the use of GenAI systems, members should consider certain risk factors, that include but are not limited to:

(a) The trustworthiness of the system. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:

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(a) Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the DepartmentOffice consistently over time.

(b) Safety - Any apparent risk to human life, health, property, or the environment that could result from the departmentoffice's use of the system.

(c) Security and resiliency - The system's capability to prevent unauthorized access and misuse and its ability to return to normal function should misuse occur.

(d) Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.

(e) Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.

(f) Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).

(g) Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.

(b) Ensuring appropriate contractual safeguards are in place to manage third-party use of departmentoffice data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., CJIS requirements) should be used to outline the roles, responsibilities, and data ownership between the DepartmentOffice and third-party vendor.

(c) Coordinating with others within the DepartmentOffice and CityCounty, such as the information technology or legal departments, as appropriate to ensure GenAI systems are procured, implemented, and used appropriately.

(d) Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.

(e) Ensuring any public-facing GenAI systems notify the user that GenAI is being used.

(f) Developing and updating training for the authorized users of each departmentoffice-approved GenAI system.

(g) Ensuring access to departmentoffice GenAI systems is limited to authorized users and establishing requirements for user credentials such as two-factor authentication and appropriate password parameters.

(h) Creating a system to audit the GenAI system at reasonable time intervals to evaluate the performance and effectiveness of the system and to determine if it continues to meet the departmentoffice's needs and expectations of trustworthiness.

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(i) Ensuring the GenAI system is updated and that there is updated training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.

(j) Research any GenAI-related legal developments related to the proposed system.

(k) Developing procedures in coordination with the Records Supervisor for the compilation and potential release of any discovery or records related to the use of GenAI systems consistent with *Brady* and the Colorado Criminal Justice Records Act.

1243.4 USE OF GENERATIVE AI

The use of approved departmentoffice GenAI systems by departmentoffice members shall be limited to official work-related purposes, and members shall only access and use GenAI systems for which they have been authorized and received proper training.

Members shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. Members should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, members should:

(a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.

(b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable (see the Bias-Based Policing Policy).

(c) Include a statement in the final document or work product that GenAI was used to aid in its production.

1243.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential law enforcement techniques, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Members should instead use generic unidentifiable inputs, such as "suspect" or "victim," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

1243.5 PROHIBITED USE

Members shall not use GenAI systems to rationalize a law enforcement decision, or as the sole basis of research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation.

Members shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available

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Generative Artificial Intelligence Use

GenAI systems unless the system has been approved by the Sheriff or the authorized designee for the intended use.

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Attachments

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Use of Accrued Vacation in Lieu of Suspension form - Appendix A.pdf

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APPENDIX A

EMPLOYEE REQUEST FORM

To: _____

From: _____

Date: _____

Ref: Use of Accrued Vacation Leave in lieu of Suspension

To Whom It May Concern:

On _____ I received notice of a recommendation for a _____ day
Date **Number**
suspension/ leave without pay, the result of disciplinary action taken.

I hereby request to use accrued vacation leave in lieu of suspension/ leave without pay.

I understand the amount of suspension time is deducted from my accrued vacation leave and I do not take any time away from work.

I am voluntarily requesting to exercise this option and no threats, coercion, or promises have been made to me.

I understand this option is not a right and subject to approval at the discretion of my supervisor, department head or elected official.

_____ _____
Employee Signature **Date**

PAID - Admin Leave Notice -2019.pdf

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Notice of AI-SI -2019.pdf

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WELD COUNTY SHERIFF
STEVE REAMS

Notification of Administrative Investigation

Employee Name: _____ **Assignment:** _____
Supervisor: _____
Criminal Case Number: _____
Internal Affairs Case Number: _____

This letter is to inform you that you are a subject employee in an administrative investigation due to alleged actions or conduct in conflict with Weld County Sheriff's Office Policy, Procedure, or Standards of Conduct.

On _____, _____ is alleged to have
date name

Further, you are hereby ordered not to discuss this investigation with anyone except the investigator assigned to this investigation nor are you to attempt to solicit any details of the incident, contact individuals as potential witnesses or otherwise become involved in the investigation.

The above notice was sent by:

_____ _____
Title and name of assigned investigator Phone # and email of assigned investigator

Original given to Employee
Copy to Employee's Supervisor

Southwest Substation
4209 WCR 24 1/2
Longmont, Colorado 80504
(720) 652-2415
Fax (720) 652-4217

Headquarters
1950 O Street
Greeley, Colorado 80631
(970)356-4015
Fax (970)304-6467
Toll Free (800)436-9276
www.weldsheriff.com

Southeast Substation
2950 9th Street
Fort Lupton, Colorado 80621
(303) 857-2465
Fax (303) 637-2422

Garrity Notice -2019.pdf

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WELD COUNTY SHERIFF
STEVE REAMS

GARRITY NOTICE

Criminal Case Number: # _____

Internal Affairs Case Number: _____

Employee Name: _____ Assignment: _____

You are being questioned as part of an official internal affairs investigation by the Weld County Sheriff's Office. You will be asked questions specifically directed and related to the performance of your official duties or fitness for office. You are ordered to answer all questions asked of you. If you refuse to testify or answer questions truthfully relating to your performance of your official duties or fitness for duty, you will be subject to departmental discipline, which could result in your dismissal from this agency. If you do answer, neither your statements nor any information or evidence that is gained by reason of such statements can be used against you in any criminal proceeding, except if you knowingly and willfully make false statements. However, these statements may be used against you in relation to subsequent departmental charges.

Further, you are hereby ordered not to discuss this investigation with anyone except the supervisor or investigator assigned to this investigation.

The above notice was read to me by:

_____ On _____ at _____

Name and Title Date/Time Address

_____ _____

Subject Employee Name and Title (print) Subject Employee Signature

Southwest Substation
4209 WCR 24 1/2
Longmont, Colorado 80504
(720) 652-2415
Fax (720) 652-4217

Headquarters
1950 O Street
Greeley, Colorado 80631
(970)356-4015
Fax (970)304-6467
Toll Free (800)436-9276
www.weldsheriff.com

Southeast Substation
2950 9th Street
Fort Lupton, Colorado 80621
(303) 857-2465
Fax (303) 637-2422

Line of Duty Death checklists - Appendices A-J.pdf

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Appendix A. Notification Team

The duties and responsibilities of the Notification Team include, but are not limited to, the following:

☐ Check Emergency Contact form for special instructions made by the affected Employee

☐ Notification of the immediate family should be made as soon as possible.

☐ The notification should take place with at least two Command Officers, Chaplain or Victim Advocate.

☐ The notification should be made in person, in time, in pairs, in plain language and with compassion.

☐ If the opportunity to get the immediate family to the hospital prior to death is possible, do not wait for the Notification Team to assemble. Provide immediate transportation for survivors.

☐ Once notification is made to the surviving family, the Notification Team will inform the Hospital Liaison the surviving family is on the way to the hospital.

Appendix B. Hospital Liaison

The duties and responsibilities of the Hospital Liaison include, but are not limited to, the following:

☐ A coordinate the arrival of immediate survivors, agency personnel, the media, and others at the hospital

☐ Organize segregated areas to be reserved for--

1. Immediate surviving family members, the Sheriff, the Notification Team, and others only as requested and identified by the Surviving Family Members
2. Fellow agency members
3. Media staging area

☐ Ensure the surviving family is updated regarding the incident as soon as they arrive at the hospital and provide timely updates regarding the incident when applicable

☐ If the employee is severely injured and not deceased, ensure medical personnel provide pertinent medical information about the employee's condition to the family before other people

☐ Assist family members, in accordance with their desires, in gaining access to the injured or deceased employee

☐ Ensure immediate family members are provided with appropriate assistance at the hospital

☐ Provide hospital personnel with all necessary information regarding billing for medical services. (The Hospital Liaison shall ensure all medical bills are directed to Weld County Human Resources Department and not to the employee's family or other survivors. This may require the Hospital Liaison to re-contact the hospital later during normal business hours to ensure proper medical billing takes place.)

☐ Arrange transportation for the family and other survivors upon their departure from the hospital.

Appendix C: Office Liaison

This individual should be an employee who has the authority to make critical decisions in order to expedite the tasks of employing agency resources and the delegation of assignments. The duties and responsibilities of the Office Liaison include, but are not limited to, the following:

- ☐ General supervisory oversight of the hospital liaison, the funeral liaison, the benefits coordinator, and the family support advocate. The Office Liaison is responsible for ensuring their duties and assignments are carried out in accordance with this procedure and or verbal instructions from superiors.

- ☐ Due to the number of duties and responsibilities of the Funeral Liaison, and the limited amount of time to accomplish them, the Office Liaison may appoint additional personnel to assist the Funeral Liaison.

- ☐ Assist family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically. Provide liaison with the media and PIO to include coordination of any statements released by the family.

- ☐ Provide assistance with travel and lodging arrangements for out-of-town family members

- ☐ Coordinate with the Funeral Liaison to identify alternative churches and reception halls that will accommodate a law-enforcement funeral. (The Office Liaison will present these alternatives to the family who will make the final determination)

- ☐ Coordinate official law-enforcement notifications (CCIC/NCIC) and arrangements to include the honor guard, pallbearers, traffic control, and liaison with visiting law enforcement agencies

- ☐ Ensure all agency members are aware of restrictions regarding release of any information that might undermine future legal proceedings or current investigations relating to the incident

- ☐ Ensure two agency members known to the family remain with them throughout the entire day of the funeral and into the early evening

- ☐ Insure security checks other survivor's residents are initiated immediately following the incident and continue for as long as necessary

- ☐ Ensure someone from the Sheriff's Office visits the family at least once per month for the first three to six months following the death.

Appendix D. Funeral Liaison

The Funeral Liaison acts as a facilitator between the decedent employee's family and the department during the wake, visitation, funeral and graveside activities. This is not a decision-making position but works closely with the Office Liaison. The Funeral Liaison does not need to be a command staff officer but the assignment is critically important. This person should be close enough to the deceased employee to be aware of the family dynamics but not so emotionally involved as to be ineffective. The duties and responsibilities of the Funeral Liaison include, but are not limited to, the following:

- ☐ Meet with family members to explain his/her responsibilities
- ☐ Be immediately available to the family prior to and throughout the wake, visitation and funeral
- ☐ Ensure the needs and wishes of the family come before those of the agency
- ☐ Assist the family in working with the funeral director regarding arrangements
- ☐ Relay information to the family concerning the circumstances of the decedent's death or serious injury and appropriate information regarding any type of investigation by the investigating agency or Sheriff's Office
- ☐ Determine the need for travel arrangements for out-of-town immediate family members and any other special needs of the family during the wake, visitation, funeral and graveside activities. Provide the Office Liaison with updates as appropriate.
- ☐ Ensure the surviving parents are afforded recognition with proper placement arranged for them during the wake, visitation and funeral and graveside activities
- ☐ Identify music selections and logistics, if any, to be played at the wake, visitation, funeral and graveside services
- ☐ Brief the family members on the procedures involved in a law-enforcement funeral if one is desired. Examples are 21 gun salute, presentation of flag, playing of taps, radio last call. CONSULT THE EMPLOYEE'S EMEGENCY NOTIFICATION FORM REGARDING ANY PERSONAL DIRECTIONS.
- ☐ Identify eulogists, if any, and coordinate presentations with the funeral director or representatives of the church or synagogue.
- ☐ Ascertain what the family's involvement will be and what financial assistance they and the agency are willing to provide for out-of-town family travel needs.
- ☐ Coordinate the transportation and delivery of floral arrangements for the wake, visitation, funeral and graveside services.

Appendix E. Benefits Coordinator

Duties include, but are not limited to, the following:

- ☐ Filing Workers Compensation related paperwork and working with Weld County Human Resources
- ☐ Filing Victim Compensation Fund Claims and related paperwork
- ☐ Present information and inform the family of all available benefits.
- ☐ Document inquiries and interest regarding public donations to the family and establish a mechanism for receipt of such donations as appropriate.
- ☐ Prepare documentation of benefits and payments due to survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office
- ☐ File all benefit paperwork and maintain contact with the family to ensure that benefits are being received
- ☐ Advise the surviving family of the role of law enforcement associations and organizations in the nature of support programs they sponsor for survivors (C.O.P.S)
- ☐ Coordinate contributions to the family through any agency assisted funds collected

Appendix F. Family Support Advocate

The Family Support Advocate is a long-term liaison and provides in-going support to the surviving family. The Family Support Advocate should have extensive experience dealing with victims and witnesses. The duties and responsibilities of the Family Support Advocate include, but are not limited to, the following:

- ☐ Provide contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death or serious injury of their family member
- ☐ Accompany surviving family members to criminal proceedings, explain the nature of the proceedings, answer questions concerning the proceedings, and introduce them to the prosecutors and other persons as required
- ☐ Identify support services available to family members and work on their behalf to secure services needed or necessary
- ☐ Maintain contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the agency and the immediate family
- ☐ Relay the concerns and needs of the family to those individuals or organizations that may provide assistance. Encourage others to visit the family and help is necessary.

Appendix G. Continued Support for the Family

- ☐ Members of the Sheriff's Office need to remain sensitive to the needs of the survivors long after the employee's death. The grief process has no timetable and survivors may develop a complicated grief process. Statistically, more than half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.

- ☐ Survivors should continue to feel a part of the "law enforcement family". They should be invited to agency activities and functions to ensure continued contact.

- ☐ Members of the agency are encouraged to keep in touch with the family. Close friends, coworkers, and official should make arrangements with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.

- ☐ The Sheriff's Office should observe the employee's death date anniversary.

- ☐ Holidays may be especially difficult for the family, particularly for small children who are involved. Increase contact with the survivors and additional support is important during these times.

- ☐ Ensure close contact is maintained between the Sheriff's Office and the survivors. To the extent possible, assist their needs for as long as the family feels the need for support. This is especially important in instances of prolonged court proceedings litigation.

- ☐ If no court proceedings surround the circumstances of the employee's death, the Family Support Advocate will relay all details of the incident to the family at the earliest opportunity.

- ☐ If criminal violations surround the death, the Family Support Advocate will inform the family of all new developments prior to a press release. Keep the family apprised of legal and parole proceedings and introduce the family to victim assistance specialists. Encourage the family to attend the trial and accompany them when possible. Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer their questions.

Appendix H. Inter-Office Issues

☐ It may be necessary to request outside Law enforcement assistance regarding a line of duty death or serious injury. This may include requesting outside agency assistance in handling calls for service and traffic control within the county.

☐ Agency members who work on a daily basis with one another should never be assigned responsibility of working the death of an immediate coworker. A partner or close friend should never be allowed to assume an active role in the investigation of the death or serious injury. However, the survivors should be kept completely appraised of case developments.

☐ *Do not use a partner or close friend as the primary liaison with the family*. This partner or friend should be considered a survivor and should not be assigned the responsibility of notifying the family or making arrangements with the hospital. This does not preclude them from being present with the family when notification is made. This employee should be free to provide assistance to the family, upon the family's request, if the employee feels capable of carrying out this responsibility. This should be the employee's choice, not a responsibility assigned by the agency. It must be understood that a partner or close friend of the deceased employee may need to be placed on leave through the time of the funeral.

☐ Upon the death or serious injury of an employee, personal notification of any agency personnel known to be a close friend should be made by a supervisor or by an agency member who is close to the employee. This notification should be done as soon as possible after the incident occurs to prevent the possibility of the employee learning of the incident by a telephone call her through the news media.

☐ Notification of a serious injury or death of an employee to other off-duty employees and agency members should be made by supervisor. The supervisor may be within the Bureau of the deceased employee or a designated supervisor from another Bureau. This notification should be done in person to all non-affected on duty at the time of the incident. Under no circumstances should this notification be done by radio.

☐ As additional shift report for duty, they should be notified by their supervisor of the serious injury or death of the employee.

☐ A preliminary debriefing of the incident as soon as practical should be conducted by a trained team for all personnel involved at the scene of the incident, communications specialist, and others who feel in need of this debriefing. This meeting is not to be a critique of the incident, only a debriefing for those employees and agency members involved.

☐ Supervisors should be aware and maintain vigilance assessing employees under their supervision for signs and symptoms associated with the incident involving the death or serious injury of a coworker.

Appendix I Honors Accorded and Honor Guard

- ☐ Any employee who dies in the line of duty will be accorded full honors if desired by the surviving family. This could include the Honor Guard, Casket Guard, Pallbearers, Firing Team, Taps, Bagpiper(s), bugler(s), and flag presentation.

- ☐ The Honor Guard Corporal is responsible for coordinating and directing the activities of the Honor Guard. The Funeral Liaison will work closely with the Honor Guard Corporal coordinating Casket Guard(s), Pallbearers, Firing Team, Bugler, Bagpiper, and Flag Presentation.

- ☐ The Casket Guard is usually comprised of members from the Honor Guard, however, volunteers may stand watch at the discretion of the Honor Guard Corporal.

Appendix J General Funeral Procedures

- ☐ All uniformed employees will maintain an exemplar personal appearance at law enforcement funeral services. Civilian employees must also maintain excellent personal appearance and wear appropriate clothing.

- ☐ Law enforcement funerals require uniformed personnel to wear a Class A or Dress Uniform with badge draped or shrouded

- ☐ Uniformed employees attending a law-enforcement funeral will maintain a professional bearing. If professional bearing is unable to be maintained, the employee should remove themselves, if at all possible, with the least amount of commotion.

Extension Request -2021.pdf

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Weld County Sheriff's Office
Internal Investigation Extension

To: WCSO Sheriff or Designee, via Chain of Command

From: Choose Title

Date: _____

Ref: _____

The above referenced internal investigation was opened on:

In accordance with WCSO Policy, it should be completed by:

The investigation is not complete due to:

For the reasons above, I formally request a due date extension to:

_____ _____

Choose Title Date

Signature

Sheriff's Review:

☐ Approved

☐ Denied

_____ _____

Sheriff or designee Signature Date

Admin Leave Notice - 2021.pdf

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Weld County Sheriff's Office
Administrative Leave Notice

Criminal Case Number: _____

Internal Affairs Case Number: _____

Employee Name: Choose Title Assignment: Choose Assignment

The Weld County Sheriff's Office has become aware of an incident involving your conduct or performance as an employee of the Weld County Sheriff's Office. Your continued current assignment could jeopardize the safe and orderly operations of the Weld County Sheriff's Office.

Effective immediately, you are being placed on Choose Leave Type administrative leave. You are to turn in your county badge, ID card(s), all weapons and keys issued to you or used by you during your official duty at the Weld County Sheriff's Office. You are not permitted to enter the property of Weld County Sheriff's Office without express direction from the Sheriff, Under sheriff, the Administrative Capitan, Professional Standards Lieutenant, or Internal Affairs Sergeant. You are not allowed to conduct any business under the authority of the Weld County Sheriff's Office or Weld County Government. You are required to keep the assigned investigator informed of where you can be contacted, either in person, by telephone, or voicemail/text message/email daily. Further, you are hereby ordered not to discuss this investigation with anyone except the investigator assigned to this investigation, your attorney or uninvolved members of the Peer Support Team (PST).

Personnel involved in an internal investigation may request assistance from the PST Clinical Advisor, Tim Brown (970-290-5208) or uninvolved members of the PST for assistance in dealing with the stress from the investigation or inquiry.

_____ _____

Choose Title/Rank Date/Time

Signature

_____ _____

Choose Title Date/Time

Signature

Complaint Form.pdf

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Complaint Form

Please fully complete this form. Your feedback will not be accepted if it is incomplete, illegible, or unsigned.

The Weld County Sheriff's Office will impartially investigate complaints involving its employees' interactions with members of the public. The Sheriff's Office will accept and document feedback and information about services and performance of any agency representative upon receiving a signed, written complaint, from parties with standing.

Complainant first and last name:
Address:
City, ST, ZIP:
Phone and email address:

To expedite this process and gather the facts involved as accurately as possible, you are asked to provide a written statement concerning your complaint.· In the space below, specifically identify the basis for your complaint and provide as much detail as possible concerning the incident.

Date/time/location of incident:
Name/description of involved employee:
Details/description of the incident:

HQ (District I and 4) - 1950 0 St Greeley, CO 80631
Phone (970)356-4015, Fax (970)304-4167

District 3 Substation 2950 9th St Ft Lupton. CO 80621
Phone (303) 857-2465, Fax (303) 857-3027

District 2 Substation 4209 WCR 24.5 Longmont, CO 80504
Phone (720) 652-4215, Fax (720) 652-4217

WELD COUNTY SHERIFF

Office

Weld County Sheriff's Complaint Form

I hereby certify that the statements I have given herein are true and accurate to the best of my knowledge. Further, I understand that making false statements may constitute a violation of law.

I hereby acknowledge that in compliance with CRS 24.72.303 the investigation and findings of this complaint are subject to public disclosure under the Colorado Open Records Act (CORA).

Signature of Complainant: Date:

For Internal Use Only:

Received By: Date/Time Received:

HQ District 1 and 4 - 19500 St Greeley, CO 80631
Phone (970) 3S6-4015 Fax (970) 304-6467

District 3 Substation 2950 91h St Ft Lupton. CO 80621
Phone (303) 857-2465 Fax (303) 857-3027

District 2 Substation 4209 WCR 24.S Longmont CO 80504
Phone (720) 652-4215 Fax (720) 652-4217

Notice of Investigation -2021.pdf

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Weld County Sheriff's Office
Notice of Investigation

Employee Name: Choose Title Assignment: Choose Assignment
Employee Supervisor: Choose Title
IA Case Number:
Criminal Case Number:

This letter is to inform you that you are a subject employee in an internal investigation due to alleged actions or conduct in conflict with Weld County Code, Weld County Sheriff's Office Policy, General Orders, or other directives.

☐ On ☐ Between

Choose Title was alleged to have:

You are hereby ordered not to discuss this investigation with anyone except the investigator assigned to this investigation, your attorney or uninvolved members of the peer support team. You are ordered not to solicit any details of the incident, contact individuals as potential witnesses or otherwise become involved in the investigation.

Personnel involved in an internal investigation may request assistance from the Peer Support Team (PST) Clinical Advisor, Tim Brown (970-290-5208) or uninvolved members of the PST in dealing with the stress from the investigation or inquiry.

Choose Title
Signature

Date/Time

Original given to Employee
Copy to Employee's Supervisor

Garrity Notice -2021.pdf

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Weld County Sheriff's Office
Garrity Notice

Criminal Case Number: _____

IA Case Number: _____

Employee Name: Choose Title _____ Assignment: Detentions

You are being questioned as part of an official internal affairs investigation by the Weld County Sheriff's Office. You will be asked questions specifically directed and related to the performance of your official duties or fitness for office. You are ordered to answer all questions asked of you. If you refuse to testify or answer questions truthfully relating to your performance of your official duties or fitness for duty, you will be subject to departmental discipline, which could result in your dismissal from this agency. If you do answer, neither your statements nor any information or evidence that is gained by reason of such statements can be used against you in any criminal proceeding, except if you knowingly and willfully make false statements. However, these statements may be used against you in relation to subsequent departmental charges.

Further, you are hereby ordered not to discuss this investigation with anyone except the supervisor or investigator assigned to this investigation and or your attorney.

The above notice was read to me by: Choose Title/Rank _____

at: _____

_____ _____

Choose Title/Rank Date/Time

Signature

_____ _____

Choose Title Date/Time

Signature

UNPAID - Admin Leave Notice -2019.pdf

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WELD COUNTY SHERIFF

STEVE REAMS

ADMINISTRATIVE LEAVE NOTICE

Criminal Case Number: _____

Internal Affairs Case Number: _____

Employee Name: _____ Assignment: _____

The Weld County Sheriff's Office has become aware of an incident involving your conduct or performance as an employee of the Weld County Sheriff's Office. Your continued assignment as a _____could jeopardize the safe and orderly operations of the Weld County Sheriff's Office with which you have contact with on a daily basis.

Effective immediately, you are being placed on PAID administrative leave. You are to turn in your county badge, ID card(s), all weapons and keys issued to you or used by you during the course of your official duty at the Weld County Sheriff's Office. You are not permitted to enter the property of Weld County Sheriff's Office without express direction from Sheriff Reams, Undersheriff Patch, Lieutenant Pollard, or Sergeant Roles-Foos. You are not allowed to conduct any business under the authority of the Weld County Sheriff's Office or Weld County Government. You are required to keep me informed of where you can be contacted, either in person or by telephone, on a daily basis.

Further, you are hereby ordered not to discuss this investigation with anyone except the supervisor or investigator assigned to this investigation.

The above notice was read to me by:

_____ on _____at _____

Name and Title Date/Time Location

_____ _____

Subject Employee Name (print) Subject Employee Signature

Main Office, Greeley
1950 "O" Street
Greeley, CO 80631
Phone (970) 356-4015
Fax (970) 304-6467

Fort Lupton Sub Station
330 Park Avenue
Fort Lupton, CO 80621
Phone (303) 857-2465
Fax (303) 857-3027

Southwest Complex
4209 WCR 24 ½
Longmont, CO 80504
Phone (720) 652-4215
Fax (720) 652-4217

North Jail Complex
2110 "O" Street
Greeley, CO 80631
Phone (970) 356-4015 x3922
Fax (970) 304-6461

WELD COUNTY SHERIFF

STEVE REAMS

ADMINISTRATIVE LEAVE NOTICE

Criminal Case Number: _____

Internal Affairs Case Number: _____

Employee Name: _____ Assignment: _____

The Weld County Sheriff's Office has become aware of an incident involving your conduct or performance as an employee of the Weld County Sheriff's Office. Your continued assignment as a _____could jeopardize the safe and orderly operations of the Weld County Sheriff's Office with which you have contact with on a daily basis.

Effective immediately, you are being placed on **UNPAID** administrative leave. You are to turn in your county badge, ID card(s), all weapons and keys issued to you or used by you during the course of your official duty at the Weld County Sheriff's Office. You are not permitted to enter the property of Weld County Sheriff's Office without express direction from Sheriff Reams, Undersheriff Patch, Lieutenant Pollard, or Sergeant Roles-Foos. You are not allowed to conduct any business under the authority of the Weld County Sheriff's Office or Weld County Government. You are required to keep me informed of where you can be contacted, either in person or by telephone, on a daily basis.

Further, you are hereby ordered not to discuss this investigation with anyone except the supervisor or investigator assigned to this investigation.

The above notice was read to me by:

_____ on _____at _____

Name and Title Date/Time Location

_____ _____

Subject Employee Name (print) Subject Employee Signature

Main Office, Greeley
1950 "O" Street
Greeley, CO 80631
Phone (970) 356-4015
Fax (970) 304-6467

Fort Lupton Sub Station
330 Park Avenue
Fort Lupton, CO 80621
Phone (303) 857-2465
Fax (303) 857-3027

Southwest Complex
4209 WCR 24 ½
Longmont, CO 80504
Phone (720) 652-4215
Fax (720) 652-4217

North Jail Complex
2110 "O" Street
Greeley, CO 80631
Phone (970) 356-4015 x3922
Fax (970) 304-6461

Extension Request - Memo Template -2019.pdf

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WELD COUNTY SHERIFF
STEVE REAMS

To: Sheriff Reams or Designee, via Chain of Command
From:
Date:
Subject: Extension Request – _____
IA case number

The Internal Investigation, _____, was opened on _____ and per
IA case number date
WCSO Policy – Internal Investigations, it should be completed by _____. However,
date
the investigation has not been completed for the following reasons:

I am requesting an extension of the allotted time to complete the Administrative/Supervisory Investigation by ____ business days, with the new deadline of _____.
date

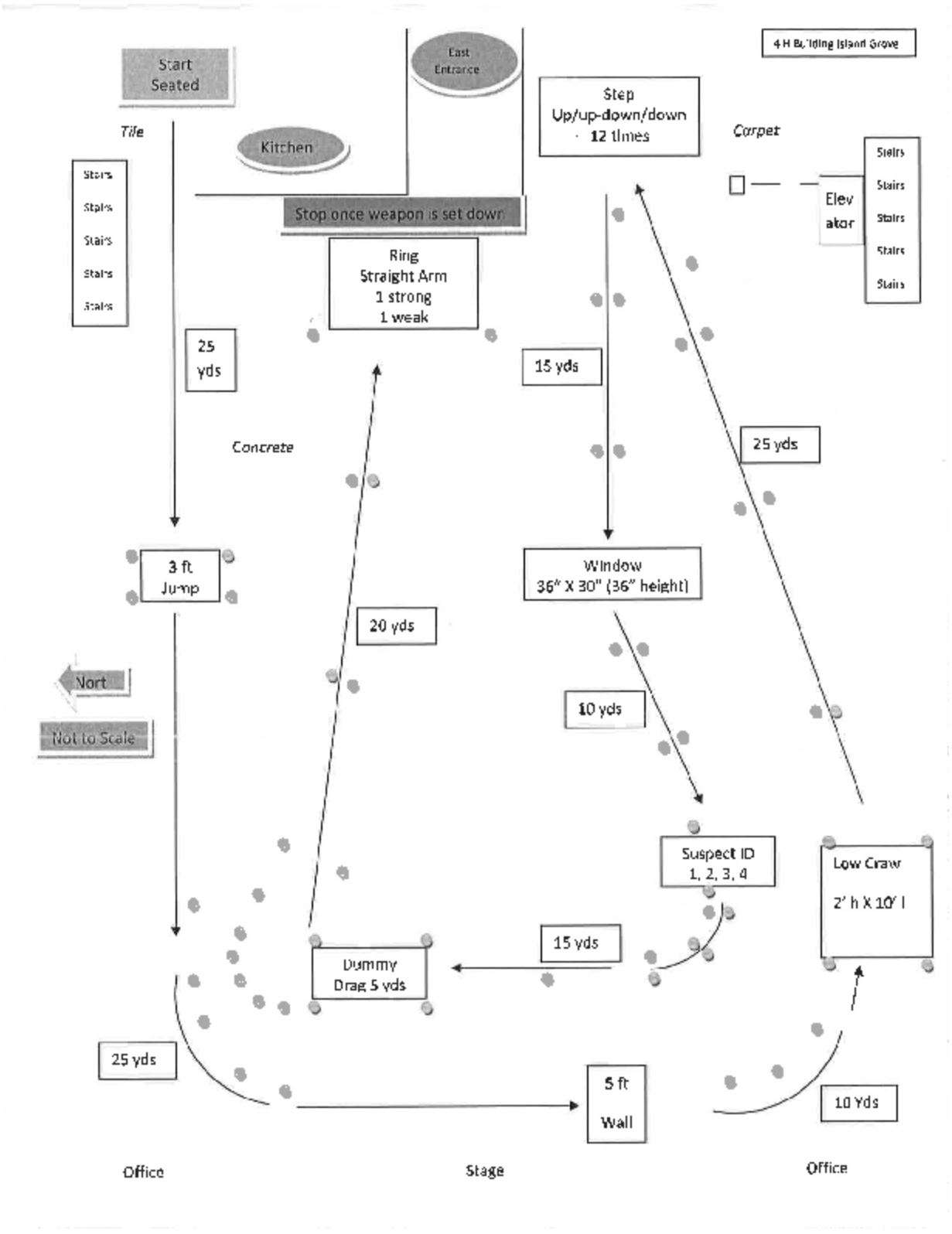
Southwest Substation
4209 WCR 24 1/2
Longmont, Colorado 80504
(720) 652-2415
Fax (720) 652-4217

Headquarters
1950 O Street
Greeley, Colorado 80631
(970)356-4015
Fax (970)304-6467
Toll Free (800)436-9276
www.weldsheriff.com

Southeast Substation
2950 9th Street
Fort Lupton, Colorado 80621
(303) 857-2465
Fax (303) 637-2422

Lawfit course diagram.pdf

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Start
Seated
Tile
East
Entrance
Kitchen
Stop once weapon is set down
Step
Up/up-down/down
12 times
Carpet
Elev
ator
Stairs
Stairs
Stairs
Stairs
Stairs
Stairs
Stairs
Stairs
Stairs
Ring
Straight Arm
1 strong
1 weak
25
yds
15 yds
25 yds
Concrete
3 ft
Jump
Window
36" X 30" (36" height)
20 yds
10 yds
Nort
Not to Scale
Suspect ID
1, 2, 3, 4
Low Craw
2' h X 10' l
15 yds
Dummy
Drag 5 yds
25 yds
5 ft
Wall
10 Yds
Office
Stage
Office

2017 05 ICE Notification.pdf

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Detention Division
Numbered Memorandum 2017 – 05

Issuing Authority: Captain Roger Ainsworth
Topic: ICE Notification
Issued: 040417
Effective: 040417
Reference: Lexipol Policy 521 Detention

Rationale:

It is the purpose of the Weld County Sheriff Office to lawfully hold inmates and release all inmates without violating their constitutional rights. The Weld County Sheriff's Office wants to legally assist all law enforcement agencies in their efforts to enforce the law. Furthermore, it is incumbent upon Weld County Sheriff Office to ensure all inmates are afforded the same rights and not hold a person without probable cause.

Protocol:

I. When an inmate is booked in and they report birth outside the USA the Booking Tech will complete an IAQ. When the Booking Tech receives information from ICE that the defendant is not legally in the USA and appears to be subject to removal proceedings a BBWA Form will be completed and placed into the defendants file to notify any potential bondsmen of the inmate status in the country.

II. All Department of Homeland Security Immigration Detainer-Notice of Action forms will have the bottom section of the form completed by the booking deputy and emailed back to the ICE office at ICE-FRD.JailNotifications@ice.dhs.gov. A copy of the document will be provided to the inmate, and a copy will be placed in the inmate file.

   a. When an inmate is serving a mitt, with a schedule release date, there will be an event created, ICE notification of a mitt release (ICEN) and that event will be schedule 48 hours prior to the release date.

      i. Dayshift Booking Tech will run the ICEN report for the next 48 hours then notify ICE of any pending releases.

      ii. On Fridays the Dayshift Booking Tech will run the ICEN report until the next business day (Monday unless it is a holiday then run the list through Tuesday) and notify ICE of any pending releases.

b. When a pre-trial defendant is booked in and ICE has determined probable cause to believe the Defendant is illegally in the USA the Booking Tech will enter an event, Ice Notification of a release event (ICER). ICER is for all unscheduled releases. If ICE does not respond for a custodial transfer, an event will be entered using event code ICNO.

III. In all cases where ICE has sent an Immigration Detainer - Notice of Action, and the inmate is being processed for an unscheduled release from the facility, an email notification will be sent to ICE at the earliest possible time in the release process. In addition, the top right corner of the document will be checked to see if the letters "HP" are present. If they are present, a phone call will be made by the supervisor of booking technicians to the ICE supervisor advising them of the pending release, so they can attempt to arrive at the facility prior to completion of the release process to transfer custody.

WCSO Notice To Report for Drug and or Alcohol Testing Form.pdf

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Notice to Report for Drug and/or Alcohol Test

Company Name: _____Weld County Sheriff's Office____ Phone _(970) 356-4015_____

Employee's Name:_____ Employee 4-digit ID#_____

Specimen Collection Site: **Medical Services**
7257 W. 4th Street #3
Greeley CO 80634
970 351-7447

Test Type:

☐ Pre-employment (drug only) ☐ Post-Accident

☐ Random ☐ Return to Duty

☐ Reasonable Suspicion ☐ Follow up

☐ Drug ☐ Alcohol

_____

Dear Employee:

You are required to report ☐ immediately for a drug and/or alcohol test. The testing program is a condition of employment and required by the **authority of the Sheriff's Office Drug and Alcohol Program.**

Date Form Given: _____**Time Form Given:** _____

Arrival At Test Site – Date: _____**Time Arrived:** _____

You must present a picture ID at the collection site.

_____
Supervisor

Supervisor can be reached at 970 301 0575
Telephone Number

DDII and DDIIII Promotional Process.pdf

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Detention Division
Numbered Memorandum 2018 03

Issuing Authority: Captain Sam Kaneta III
Topic: New Procedure for Evals, Step and Promotions
Issued: November 29, 2018
Effective: November 29, 2018
Reference: Lexipol 107 Specialized Assignments and Promotions

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Rationale:
In 2017, a new process was put out for testing for DDII and DDIII. A testing process was conducted every March and September. Two Sergeants would have the responsibility to create a list of applicants and run disciplinary history. As a result, all Deputies that tested and were promoted, had their evaluation date extended. Additionally, when it was time for evaluations, there would be many promotions due on April 16 and October 16. This causes a large number of evaluations, and the workload continues through to Sheriff's Office and Weld County Administration. This new process would disperse the workload out to all Sergeants and spread out the promotions, synced up with hiring dates.

Procedure:
Testing for DDII:
Upon a Deputies 1-year evaluation, they will be given a standardized test for DDII. If they pass their evaluation, they will be permitted to take the test. The Deputy will immediately get their step increase on the date of their 1-year anniversary. If they pass the test, they will be promoted to DDII, within the new step.

Testing for DDIII:
One year after their promotion to DDII, they will receive another evaluation and be given a standardized test for DDIII. If they pass their evaluation, they will be permitted to take the test. The Deputy will immediately get their step increase on the date of their evaluation. If they pass the test, they will be promoted to DDIII, within the new step.

Example:
Deputy is hired on 7/16/2018. They will receive their 1-year evaluation on 7/16/2019 and if they pass, will go to a step 30-3 (DDI-Step 3) immediately. On the same date, they are given and pass the DDII test. It goes in effect that day, and they go to step 33-3 (DDII-Step 3). On 7/16/2020, they will be given another evaluation. If they pass that evaluation they will go to a step 33-4 (DDII-4) immediately. They will be given a DDIII test at that time and pass the test. The promotion to 36-4 (DDIII-Step 4) will go into effect on that day. They will then follow the rest of the remaining steps from the 7/16/2020 date.

If at any step, a Deputy fails an evaluation, the steps would be pushed back until they receive a passing evaluation. When they pass the evaluation, they will be permitted to take the promotional test and follow the new date timeline.

If a Deputy passes an evaluation, but fails the exam, they will not be permitted to take the test until their next evaluation. They will then follow the new date timeline for future promotions.

10.3.500 Applicant Pre-Employment Screening.pdf

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General Order

Personnel

Adopted:

Directive Number: 10.3.500 **Effective Date:** August 2, 2018

Title: Applicant Pre-Employment Screening

References: Rationale:

Applicants must be initially evaluated to ensure they meet the minimum qualifications and have the desired personal characteristics consistent with Weld County Sheriff's Office Guiding Principles.

Definitions:

NeoGov-an internet based service advertising Sheriff's Office job openings and providing a means of effective management and progressive screening for applicants

Procedure:

1. Job openings are posted on NeoGov by Weld County Human Resource staff
2. Applicants make initial application and answer a questionnaire establishing any required credentials for the position.
    a. The questionnaire includes questions regarding undesirable characteristics.
3. Submitted applications are automatically filtered allowing applications meeting basic requirements with no undesirable characteristics to be passed to the next step.
4. Applications not filtered out are reviewed by the Professional Standards Lieutenant, or designee for verification.
5. The applicants who participate in a formal agency testing process or interview and do not pass testing standards are disqualified.
6. Applicants for all deputy positions require a security clearance polygraph examination
    a. Applicants for positions handling cash or criminal evidence are also subject to a polygraph examination.
    b. Applicants may be immediately disqualified based upon admissions, or disclosures, that do not meet minimum agency requirements.
        i. Juvenile acts are subject to individual review and are not subject to immediate disqualification.
        ii. The polygraph examiner directly notifies the applicant of the disqualification, and why.
    c. Applicants are not disqualified solely because of polygraph results.
    d. Polygraph results are forwarded to the Administration Division Lieutenant for review.

7. Applicants for safety sensitive job assignments require a psychological examination and physical assessment.
    a. Results are forwarded to the Administration Division Lieutenant.
8. The Administration Division Lieutenant reviews:
    a. The applicant's personal information questionnaire
    b. Polygraph report
    c. Psychological examination and physical assessment reports
    d. Any other pertinent information included in the background book
9. The Administration Division Lieutenant completes an applicant review checklist and makes a recommendation to hire/not hire the applicant.
    a. The recommendation is forwarded, via the chain of command, to the Sheriff for his review and decision to hire/not hire the applicant.
10. Disqualified applicants will be notified, via the method chosen by the applicant during the application process, either by email or direct mailing.
    a. Disqualifications may be appealed by an applicant in writing to the Administration Division Lieutenant.
        i. The Administration Division Lieutenant reviews the disqualification and makes a recommendation.
        ii. The recommendation, appeal from the applicant and written documentation supporting the disqualification are submitted to the Sheriff through the chain of command.
        iii. The Administration Division Lieutenant will notify the applicant of the outcome of the appeal by direct mailing.
11. Initial screening criteria related to criminal behavior, drug and alcohol use, and behavior are depicted in the following two matrices:

Criminal History/ Activity	Disqualification Period				
	Prior 12 Months	Prior 36 Months	Prior 60 Months	Individual Review	Permanent DQ
Current member or supporter of any group which seeks to alter the form of government of the United States of America by unconstitutional means **(Reference C.R.S 18-11-101 through 18-11-205)**					**X**
Current member or supporter of any group which advocates unlawful, anarchistic & seditious associations **(Reference C.R.S 18-11-203)**					**X**
Self-admitted felonious behavior or activity as defined by federal, state or local statute. Statute of Limitation may apply.				X	
Felony conviction (any federal, state or local jurisdiction, except juvenile convictions to be reviewed individually)					**X**
Self-admitted behavior or activity equating to a class 1 or class 2 misdemeanor as defined by Colorado Revised Statute excluding substance abuse related driving offenses. Statutes of Limitation may apply.				**X**	
Criminal Conviction equating to a class 1 or class 2 misdemeanor(s) as defined by Colorado Revised Statute excluding substance abuse related driving offenses		**X**		**X**	
Criminal misdemeanor conviction relating to DUI, DUI Per Se, DWAI **(Reference C.R.S. Title 42 Traffic Code)**			**X (Positions not requiring Driving privilege)**	**X (Positions requiring Driving privilege)**	
Self-admitted behavior or activity relating to DUI, DUI Per Se, DWAI DWAI **(Reference C.R.S. Title 42 Traffic Code)**				**X**	
FTA Warrant for traffic related violation not including alcohol or drug related offenses; FTA Warrant for Petty Offenses	**X**			**X**	
Sustained Internal Affairs Investigations (High risk areas such as, but not limited to excessive use of force, integrity, lack of judgment, conduct violating public trust)				**X**	
Perjury or providing official false statements **(Reference C.R.S. 18-8-501 through 18-8-614)**				**X**	
Knowingly falsified requested information during a selection process; Knowingly falsified documentation of college degree, transcripts, or specialized training or certification;				**X**	
Patterns of financial instability				**X**	
Patterns of culpability regarding excessive traffic violations/Careless or reckless driving/suspended or revoked driving privilege/Hit & Run				**X (Positions requiring Driving privilege)**	

Involvement/ Activity	DISQUALICATION PERIOD				
	Prior 12 Months	Prior 36 Months	Prior 60 Months	Individual Review	Permanent DQ
Reported/Unreported facts that would be a violation of CRS §18- 13-122 **Illegal possession or consumption of ethyl alcohol by an underage person (<21 years of age); OR** Reported/Unreported procurement of ethyl alcohol for underage person(s) that would be a violation of CRS §18-13-122 **Illegal possession or consumption of ethyl alcohol by an underage person (<21 years of age)**				**X**	
Controlled Substances defined in CRS §18-18-203 through §18-18-204, Schedules I-IV: ***Possession* or *unlawful* use,** of a controlled substance including, but not limited to, the following- A. Hallucinogenic substances (LSD, mescaline, psilocybin, peyote, hallucinogenic mushrooms), tetrahydrocannabinols; and/or, B. Gamma hydroxybutyrate GHB; and/or, C. Opium and opium derivatives (codeine, hydrocodone, morphine hydrocodone, cocaine); and/or, D. Synthetic opiates (methadone); and/or, E. Stimulants (amphetamines, methamphetamines, phentermine); and/or, F. Depressants (amobarbital,secobarbital, diazepam, phenobarbital); and/or, G. Anabolic steroids, human growth hormone (HGH) and ketamine. H. Marihuana and marihuana concentrate-CRS §18-18-406: Possession OR use HOWEVER slight.				**X**	
Abuse of toxic vapors: CRS §18-18-412 Knowingly smelling or inhaling the fumes of toxic vapors for the purpose of causing a condition of euphoria, excitement, exhilaration, stupefaction, or dulled senses of the nervous system.				**X**	
Felony conviction for unlawful distribution, manufacture, dispensing or sale (**18-18-405**) of controlled substances listed in CRS §18-18-203 through §18-18- 204, Schedules I-IV.					**X**
Self-admitted felonious behavior of unlawful distribution, manufacture, dispensing or sale (**18-18-405**) of controlled substances listed in CRS §18-18-203 through §18-18- 204, Schedules I-IV.				**X**	
Unlawful Sexual Behavior, as defined in **CRS §18-3-401 through 18-3-405.6**, including sexual assault, unlawful sexual contact, sexual offenses against children; or Offenses Relating to Morals as defined in **CRS §18-7-401 through 18-7-406 and 18-7-502**; or Cruelty to Animals as defined in **18-9-202(1)(a)**, specifically, sexual acts with an animal (bestiality).					**X**

Patrol PAT.pdf

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Patrol PAT

1. Deputy will start seated in a vehicle.
2. On the command of GO, the deputy will get out of car and run one full lap, after the completion of the first lap, the deputy will clear simulated jump obstacle.
3. Deputy must run to and clear 4-foot wall.
4. Deputy will then run to the low crawl. (must get down on all fours and crawl)
5. Deputy will run to hurdles and must clear all hurdles over the top (CANNOT swing legs around the hurdles). If the deputy knocks off one of the hurdles, the deputy must replace hurdle and start obstacle over.
6. Deputy will run to the serpentine and follow the appropriate arrows (deputy cannot touch or swing on poles).
7. Deputy will run to window and climb through the window.
8. Deputy will run to the simulated body drag. Deputy will pull the drag sled (160lbs) 50 feet and must clear the 50-foot grey line
9. Deputy will run to staircase, must ascend the stairs, and descend the opposite set of stairs. (must touch every step up and down) Deputy will complete 3 sets (must go up, down and around). If instructions are not followed you must start obstacle over.
10. After third set of stairs, deputy will run to the door. Deputy must go through the door, pick up handgun and place it through one of the rings and fire 6 trigger pulls with the dominant hand and 6 trigger pulls with non-dominant hand without touching the ring (if deputy touches any part of the ring with the handgun, deputy must place down gun and begin obstacle over.)
11. Deputy will then run to the ropes. Deputy must complete 10 rope swings over the 36" post.
12. Deputy will then run to the push-pull (180lbs), complete push past the 15-foot line and pull back 15 feet (clearing the grey line each time)
13. Repeat steps 11 and 12 for two complete rotations.
14. Deputy will move to the controlled handcuffing and cuff the dummy.
15. Deputy will run back to car and close the door. Time will stop.

Southwest Substation
4209 WCR 24 1/2
Longmont, Colorado 80504
(720) 652-4215
Fax (720) 652-4217

Headquarters
1950 O Street
Greeley, Colorado 80631
(970)356-4015
Fax (970)304-6467
Toll Free (800)436-9276
www.weldsheriff.com

Southeast Substation
2950 9th Street
Fort Lupton, Colorado 80621
(303) 857-2465
Fax (303) 637-2422

SWAT PAT.pdf

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Detentions Applicant PAT.pdf

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Detentions
Applicant PAT

Applicant must complete the PAT in 7 min 45 seconds or less.

1. Applicant will start seated in a chair.
2. On the command of GO, the Applicant will get out of chair and run one full lap, after the completion of the first lap, the Applicant will clear the simulated jump obstacle.
3. Applicant will then run to the low crawl (must get down on all fours and crawl).
4. Applicant will run to hurdles and must clear all hurdles over the top (CANNOT swing legs around the hurdles). If the Applicant knocks off one of the hurdles, the Applicant must replace hurdle and start obstacle over.
5. Applicant will run to the serpentine and follow the appropriate arrows (Applicant cannot touch or swing on poles).
6. Applicant will run to the simulated body drag. Applicant will pull the drag sled (160lbs) 50 feet and must clear the 50-foot grey line.
7. Applicant will run to staircase, must ascend the stairs, and descend the opposite set of stairs (must touch every step up and down). Applicant will complete 3 sets (must go up, down and around). If instructions are not followed, you must start obstacle over.
8. After third set of stairs, Applicant will run to the door.
9. Applicant will then run to the ropes. Applicant must complete 10 rope swings over the 36" post.
10. Applicant will then run to the push-pull (180lbs), complete push past the 15-foot line and pull back 15 feet (clearing the grey line each time).
11. Repeat steps 9 and 10 for two complete rotations.
12. Applicant will run to start chair and sit down, and time will stop.

Admin Leave Notice - OIS 2024.pdf

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Weld County Sheriff's Office
Administrative Leave Notice - OIS

Criminal Case Number: _____

IA Case Number: _____

Employee Name: Title/Rank Assignment: Choose Assignment

On ,you were involved in an on duty shooting. Commensurate with Weld County Sheriff's Office Policy, you are being placed on Choose administrative leave. You are required to keep Internal Affairs informed of where you can be contacted, either in person or by telephone, daily. Additionally, you are hereby ordered not to discuss this investigation with anyone except the investigator assigned to this investigation, your attorney, the PST Clinical Advisor, or your significant other.

WCSO sworn personnel always have access to the PST Clinical Advisor, Tim Brown (970-290-5208) or uninvolved members of the PST for assistance in dealing with any personal issues. Contact info for PST assistance can be found on the back of this form.

_____ _____

Title/Rank Date/Time

Signature

_____ _____

Title/Rank Date/Time

Signature

PROPERTY FORM-BLANK.pdf

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WELD COUNTY SHERIFF'S OFFICE

Equipment Custody Receipt

LAW ENFORCEMENT AGENCY INFORMATION

Name: **Weld County Sheriff's Office**
Address: **1950 'O' Street, Greeley, Colorado, 80631**
Phone Number: **970-356-4015**

EQUIPMENT ISSUED TO:

NAME & AGENCY	

EQUIPMENT DESCRIPTION:

EQUIPMENT NOMENCLATURE:	
MAKE:	
MODEL:	
SERIAL #:	
EQUIPMENT COST	
QUANITY OF ITEMS	
EQUIPMENT CONDITION	

STATEMENT OF PHYSICAL CUSTODY

- I am a Deputy Sheriff for the Weld County Sheriff's Office _____(Initials)
- I have physical custody of the item(s) listed above and accept personal responsibility for the equipment and sub-components _____(Initials)
- I have received training on the operation of the item and agency policies and protocols regarding use of the item _____(Initials)
- I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed above and all other equipment issued or given to me could result in pecuniary liability _____(Initials)

PRINTED NAME:	**DATE:**	**SIGNATURE:**

DATE EQUIPMENT RETURNED:	**RETURNED TO:**

CONDITION OF EQUIPMENT:	

ADDITIONAL COMMENTS:

PROPERTY-ACCIDENT-DAMAGE - LOSS REPORT.pdf

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Weld County
Accident and Damage Property Loss Report

Date of Accident _____ Hour _____ Location _____

Equipment Damaged (include purchase invoice) _____

Police called? Yes___ or No___ Report issued? (include report)_____

Personal Injuries? Yes___ or No___ If yes, give name _____

Include all Law Enforcement and/or additional incident statements with this report.

Supervisor's Signature _____ Dept. _____ Date _____

Employee and Other Owners of Damaged Property

Name	Address	Phone No	Damage	Est. Amount

Witness(es) to Accident or Damage

Name	Address	Phone No	Remarks

Statement of County Employee Involved:

_____

_____

_____

_____

_____

_____

_____

_____

Draw Diagram of situation

Status on Repair or Replacement of Property

Is this property/equipment going to be repaired or replaced? Yes___ or No___

- If property is going to be repaired/replaced, please forward a copy of the most recent equipment purchase invoice to Michelle Raimer in Human Resources.

If equipment/property is not going to be repaired, please explain: _____

_____

_____

Department Manager's Signature

2023 WCSO Bloodborne Pathogen Exposure Control Plan (Approved 2023).pdf

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Weld County Sheriff's Office

BLOODBORNE PATHOGEN EXPOSURE CONTORL PLAN

Purpose and Scope

The purpose of the Bloodborne Pathogen Exposure Control Plan (ECP) is to establish a unified approach throughout the agency to handle exposure incidents in which employees are exposed to bloodborne pathogens (BBP) or other potentially infectious materials (OPIM) while performing their assigned duties. The ECP will guide Exposure Control Officers (ECOs)as they ensure appropriate post-exposure care for affected employees while accounting for agency needs and ensuring compliance with applicable standards of care while considering legal obligations.

Rationale

Any employee may experience an occupational exposure to blood or other potentially infectious materials. All employees shall observe universal precautions to prevent contact with BBP or OPIM. All bodily fluids, to include blood/OPIM, will be considered infectious regardless of the perceived status of the source or source individual(s). Engineering and work practice controls will be provided where applicable and utilized by employees in order to eliminate or minimize exposure risk. When exposures are reported, trained employees (ECOs) must respond to determine if an exposure occurred. In the event of an exposure, the ECO will respond to investigate the infectious status of the source individual(s).

References

Colorado Revised Statutes § 16-3-303.8 [Testing for communicable diseases – court order required]

Colorado Revised Statutes § 18-3-203 [Assault in the second degree]

Colorado Revised Statutes § 18-3-204 [Assault in the third degree]

Colorado Revised Statutes § 18-3-415 [Testing for persons charged with sexual offense]

Colorado Revised Statutes § 18-3-415.5 [Testing persons charged with certain sexual offenses for serious sexually transmitted infections]

Colorado Revised Statutes § 25-4-408 [Infection control – duties]

Colorado Revised Statutes § 25-4-410 [Patient consent – rights of patients, victims, and pregnant women]

Code of Federal Regulations 45 CFR § 164.512 (HIPAA) sections (j), (k), (l) [Uses and disclosures for which an authorization or opportunity to agree or object is not required]

United States Code 42 USC § 300ff131 – 140 (Ryan White Care Act, Part G) [Notification of Possible Exposure to Infectious Diseases]

https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7158881/ [properly fitting PPE and proper donning and doffing]

Definitions

Bloodborne pathogen (BBP) - Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Exposure Control Officer (ECO) - A trained employee of the Weld County Sheriff's Office who assists members of the agency by ensuring that proper notification of exposures takes place and that employees are provided appropriate post exposure medical treatment, in accordance with Centers for Disease Control guidelines, Colorado

Revised Statutes, and the Ryan White Care Act. ECO's are primarily responsible for the creation and completion of Exposure Incident Reports, the gathering of information and investigating exposures, and act as a liaison between the affected employee and their supervisor with regards to medical treatment or follow-up. ECO's act as medical professionals in the execution of their duties.

ECC (Coordinator) – A Sergeant acting as the Exposure Control Coordinator responsible for the creation, maintenance, and oversight of the exposure control plan and its execution, coordination of required training, and generating statistical reports as necessary. The ECO Coordinator reports to an Administrative Lieutenant regarding the ongoing management of the ECO Team.

Exposure Incident - An incident in which blood or other potentially infectious materials comes in direct contact with the non-intact skin, eye, mouth, or other mucous membrane, or other parenteral contact that results from the performance of the employee's duties.

Exposure Incident Report – A report that documents the circumstances of an exposure incident including the names of the parties involved, date and time of exposure, location where the exposure occurred, nature and type of the exposure, and source patient information to include infectious status for HBV, HCV, and HIV.

Personal Protective Equipment (PPE) - Specialized clothing or equipment worn by an employee to reduce the risk of exposure of an employee's skin or mucus membranes to potentially infections materials (i.e. latex gloves, goggles/masks, gowns, one-way CPR masks, etc.) General work clothes (uniforms, pants, shirts, etc.) are not intended to function as protection against a hazard and are not considered to be personal protective equipment.

Secure Precautions (SECP) or Universal Precautions Hazard Flag - A deliberately vague notation in the flags/hazards section of an inmate's page in the JMS or hazard notation that exists solely if an individual is known to have an infectious disease which emergency response employees would be required by law to be informed of, while simultaneously protecting the individual's medical privacy rights.

Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material that may result from the performance of an employee's job duties.

Universal Precautions - An approach to infection control in which all human blood and certain other bodily fluids defined by 29 CFR 1910.1030 (semen, vaginal secretions, amniotic fluid, cerebrospinal fluid, synovial fluid, pleural fluid, and peritoneal fluid) are treated as if known to be infectious for bloodborne pathogens and require infection control procedures using protective barriers such as PPE.

Engineering Controls – a prevention strategy that eliminates or reduces exposure to blood or potentially infections material through the use of substitution of engineered machinery or equipment. Examples include, but are not limited to, self-capping syringe needles, ventilation systems such as a fume hood or a negative air pressure room.

Control Plan Administration

Employees within the agency will receive an explanation of this Exposure Control Plan (ECP) during their initial agency training. Annual refresher training on the control plan will be reviewed with employees that are ECOs.

1. The ECO Coordinator is responsible for reviewing and updating the ECP annually, or more frequently if necessary. These updates should reflect new or modified tasks and procedures that affect occupational exposure as well as new or revised positions with occupational exposure.
2. The ECO Coordinator will investigate any complaints made regarding the ECP as a whole or the performance of an ECO related to their involvement with an exposure incident.

3. The ECO Coordinator is responsible for ensuring that there are adequate numbers of ECO's within the agency to be able to handle exposures that occur.
4. The ECO Coordinator will ensure that all ECO's are trained and that an updated list with contact phone numbers of current ECO's is available to supervisors (to be stored in a file on the current server).

PREVENTION AND MITIGATION OF OCCUPATIONAL EXPOSURE

Hepatitis B Vaccination Program

1. The Hepatitis B vaccination series is available to all employees through the Weld County Employee Medical Clinic. The vaccination and any routine boosters are offered at no cost for employees.
    a. Vaccination is encouraged but not mandatory.
    b. If refused, the vaccination remains available at no cost, at any time throughout employment if the employee later decides to receive this benefit.

Personal Protective Equipment (PPE)

1. Approved PPE is provided to employees by the agency at no cost. Employees are required to use appropriate PPE for the task being performed.
    a. Exceptions may be articulated when applying PPE is impractical or hazardous to the safety of the staff member or to members of the public.
    b. Provided PPE shall not permit blood/OPIM to pass through or reach the employee's clothing, skin, mouth, or other mucous membranes under normal conditions of use and for the duration of time the PPE is expected to be used.
    c. Proper donning and doffing of PPE plays an important role in avoiding inadvertent exposures. Employees should not only properly don and doff PPE as prescribed in training, but all PPE should fit properly as well.
2. Disposable protective gloves shall be made available to all staff at all agency work sites, including jail housing unit stations, assigned county vehicles, and crime scenes. Gloves shall be worn by employees when touching/handling items or surfaces where blood/OPIM, non-intact skin, or mucous membranes may be reasonably anticipated.
    a. Gloves will never be washed or decontaminated for reuse and must be replaced as soon as feasible when they become contaminated or if their ability to function as a barrier against contamination is compromised.
3. Wearing masks in combination with eye protection devices (i.e. goggles, glasses with solid side shield, or chin length face shields), is highly encouraged whenever splashes, spray, spatter, or droplets of blood/OPIM may be generated and potential contamination of the eye, nose, or mouth can reasonably be anticipated.

Engineering Controls, Work Practices, and General Precautions

1. All staff members are expected to use good judgment and follow training to mitigate the risks of occupational exposure. This includes, but is not limited to the following:
    a. Using universal precautions, treating all human blood and bodily fluids/tissues as if it is known to be contaminated with bloodborne pathogens.
    b. Stocking disposable gloves, blood exposure control kits, one-way CPR masks, and any other appropriate PPE at any duty station, and reporting any deficiencies to a supervisor.

c. Washing hands immediately or as soon as feasible after removing PPE or handling any potentially infectious material.
d. Handling all sharps, needles, razors, knives, broken glass, or other items that cut or puncture cautiously, using mechanical means (brush & pan, forceps, etc.) to handle these items or recap needles, and storing these items in a puncture resistant container for storage or transportation.
e. Decontaminating non-disposable equipment (i.e. flashlight, restraints, radios, etc.) as soon as possible.
f. Housing inmates suspected of having airborne pathogens in a negative airflow cell within the jail.
g. Avoiding eating, drinking, applying cosmetics or lip balm, handling contact lenses, or any other action likely to result in exposure in a work area where blood/OPIM is present or likely to be present.
h. Disposing of biohazardous waste appropriately or labelling biohazardous material properly when it is stored.

2. When an individual's infectious status is known, employees involved in the transport or supervision of that individual are given general advisement of the individual's status as requiring Universal Precautions and having a bloodborne pathogen (but not the specific pathogen) satisfying both medical privacy concerns as well as legal requirements for notification to emergency response employees as mandated under the Ryan White Care Act (42 USC § 300ff-133; 42 USC § 300ff-136) to inform these employees of a life-threatening infectious disease.
    a. Patrol deputies and other staff may be notified via a "Universal Precautions" Hazard Flag advisement from dispatch within the call log for a given incident or contact.
    b. Detentions deputies and other staff may be notified via a Special Security Precautions (SECP) Hazard Flag on the Inmate screen in the JMS.
        i. Within the jail, these flags are entered by Sergeants once notified by medical staff when they become aware of an individual having a bloodborne pathogen during a medical screening or assessment.
        ii. When deputies become aware of an inmate with a bloodborne pathogen, a supervisor will enter this flag to make the same notification to staff

Housekeeping, Laundry, and Decontamination

1. All contaminated areas, work surfaces, or equipment shall be decontaminated as soon as possible. Decontamination may be accomplished by using EPA germicides or a 1:10 bleach to water solution.
2. When decontamination is not feasible, a clearly observable label shall be attached stipulating what remains contaminated and the nature of that contamination prior to other personnel interacting with the contaminated area or equipment.
3. All garments or clothing penetrated by blood/OPIM shall be removed as soon as possible.
4. Used inmate razors within the jail shall be collected from housing units, placed in a bag or container to prevent leakage, and disposed of as soon as practicable.
5. Sharps containers are puncture resistant, leak proof, labelled with a biohazard label or color-coded, and closed prior to removal, replacement, or movement to prevent spillage or protrusion of contents during handling. If the primary container leaks or may leak, the primary container should be placed into a secondary container that meets these stated requirements to prevent leakage.
    a. Evidentiary sharps shall be stored in sharps containers prior to submission for storage or evidence processing.

6. Clothing and other non-sharps either saturated with or covered in blood or OPIM which are to be disposed of should be done in regulated waste container in a manner compliant with the regulations of the facility managing the storage and pickup of regulated waste.
    a. Within the Weld County Jail, leak-proof, puncture-proof, and closeable regulated biohazard waste bins are managed by contracted medical staff and are colored red.
        i. Waste placed in these bins must be tied off tightly in a red biohazard bag to prevent leakage and may not be overfilled or filled above 35 lbs.
        ii. Mere presence of blood/OPIM does not meet the requirements to use these bins or be disposed of as "biohazard trash" and may instead be disposed of as normal waste. Items placed into these bins must have soaked up or been covered in a significant quantity of blood or OPIM (i.e. bandages, wound wrapping or packing, a shirt used as a compress over a wound, etc.)
7. All soiled laundry should be assumed to be contaminated and handled with universal precautions.
    a. Uniforms and work clothing are laundered at a private contract laundry facility, (i.e., a dry cleaner under contract with the county.)
        i. Employees shall notify the contractor to use standard precautions for post-exposure clothing when delivering it to the contract facility.
    b. Inmate workers at the Weld County Jail launder institutional laundry generated by the jail and are trained to decontaminate the prisoner transport compartments of law enforcement vehicles in the booking garage.
    c. Soiled laundry should be handled as little as possible with minimal agitation, being bagged or containerized at the location where it was used or encountered in such a fashion as to prevent exterior leakage.

POST-EXPOSURE EVALUATION, INVESTIGATION, AND FOLLOW-UP

1. Employees who experience an exposure or suspected exposure shall begin decontamination procedures as soon as practicable (i.e. wash hands any other exposed skin with soap and hot water, flush eyes or other mucous membranes with water).
    a. Employees will immediately report the incident to a supervisor as soon as practicable.
    b. Supervisors notify an Exposure Control Officer as soon as possible.
2. Once the ECO is activated by the supervisor, they become a medical representative for the Sheriff's Office and are subject to confidentiality regulations.
3. Duties are delineated between the on-duty supervisor and the ECO in order to limit supervisor knowledge of protected medical information while promptly providing for both Worker's Compensation processes and the care of the employee and investigation of the source individual in the exposure incident.
4. Supervisors are responsible for reporting, documenting, and handling the exposure through normal Worker's Compensation forms and processes.
    a. Supervisors should not seek out nor include information regarding the infectious or medical statuses of either the employee or the exposure source individual.
5. The ECO will investigate the incident to determine if an exposure occurred and generate a Pathogen Exposure Incident Report, filed under the restricted-access "Pathogen Exposure" folder on the network "M" Drive.
6. The ECO shall first determine if the involved employee has suffered an exposure incident, relaying this finding immediately to the employee & supervisor.

   a. If the incident is deemed not to be an exposure, the ECO generates an Exposure Incident Report to document the rationale of a non-exposure finding. The employee will receive written notification of the non-exposure finding from the ECO within 24 hours.
7. If the employee has suffered an exposure, the ECO shall ensure the employee receives a confidential medical evaluation and follow-up for the exposure as soon as possible.
   a. If the employee has been sent for treatment/evaluation already, this determination should be communicated to the employee as soon as possible.
   b. While the ECO ensures that the employee is sent for follow-up care, the ECO does not transport or act as a "guardian deputy" for the exposed employee. The ECO instead assists the exposed employee by immediately attempting to gain voluntary source individual testing.
8. The ECO shall interview and investigate the source individual to determine HBV, HCV, and HIV infectious status. Documented consent from the source individual for a blood draw to test for these diseases or any other applicable disease is the primary goal of the interaction, in order to determine the source individual's infectious status. The identity of the source individual and their consent or refusal should be documented in the report narrative. The source individual's identity and infectious status or possible infectious status should be included in the report, including but not limited to:
   a. The individual's statements regarding their status
   b. Hazard flags or other notations in the JMS or call log
   c. Information provided by medical staff on scene or in the jail
   d. Employee personal or prior knowledge of the individual
   e. The individual's charges, possessions, or surroundings
      i. Information gained in this interview is confidential medical information and inadmissible for purposes of criminal reporting.
      ii. If the source individual can't be identified, efforts to identify them will also be documented in the report.
9. Blood draws are performed at no cost to the source individual and are instead billed to the WCSO through Worker's Compensation to aid in the employee's post-exposure care.
   a. Source individuals are entitled to the results of their blood tests
10. If the source individual provides consent for a blood draw, the ECO will facilitate the blood draw or coordinate its completion.
   a. The signed consent form for blood draw should be scanned and included in the exposure report, and if applicable, placed into the inmate's file at the Weld County Jail.
      i. In exigent circumstances, consent may be given verbally, in the presence of two staff members who may attest to the granting of that consent or a recording of such consent. This must be witnessed by the two staff members in writing and included in the inmate's file at the Weld County Jail.
      ii. Note: Consent may be revoked at any time.
   b. Within the jail, contracted medical staff may perform the blood draw of a consenting source individual that is an inmate in custody. Medical staff does not perform testing on the specimens and will instead provide the specimens to the ECO to be taken offsite for testing.
   c. Outside of the jail, source individuals may be transported to a local hospital for blood draws or blood may be drawn by a medical professional qualified to do so. The transport may be done either as part of a medical clearance prior to acceptance for book-in at the jail, or as a courtesy ride for source individual(s) in a non-criminal exposure scenario. If testing of a blood specimen is unavailable at the location of the blood draw, samples may be provided to the ECO to be taken off-site for testing.

   d. Completed blood draws are run as "rush" orders and may be submitted through the Horizon Outpatient Laboratory at Northern Colorado Medical Center.
11. If the source individual refuses to provide consent for a blood draw or is unable to provide consent for a blood draw, options for pursuing a court ordered blood draw will vary depending upon the particular circumstances of the exposure. Exposures happening as a result of an assault or other criminal act will require the ECO to coordinate with the on-call Detective (via the on-duty Patrol Sergeant) or a Detentions Criminal Specialist in order to pursue a court ordered blood draw. Exposures that happen as a result of an accident or a non-criminal act require the ECO to contact the Weld County Attorney's Office and speak directly to the Attorney responsible for the WCSO to pursue the blood draw in coordination with the ECO, the ECO Coordinator, and the County Attorney.
    a. Refer to CRS § 16-3-303.8 or CRS § 18-3-415 for court ordered blood draws when an employee suffers an exposure during a criminal act by the source individual
    b. Refer to CRS § 25-4-410 for court ordered blood draws when an employee suffers an accidental exposure to a source individual
    c. Refer to CRS § 25-4-410(1)(b)(II) & 42 USC § 300ff-133(f) for blood draws when an employee suffers an exposure and the source individual is unable to provide consent
12. Any relevant information found in the investigation of the source individual shall be provided, without delay, to the exposed employee for post-exposure evaluation and care.
13. Source individual testing will include, at a minimum, tests for HBV, HCV, and HIV. Rapid response test types should be used for all tests when available. If articulable facts exist to expand the scope of a source individual's test to include other pathogens (such as sexually transmitted diseases), this should be coordinated with the ECO Coordinator and clearly documented in the Incident Report.
    a. When the source individual is factually known to be infected a known pathogen including HBV, HCV, or HIV, that specific test (and only that test) need not be repeated.
14. A "hard-copy" of source individual test results shall be provided to the exposed employee as soon as possible if they wish.
    a. The employee shall also be given an advisement informing of applicable laws and regulations concerning disclosure of the source individual's protected information.
    b. The outcome of source testing results should be clearly noted in the Incident Report, as well as their provision to the exposed employee and associated advisement.
15. The ECO shall not provide medical advice or counsel.
16. The ECO shall not solicit, collect or retain employee infectious status information.
17. ECO's may use the State of Colorado Health Department, Centers for Disease Control, and the National Institute of Occupational Safety & Health as information resources as needed regarding necessary steps in the exposure process.
18. When an exposure investigation report is complete, the ECO Coordinator shall be informed, and will review the report for quality and compliance with this policy.

MEDICAL RECORDS

1. Only members of the Exposure Control Team shall have access to exposure records.
2. Medical information obtained by an ECO shall remain confidential and kept securely in a controlled electronic format.
    a. The "Pathogen Exposure" folder in the network "M" drive is a restricted access folder available only to the Exposure Control Team and shall contain relevant documentation for exposure incidents including:
        i. Exposure Incident Report
        ii. Source individual's consent (or a court order) for a blood draw

iii. Protected Information/Confidentiality staff notice
iv. Any other documentation generated during the exposure investigation

b. Paper copies of all generated documents shall be scanned into the folder for the relevant exposure incident. Once documents are scanned, paper documents must be destroyed and not kept.

3. Employee blood results will not be gained, obtained, or kept by ECO's.

ANNUAL REVIEW

1. ECOs will review the BBPECP annually (by August 1)
2. Results shall be provided to Captains via the chain of command.

Removal from Duty Notice Fitness Standard.pdf

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Weld County Sheriff's Office
Removal from Duty Notice

Today's Date: _____

Date of PAT: _____

Employee Name: Title/Rank Assignment: Choose Assignment

The Weld County Sheriff's Office has become aware that you did not meet the standard of Detentions Policy 1228 Fitness Standard. Your continued current assignment could jeopardize the safe and orderly operations of the Weld County Sheriff's Office.

Effective immediately, you are being removed from duty. You are not allowed to conduct any business under the authority of the Weld County Sheriff's Office or Weld County Government. You are required to communicate with the Professional Standards Unit to schedule your next attempt to meet the standard of the PAT.

Personnel who have been removed from duty may request assistance from the PST Clinical Advisor, Tim Brown (970-290-5208) or uninvolved members of the PST for assistance in dealing with the stress from this process.

Title/Rank _____ Date/Time

Signature

Title/Rank _____ Date/Time

Signature

Notice to Report to Drug and or Alcohol Test 2024.pdf

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Notice to Report for Drug and/or Alcohol Testing

Weld County Sheriff's Office – Medtox Account 8009855

Company Name: Weld County Sheriff's Office Phone: (970) 356-4015

Employee Name: _____ Employee ID#: _____

Badge#: _____

Specimen Collection Site: **NOCO Drug Testing**
1009 37th Ave Ct Unit
202 Greeley Colorado
80634
(970) 351-7447

Test Type:

- ☐ Drug ☐ Alcohol
- ☐ Pre-employment (drug only)
- ☐ Random
- ☐ Reasonable Suspicion
- ☐ Post-Accident
- ☐ Return to Duty
- ☐ Follow up

Dear _____

You are required to report immediately for a drug and/or alcohol test. The testing program is a condition of employment and required by the **authority of the Sheriff's Office Drug and Alcohol Program.**

Date Form Given: _____ Time Form Given: _____

Arrival at Test Site – Date: _____ Time Arrived: _____

You must present a picture ID at the collection site.

_____
Supervisor

Your supervisor can be reached at _____

2024 WCSO Bloodborne Pathogen Exposure Control Plan.pdf

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Weld County Sheriff's Office

BLOODBORNE PATHOGEN EXPOSURE CONTORL PLAN

Purpose and Scope

The purpose of the Bloodborne Pathogen Exposure Control Plan (ECP) is to establish a unified approach throughout the agency to handle exposure incidents in which employees are exposed to bloodborne pathogens (BBP) or other potentially infectious materials (OPIM) while performing their assigned duties. The ECP will guide Exposure Control Officers (ECOs)as they ensure appropriate post-exposure care for affected employees while accounting for agency needs and ensuring compliance with applicable standards of care while considering legal obligations.

Rationale

Any employee may experience an occupational exposure to blood or other potentially infectious materials. All employees shall observe universal precautions to prevent contact with BBP or OPIM. All bodily fluids, to include blood/OPIM, will be considered infectious regardless of the perceived status of the source or source individual(s). Engineering and work practice controls will be provided where applicable and utilized by employees in order to eliminate or minimize exposure risk. When exposures are reported, trained employees (ECOs) must respond to determine if an exposure occurred. In the event of an exposure, the ECO will respond to investigate the infectious status of the source individual(s).

References

Colorado Revised Statutes § 16-3-303.8 [Testing for communicable diseases – court order required]

Colorado Revised Statutes § 18-3-203 [Assault in the second degree]

Colorado Revised Statutes § 18-3-204 [Assault in the third degree]

Colorado Revised Statutes § 18-3-415 [Testing for persons charged with sexual offense]

Colorado Revised Statutes § 18-3-415.5 [Testing persons charged with certain sexual offenses for serious sexually transmitted infections]

Colorado Revised Statutes § 25-4-408 [Infection control – duties]

Colorado Revised Statutes § 25-4-410 [Patient consent – rights of patients, victims, and pregnant women]

Code of Federal Regulations 45 CFR § 164.512 (HIPAA) sections (j), (k), (l) [Uses and disclosures for which an authorization or opportunity to agree or object is not required]

United States Code 42 USC § 300ff131 – 140 (Ryan White Care Act, Part G) [Notification of Possible Exposure to Infectious Diseases]

https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7158881/ [properly fitting PPE and proper donning and doffing]

Definitions

Bloodborne pathogen (BBP) - Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Exposure Control Officer (ECO) - A trained employee of the Weld County Sheriff's Office who assists members of the agency by ensuring that proper notification of exposures takes place and that employees are provided appropriate post exposure medical treatment, in accordance with Centers for Disease Control guidelines, Colorado Revised Statutes, and the Ryan White Care Act. ECO's are primarily responsible for the creation and completion of Exposure Incident Reports, the gathering of information and investigating exposures, and act as a liaison between

the affected employee and their supervisor with regards to medical treatment or follow-up. ECO's act as medical professionals in the execution of their duties.

ECC (Coordinator) – A Sergeant acting as the Exposure Control Coordinator responsible for the creation, maintenance, and oversight of the exposure control plan and its execution, coordination of required training, and generating statistical reports as necessary. The ECO Coordinator reports to an Administrative Lieutenant regarding the ongoing management of the ECO Team.

Exposure Incident - An incident in which blood or other potentially infectious materials comes in direct contact with the non-intact skin, eye, mouth, or other mucous membrane, or other parenteral contact that results from the performance of the employee's duties.

Exposure Incident Report – A report that documents the circumstances of an exposure incident including the names of the parties involved, date and time of exposure, location where the exposure occurred, nature and type of the exposure, and source patient information to include infectious status for HBV, HCV, and HIV.

Personal Protective Equipment (PPE) - Specialized clothing or equipment worn by an employee to reduce the risk of exposure of an employee's skin or mucus membranes to potentially infections materials (i.e. latex gloves, goggles/masks, gowns, one-way CPR masks, etc.) General work clothes (uniforms, pants, shirts, etc.) are not intended to function as protection against a hazard and are not considered to be personal protective equipment.

Secure Precautions (SECP) or Universal Precautions Hazard Flag - A deliberately vague notation in the flags/hazards section of an inmate's page in the JMS or hazard notation that exists solely if an individual is known to have an infectious disease which emergency response employees would be required by law to be informed of, while simultaneously protecting the individual's medical privacy rights.

Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material that may result from the performance of an employee's job duties.

Universal Precautions - An approach to infection control in which all human blood and certain other bodily fluids defined by 29 CFR 1910.1030 (semen, vaginal secretions, amniotic fluid, cerebrospinal fluid, synovial fluid, pleural fluid, and peritoneal fluid) are treated as if known to be infectious for bloodborne pathogens and require infection control procedures using protective barriers such as PPE.

Engineering Controls – a prevention strategy that eliminates or reduces exposure to blood or potentially infections material through the use of substitution of engineered machinery or equipment. Examples include, but are not limited to, self-capping syringe needles, ventilation systems such as a fume hood or a negative air pressure room.

Control Plan Administration

Employees within the agency will receive an explanation of this Exposure Control Plan (ECP) during their initial agency training. Annual refresher training on the control plan will be reviewed with employees that are ECOs.

1. The ECO Coordinator is responsible for reviewing and updating the ECP annually, or more frequently if necessary. These updates should reflect new or modified tasks and procedures that affect occupational exposure as well as new or revised positions with occupational exposure.
2. The ECO Coordinator will investigate any complaints made regarding the ECP as a whole or the performance of an ECO related to their involvement with an exposure incident.
3. The ECO Coordinator is responsible for ensuring that there are adequate numbers of ECO's within the agency to be able to handle exposures that occur.

4. The ECO Coordinator will ensure that all ECO's are trained and that an updated list with contact phone numbers of current ECO's is available to supervisors (to be stored in a file on the current server).

PREVENTION AND MITIGATION OF OCCUPATIONAL EXPOSURE

Hepatitis B Vaccination Program

1. The Hepatitis B vaccination series is available to all employees through the Weld County Employee Medical Clinic provider. The vaccination and any routine boosters are offered at no cost for employees.
    a. Vaccination is encouraged but not mandatory.
    b. If refused, the vaccination remains available at no cost, at any time throughout employment if the employee later decides to receive this benefit.

Personal Protective Equipment (PPE)

1. Approved PPE is provided to employees by the agency at no cost. Employees are required to use appropriate PPE for the task being performed.
    a. Exceptions may be articulated when applying PPE is impractical or hazardous to the safety of the staff member or to members of the public.
    b. Provided PPE shall not permit blood/OPIM to pass through or reach the employee's clothing, skin, mouth, or other mucous membranes under normal conditions of use and for the duration of time the PPE is expected to be used.
    c. Proper donning and doffing of PPE play an important role in avoiding inadvertent exposures. Employees should not only properly don and doff PPE as prescribed in training, but all PPE should fit properly as well.
2. Disposable protective gloves shall be made available to all staff at all agency work sites, including jail housing unit stations, assigned county vehicles, and crime scenes. Gloves shall be worn by employees when touching/handling items or surfaces where blood/OPIM, non-intact skin, or mucous membranes may be reasonably anticipated.
    a. Gloves will never be washed or decontaminated for reuse and must be replaced as soon as feasible when they become contaminated or if their ability to function as a barrier against contamination is compromised.
3. Wearing masks in combination with eye protection devices (i.e. goggles, glasses with solid side shield, or chin length face shields), is highly encouraged whenever splashes, spray, spatter, or droplets of blood/OPIM may be generated and potential contamination of the eye, nose, or mouth can reasonably be anticipated.

Engineering Controls, Work Practices, and General Precautions

1. All staff members are expected to use good judgment and follow training to mitigate the risks of occupational exposure. This includes, but is not limited to the following:
    a. Using universal precautions, treating all human blood and bodily fluids/tissues as if it is known to be contaminated with bloodborne pathogens.
    b. Stocking disposable gloves, blood exposure control kits, one-way CPR masks, and any other appropriate PPE at any duty station, and reporting any deficiencies to a supervisor.
    c. Washing hands immediately or as soon as feasible after removing PPE or handling any potentially infectious material.
    d. Handling all sharps, needles, razors, knives, broken glass, or other items that cut or puncture cautiously, using mechanical means (brush & pan, forceps, etc.) to handle these items or recap needles, and storing these items in a puncture resistant container for storage or transportation.

e. Decontaminating non-disposable equipment (i.e. flashlight, restraints, radios, etc.) as soon as possible.
f. Housing inmates suspected of having airborne pathogens in a negative airflow cell within the jail.
g. Avoiding eating, drinking, applying cosmetics or lip balm, handling contact lenses, or any other action likely to result in exposure in a work area where blood/OPIM is present or likely to be present.
h. Disposing of biohazardous waste appropriately or labelling biohazardous material properly when it is stored.

2. When an individual's infectious status is known, employees involved in the transport or supervision of that individual are given general advisement of the individual's status as requiring Universal Precautions and having a bloodborne pathogen (but not the specific pathogen) satisfying both medical privacy concerns as well as legal requirements for notification to emergency response employees as mandated under the Ryan White Care Act (42 USC § 300ff-133; 42 USC § 300ff-136) to inform these employees of a life-threatening infectious disease.
    a. Patrol deputies and other staff may be notified via a "Universal Precautions" Hazard Flag advisement from dispatch within the call log for a given incident or contact.
    b. Detentions deputies and other staff may be notified via the current JMS.
        i. Within the jail, these flags are entered by Sergeants once notified by medical staff when they become aware of an individual having a bloodborne pathogen during a medical screening or assessment.
        ii. When deputies become aware of an inmate with a bloodborne pathogen, a supervisor will enter this flag to make the same notification to staff

Housekeeping, Laundry, and Decontamination

1. All contaminated areas, work surfaces, or equipment shall be decontaminated as soon as possible. Decontamination may be accomplished by using EPA germicides or a 1:10 bleach to water solution.
2. When decontamination is not feasible, a clearly observable label shall be attached stipulating what remains contaminated and the nature of that contamination prior to other personnel interacting with the contaminated area or equipment.
3. All garments or clothing penetrated by blood/OPIM shall be removed as soon as possible.
4. Used inmate razors within the jail shall be collected from housing units, placed in a bag or container to prevent leakage, and disposed of as soon as practicable.
5. Sharps containers are puncture resistant, leak proof, labelled with a biohazard label or color-coded, and closed prior to removal, replacement, or movement to prevent spillage or protrusion of contents during handling. If the primary container leaks or may leak, the primary container should be placed into a secondary container that meets these stated requirements to prevent leakage.
    a. Evidentiary sharps shall be stored in sharps containers prior to submission for storage or evidence processing.
6. Clothing and other non-sharps either saturated with or covered in blood or OPIM which are to be disposed of should be done in regulated waste container in a manner compliant with the regulations of the facility managing the storage and pickup of regulated waste.
    a. Within the Weld County Jail, leak-proof, puncture-proof, and closeable regulated biohazard waste bins are managed by contracted medical staff and are colored red.
        i. Waste placed in these bins must be tied off tightly in a red biohazard bag to prevent leakage and may not be overfilled or filled above 35 lbs.

        ii. Mere presence of blood/OPIM does not meet the requirements to use these bins or be disposed of as "biohazard trash" and may instead be disposed of as normal waste. Items placed into these bins must have soaked up or been covered in a significant quantity of blood or OPIM (i.e. bandages, wound wrapping or packing, a shirt used as a compress over a wound, etc.)

7. All soiled laundry should be assumed to be contaminated and handled with universal precautions.
    a. Uniforms and work clothing are laundered at a private contract laundry facility, (i.e., a dry cleaner under contract with the county.)
        i. Employees shall notify the contractor to use standard precautions for post-exposure clothing when delivering it to the contract facility.
    b. Inmate workers at the Weld County Jail launder institutional laundry generated by the jail and are trained to decontaminate the prisoner transport compartments of law enforcement vehicles in the booking garage.
    c. Soiled laundry should be handled as little as possible with minimal agitation, being bagged or containerized at the location where it was used or encountered in such a fashion as to prevent exterior leakage.

POST-EXPOSURE EVALUATION, INVESTIGATION, AND FOLLOW-UP

1. Employees who experience an exposure or suspected exposure shall begin decontamination procedures as soon as practicable (i.e. wash hands any other exposed skin with soap and hot water, flush eyes or other mucous membranes with water).
    a. Employees will immediately report the incident to a supervisor as soon as practicable.
    b. Supervisors notify an Exposure Control Officer as soon as possible.
2. Once the ECO is activated by the supervisor, they become a medical representative for the Sheriff's Office and are subject to confidentiality regulations.
3. Duties are delineated between the on-duty supervisor and the ECO in order to limit supervisor knowledge of protected medical information while promptly providing for both Worker's Compensation processes and the care of the employee and investigation of the source individual in the exposure incident.
4. Supervisors are responsible for reporting, documenting, and handling the exposure through normal Worker's Compensation forms and processes.
    a. Supervisors should not seek out nor include information regarding the infectious or medical statuses of either the employee or the exposure source individual.
5. The ECO will investigate the incident to determine if an exposure occurred and generate a Pathogen Exposure Incident Report, filed under the restricted-access "Pathogen Exposure" folder on the network "M" Drive.
6. The ECO shall first determine if the involved employee has suffered an exposure incident, relaying this finding immediately to the employee & supervisor.
    a. If the incident is deemed not to be an exposure, the ECO generates an Exposure Incident Report to document the rationale of a non-exposure finding. The employee will receive written notification of the non-exposure finding from the ECO within 24 hours.
7. If the employee has suffered an exposure, the ECO shall ensure the employee receives a confidential medical evaluation and follow-up for the exposure as soon as possible.
    a. If the employee has been sent for treatment/evaluation already, this determination should be communicated to the employee as soon as possible.

   b. While the ECO ensures that the employee is sent for follow-up care, the ECO does not transport or act as a "guardian deputy" for the exposed employee. The ECO instead assists the exposed employee by immediately attempting to gain voluntary source individual testing.

8. The ECO shall interview and investigate the source individual to determine HBV, HCV, and HIV infectious status. Documented consent from the source individual for a blood draw to test for these diseases or any other applicable disease is the primary goal of the interaction, in order to determine the source individual's infectious status. The identity of the source individual and their consent or refusal should be documented in the report narrative. The source individual's identity and infectious status or possible infectious status should be included in the report, including but not limited to:
   a. The individual's statements regarding their status
   b. Hazard flags or other notations in the JMS or call log
   c. Information provided by medical staff on scene or in the jail
   d. Employee personal or prior knowledge of the individual
   e. The individual's charges, possessions, or surroundings
      i. Information gained in this interview is confidential medical information and inadmissible for purposes of criminal reporting.
      ii. If the source individual can't be identified, efforts to identify them will also be documented in the report.
9. Blood draws are performed at no cost to the source individual and are instead billed to the WCSO through Worker's Compensation to aid in the employee's post-exposure care.
   a. Source individuals are entitled to the results of their blood tests
10. If the source individual provides consent for a blood draw, the ECO will facilitate the blood draw or coordinate its completion.
   a. The signed consent form for blood draw should be scanned and included in the exposure report, and if applicable, placed into the inmate's file at the Weld County Jail.
      i. In exigent circumstances, consent may be given verbally, in the presence of two staff members who may attest to the granting of that consent or a recording of such consent. This must be witnessed by the two staff members in writing and included in the inmate's file at the Weld County Jail.
      ii. Note: Consent may be revoked at any time.
   b. Within the jail, contracted medical staff may perform the blood draw of a consenting source individual that is an inmate in custody. Medical staff does not perform testing on the specimens and will instead provide the specimens to the ECO to be taken offsite for testing.
   c. Outside of the jail, source individuals may be transported to a local hospital for blood draws or blood may be drawn by a medical professional qualified to do so. The transport may be done either as part of a medical clearance prior to acceptance for book-in at the jail, or as a courtesy ride for source individual(s) in a non-criminal exposure scenario. If testing of a blood specimen is unavailable at the location of the blood draw, samples may be provided to the ECO to be taken off-site for testing.
   d. Completed blood draws are run as "rush" orders and may be submitted through the Horizon Outpatient Laboratory at Northern Colorado Medical Center.
11. If the source individual refuses to provide consent for a blood draw or is unable to provide consent for a blood draw, options for pursuing a court ordered blood draw will vary depending upon the circumstances of the exposure. Exposures happening as a result of an assault or other criminal act will require the ECO to coordinate with the on-call Detective (via the on-duty Patrol Sergeant) or a Detentions Criminal Specialist in order to pursue a court ordered blood draw. Exposures that happen as a result of an accident or a non-criminal act require the ECO to contact the Weld County Attorney's Office and speak directly to

the Attorney responsible for the WCSO to pursue the blood draw in coordination with the ECO, the ECO Coordinator, and the County Attorney.
    a. Refer to CRS § 16-3-303.8 or CRS § 18-3-415 for court ordered blood draws when an employee suffers an exposure during a criminal act by the source individual
    b. Refer to CRS § 25-4-410 for court ordered blood draws when an employee suffers an accidental exposure to a source individual
    c. Refer to CRS § 25-4-410(1)(b)(II) & 42 USC § 300ff-133(f) for blood draws when an employee suffers an exposure and the source individual is unable to provide consent
12. Any relevant information found in the investigation of the source individual shall be provided, without delay, to the exposed employee for post-exposure evaluation and care.
13. Source individual testing will include, at a minimum, tests for HBV, HCV, and HIV. Rapid response test types should be used for all tests when available. If articulable facts exist to expand the scope of a source individual's test to include other pathogens (such as sexually transmitted diseases), this should be coordinated with the ECO Coordinator and clearly documented in the Incident Report.
    a. When the source individual is factually known to be infected a known pathogen including HBV, HCV, or HIV, that specific test (and only that test) need not be repeated.
14. A "hard-copy" of source individual test results shall be provided to the exposed employee as soon as possible if they wish.
    a. The employee shall also be given an advisement informing of applicable laws and regulations concerning disclosure of the source individual's protected information.
    b. The outcome of source testing results should be clearly noted in the Incident Report, as well as their provision to the exposed employee and associated advisement.
15. The ECO shall not provide medical advice or counsel.
16. The ECO shall not solicit, collect or retain employee infectious status information.
17. ECO's may use the State of Colorado Health Department, Centers for Disease Control, and the National Institute of Occupational Safety & Health as information resources as needed regarding necessary steps in the exposure process.
18. When an exposure investigation report is complete, the ECO Coordinator shall be informed, and will review the report for quality and compliance with this policy.

MEDICAL RECORDS

1. Only members of the Exposure Control Team shall have access to exposure records.
2. Medical information obtained by an ECO shall remain confidential and kept securely in a controlled electronic format.
    a. The "Pathogen Exposure" folder in the network "M" drive is a restricted access folder available only to the Exposure Control Team and shall contain relevant documentation for exposure incidents including:
        i. Exposure Incident Report
        ii. Source individual's consent (or a court order) for a blood draw
        iii. Protected Information/Confidentiality staff notice
        iv. Any other documentation generated during the exposure investigation
    b. Paper copies of all generated documents shall be scanned into the folder for the relevant exposure incident. Once documents are scanned, paper documents must be destroyed and not kept.
3. Employee blood results will not be gained, obtained, or kept by ECO's.

Weld County Sheriff's Office

BLOODBORNE PATHOGEN EXPOSURE CONTORL PLAN

ANNUAL REVIEW

1. ECOs will review the BBPECP annually (by August 1)
2. Results shall be provided to Captains via the chain of command.

Notice of Investigation 2024.pdf

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Weld County Sheriff's Office
Notice of Investigation

Employee Name: _____ Assignment:
Employee Supervisor: _____
IA Case Number: _____
Criminal Case Number: _____

This letter is to inform you that you are a Choose employee in an internal investigation due to alleged actions or conduct in conflict with Weld County Code, Weld County Sheriff's Office Policy, General Orders, or other directives.

☑ On ☐ Between

was alleged to have:

You are hereby ordered not to discuss this investigation with anyone except the investor assigned to this investigation, your attorney, uninvolved members of the peer support team, or your significant other. You are ordered not to solicit any details of the incident, contact individuals as potential witnesses or otherwise become involved in the investigation.

Personnel involved in an internal investigation may request assistance from the Peer Support Team (PST) Clinical Advisor, Tim Brown (970-290-5208) or uninvolved members of the PST in dealing with the stress from the investigation or inquiry.

_____ _____

Choose Title Date/Time

Signature

Original given to Employee
Copy to Employee's Supervisor

APPENDIX A - ALTERNATIVE DUTY FIREARMS 2025.pdf

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APPENDIX A
ALTERNATIVE DUTY FIREARMS

Approved Duty and Secondary Firearms Manufacturers:

- Beretta
- Browning
- Bushmaster
- Colt
- CZ
- DPMS
- Fabrique Nationale (FN Herstal, FN)
- Glock
- Heckler & Kock (H&K, HK)
- Kimber
- LWRC
- Para Ordinance
- Rock River Arms
- Ruger
- Sig Sauer
- Smith & Wesson
- Springfield Armory, XD models.
- Stag Arms
- Wilson Combat

Approved Red Dot Sight Manufacturers:

- Holosun
- Leupold
- Sig Sauer
- Trijicon
- Vortex
- Steiner
- Burris
- EOTECH

APPENDIX A - ALTERNATIVE DUTY FIREARMS 2026.pdf

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APPENDIX A
ALTERNATIVE DUTY FIREARMS

Approved Duty and Secondary Firearms Manufacturers:

- Beretta
- Browning
- Bushmaster
- Colt
- CZ
- DPMS
- Fabrique Nationale (FN Herstal, FN)
- Glock
- Heckler & Kock (H&K, HK)
- Kimber
- LWRC
- Para Ordinance
- Rock River Arms
- Ruger
- Shadow Systems
- Sig Sauer
- Smith & Wesson
- Springfield Armory, XD models.
- Staccato
- Stag Arms
- Wilson Combat

Approved Red Dot Sight Manufacturers:

- Holosun
- Leupold
- Sig Sauer
- Trijicon
- Vortex
- Steiner
- Burris
- EOTECH

APPENDIX A - ALTERNATIVE DUTY FIREARMS .pdf

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Extension Request -2023.pdf

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Weld County Sheriff's Office
Administrative Investigation
Extension

To: WCSO Sheriff or Designee, via Chain of Command

From: Choose Title

Date: _____

Ref: _____

The above referenced administrative investigation was opened on:

In accordance with WCSO Policy, it should be completed by:

The investigation is not complete due to:

For the reasons above, I formally request a due date extension to:

_____ _____

Choose Title — Date

Signature

Sheriff's Review:

☐ Approved

☐ Denied

_____ _____

Sheriff or designee Signature — Date

Garrity Notice -2023.pdf

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Weld County Sheriff's Office
Garrity Notice

Criminal Case Number: _____

IA Case Number: _____

Employee Name: Choose Title _____ Assignment: Detentions

You are being questioned as part of an official administrative investigation by the Weld County Sheriff's Office. You will be asked questions specifically directed and related to the performance of your official duties or fitness for office. You are ordered to answer all questions asked of you. If you refuse to testify or answer questions truthfully relating to your performance of your official duties or fitness for duty, you will be subject to departmental discipline, which could result in your dismissal from this agency. If you do answer, neither your statements nor any information or evidence that is gained by reason of such statements can be used against you in any criminal proceeding, except if you knowingly and willfully make false statements. However, these statements may be used against you in relation to subsequent departmental charges.

Further, you are hereby ordered not to discuss this investigation with anyone except the supervisor or investigator assigned to this investigation and or your attorney.

The above notice was read to me by: Choose Title/Rank _____

at: _____

_____ _____

Choose Title/Rank Date/Time

Signature

_____ _____

Choose Title Date/Time

Signature

Notice to Report to Drug and or Alcohol Test.pdf

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Notice to Report for Drug and/or Alcohol Testing

Weld County Sheriff's Office – Medtox Account 8009855

Company Name: Weld County Sheriff's Office

Phone: (970) 356-4015

Employee Name: _____

Employee ID: _____

Badge Number: _____

Specimen Collection Site: **Medical Services**
1009 37th Ave Ct
Unit 202 Greeley
Colorado 80634
(970) 351-7447

Test Type:

- ☐ Drug ☐ Alcohol
- ☐ Pre-employment (drug only)
- ☐ Random
- ☐ Reasonable Suspicion
- ☐ Post-Accident
- ☐ Return to Duty
- ☐ Follow up

Dear _____

You are required to report immediately for a drug and/or alcohol test. The testing program is a condition of employment and required by the **authority of the Sheriff's Office Drug and Alcohol Program.**

Date Form Given: _____ Time Form Given: _____

Arrival at Test Site – Date: _____ Time Arrived: _____

You must present a picture ID at the collection site.

_____
Supervisor

Your supervisor can be reached at _____

K-9 PAT.pdf

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Detentions PAT.pdf

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Detentions PAT

1. Deputy will start seated in a chair.
2. On the command of GO, the deputy will get out of chair and run one full lap, after the completion of the first lap, the deputy will clear the simulated jump obstacle.
3. Deputy will then run to the low crawl (must get down on all fours and crawl).
4. Deputy will run to hurdles and must clear all hurdles over the top (CANNOT swing legs around the hurdles). If the deputy knocks off one of the hurdles, the deputy must replace hurdle and start obstacle over.
5. Deputy will run to the serpentine and follow the appropriate arrows (deputy cannot touch or swing on poles).
6. Deputy will run to the simulated body drag. Deputy will pull the drag sled (160lbs) 50 feet and must clear the 50-foot grey line.
7. Deputy will run to staircase, must ascend the stairs, and descend the opposite set of stairs (must touch every step up and down). Deputy will complete 3 sets (must go up, down and around). If instructions are not followed, you must start obstacle over.
8. After third set of stairs, deputy will run to the door. Deputy must go through the door, pick up handgun and place it through one of the rings and fire 6 trigger pulls with the dominant hand and 6 trigger pulls with non-dominant hand without touching the ring (if deputy touches any part of the ring with the handgun, deputy must place down gun and begin obstacle over).
9. Deputy will then run to the ropes. Deputy must complete 10 rope swings over the 36” post.
10. Deputy will then run to the push-pull (180lbs), complete push past the 15-foot line and pull back 15 feet (clearing the grey line each time).
11. Repeat steps 9 and 10 for two complete rotations.
12. Deputy will move to the controlled handcuffing and cuff the dummy.
13. Deputy will run to start chair and sit down, and time will stop.

Southwest Substation
4209 WCR 24 1/2
Longmont, Colorado 80504
(720) 652-4215
Fax (720) 652-4217

Headquarters
1950 O Street
Greeley, Colorado 80631
(970)356-4015
Fax (970)304-6467
Toll Free (800)436-9276
www.weldsheriff.com

Southeast Substation
2950 9th Street
Fort Lupton, Colorado 80621
(303) 857-2465
Fax (303) 637-2422

Pre-Employment.pdf

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Criminal History/ Activity	Disqualification Period				
	Prior 12 Months	Prior 36 Months	Prior 60 Months	Individual Review	Permanent DQ
Current member or supporter of any group which seeks to alter the form of government of the United States of America by unconstitutional means (Reference C.R.S 18-11-101 through 18-11-205}					X
Current member or supporter of any group which advocates unlawful, anarchistic & seditious associations (Reference C.R.S 18-11-203)					X
Self-admitted felonious behavior or activity as defined by federal, state or local statute. Statute of Limitation may apply.				X	
Felony conviction (any federal, state or local jurisdiction, except juvenile convictions to be reviewed individually)					X
Self-admitted behavior or activity equating to a class 1 or class 2 misdemeanor as defined by Colorado Revised Statute excluding substance abuse related driving offenses. Statutes of Limitation may apply.				X	
Criminal Conviction equating to a class 1 or class 2 misdemeanor(s) as defined by Colorado Revised Statute excluding substance abuse related driving offenses		X		X	
Criminal misdemeanor conviction relating to DUI, DUI Per Se, DWAI (Reference C.R.S. Title 42 Traffic Code)			X (Positions not requiring Driving privilege)	X (Positions not requiring Driving privilege)	
Self-admitted behavior or activity relating to DUI, DUI Per Se, DWAI (Reference C.R.S. Title 42 Traffic Code)				X	
FTA Warrant for traffic related violation not including alcohol or drug related offenses; FTA Warrant for Petty Offenses	X			X	
Sustained Internal Affairs Investigations (High risk areas such as, but not limited to excessive use of force, integrity, lack of judgment, conduct violating public trust)				X	
Perjury or providing official false statements (Reference C.R.S. 18-8-501 through 18-8-614}				X	
Knowingly falsified requested information during a selection process; Knowingly falsified documentation of college degree, transcripts, or specialized training or certification;				X	
Patterns of financial instability				X	
Patterns of culpability regarding excessive traffic violations/Careless or reckless driving/suspended or revoked driving privilege/Hit & Run				X (Positions requiring Driving privilege)	

Involvement/ Activity	DISQUALIFICATION PERIOD				
	Prior 12 Months	Prior 36 Months	Prior 60 Months	Individual Review	Permanent DQ
Reported/Unreported facts that would be a violation of CRS §18- 13-122 **Illegal possession or consumption of ethyl alcohol by an underage person (<21 years of age); OR** Reported/Unreported procurement of ethyl alcohol for underage person(s) that would be a violation of CRS §18-13-122 **Illegal possession or consumption of ethyl alcohol by an underage person (<21 years of age)**				X	
Controlled Substances defined in CRS §18-18-203 through §18-18-204, Schedules I-IV: ***Possession* or *unlawful* use,** of a controlled substance including, but not limited to, the following- A. Hallucinogenic substances (LSD, mescaline, psilocybin, peyote, hallucinogenic mushrooms), tetrahydrocannabinols; and/or, B. Gamma hydroxybutyrate GHB; and/or, C. Opium and opium derivatives (codeine, hydrocodone, morphine hydrocodone, cocaine); and/or, D. Synthetic opiates (methadone); and/or, E. Stimulants (amphetamines, methamphetamines, phentermine); and/or, F. Depressants (amobarbital, secobarbital, diazepam, phenobarbital); and/or, G. Anabolic steroids, human growth hormone (HGH) and ketamine. H. Marihuana and marihuana concentrate-CRS §18-18-406: Possession OR use HOWEVER slight.				X	
Abuse of toxic vapors: CRS §18-18-412 Knowingly smelling or inhaling the fumes of toxic vapors for the purpose of causing a condition of euphoria, excitement, exhilaration, stupefaction, or dulled senses of the nervous system.				X	
Felony conviction for unlawful distribution, manufacture, dispensing or sale **(18-18-405)** of controlled substances listed in CRS §18-18-203 through §18-18- 204, Schedules I-IV.					X
Self-admitted felonious behavior of unlawful distribution, manufacture, dispensing or sale **(18-18-405)** of controlled substances listed in CRS §18-18-203 through §18-18- 204, Schedules I-IV.				X	
Unlawful Sexual Behavior, as defined in **CRS §18-3-401 through 18-3-405.6,** including sexual assault, unlawful sexual contact, sexual offenses against children; or Offenses Relating to Morals as defined in **CRS §18-7-401 through 18-7-406 and 18-7-502;** or Cruelty to Animals as defined in **18-9-202(1)(a),** specifically, sexual acts with an animal (bestiality).					X

APPENDIX A - ALTERNATIVE DUTY FIREARMS .pdf

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APPENDIX A
ALTERNATIVE DUTY FIREARMS

Approved Duty and Secondary Firearms Manufacturers:

- Beretta
- Browning
- Bushmaster
- Colt
- CZ
- DPMS
- Fabrique Nationale (FN Herstal, FN)
- Glock
- Heckler & Kock (H&K, HK)
- Kimber
- LWRC
- Para Ordinance
- Rock River Arms
- Ruger
- Sig Sauer
- Smith & Wesson
- Springfield Armory, XD models.
- Stag Arms
- Wilson Combat

Approved Red Dot Sight Manufacturers:

- Holosun
- Leupold
- Sig Sauer
- Trijicon
- Vortex
- Steiner
- Burris

APPENDIX A
ALTERNATIVE DUTY FIREARMS

Approved Duty and Secondary Firearms Manufacturers:

- Beretta
- Browning
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- DPMS
- Fabrique Nationale (FN Herstal, FN)
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- Kimber
- LWRC
- Para Ordinance
- Rock River Arms
- Ruger
- Sig Sauer
- Smith & Wesson
- Springfield Armory, XD models.
- Stag Arms
- Wilson Combat

Approved Red Dot Sight Manufacturers:

- Holosun
- Leupold
- Sig Sauer
- Trijicon
- Vortex

Admin Leave Notice OIS - 2021 - PDF.pdf

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Weld County Sheriff's Office
Administrative Leave Notice - OIS

Criminal Case Number: _____

IA Case Number: _____

Employee Name: Title/Rank _____ Assignment: Choose Assignment

On ,you were involved in an on duty shooting. Commensurate with Weld County Sheriff's Office Policy, you are being placed on Choose administrative leave. You are required to keep Internal Affairs informed of where you can be contacted, either in person or by telephone, daily. Additionally, you are hereby ordered not to discuss this investigation with anyone except the investigator assigned to this investigation, your attorney, uninvolved members of the Peer Support Team (PST), or your significant other.

WCSO sworn personnel always have access to the PST Clinical Advisor, Tim Brown (970-290-5208) or uninvolved members of the PST for assistance in dealing with any personal issues.

_____ _____

Title/Rank Date/Time

Signature

_____ _____

Title/Rank Date/Time

Signature

2022 WCSO Bloodborne Pathogen Exposure Control Plan (Approved).pdf

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Weld County Sheriff's Office

BLOODBORNE PATHOGEN EXPOSURE CONTORL PLAN

Purpose and Scope

The purpose of the Bloodborne Pathogen Exposure Control Plan (ECP) is to establish a unified approach throughout the agency to handle exposure incidents in which employees are exposed to bloodborne pathogens (BBP) or other potentially infectious materials (OPIM) while performing their assigned duties. The ECP will guide Exposure Control Officers (ECOs)as they ensure appropriate post-exposure care for affected employees while accounting for agency needs and ensuring compliance with applicable standards of care while considering legal obligations.

Rationale

Any employee may experience an occupational exposure to blood or other potentially infectious materials. All employees shall observe universal precautions to prevent contact with BBP or OPIM. All bodily fluids, to include blood/OPIM, will be considered infectious regardless of the perceived status of the source or source individual(s). Engineering and work practice controls will be provided where applicable and utilized by employees in order to eliminate or minimize exposure risk. When exposures are reported, trained employees (ECOs) must respond to determine if an exposure occurred. In the event of an exposure, the ECO will respond to investigate the infectious status of the source individual(s).

References

Colorado Revised Statutes § 16-3-303.8 [Testing for communicable diseases – court order required]

Colorado Revised Statutes § 18-3-203 [Assault in the second degree]

Colorado Revised Statutes § 18-3-204 [Assault in the third degree]

Colorado Revised Statutes § 18-3-415 [Testing for persons charged with sexual offense]

Colorado Revised Statutes § 18-3-415.5 [Testing persons charged with certain sexual offenses for serious sexually transmitted infections]

Colorado Revised Statutes § 25-4-408 [Infection control – duties]

Colorado Revised Statutes § 25-4-410 [Patient consent – rights of patients, victims, and pregnant women]

Code of Federal Regulations 45 CFR § 164.512 (HIPAA) sections (j), (k), (l) [Uses and disclosures for which an authorization or opportunity to agree or object is not required]

United States Code 42 USC § 300ff131 – 140 (Ryan White Care Act, Part G) [Notification of Possible Exposure to Infectious Diseases]

Definitions

Bloodborne pathogen (BBP) - Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Exposure Control Officer (ECO) - A trained employee of the Weld County Sheriff's Office who assists members of the agency by ensuring that proper notification of exposures takes place and that employees are provided appropriate post exposure medical treatment, in accordance with Centers for Disease Control guidelines, Colorado Revised Statutes, and the Ryan White Care Act. ECO's are primarily responsible for the creation and completion of Exposure Incident Reports, the gathering of information and investigating exposures, and act as a liaison between

the affected employee and their supervisor with regards to medical treatment or follow-up. ECO's act as medical professionals in the execution of their duties.

ECC (Coordinator) – A Sergeant acting as the Exposure Control Coordinator responsible for the creation, maintenance, and oversight of the exposure control plan and its execution, coordination of required training, and generating statistical reports as necessary. The ECO Coordinator reports to an Administrative Lieutenant regarding the ongoing management of the ECO Team.

Exposure Incident - An incident in which blood or other potentially infectious materials comes in direct contact with the non-intact skin, eye, mouth, or other mucous membrane, or other parenteral contact that results from the performance of the employee's duties.

Exposure Incident Report – A report that documents the circumstances of an exposure incident including the names of the parties involved, date and time of exposure, location where the exposure occurred, nature and type of the exposure, and source patient information to include infectious status for HBV, HCV, and HIV.

Personal Protective Equipment (PPE) - Specialized clothing or equipment worn by an employee to reduce the risk of exposure of an employee's skin or mucus membranes to potentially infections materials (i.e. latex gloves, goggles/masks, gowns, one-way CPR masks, etc.) General work clothes (uniforms, pants, shirts, etc.) are not intended to function as protection against a hazard and are not considered to be personal protective equipment.

Secure Precautions (SECP) or Universal Precautions Hazard Flag - A deliberately vague notation in the flags/hazards section of an inmate's page in the JMS or hazard notation that exists solely if an individual is known to have an infectious disease which emergency response employees would be required by law to be informed of, while simultaneously protecting the individual's medical privacy rights.

Occupational Exposure - Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious material that may result from the performance of an employee's job duties.

Universal Precautions - An approach to infection control in which all human blood and certain other bodily fluids defined by 29 CFR 1910.1030 (semen, vaginal secretions, amniotic fluid, cerebrospinal fluid, synovial fluid, pleural fluid, and peritoneal fluid) are treated as if known to be infectious for bloodborne pathogens and require infection control procedures using protective barriers such as PPE.

Engineering Controls – a prevention strategy that eliminates or reduces exposure to blood or potentially infections material through the use of substitution of engineered machinery or equipment. Examples include, but are not limited to, self-capping syringe needles, ventilation systems such as a fume hood or a negative air pressure room.

Control Plan Administration

Employees within the agency will receive an explanation of this Exposure Control Plan (ECP) during their initial agency training. Annual refresher training on the control plan will be reviewed with employees that are ECOs.

1. The ECO Coordinator is responsible for reviewing and updating the ECP annually, or more frequently if necessary. These updates should reflect new or modified tasks and procedures that affect occupational exposure as well as new or revised positions with occupational exposure.
2. The ECO Coordinator will investigate any complaints made regarding the ECP as a whole or the performance of an ECO related to their involvement with an exposure incident.
3. The ECO Coordinator is responsible for ensuring that there are adequate numbers of ECO's within the agency to be able to handle exposures that occur.

4. The ECO Coordinator will ensure that all ECO's are trained and that an updated list with contact phone numbers of current ECO's is available to supervisors (to be stored in a file on the current server).

PREVENTION AND MITIGATION OF OCCUPATIONAL EXPOSURE

Hepatitis B Vaccination Program

1. The Hepatitis B vaccination series is available to all employees through the Weld County Employee Medical Clinic. The vaccination and any routine boosters are offered at no cost for employees.
    a. Vaccination is encouraged but not mandatory.
    b. If refused, the vaccination remains available at no cost, at any time throughout employment if the employee later decides to receive this benefit.

Personal Protective Equipment (PPE)

1. Approved PPE is provided to employees by the agency at no cost. Employees are required to use appropriate PPE for the task being performed.
    a. Exceptions may be articulated when applying PPE is impractical or hazardous to the safety of the staff member or to members of the public.
    b. Provided PPE shall not permit blood/OPIM to pass through or reach the employee's clothing, skin, mouth, or other mucous membranes under normal conditions of use and for the duration of time the PPE is expected to be used.
2. Disposable protective gloves shall be made available to all staff at all agency work sites, including jail housing unit stations, assigned county vehicles, and crime scenes. Gloves shall be worn by employees when touching/handling items or surfaces where blood/OPIM, non-intact skin, or mucous membranes may be reasonably anticipated.
    a. Gloves will never be washed or decontaminated for reuse and must be replaced as soon as feasible when they become contaminated or if their ability to function as a barrier against contamination is compromised.
3. Wearing masks in combination with eye protection devices (i.e. goggles, glasses with solid side shield, or chin length face shields), is highly encouraged whenever splashes, spray, spatter, or droplets of blood/OPIM may be generated and potential contamination of the eye, nose, or mouth can reasonably be anticipated.

Engineering Controls, Work Practices, and General Precautions

1. All staff members are expected to use good judgment and follow training to mitigate the risks of occupational exposure. This includes, but is not limited to the following:
    a. Using universal precautions, treating all human blood and bodily fluids/tissues as if it is known to be contaminated with bloodborne pathogens.
    b. Stocking disposable gloves, blood exposure control kits, one-way CPR masks, and any other appropriate PPE at any duty station, and reporting any deficiencies to a supervisor.
    c. Washing hands immediately or as soon as feasible after removing PPE or handling any potentially infectious material.
    d. Handling all sharps, needles, razors, knives, broken glass, or other items that cut or puncture cautiously, using mechanical means (brush & pan, forceps, etc.) to handle these items or recap needles, and storing these items in a puncture resistant container for storage or transportation.
    e. Decontaminating non-disposable equipment (i.e. flashlight, restraints, radios, etc.) as soon as possible.

f. Housing inmates suspected of having airborne pathogens in a negative airflow cell within the jail.
g. Avoiding eating, drinking, applying cosmetics or lip balm, handling contact lenses, or any other action likely to result in exposure in a work area where blood/OPIM is present or likely to be present.
h. Disposing of biohazardous waste appropriately or labelling biohazardous material properly when it is stored.

2. When an individual's infectious status is known, employees involved in the transport or supervision of that individual are given general advisement of the individual's status as requiring Universal Precautions and having a bloodborne pathogen (but not the specific pathogen) satisfying both medical privacy concerns as well as legal requirements for notification to emergency response employees as mandated under the Ryan White Care Act (42 USC § 300ff-133; 42 USC § 300ff-136) to inform these employees of a life-threatening infectious disease.
    a. Patrol deputies and other staff may be notified via a "Universal Precautions" Hazard Flag advisement from dispatch within the call log for a given incident or contact.
    b. Detentions deputies and other staff may be notified via a Special Security Precautions (SECP) Hazard Flag on the Inmate screen in the JMS.
        i. Within the jail, these flags are entered by Sergeants once notified by medical staff when they become aware of an individual having a bloodborne pathogen during a medical screening or assessment.
        ii. When deputies become aware of an inmate with a bloodborne pathogen, a supervisor will enter this flag to make the same notification to staff

Housekeeping, Laundry, and Decontamination

1. All contaminated areas, work surfaces, or equipment shall be decontaminated as soon as possible. Decontamination may be accomplished by using EPA germicides or a 1:10 bleach to water solution.
2. When decontamination is not feasible, a clearly observable label shall be attached stipulating what remains contaminated and the nature of that contamination prior to other personnel interacting with the contaminated area or equipment.
3. All garments or clothing penetrated by blood/OPIM shall be removed as soon as possible.
4. Used inmate razors within the jail shall be collected from housing units, placed in a bag or container to prevent leakage, and disposed of as soon as practicable.
5. Sharps containers are puncture resistant, leak proof, labelled with a biohazard label or color-coded, and closed prior to removal, replacement, or movement to prevent spillage or protrusion of contents during handling. If the primary container leaks or may leak, the primary container should be placed into a secondary container that meets these stated requirements to prevent leakage.
    a. Evidentiary sharps shall be stored in sharps containers prior to submission for storage or evidence processing.
6. Clothing and other non-sharps either saturated with or covered in blood or OPIM which are to be disposed of should be done in regulated waste container in a manner compliant with the regulations of the facility managing the storage and pickup of regulated waste.
    a. Within the Weld County Jail, leak-proof, puncture-proof, and closeable regulated biohazard waste bins are managed by contracted medical staff and are colored red.
        i. Waste placed in these bins must be tied off tightly in a red biohazard bag to prevent leakage and may not be overfilled or filled above 35 lbs.
        ii. Mere presence of blood/OPIM does not meet the requirements to use these bins or be disposed of as "biohazard trash" and may instead be disposed of as normal waste.

Items placed into these bins must have soaked up or been covered in a significant quantity of blood or OPIM (i.e. bandages, wound wrapping or packing, a shirt used as a compress over a wound, etc.)

7. All soiled laundry should be assumed to be contaminated and handled with universal precautions.
    a. Uniforms and work clothing are laundered at a private contract laundry facility, (i.e., a dry cleaner under contract with the county.)
        i. Employees shall notify the contractor to use standard precautions for post-exposure clothing when delivering it to the contract facility.
    b. Inmate workers at the Weld County Jail launder institutional laundry generated by the jail and are trained to decontaminate the prisoner transport compartments of law enforcement vehicles in the booking garage.
    c. Soiled laundry should be handled as little as possible with minimal agitation, being bagged or containerized at the location where it was used or encountered in such a fashion as to prevent exterior leakage.

POST-EXPOSURE EVALUATION, INVESTIGATION, AND FOLLOW-UP

1. Employees who experience an exposure or suspected exposure shall begin decontamination procedures as soon as practicable (i.e. wash hands any other exposed skin with soap and hot water, flush eyes or other mucous membranes with water).
    a. Employees will immediately report the incident to a supervisor as soon as practicable.
    b. Supervisors notify an Exposure Control Officer as soon as possible.
2. Once the ECO is activated by the supervisor, they become a medical representative for the Sheriff's Office and are subject to confidentiality regulations.
3. Duties are delineated between the on-duty supervisor and the ECO in order to limit supervisor knowledge of protected medical information while promptly providing for both Worker's Compensation processes and the care of the employee and investigation of the source individual in the exposure incident.
4. Supervisors are responsible for reporting, documenting, and handling the exposure through normal Worker's Compensation forms and processes.
    a. Supervisors should not seek out nor include information regarding the infectious or medical statuses of either the employee or the exposure source individual.
5. The ECO will investigate the incident to determine if an exposure occurred and generate a Pathogen Exposure Incident Report, filed under the restricted-access "Pathogen Exposure" folder on the network "M" Drive.
6. The ECO shall first determine if the involved employee has suffered an exposure incident, relaying this finding immediately to the employee & supervisor.
    a. If the incident is deemed not to be an exposure, the ECO generates an Exposure Incident Report to document the rationale of a non-exposure finding. The employee will receive written notification of the non-exposure finding from the ECO within 24 hours.
7. If the employee has suffered an exposure, the ECO shall ensure the employee receives a confidential medical evaluation and follow-up for the exposure as soon as possible.
    a. If the employee has been sent for treatment/evaluation already, this determination should be communicated to the employee as soon as possible.
    b. While the ECO ensures that the employee is sent for follow-up care, the ECO does not transport or act as a "guardian deputy" for the exposed employee. The ECO instead assists the exposed employee by immediately attempting to gain voluntary source individual testing.

8. The ECO shall interview and investigate the source individual to determine HBV, HCV, and HIV infectious status. Documented consent from the source individual for a blood draw to test for these diseases or any other applicable disease is the primary goal of the interaction, in order to determine the source individual's infectious status. The identity of the source individual and their consent or refusal should be documented in the report narrative. The source individual's identity and infectious status or possible infectious status should be included in the report, including but not limited to:
    a. The individual's statements regarding their status
    b. Hazard flags or other notations in the JMS or call log
    c. Information provided by medical staff on scene or in the jail
    d. Employee personal or prior knowledge of the individual
    e. The individual's charges, possessions, or surroundings
        i. Information gained in this interview is confidential medical information and inadmissible for purposes of criminal reporting.
        ii. If the source individual can't be identified, efforts to identify them will also be documented in the report.
9. Blood draws are performed at no cost to the source individual and are instead billed to the WCSO through Worker's Compensation to aid in the employee's post-exposure care.
    a. Source individuals are entitled to the results of their blood tests
10. If the source individual provides consent for a blood draw, the ECO will facilitate the blood draw or coordinate its completion.
    a. The signed consent form for blood draw should be scanned and included in the exposure report, and if applicable, placed into the inmate's file at the Weld County Jail.
        i. In exigent circumstances, consent may be given verbally, in the presence of two staff members who may attest to the granting of that consent or a recording of such consent. This must be witnessed by the two staff members in writing and included in the inmate's file at the Weld County Jail.
        ii. Note: Consent may be revoked at any time.
    b. Within the jail, contracted medical staff may perform the blood draw of a consenting source individual that is an inmate in custody. Medical staff does not perform testing on the specimens and will instead provide the specimens to the ECO to be taken offsite for testing.
    c. Outside of the jail, source individuals may be transported to a local hospital for blood draws or blood may be drawn by a medical professional qualified to do so. The transport may be done either as part of a medical clearance prior to acceptance for book-in at the jail, or as a courtesy ride for source individual(s) in a non-criminal exposure scenario. If testing of a blood specimen is unavailable at the location of the blood draw, samples may be provided to the ECO to be taken off-site for testing.
    d. Completed blood draws are run as "rush" orders and may be submitted through the Horizon Outpatient Laboratory at Northern Colorado Medical Center.
11. If the source individual refuses to provide consent for a blood draw or is unable to provide consent for a blood draw, options for pursuing a court ordered blood draw will vary depending upon the particular circumstances of the exposure. Exposures happening as a result of an assault or other criminal act will require the ECO to coordinate with the on-call Detective (via the on-duty Patrol Sergeant) or a Detentions Criminal Specialist in order to pursue a court ordered blood draw. Exposures that happen as a result of an accident or a non-criminal act require the ECO to contact the Weld County Attorney's Office and speak directly to the Attorney responsible for the WCSO to pursue the blood draw in coordination with the ECO, the ECO Coordinator, and the County Attorney.

   a. Refer to CRS § 16-3-303.8 or CRS § 18-3-415 for court ordered blood draws when an employee suffers an exposure during a criminal act by the source individual
   b. Refer to CRS § 25-4-410 for court ordered blood draws when an employee suffers an accidental exposure to a source individual
   c. Refer to CRS § 25-4-410(1)(b)(II) & 42 USC § 300ff-133(f) for blood draws when an employee suffers an exposure and the source individual is unable to provide consent
12. Any relevant information found in the investigation of the source individual shall be provided, without delay, to the exposed employee for post-exposure evaluation and care.
13. Source individual testing will include, at a minimum, tests for HBV, HCV, and HIV. Rapid response test types should be used for all tests when available. If articulable facts exist to expand the scope of a source individual's test to include other pathogens (such as sexually transmitted diseases), this should be coordinated with the ECO Coordinator and clearly documented in the Incident Report.
   a. When the source individual is factually known to be infected a known pathogen including HBV, HCV, or HIV, that specific test (and only that test) need not be repeated.
14. A "hard-copy" of source individual test results shall be provided to the exposed employee as soon as possible if they wish.
   a. The employee shall also be given an advisement informing of applicable laws and regulations concerning disclosure of the source individual's protected information.
   b. The outcome of source testing results should be clearly noted in the Incident Report, as well as their provision to the exposed employee and associated advisement.
15. The ECO shall not provide medical advice or counsel.
16. The ECO shall not solicit, collect or retain employee infectious status information.
17. ECO's may use the State of Colorado Health Department, Centers for Disease Control, and the National Institute of Occupational Safety & Health as information resources as needed regarding necessary steps in the exposure process.
18. When an exposure investigation report is complete, the ECO Coordinator shall be informed, and will review the report for quality and compliance with this policy.

MEDICAL RECORDS

1. Only members of the Exposure Control Team shall have access to exposure records.
2. Medical information obtained by an ECO shall remain confidential and kept securely in a controlled electronic format.
   a. The "Pathogen Exposure" folder in the network "M" drive is a restricted access folder available only to the Exposure Control Team and shall contain relevant documentation for exposure incidents including:
      i. Exposure Incident Report
      ii. Source individual's consent (or a court order) for a blood draw
      iii. Protected Information/Confidentiality staff notice
      iv. Any other documentation generated during the exposure investigation
   b. Paper copies of all generated documents shall be scanned into the folder for the relevant exposure incident. Once documents are scanned, paper documents must be destroyed and not kept.
3. Employee blood results will not be gained, obtained, or kept by ECO's.

ANNUAL REVIEW

1. ECOs will review the BBPECP annually (by August 1)
2. Results shall be provided to Captains via the chain of command.

K-9 PAT .pdf

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K-9 PAT

1. Deputy will start seated in a vehicle.
2. On the command of GO, the deputy will get out of car and run one full lap, after the completion of the first lap the deputy will clear simulated jump obstacle.
3. Deputy must run to 4-foot wall, pick up simulated dog (70lbs) and lift over 4-foot wall and clear 4-foot wall themselves.
4. Deputy will then pick up simulated dog (70lbs) and carry to low crawl and then back to the 4-foot wall.
5. Deputy will then run to the low crawl (must get down on all fours and crawl).
6. Deputy will run to hurdles and must clear all hurdles over the top (CANNOT swing legs around the hurdles). If the deputy knocks off one of the hurdles, the deputy must replace hurdle and start obstacle over.
7. Deputy will run to the serpentine and follow the appropriate arrows (deputy cannot touch or swing on poles).
8. Deputy will run to window and climb through the window.
9. Deputy will run to the simulated body drag. Deputy will pull the drag sled (160lbs) 50 feet and must clear the 50-foot grey line.
10. Deputy will run to staircase, must ascend the stairs, and descend the opposite set of stairs (must touch every step up and down). Deputy will complete 3 sets (must go up, down and around). If instructions are not followed you must start obstacle over.
11. After third set of stairs, deputy will run to the door. Deputy must go through the door, pick up handgun and place through one of the rings and fire 6 trigger pulls with the dominant hand and 6 trigger pulls with non-dominant hand without touching the ring (if deputy touches any part of the ring with the handgun, deputy must place down gun and begin obstacle over).
12. Deputy will then run one complete lap on the inside of the track.
13. Deputy will then run to the ropes. Deputy must complete 10 rope swings over the 36” post.
14. Deputy will then run to the push-pull (225lbs), complete push past the 15-foot line and pull back 15 feet (clearing the grey line each time).
15. Repeat steps 13 and 14 for two more complete rotations.
16. Deputy will move to the controlled handcuffing and cuff the dummy.
17. Deputy will run back to the car and close the door. Time will stop.

K-9 PAT

1. Deputy will start seated in a vehicle.
2. On the command of GO, the deputy will get out of car and run one full lap, after the completion of the first lap the deputy will clear simulated jump obstacle.
3. Deputy must run to 4-foot wall, pick up simulated dog (70lbs) and lift over 4-foot wall and clear 4-foot wall themselves.
4. Deputy will then pick up simulated dog (70lbs) and carry to low crawl and then back to the 4-foot wall.
5. Deputy will then run to the low crawl (must get down on all fours and crawl).
6. Deputy will run to hurdles and must clear all hurdles over the top (CANNOT swing legs around the hurdles). If the deputy knocks off one of the hurdles, the deputy must replace hurdle and start obstacle over.
7. Deputy will run to the serpentine and follow the appropriate arrows (deputy cannot touch or swing on poles).
8. Deputy will run to window and climb through the window.
9. Deputy will run to the simulated body drag. Deputy will pull the drag sled (160lbs) 50 feet and must clear the 50-foot grey line.
10. Deputy will run to staircase, must ascend the stairs, and descend the opposite set of stairs (must touch every step up and down). Deputy will complete 3 sets (must go up, down and around). If instructions are not followed you must start obstacle over.
11. After third set of stairs, deputy will run to the door. Deputy must go through the door, pick up handgun and place through one of the rings and fire 6 trigger pulls with the dominant hand and 6 trigger pulls with non-dominant hand without touching the ring (if deputy touches any part of the ring with the handgun, deputy must place down gun and begin obstacle over).
12. Deputy will then run one complete lap on the inside of the track.
13. Deputy will then run to the ropes. Deputy must complete 10 rope swings over the 36” post.
14. Deputy will then run to the push-pull (225lbs), complete push past the 15-foot line and pull back 15 feet (clearing the grey line each time).
15. Repeat steps 13 and 14 for two complete rotations.
16. Deputy will move to the controlled handcuffing and cuff the dummy.
17. Deputy will run back to the car and close the door. Time will stop.

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SWAT PAT .pdf

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SWAT PAT

1. Deputy will start seated in a vehicle.
2. On the command of GO, the deputy will get out of car and run two full laps, on completion of the 2nd lap deputy will clear simulated jump obstacle.
3. Deputy must run to and clear the 4-foot wall.
4. Deputy will run to and clear the 6-foot wall.
5. Deputy will then run to the low crawl (must get down on all fours and crawl).
6. Deputy will pick up the 50-pound kettlebell and walk to cone and back to the low crawl (deputy can carry kettlebell anyway they see fit).
7. Deputy will run to hurdles and must clear all hurdles over the top (CANNOT swing legs around the hurdles). If the deputy knocks off one of the hurdles, the deputy must replace hurdle and start obstacle over.
8. Deputy will run to the serpentine and follow the appropriate arrows (deputy cannot touch or swing on poles).
9. Deputy will run to window and climb through the window.
10. Deputy will run to the simulated body drag. Deputy will pull the drag sled (180lbs) 75 feet and must clear the 75-foot grey line
11. Deputy will run to staircase, must ascend the stairs, and descend the opposite set of stairs (must touch every step up and down). Deputy will complete 3 sets (must go up, down and around). If instructions are not followed you must start obstacle over.
12. After third set of stairs, deputy will run to the door. Deputy must go through the door, pick up handgun and place through one of the rings and fire 6 trigger pulls with the dominant hand and 6 trigger pulls with non-dominant hand without touching the ring (if deputy touches any part of the ring with the handgun, deputy must place down gun and begin obstacle over).
13. Deputy will then run one complete lab on the inside of the track.
14. Deputy will then run to the ropes. Deputy must complete 10 rope swings over the 36" post.
15. Deputy will then run to the push-pull (225lbs), complete push past the 15-foot line and pull back 15 feet (clearing the grey line each time).
16. Repeat steps 14 and 15 for three more complete rotations.
17. Deputy will move to the controlled handcuffing and cuff the dummy.
18. Deputy will run back to the car and close the door. Time will stop.

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SWAT PAT

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8. Deputy will run to the serpentine and follow the appropriate arrows (deputy cannot touch or swing on poles).
9. Deputy will run to window and climb through the window.
10. Deputy will run to the simulated body drag. Deputy will pull the drag sled (180lbs) 75 feet and must clear the 75-foot grey line
11. Deputy will run to staircase, must ascend the stairs, and descend the opposite set of stairs (must touch every step up and down). Deputy will complete 4 sets (must go up, down and around). If instructions are not followed you must start obstacle over.
12. After third set of stairs, deputy will run to the door. Deputy must go through the door, pick up handgun and place through one of the rings and fire 6 trigger pulls with the dominant hand and 6 trigger pulls with non-dominant hand without touching the ring (if deputy touches any part of the ring with the handgun, deputy must place down gun and begin obstacle over).
13. Deputy will then run one complete lab on the inside of the track.
14. Deputy will then run to the ropes. Deputy must complete 10 rope swings over the 36" post.
15. Deputy will then run to the push-pull (225lbs), complete push past the 15-foot line and pull back 15 feet (clearing the grey line each time).
16. Repeat steps 14 and 15 for three complete rotations.
17. Deputy will move to the controlled handcuffing and cuff the dummy.
18. Deputy will run back to the car and close the door. Time will stop.

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10.5.100 Firearms.pdf

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General Order
Firearms & Tactical Equipment

Adopted:

Directive Number: 10.5.100

Effective Date: January 21, 2015

Title: Authorized Firearms Utilization

References: Colorado Revised Statutes 16-2.5-103
County Code section 3-3-10
General Order 10.4.300

Rationale:

The Sheriff may appoint deputies to be certified deputy sheriffs, noncertified deputy sheriffs, or reserve deputy sheriffs. All deputies appointed by the Sheriff are statutory peace officers. However, some appointments limit authority to act as peace officers, including the carrying of firearms, concealed or otherwise, to the duties assigned by the Sheriff while working on-duty.

Sheriff appointments as a noncertified deputy sheriff and reserve deputy sheriff limit the carrying of a firearm ONLY to the duties assigned by the Sheriff while working on-duty. Even when working on-duty, the duties must specifically require the carrying of a firearm, concealed or otherwise, or a firearm is not authorized to be carried on-duty.

Definitions:

Carbines/Rifles: A semi-automatic, .223 caliber firearm (rifle) with an 11 inch minimum barrel length and a trigger pull of no less than 4.5 lbs.

Cruiser ready condition: A status of weapon readiness (shotgun/rifle) where the weapon is stored in a ready to use condition. Typically the weapon will be stored with:

A. Chamber empty
B. Bolt forward
C. Safety on
D. Magazine tube loaded or a loaded magazine inserted in the magazine well

Duty Handgun: A double/single action, double action only or single action semi automatic handgun with approved calibers being 9mm, 40 Smith & Wesson and 45 ACP, a minimum barrel length 3.4 inches and a trigger pull of no less than 4.5 lbs.

Duty Handgun Holster: The device used to secure a duty handgun to the Deputy's duty belt. At a minimum, a security level II retention holster for uniformed personnel (black basket weave).

Duty Shotgun: A pump action or semi-automatic, 12 gauge firearm (shotgun) with a minimum barrel length of 14 inches and a trigger pull of no less than 4.5 lbs.

Magazines: An ammunition storage and feeding device within or attached to a repeating firearm.

Magazine Holders: The device(s) used to secure additional magazines. Magazine holders may have a flap that secures over the magazines (black basket weave).

Ready to Use Condition: A status of weapon readiness (handgun) where the weapon is typically stored with:

A. A round in the chamber
B. A fully loaded magazine in the magazine well

Procedure:

Uniformed Personnel:

1. All uniformed personnel that are issued, or required to carry, a duty handgun shall carry said weapon in ready to use condition within a duty handgun holster on their duty belt. All uniformed personnel must also maintain two additional magazines for the duty handgun in a magazine holder.

2. All uniformed personnel that are issued, or required to carry, a shotgun and/or rifle will maintain the weapon in cruiser ready condition.

3. The security, serviceability and cleanliness of issued and or personally owned weapons, are the responsibility of the employee. At minimum, weapons(s) will be cleaned after firing and/or exposure to inclement weather. Any weapon, personally owned or issued, will be clean and serviceable prior to reporting for duty.

Non-uniformed Personnel:

1. All non-uniformed personnel that are issued, or required to carry, a duty handgun shall carry said weapon while on duty in a secure, concealable holster that will retain the weapon during strenuous activity to include running, jumping, climbing, squatting, etc.

2. Non-uniformed personnel shall conceal their handgun in a discreet manner to avoid detection from casual observation by the public.

3. The security, serviceability and cleanliness of issued and or personally owned weapons, are the responsibility of the employee. At minimum, weapons(s) will be cleaned after firing and/or exposure to inclement weather. Any weapon, personally owned or issued, will be clean and serviceable prior to reporting for duty.

10.5.600 Firearms Ammunition.pdf

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General Order
Firearms & Tactical Equipment

Adopted:

Directive Number: 10.5.600 **Effective Date:** January 21, 2015

Title: Firearms Ammunition

References: General Order 10.4.300, 10.5.100, 10.5.200, 10.5.400

Rationale:
The Weld County Sheriff's Office will identify the appropriate ammunition for all utilized firearms to ensure maximum efficiency and consistency.

Definitions:

Ammunition: Projectiles that are fired from a firearm. (i.e. bullets, slugs, buckshot)

Carbines/Rifles: A semi-automatic, .223 caliber firearm (rifle) with an 11 inch minimum barrel length and a trigger pull of no less than 4.5 lbs.

Duty Handgun: A double/single action, double action only or single action semi automatic handgun with approved calibers being 9mm, 40 Smith & Wesson and 45 ACP, a minimum barrel length 3.4 inches and a trigger pull of no less than 4.5 lbs.

Duty Shotgun: A pump action or semi-automatic, 12 gauge firearm (shotgun) with a minimum barrel length of 14 inches and a trigger pull of no less than 4.5 lbs.

Procedure:

1. Only ammunition that is issued by the Weld County Sheriff's Office is authorized for use during an individual's job assignment regardless of whether the individual is utilizing a department issued firearm or a personally owned firearm. (reloaded ammunition will not be used for duty purposes)

2. The Weld County Sheriff's Office will issue the appropriate amounts of duty ammunition to all authorized personnel for their job assignment.

    a. All authorized duty weapons should be maintained at full ammunition capacity or as otherwise recommended by the firearms team

10.5.300 Off Duty Firearms.pdf

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General Order
Firearms & Tactical Equipment

Adopted:

Directive Number: 10.5.300 **Effective Date:** January 21, 2015

Title: Off-Duty Firearms Utilization

References: Colorado Revised Statutes 18-12-105
County Code section 3-3-10

Rationale:

An authorized employee may feel the need to carry a firearm during their off duty time for their personal protection. Employees that choose to carry a weapon off duty are required to conform with all applicable laws pertaining to the carrying of firearms.

Definitions:

Armorer: A person responsible for the upkeep of firearms and firearms associated equipment.

Gunsmith: A person, who repairs, modifies, designs, or builds firearms.

Off Duty Handgun: A revolver, double/single action, double action only, single action semi automatic handgun with approved calibers no less than .380 and no greater than .44 Magnum.

Ready to Use Condition: A status of weapon readiness (handgun) where the weapon is typically stored with:

a. A round in the chamber
b. A fully loaded magazine in the magazine well

Procedure:

1. Authorized personnel are required to qualify with their off-duty firearm(s) and said firearm(s) must be annually inspected by an approved Armorer and /or Gunsmith prior to being carried off duty.

2. Authorized Personnel who carry a concealed firearm off-duty must have their commission card and badge in their possession or a concealed weapon permit.

3. Firearms shall be carried in ready to use condition and individuals must utilize a holster for the firearm that is safe, secure, and concealable.
    a. If carrying a duty handgun, duty ammunition may be carried.
    b. If carrying an off-duty handgun, ammunition will not be provided and is at the discretion of the employee.

10.5.400 Firearms Qualification.pdf

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General Order
Firearms & Tactical Equipment

Adopted:

Directive Number: 10.5.400 **Effective Date:** January 21, 2015

Title: Firearms Qualification

References: Colorado Revised Statutes 16-2.5-103
County Code section 3-11-10

Rationale:

The Weld County Sheriff's Office recognizes that the safety of each and every citizen is paramount. As such, it is the policy of the Weld County Sheriff's Office to maximize the efficiency and effectiveness of the Deputies who are tasked with maintaining a safe environment.

The firearms team will develop all training/qualification courses, but final approval of all courses of fire shall be approved by the Sheriff or his designee. Courses of fire may be changed quarterly in order to keep firearms training dynamic and to take advantage of new training requirements and techniques.

Definitions:

Carbines/Rifles: A semi-automatic, .223 caliber firearm (rifle) with an 11 inch minimum barrel length and a trigger pull of no less than 4.5 lbs.

Duty Handgun: A double/single action, double action only or single action semi automatic handgun with approved calibers being 9mm, 40 Smith & Wesson and 45 ACP, a minimum barrel length 3.4 inches and a trigger pull of no less than 4.5 lbs.

Duty Shotgun: A pump action or semi-automatic, 12 gauge firearm (shotgun) with a minimum barrel length of 14 inches and a trigger pull of no less than 4.5 lbs.

Firearms training: Scenario based live fire training.

Magazines: An ammunition storage and feeding device within or attached to a repeating firearm.

Qualification: A tested course of fire that is assessed as PASS/FAIL and requires 100% hits on a designated area of a specified target to demonstrate successful completion. Personnel will be evaluated on their gun handling skills, safety and their basic shooting ability.

Procedure:

1. All Authorized Personnel are required to attend mandatory firearms **training** at a minimum of once a quarter and are required to **qualify** twice annually with their duty pistol, any off-duty firearm, shotgun, and carbine/rifle.

    a. All uniformed personnel who wear body armor in the performance of their normal duties/job assignments must qualify wearing body armor and required duty gear.

    b. Individuals who routinely work in plain clothes will fire all handgun qualification courses wearing an outer garment that completely conceals both the firearm and spare magazine(s).

    c. The Weld County Sheriff's Office will provide ammunition for training and qualification in the following calibers: 9MM, 40, 45 ACP, 12 Gauge and .223; any other calibers required for personally owned firearms must be provided by the individual owner.

2. Individuals will be allowed three attempts to successfully complete trainings and qualification.

3. Personnel who fail to qualify on their third attempt will be required to immediately attend remedial training and qualification prior to returning to duty.

    a. The length of remedial training will be determined by the Firearms Instructor.

    b. After remedial training and evaluation, a firearms instructor will administer a qualification course.

        i. If the individual qualifies, the remedial training will be complete.

        ii. If the individual does not qualify, remedial training will continue but will not exceed eight hours on any given day. The individual may be subject to administrative action for failure to show marked improvement after eight hours of remedial training.

    c. If remedial efforts are completed successfully, individuals may be required to attend more training than the compulsory once per quarter training.

4. Each employee will be provided with a training/qualification report at the completion of either event; a copy of which shall be provided to one's immediate supervisor. Supervisors must review each report to ensure appropriate attendance and performance as required.

10.4.200 Uniform Presentation.pdf

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General Order
Building, Equipment, & Vehicles

Adopted:

Directive Number: 10.4.200 **Effective Date:** January 21, 2015

Title: **Uniform Presentation**

References: Weld County Sheriff's General Order 10.4.100, 10.4.300
Weld County code 3-3-110

Rationale: Uniformed personnel should be easily recognized as representatives of the Weld County Sheriff's Office and law enforcement in general. Appropriate uniform presentation is essential for a positive and professional impression.

DEFINITIONS:

Class A Uniform: Consists of the standard issued long sleeved shirt, trousers, tie, footwear, and duty gear. Additional items as required:

1. Badge, name plate, insignia (see appendix A)
2. Body Armor
    a. Uniformed patrol personnel
    b. Uniformed courts and transportation personnel

Duty Uniform: Consists of the standard issued short or long sleeve shirt, trousers, footwear, and duty gear. Additional items as required:

1. Badge, name plate, insignia (see appendix A)
2. A plain colored black t-shirt must be worn under short and long sleeved shirts.
    a. A black turtleneck may be worn in place of a white t-shirt when a long sleeved shirt is worn.
    b. A tie may be worn with the long sleeved shirt.
    c. Uniformed Patrol deputies and Court Services Unit, deputies shall wear an approved body armor.

Dress Uniform: Consists of a Class A Uniform . Additional items as required:

1. Badge, name plate, insignia (see appendix A)
2. **Honor guard personnel**
    a. Campaign hat
    b. Duty belt (patent leather) with gear

Uniform: ***n.*** A distinctive outfit intended to identify those who wear it as a member of a specific group or organization.

adj. Being the same as or consonant with another or others.

PROCEDURE:

All employees are expected to wear the appropriate uniform for their assigned duty.

1. The Duty Uniform should be worn for routine work assignments.
2. The Class A Uniform should be worn to all official functions such as funerals, awards presentations, group functions, or when directed by the Sheriff or his designee
    a. Honor Guard missions will be conducted in the Class A Uniform.

Appendix A:

Badge: is to be worn on the left breast pocket of the uniform shirt.

Name Plate: Metal nameplates will be worn 1/8 inch above the right pocket, aligned at the top of the seam, and centered between the pocket edges.

1. Nameplate will measure 2¼ inches by 3/8 inch.
2. Nameplate will display the Deputy's first initial and the last name in standard Roman lettering.

Rank Insignia: is to be worn on the collars of both the long and short sleeve shirts.

Sheriff	Four Gold Stars	3/4 inch
Undersheriff	Three Gold Stars	3/4 inch
Captain	Two Gold Stars	3/4 inch
Lieutenant	One Gold Star	3/4 inch
Sergeant :	Gold Chevron bars (3)	3/4 inch
Corporal	Gold Chevron bars (2)	3/4 inch
Deputy/Officer	Gold WCSO	3/8 inch



Insignia is to be worn on the epaulettes of the winter coat/jacket.

The sizes of the insignia are as follows:

1. Gold Chevron bars, 5/16 inch
2. 1 Gold Star, 7/8 inch
3. 2 Gold Stars, 7/8 inch
4. 3 Gold Stars, 7/8 inch
5. 4 Gold Stars, 7/8 inch



Skill Identification Insignia: May be worn 1/16 inch above the nameplate. Specialty insignia may include awards and service pens

1. The insignia will be no more than 5/16 inch height.
2. Uniformed officers will wear no more than 2 specialty badges.

10.5.500 Firearms inspection and Maintenance.pdf

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General Order
Firearms & Tactical Equipment

Adopted:

Directive Number: 10.5.500 **Effective Date:** January 21, 2015

Title: **Firearms Inspection and Maintenance**

References: General Order 10.4.300, 10.2.100

Rationale:
There is an inherent necessity for all firearms to function properly when their use becomes necessary. The Weld County Sheriff's Office will employ a process to ensure that each and every firearm is completely functional and operational prior to issuance/approval to any authorized personnel and on an annual basis thereafter.

Definitions:

Armorer: A person responsible for the upkeep of firearms and firearms associated equipment.

Carbines/Rifles: A semi-automatic, .223 caliber firearm (rifle) with an 11 inch minimum barrel length and a trigger pull of no less than 4.5 lbs.

Duty Handgun: A double/single action, double action only or single action semi automatic handgun with approved calibers being 9mm, 40 Smith & Wesson and 45 ACP, a minimum barrel length 3.4 inches and a trigger pull of no less than 4.5 lbs.

Duty Shotgun: A pump action or semi-automatic, 12 gauge firearm (shotgun) with a minimum barrel length of 14 inches and a trigger pull of no less than 4.5 lbs.

Gunsmith: A person, who repairs, modifies, designs, or builds firearms.

Procedure:

1. All Weld County Sheriff's Office issued firearms will be inspected and test fired by an armorer prior to being issued.

2. All Firearms, to include personally owned firearms, will be inspected by an approved armorer and/or gunsmith annually prior to utilization to ensure that the firearm is serviceable and suitable for the specified job assignment.

    a. All weapons **shall be unloaded** prior to submission to the armorer for inspection.

b. A record will be maintained of all firearms that are submitted for inspection.

c. The record will include the make, model, serial number, and caliber of each firearm; with a copy of the record sent to the Commander assigned to oversee the firearms team.

d. Modifications to firearms that affect their adherence to factory specifications, their safety or reliability will be cause for rejection by the armorer.

e. Use of alternative styles of firearms related equipment for medical reasons, or use by specialty units, is at the discretion of the Weld County Sheriff or his designee.

3. Any firearm that is damaged or consistently malfunctions should be reported to the armorer. If the firearm is found to be unsafe or in need of repair it will be removed from service. Once repairs are made, the armorer will inspect the firearm and return it to active service.

    a. If the firearm is a department owned firearm, a replacement firearm will be issued by the agency.

        i. All qualification guidelines will be adhered to with any replacement firearm prior to it being utilized.

    b. If a firearm is privately owned, the cost of repairing a firearm is typically the responsibility of the individual Deputy. However, the armorer is authorized to make repairs that are within his/her capability and to use minor parts that may be furnished by the Sheriff's Office. All such work will be at no cost to the individual Deputy.

    c. When a firearm is repaired by someone other than the department armorer, it will be inspected for serviceability by a department armorer or a firearms instructor.

10.5.200 Alternative Firearms.pdf

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General Order
Firearms & Tactical Equipment

Adopted:

Directive Number: 10.5.200

Effective Date: January 21, 2015

Title: Alternative Duty Firearms

References: Colorado Revised Statutes 16-2.5-103
County Code section 3-3-10
General Order 10.5.100

Rationale:

The Weld County Sheriff's Office will identify the appropriate firearms and ammunition that shall be carried by authorized personnel while in the performance of their assigned duty or job assignment.

Definitions:

Armorer: A person responsible for the upkeep of firearms and firearms associated equipment.

Carbines/Rifles: A semi-automatic .223 caliber firearm (rifle) with an 11 inch minimum barrel length and a trigger pull of no less than 4.5 lbs.

Duty Handgun: A double/single action, double action only or single action semi automatic handgun with approved calibers being 9mm, 40 Smith & Wesson and 45 ACP, a minimum barrel length 3.4 inches and a trigger pull of no less than 4.5 lbs.

Duty Handgun Holster: The device used to secure a duty handgun to the Deputy's duty belt. At a minimum, a security level II retention holster for uniformed personnel (black basket weave).

Duty Shotgun: A pump action or semi-automatic, 12 gauge firearm (shotgun) with a minimum barrel length of 14 inches and a trigger pull of no less than 4.5 lbs.

Gunsmith: A person who repairs, modifies, designs, or builds firearms.

Magazines: An ammunition storage and feeding device within or attached to a repeating firearm.

Magazine Holders: The device(s) used to secure additional duty handgun magazines. Magazine holders may have a flap that secures over the magazines (black basket weave).

Procedure:

1. Any employee that is authorized to carry a firearm may choose to carry a personally owned firearm at their own expense.
    a. Employee must also provide a department approved holster, 3 magazines, and magazine pouches as applicable.

2. All personally owned firearms must meet the required specifications as outlined by definition. Firearms must be inspected by an approved Armorer and/or Gunsmith prior to being approved for duty use**.** Only weapons purchased from an approved manufacturer as listed in **Appendix A** will be allowed.
    a. All 1911 model handguns shall be equipped with a firing pin block device.

3. Authorized personnel must successfully complete an approved training and qualification course to ensure proficient use of firearm prior to on duty utilization.

    a. Individuals, who have documented experience (i.e. Military, transferred from another law enforcement agency or previous firearms training) with a particular firearm, must demonstrate their proficiency and knowledge of the firearm to alleviate attending a required transition course for a specific firearm.

Appendix A:
Approved Firearms Manufacturers

DUTY HANDGUN

BERETTA	SIGSAUER	GLOCK
H & K	SMITH/WESSON	RUGER
KIMBER	COLT	PARA ORDINANCE
SPRINGFIELD XD	CZ - PO1	BROWNING
FN		

CARBINE/RIFLE

COLT	BUSHMASTER	ROCK RIVER ARMS
SMITH&WESSON	WILSON COMBAT	DPMS
STAG ARMS	SABRE DEFENSE	

DUTY SHOTGUN

REMINGTON	WINCHESTER	MOSSBERG
BENELLI	FN	

10.1.700 TPO.pdf

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General Order
Administration
Adopted:

Directive Number: 10.1.700 **Effective Date:** January 21, 2015

Title: **Temporary Protection Orders**

References: **CRS §30-10-515**

Rationale:

Colorado Revised Statutes impose a *duty* on the Sheriff, and therefore all deputies, to serve temporary protection orders when directed to the Sheriff for service. Processes and orders requiring service during normal county business hours are processed by Sheriff's staff at the Weld County Law Enforcement Administration Building (1950 O Street, Greeley) lobby. **T**emporary **P**rotection **O**rders (TPO), however, are an exception because the inherent need for the safety of the person protected by the order transcends normal business hours. Therefore, when minimum conditions are met, a TPO will be served 24 hours daily.

The circumstance predicating the need for a TPO is usually traumatic and filled with conflict. Every member of the Sheriff's Office is encouraged to be empathic and understanding when a TPO is presented for service.

Procedure

1. Temporary Protection Order documents are only accepted for service during regular business hours, Monday – Friday, 0800-1700 hours (closed holidays) at Weld County Law Enforcement Admin building (preferred location), SW Sub Station and SE Sub Station. Documents are processed at the Law Enforcement Admin building for service by the Civil Process technicians and sent out for service with the civilian civil process servers. Certain circumstances may dictate the document be sent out for service with the Patrol Division. The circumstances include but are not limited to:
   a. Subject has an active arrest warrant
   b. Documented history of threats or violence towards law enforcement
   c. Order restrains the subject from the same residence as the protected party hence requiring the removal of the restrained person from the residence

2. Information documenting acceptance of the TPO is entered into the Civil system computer by a Civil process technician at the Law Enforcement Admin Building during normal business hours.
   a. TPO and Protection Order Information documents received at Southwest and Southeast buildings are faxed or relayed to the to the civil process

technician at the Law Enforcement Admin Building or in some exceptions the SW office technician will make the entries.

i. Original documents are relayed to the Civil process technician at the Law Enforcement Admin Building in regular intra-county mail

b. A court date appears in the TPO document. The TPO must be served by the court date or a non-service completed showing what *diligent* effort was made to serve the document in order to close the document in the computer system in the appropriate civil program.

3. During normal business hours, the civil technician attaches the routing slip and civil number generated by the civil system computer to the TPO documents to be served and send out for service.
   a. Defendant in custody at the North Jail Complex:
      1) The desk deputy is first contact for service; if not available, an on duty civil process server or civil deputy should be contacted, if not available, an on-duty patrol Sgt. should be contacted for service.
   b. The TPO documents are faxed to the Law Enforcement Admin Building from Southwest or Southeast Buildings during normal business hours
      1) TPO documents for service will be emailed to the appropriate building for service and assigned to the deputy or the district.

4. Successful service of TPO's requires the deputy and/ or civil process server to call the Greeley/ Weld records department to update CCIC records.
   a. The records clerk will update CCIC records to reflect time and date that the order was served.
      i. The deputy and/ or civil process server utilizes the computer civil system enters service attempt information, prints an affidavit of service, or fills in court affidavit attached to routing sheet.
   b. Signed affidavits of service are attached to the routing slip and returned to the civil process technicians at the Law Enforcement Admin Building.
   c. Affidavits signed by Sheriff's Office personnel are notarized by the civil office technician.

5. The routing slip is updated to document every attempt of service, what deputy attempted service, information regarding an attempt of service and/or completed service.
   a. Return completed routing slips to the civil process technicians at the Law Enforcement Admin Building.
   b. Routing slip attempt information is entered into the civil system computer by the deputy and/ or civil process server making the attempts/service.
      1) Deputies and/or civil process servers are required to document in the computer civil system under the associated number assigned to the order documenting actions and attempts made to serve the order and any other related follow up or investigative information.
   c. Non serves will be returned to the courts along with the evidence of service diligent efforts.
   d. An affidavit of service or non-service document is generated.

6. Affidavits of service are signed by the deputy and/ or civil process server serving the TPO and returned to the civil process technician at the Law Enforcement Admin Building.

7. The civil process technician sends completed affidavits or non-service documents to the court and plaintiff.

8. After hours TPO's shall be served in scope of 13-14-102 (11). After hours TPO's are not entered in to the civil computer system and the plaintiff is responsible to return the signed affidavit to the courts.
   a. **13-14-102(11*)*** *"If the order has not been personally served, the peace officer responding to a call for assistance shall serve a copy of said order on the person named defendant therein and shall write the time, date, and manner of service on the protected person's copy of such order and shall sign such statement."*

10.1.500 Incident Reporting and Staff Notification.pdf

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General Order
Personnel

Adopted:

Directive Number: 10.1.500 **Effective Date:** January 21, 2015

Title: Incident Reporting and Staff Notification

References: NIMS, General Order 10.1.300

Rationale:

A significant event may require communication above what is required in the normal course of duty. Proper staff notification is necessary to ensure that Sheriff's Office policy makers are informed and available to make policy decisions during significant, dynamic and rapidly evolving events that affect the agency. A well executed staff notification system provides timely and accurate information to the Sheriff and all personnel in the chain of command; a function that is vital to maintaining the confidence of the public while allowing for effective leadership within the agency and the broader community.

Definitions:

Significant Event: Broadly interpreted by staff and mid-management discretion as any event likely to be of general community interest or concern that could influence public confidence in local government and public safety effectiveness. Some examples of significant events include, but are not limited to, any one or more of the following-

1. Suspicious death
2. Homicide
3. Accidental death or shooting
4. Death of an inmate in custody
5. Sexual assault
6. Aggravated assault or robbery
7. Vicious animals
8. Escape from secure custody
9. Public safety continues to be at risk
10. SWAT activation
11. Result is serious bodily injury including child victims or agency employees
12. Property crime with loss/damage exceeding $10,000
13. Public property crime with loss/damage exceeding $2,000
14. The information may aid in apprehension of a suspect, prevent further victimization or locate an at risk missing person
15. A special achievement or recognition of the agency or agency member
16. A new agency initiative, program, or commitment in response to a community or neighborhood problem

Chain of Command: The hierarchy of supervision, in statutory services, is from Deputy to Sergeant to Lieutenant to Captain to Undersheriff to Sheriff. The hierarchy of supervision for

civilian non-sworn personnel follows the organizational charts. The command structure for quality assurance and public information is from Sergeant to Sheriff.

Sheriff's Office Staff: Sheriff, Undersheriff, Captain and Lieutenant.

Public Information Officer (PIO): A person appointed by the Sheriff to serve as the single point of contact and spokesperson for the Sheriff's Office. A temporary PIO may be an on-scene sergeant, or designated by the on-scene sergeant, when needed to manage the media response to an active scene.

Procedure:
All employees of the Sheriff's Office are expected to routinely communicate with each other and follow their respective chain of command while performing their duty assignments.

When an employee identifies an incident that is believed to require immediate action by a higher authority in the chain of command or may be of significant importance to Sheriff's Office Staff and/or the Sheriff;

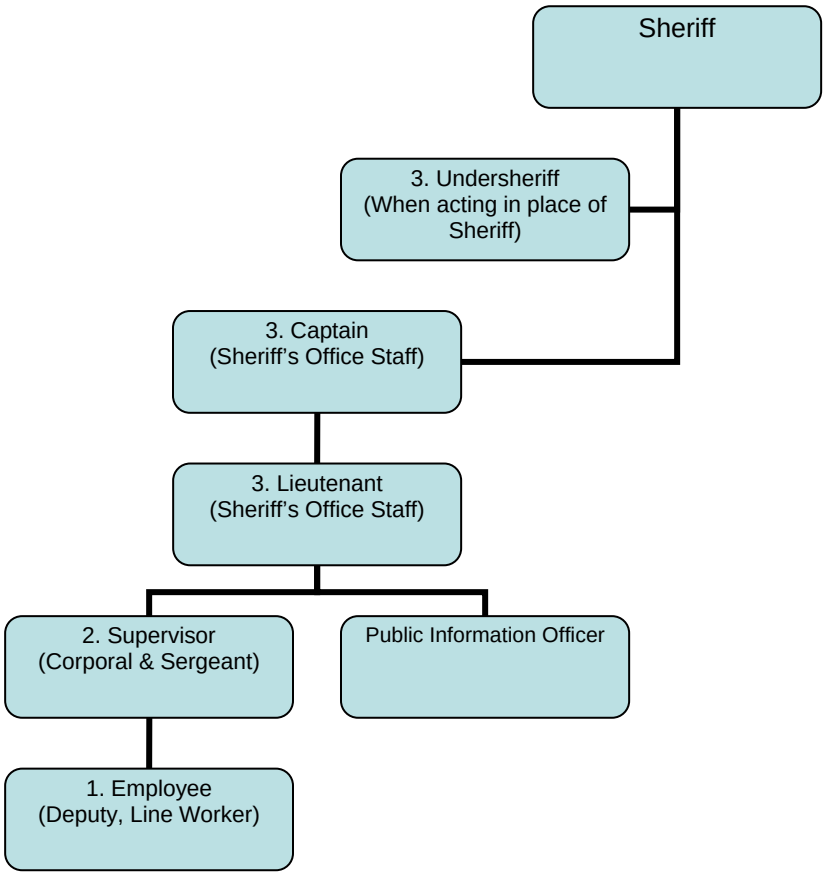
A. **Employees** must:
   1. Take the proper steps to obtain information about the incident.
      - Documentation of the event is dictated by the applicable procedure
   2. Immediately notify the employee's direct supervisor about the incident and be prepared to provide additional information that may be requested.
      - If an employee is unsure whether an incident requires staff notification, that employee should immediately notify their supervisor.
      - Employees may be designated to work directly with the PIO and media outlets.

B. **Supervisors** must:
   1. Evaluate the continued need for communication and/or notifications through the chain of command and notify the next level of supervisor or,
   2. Notify the appropriate Sheriff's Office Staff member of significant events and be prepared to take action as is necessary or instructed.
      - Notification to the Public Information Officer may also be necessary

C. **Sheriff's Office Staff** must:
   1. Evaluate the continued need for communication and/or notifications through the chain of command and/or,
   2. Notify the appropriate Sheriff's Office Staff member and/or Sheriff of significant events and be prepared take action as is necessary or instructed.

Appendix A

Staff Notification



10.1.300 Public Information.pdf

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General Order
Administration
Adopted:

Directive Number: 10.1.300

Effective Date: January 21, 2015

Title: **Public Information**

References:

Rationale:

The dissemination of accurate and timely information is fundamental to public trust and the partnership between the Sheriff's Office and the Weld County community. A single point of contact for public information improves the accuracy of information, makes more efficient use of agency personnel, improves coordination within the Sheriff's Office and delivers better service to the public.

Definitions:

Public Information Officer (PIO): A person appointed by the Sheriff to serve as the single point of contact and spokesperson for the Sheriff's Office. The PIO may also temporarily be an on-scene supervisor, or designated by the on-scene sergeant, when necessary to manage the media response to an active scene.

Sheriff's Office Staff: Sheriff, Undersheriff, Captain and Leiutenant.

Significant Event: Broadly interpreted by staff and mid-management discretion as any event likely to be of general community interest or concern that could influence public confidence in local government and public safety effectiveness. Some examples of significant events include, but are not limited to, any one or more of the following-

1. Suspicious death
2. Homicide
3. Accidental death or shooting
4. Death of an inmate in custody
5. Sexual assault
6. Aggravated assault or robbery
7. Vicious animals
8. Escape from secure custody
9. Public safety continues to be at risk
10. SWAT activation
11. Result is serious bodily injury including child victims or agency employees
12. Property crime with loss/damage exceeding $10,000
13. Public property crime with loss/damage exceeding $2,000
14. The information may aid in apprehension of a suspect, prevent further victimization or locate an at risk missing person
15. A special achievement or recognition of the agency or agency member
16. A new agency initiative, program, or commitment in response to a community or neighborhood problem

Written Media Release: A Sheriff's Office electronic document format used to prepare a document containing releasable public information related to a significant event or any other event at the discretion of the PIO or sergeant.

Protected Health Information: Information, including demographic data, that relate to-

- An individual's past, present or future physical or mental health or condition,
- The provision of health care to the individual, or,
- The past present or future payment for the provision of health care to the individual, AND,
- That identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual (e.g., name, address, birth date, etc.)

Procedure:

A. The Sheriff appoints a Public Information Officer (PIO)
   1. An on-duty sergeant in the division where the event occurred is responsible for PIO duties after regular county business hours until relieved.

B. The appointed PIO is responsible for the following:
   1. Coordinating requests for information from the public and media
   2. Disseminating public information excluding the release of criminal justice records
   3. Scheduling press conferences when requested by the Sheriff
   4. Preparing and distributing written media releases
   5. Coordinating and scheduling media interviews with agency personnel when requested and appropriate
   6. The release of information according to applicable Colorado Revised Statutes and agency directives
   7. Be on-call and exercise independent judgment to determine if a response after regular county business hours is necessary
   8. Designate an acting PIO when unavailable
   9. Authorize release of jail booking photos when the release of those photos does not compromise an ongoing, criminal investigation
   10. Notify staff of significant events or events that generates media interest
   11. Use checklists in Appendices as appropriate

C. Employees may provide information to the media directly when requested but are required to follow this procedure regarding all information released
   1. Employees providing information are required to notify the PIO of what information was released

D. Written media releases require approval of the Sheriff or his designee before dissemination

THREE PIO CHECKLISTS

CHECKLIST 1 – Field Management of Media at an Active Scene		
	1.	Allowed in any area the general public is allowed to be under current conditions
	2.	Quickly establish an area designated for media assembly and inform media
	3.	Must have permission of owner or person in control to enter private property
	4.	Media or public NOT allowed entry into a crime scene even if in a public place
	5.	Media or public NOT allowed within tactical perimeters[1]
	6.	Provide an explanation to media whenever access to an area is denied
	7.	Media is allowed to photograph anything seen with the human eye

CHECKLIST 2 – Restricted General Information Release Checklist--DO NOT RELEASE		
	1.	Identity of any deceased must have ***prior approval of County Coroner's Office***
	2.	Identity of suspects interviewed or interrogated but not arrested or charged
	3.	Identity of witnesses
	4.	Identity of victims of sexual offenses
	5.	Identity of juvenile victims/suspects unless transferred to adult court
	6.	Information known only by the perpetrator(s)
	7.	Personal health information of victims
	8.	Specific information about physical evidence in the case
	9.	Information about valuable items not stolen
	10.	Misleading for false information
	11.	Conjecture about suspects or fugitives
	12.	Existence of a confession, admission or state of the accused
	13.	Refusal of accused to make a statement
	14.	Refusal of accused to submit to, or the results of any examination or tests
	15.	Description or results of laboratory examination of physical evidence
	16.	Revelations that the accused directed investigators to the location of evidence
	17.	Any remarks about the assumed guilt or innocence of the accused
	18.	Comments about the credibility of testimony
	19.	If information for the arrest was derived from an informant

[1] Established for hostage situations, barricaded subjects, explosives removal, working fires, etc.

CHECKLIST 3 – Acceptable Information Release Checklist--APPROVED FOR RELEASE		
	1.	Description of exact offense including a brief summary of events
	2.	Location and time of offense
	3.	Type of property lost, aggregate health information, or resulting damages[2]
	4.	Identity of victims with exceptions[3]
	5.	If there are suspects in a case
	6.	If investigation not hindered, unidentified suspect physical/vehicle descriptions
	7.	Identification of fugitive suspects when arrest warrants have been issued
	8.	Method of complaint, i.e. citizen report, deputy discovered, arrest warrant, etc.
	9.	Length of investigation and name of deputy leading the investigation
	10.	Time and place of an arrest
	11.	Defendant's name, age, home address, marital status and similar background
	12.	Exact charges
	13.	Facts and circumstances related to arrest, i.e. resistance, pursuit, weapons, etc.
	14.	Identity of agency or unit responsible for the arrest
	15.	Name of arresting deputy unless unusual circumstances require deputy's safety
	16.	Duration of investigation
	17.	Pre-trial release/detention arrangements, amount of bond, location of detention
	18.	Schedule dates of various steps in the judicial process

[2] Aggregate health information: e.g. "Paramedics transported 2 people with injuries by ambulance to the North Colorado Medical Center"

[3] Exceptions: Victims of sexual assault or death when Coroner has not released the name of victim

10.5.700 Firearms Tracking.pdf

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General Order
Firearms & Tactical Equipment

Adopted:

Directive Number: 10.5.700

Effective Date: January 21, 2015

Title: Firearms Tracking Procedure

References: Appendix A: Firearms Tracking Form

Rationale:

Real time custody and control of all firearms that are public property of the Sheriffs Office shall be documented in a weapons inventory record.

Procedure:

1. The tracking of all weapons within inventory shall be the responsibility of the Administration Division Lieutenant with the assistance of the Weld County Sheriff's Office designated Quarter Master. It shall be the Weld County Sheriff's Office Quarter Master's/or designated armorer's responsibility for the issuance of weapons.

2. When an employee leaves the employment of the Weld County Sheriff's Office, it shall be the responsibility of that employee's sergeant to ensure any issued Fire Arms in their possession is returned on the last day that the employee works. When the weapon is returned, the sergeant will fill out form titled "Firearms Tracking Form" appendix A.
    a. The form shall be distributed in the following manner:
        i. White copy goes to the Administration Division Lieutenant.
        ii. Yellow copy goes to the Quarter Master or designated armorer.
        iii. Pink copy goes to the individual returning or receiving the Fire Arms.

3. The sergeant taking possession of the weapon shall tag the Fire Arms with the employee's name and a brief note as to the circumstances, i.e. no longer employed here, returned to inventory, etc. The weapon will be placed in a conspicuous place in the armory room at the Weld County Sheriff's Office at 1950 O Street, Greeley, CO 80631 to be picked up by the Quarter Master.

4. When a firearm is received, the Quarter Master shall inventory the firearm using the bill of lading, ensuring that the serial number is correct. After inventory the Tracking form and the bill of lading will be forwarded to the Armorer.

Appendix A

Firearms Tracking Form

WELD COUNTY SHERIFF'S OFFICE
FIREARMS TRACKING FORM

DID: _____ ***NAME:*** _____

RESERVE: ☐ ***DATE ISSUED:*** _____ ***DATE RETURNED:*** _____

PROPERTY TYPE: _____ ***MANUFACTURER:*** _____ QUANTITY: __

MODEL: _____ DESCRIPTION: _____

SERIAL NUMBER: _____ COUNTY ID#: _____ STATUS:_____

VALUE: _____ CAPITAL:_____

EXP-DATE: _____ REC-DATE: _____

REMARKS: _____

THE ABOVE LISTED PROPERTY IS AN ADDITION TO THE CAPITAL ASSETS IN YOUR CUSTODY/CONTROL. PLEASE INITIAL THE ITEM, SIGN AND DATE THIS PAGE, AND RETURN TO THE PROPERTY SECTION. A COPY WILL BE GIVEN TO YOU AT YOUR REQUEST.

_____ _____

SIGNATURE OF RECEIVING DEPUTY/OFFICER/WC# ***DATE***

_____ _____

SIGNATURE OF ISSUING DEPUTY/OFFICER/WC# ***DATE***

OPS006/0702

WELD COUNTY SHERIFF'S OFFICE
FIREARMS TRACKING FORM

DID: _____ ***NAME:*** _____

RESERVE: ☐ ***DATE ISSUED:*** _____ ***DATE RETURNED:*** _____

PROPERTY TYPE: _____ ***MANUFACTURER:*** _____ QUANTITY: __

MODEL: _____ DESCRIPTION: _____

SERIAL NUMBER: _____ COUNTY ID#: _____ STATUS:_____

VALUE: _____ CAPITAL:_____

EXP-DATE: _____ REC-DATE: _____

REMARKS: _____

THE ABOVE LISTED PROPERTY IS AN ADDITION TO THE CAPITAL ASSETS IN YOUR CUSTODY/CONTROL. PLEASE INITIAL THE ITEM, SIGN AND DATE THIS PAGE, AND RETURN TO THE PROPERTY SECTION. A COPY WILL BE GIVEN TO YOU AT YOUR REQUEST.

_____ _____

SIGNATURE OF RECEIVING DEPUTY/OFFICER/WC# ***DATE***

_____ _____

SIGNATURE OF ISSUING DEPUTY/OFFICER/WC# ***DATE***

OPS006/0702

10.1.200 Legal Assistance.pdf

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General Order
Administration
Adopted:

Directive Number: 10.1.200 **Effective Date:** January 21, 2015

Title: **Legal Assistance**

References:

Rationale:

Any employee receiving a subpoena, Notice of Claim, or other civil action in which the employee is named as a defendant in their official capacity is responsible to notify the Sheriff's Office without delay.

Procedure:

A. Employees shall notify the Internal Affairs Sergeant within one working day of service

B. The Internal Affairs Sergeant notifies the Undersheriff, Sheriff, County Attorney's Office, and provides regular updates to the employee

10.1.101 Interpreters for Deaf and Hard of Hearing.pdf

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WELD COUNTY SHERIFF'S OFFICE GENERAL ORDER

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General Order
Administration
Adopted:

Directive Number: 10.1.101 **Effective Date:** January 21, 2015

Title: Interpreters or Auxiliary Service for Deaf or Hard of Hearing

References: CRS 13-90-201 through 13-90-208

Rationale:

Persons who are deaf or hard of hearing and cannot readily hear or understand or communicate in spoken language shall be assisted by qualified interpreters or auxiliary services in order to equally participate in, or benefit from, activities and services from the Sheriff's Office.

Definitions:

Auxiliary services—aids and services that assist in effective communication with a person who is deaf or hard of hearing including, but not limited to, a **c**omputer-**a**ided **r**eal-time **t**ranslations (CART) reporter, an assistive listening device, acquired or modified equipment or devices to assist in effective communication with a person who is deaf or hard of hearing

Deaf or hard of hearing—a person who has a functional hearing loss of sufficient severity to prevent aural comprehension even with the assistance of hearing aids

Effective communication—those methods of communication that are individualized and culturally appropriate to a person who is deaf or hard of hearing so that he/she can easily understand all auditory information

Qualified interpreter—a person who has a valid certification of competency accepted by the Colorado Commission for the Deaf and Hard of Hearing in the Colorado Department of Human Services and includes, but is not limited to, oral interpreters, sign language interpreters and intermediary interpreters

Procedure:

1. A qualified interpreter or auxiliary service shall be provided to a person who is deaf or hard of hearing when arrested and taken into custody for an alleged violation of criminal law of the state or its political subdivisions
    a. Such appointment shall be made prior to any attempt to notify the arrestee of his/her constitutional rights, prior to any attempt to interrogate or take a statement from such person
    b. A person who is deaf or hard of hearing and who is otherwise eligible for release shall not be held pending the arrival of a qualified interpreter

2. An auxiliary service shall be requested when effective communication cannot be established during questioning when an alleged victim or witness who is deaf or hard of hearing uses sign language for effective communication
    a. The length, importance, or complexity of the communication may not reasonably warrant the provision of an auxiliary service

3. The right of a person who is deaf or hard of hearing to a qualified interpreter or auxiliary service cannot be waived except in writing by the person who is deaf or hard of hearing
    a. Prior to executing such a waiver, the person may have access to counsel for advice and shall have actual, full knowledge of the right to effective communication
    b. Such waiver is subject to the approval of counsel, if any, to the person
    c. Under no event shall the failure of a person who is deaf or hard of hearing to request a qualified interpreter or auxiliary service be deemed a waiver of this right
    d. Questioning using pen and paper is not allowed without written waiver except under exigent circumstances

4. Request qualified interpreter services through Weld County Communications
    a. Specify the nature of service needed, i.e. hearing impaired interpreters, sign language, or deaf persons who do not know or use sign language

5. Document the name and witness information of the interpreter in the report
    a. Interpreters may request a signature on a Colorado *Legal Services Billing Statement and Authorization* form
        i. Sign at the bottom under "attestation."
        ii. Include a copy of this form, if possible, with the report

10.4.100 Issued Uniform and Maintenance.pdf

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General Order
Building, Equipment, & Vehicles

Adopted:

Directive Number: 10.4.100 **Effective Date:** January 21, 2015

Title: **Issued Uniform and Maintenance**

References: Weld County Sheriff's General Orders 10.4.200, 10.4.300
Weld County code 3-3-110

Rationale:
Uniformed personnel are easily recognized as representatives of the Weld County Sheriff's Office and law enforcement in general. Uniformed personnel must maintain an appropriate, professional appearance.

DEFINITIONS:

Issued Uniform:

Patrol Division	**Detentions Division**
3 trousers	3 trousers
5 shirts (3 short, 2 long)	4 shirts (3 short, 1 long)
Duty belt and associated equipment	Duty belt and associated equipment
Badge, collar brass, name plate	Badge, collar brass, name plate
Tie	Tie
Winter coat	Winter Coat
Ballistic vest	
Straw campaign hat	Straw campaign hat

Uniform: ***n.*** A distinctive outfit intended to identify those who wear it as a member of a specific group or organization.
adj. Being the same as or consonant with another or others.

PROCEDURE:

1. All authorized personnel will be issued uniforms upon employment and will be required to sign an acknowledgement of receipt.

2. Authorized personnel are required to personally provide additional uniform items:
   a. Black, plain collared undershirt(s)
   b. Black, polished footwear

3. Additional items may be purchased and worn along with an employee's uniform. All purchased items must meet the specifications as outlined in Appendix A.
    a. Specific style, color, and brand information for each uniform item will be maintained by the Quarter Master of the Administration Division.
4. Authorized personnel are required to maintain all associated uniform equipment in serviceable order.
    a. Dry cleaning services are provided at the agency's expense through a contracted provider for routine cleaning and repair of uniforms.
    b. A uniform allowance is provided to all uniformed personnel to purchase/replace issued uniform items as needed. **Each employee is required to maintain no less than the minimum uniform issue**
        i. Items purchased for use, as part of the uniform, must meet specifications set forth by the Sheriff's Office.
        ii. Unauthorized equipment and modifications to the uniform or equipment is prohibited.
        iii. Body Armor, duty belts and associated duty gear will be replaced on an as needed basis or by a systematic rotation process.
    c. Each employee's uniform allowance will be credited to an online account with Neve's Uniform & Equipment.
        i. Employees will be required to make purchases of replacement items online (www.nevesuniforms.com)
        ii. All purchased items will be delivered directly to the employee's home
        iii. If an employee wishes to purchase uniform items from another vendor they must submit a receipt for those items to the Administration Office Manager for reimbursement

5. Supervisors shall inspect each employee's complete uniform allotment to ensure that all uniforms are accounted for and are in serviceable condition.
    a. Annual uniform inspections will be conducted with each employee's performance appraisal.
    b. Any deficiencies noted in the employee's uniform(s) must be corrected immediately.
    c. Uniform neglect may result in disciplinary action up to and including termination.

Appendix A

1. Trousers:
    a. Patrol Division: Black colored trousers.
    b. Detentions Division: Black colored trousers.
    c. Animal Control: Black BDU style cargo pants.
2. Shirt:
    a. Short sleeved: Gray colored with button down flap pockets, military creases, and shoulder epaulets. Appropriate Weld County Sheriff shoulder patches must be sewn on each sleeve. The patches will be centered and sewn ½ inch from the top of the shoulder seam.
    b. Long sleeved: Gray colored with button down flap pockets, military creases, and shoulder epaulets. Appropriate Weld County Sheriff shoulder patches must be sewn on each sleeve. The patches will be centered and sewn ½ inch from the top of the shoulder seam.
    c. Animal Control employees are issued Gray colored shirts military creases. Appropriate Weld County Sheriff shoulder patches must be sewn on each sleeve. The patches will be centered and sewn ½ inch from the top of the shoulder seam.
3. Duty belt:
    a. Patrol/Courts: Black leather, basket weave with brass snaps. The duty belt will be worn with a black under belt; the duty belt will have a standard width of 2 ¼ inches and may have an optional brass belt buckle. **The duty belt must be adorned with at least 2 less lethal force options**:
        i. Expandable baton holder with expandable baton (less lethal force option)
            1. Baton ring and wooden straight baton may be worn (at employee's expense)
        ii. Pepper spray holder with pepper spray (less lethal force option)
        iii. Electronic control device holster or holster mount (less lethal force option)
        iv. Duty Handgun Holster with Firearm
        v. Magazine holder with 2 magazines loaded to capacity
        vi. Radio pac-set holder with pac-set
        vii. 1 Single cuff case with cuffs (closed top)
            1. An additional single cuff case may be worn (at employee's expense) or,
            2. Deputies assigned to the Patrol Division may request a double cuff case and secondary cuffs.
        viii. Keepers with black or brass snaps
        ix. Mini flashlight carrier with flashlight
            1. Flashlight Ring may replace mini flashlight carrier (at employee's expense
        x. Glove pouch (optional)
        xi. Cell phone / pager holster (optional)
        xii. Silent Key Holder (optional)

b. Detentions Division: All gear shall be black nylon with black snaps. The duty belt will be worn with a black under belt and have a standard width of 2 inches. The duty belt will be adorned with the following items:
    i. Pepper spray holder with pepper spray
    ii. Duty handgun holster with firearm (for authorized personnel)
    iii. Magazine holder with 2 magazines loaded to capacity
    iv. 1 Single cuff case with cuffs (closed top)
        1. An additional single cuff case may be worn (at employee's expense) or,
        2. Officers assigned to the Courts Unit may request a double cuff case and secondary cuffs.
    v. Keepers with black snaps
    vi. Mini flashlight carrier with flashlight
    vii. Glove Pouch
    viii. Silent Key Holder (optional)

4. Body Armor: Shall be worn by all uniformed personnel members who are assigned to the patrol division or the courts and transportation unit.
    a. A waiver of liability must be completed by uniformed personnel if they choose not to utilize/wear body armor.
5. Hat:
    a. The black straw campaign hat with the Weld County Sheriff's badge centered on the front above the bill.
    b. (Cold weather): The black fur "pile" hat may be worn during extreme cold weather.
        i. Stocking caps can be worn with either the WCSO logo (in gold) or no logos at all.

    No hat shall be worn in a building or in a vehicle

6. Coat/Jacket: A black, all season jacket is authorized for wear with the uniform. It will be worn with the Weld County Sheriff's Office shoulder patch, one on each sleeve, and a cloth badge on the left breast of the jacket.
7. Turtleneck shirt: A black turtleneck or mock turtleneck is authorized for wear with the long sleeve shirt at the Deputies option. The turtleneck will present a snug appearance and not sag. The WCSO logo may be added to the turtleneck in gold lettering, no other logos are authorized.
8. Sweater: A black, V-neck sweater is authorized for wear. Shoulder and breast patches will be worn on the sweater. The sweater may be worn as an outer garment over a uniform shirt.
9. Gloves: Black leather gloves may be worn **during cold or inclement weather** if they do not restrict the ability to manipulate a duty weapon or any other equipment.
10. Footwear: Uniformed personnel may wear either shoes or boots at their option and must meet the following standards:
    a. Plain toe
    b. Black in color
    c. Leather
    d. All footwear will be polished and worn with the trousers over the top, not tucked into the boots.
        i. Socks shall be black in color when worn with low quarter shoes in uniform.

11. Raincoat: A yellow raincoat is authorized for wear at the deputy's option. The raincoat may be either full or hip length.
12. Sunglasses: May be worn during normal activities but are not authorized during citizen contact(s). Mirrored sunglasses are not authorized.
13. Tie:
    a. Black for class A uniforms
    b. Black for Animal Control

2015-13 Work Release Regressions.pdf

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WCSO Detentions Division Numbered Memorandum 2015-13

Issuing Authority: **Captain Roger Ainsworth**
Topic: **Work Release Regressions**
Issued: July 22. 2015
Effective: August 3, 2015

Rationale:

Detentions Deputies are primarily responsible for transporting Work Release Clients back to secure custody. Examples include, but are not limited to: client regressions for rule violations, new criminal charges, and immigration status. Since most regressions are planned, a set time frame for these regressions should help with work efficiency.

References: 2.307 Regressions/Writs of Sentenced Offenders from Other Facilities;
Weld County Work Release
Client Handbook Section 16.2 and 16.5
WCSO Detention Division Numbered Memorandum 2015-10

Procedure:

1. Planned regression transport times are 0700-0830 and 2130 to 2230

2. When a warrant check is conducted on a current client (non-orientation) and an active warrant (hit) is discovered that involves crimes of violence, domestic violence, or circumstances require prompt intervention based upon articulable staff discretion, arrange for the client to be transported to NJC as soon as possible

3. When a warrant check is conducted on a current client (non-orientation) and an active warrant (hit) is discovered that involves charges not listed above (2), arrange for that client to be transported to NJC during the planned regression transport times

4. When a person reporting for fingerprinting or a new client in orientation has a warrant, arrange for that person to be transported immediately to NJC

5. When work release staff has a client that poses a security risk that does not rise to the level of an emergency response, an unplanned regression should be requested. The specific facts and observations should be articulated to an on-duty sergeant when making the request

2014-14 Identification Information Request.pdf

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Offender Supervision Bureau
Numbered Memorandum 2014-14

Issuing Authority	**:**	**Bureau Chief Sterling Geesaman**
Topic	**:**	**Identification & Information Request**
Issued	**:**	November 26, 2014
Effective	**:**	November 26, 2014

Rationale:

The Offender Supervision Bureau receives numerous notifications from Law Enforcement Agencies requesting assistance in identifying people of interest. This procedure is being implemented to provide a single point of contact within our Bureau; to ensure a consistent method of collecting and disseminating the information to officers, tracking the requests and analyzing the number of positive identifications made by our staff.

Procedure:

The Support Services Division:

1. Track each request received
   a. Document the name of the officer and agency sending the request
   b. Document the name of the officer providing possible identification information.
   c. Analyze the number of positive identifications and provide a quarterly report to the Deputy Bureau Chief.

The Support Services Officer:

1. E-mail an identification request to OS Corrections
   a. Provide contact and format information for officers to follow.

2. Place a hard copy of most recent requests on the 1 West Briefing board
   a. Place electronic copy of requests in the Identification & Information Request folder located of the M: drive for staff review
   b. Water mark Identified on those requests which are identified
   c. Remove stale or identified individuals from the board

3. Notify requesting officer and agency; provide possible identification information

Corrections Staff:

1. Review requests sent by e-mail or on the briefing board
    a. Follow contact format if you have a possible identification on the person of interest.

10.1.100 Written Directives.pdf

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WELD COUNTY SHERIFF'S OFFICE GENERAL ORDER

Close

General Order
Administration
Adopted:

Directive Number: 10.1.100 **Effective Date:** January 21, 2015

Title: Written Directives

References:

Rationale:

An effective system of written directives supports policy implementation, promotes consistency, succession, directs training and establishes work performance standards.

Definitions:

Division Procedure—step-by-step instructions detailing "how" to perform a specific function or activity within a Division

General Order—a written, procedure directing specific performance for all Divisions of the Sheriff's Office

General Numbered Memorandum—a written directive that, 1) Provides information of general interest to the Sheriff's Office as a whole, or, 2) Provides temporary direction for a one-time event or activity that requires the involvement of more than one Division, or, 3) Provides interim direction to all Divisions in the short term until a general directive is adopted or updated.

Numbered Bureau Memorandum--a written directive issued within a Division to direct specific performance within that Division or provides information of interest only to Division members

Policy—general Sheriff's Office organizational principles guiding "what" outcomes are expected from all employees of the Sheriff's Office

Post Orders—concise information or instructions about required duties at a specific jail post or special assignment

Procedure:

1. Written directives are maintained in electronic and hard copy formats
    a. Hard copies of current written directives are maintained in the Administration Division
        i. Copies of numbered division memoranda, division procedure and post orders are duplicate copies of those issued and maintained by each Division

   b. Electronic documents will be retained in accordance to the State Archivist approved Retention Schedule

2. *Policy, general orders and general numbered memoranda* are issued only by signature of the Sheriff or Undersheriff
   a. General numbered memoranda are numbered sequentially by year and include a topic title
   b. General orders are sequentially numbered and organized by topical area
      i. Individual general orders include a specific topic title, effective date, rationale, any necessary definitions and procedure

3. *Numbered division memoranda* are issued by Division Captains
   a. Numbered division memoranda are numbered sequentially by year and titled by topic
      i. Division Captains maintain issued numbered division memoranda
   b. Send electronic copies of issued numbered division memoranda to the Sheriff, Undersheriff and Administrative Lieutenant

4. *Division procedure and post orders*, where applicable, are developed within each Division and submitted by Division Captains to the Sheriff or Undersheriff for approval
   a. Organize division procedures by general topical area and number sequentially
      i. Include a specific topic, effective date, rationale, definitions and procedure
   b. Identify post orders by post name and effective date
   c. Approved division procedures and post orders are returned to the Division Captains for implementation
      i. Division Captains maintain division procedure and post orders
      ii. Send electronic and hard copies of approved division procedures and post orders to the Administrative Lieutenant

10.6.200 CCIC NCIC Training.pdf

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General Order
Quality Assurance & Training

Adopted:

Directive Number: 10.6.200 **Effective Date:** January 21, 2015

Title: CCIC/NCIC Training
References:

Rationale:

A CCIC Coordinator is designated by the Sheriff to be responsible to train, test and maintain written documentation detailing the training and proficiency of each employee with an active CCIC OSN. All employees with access to CCIC must be trained and tested on proficiency to assurance compliance with CCIC/NCIC policy and regulations.

Definitions:

CBI—Colorado Bureau of Investigation
CCIC—Colorado Crime Information Center
CJIS—Criminal Justice Information Services
NCIC—National Crime Information Center
OSN—Operator Sign on Number

Procedure:

1. The designated CCIC Coordinator for the Weld County Sheriff's Office is the Records Director

2. Any employee operating a terminal for the purpose of entering and retrieving information from CCIC/NCIC computer systems will have a valid OSN
    a. Employees issued an OSN must be trained and proficiency tested to assure compliance with CCIC/NCIC policy and regulations within 6 months of issuance
    b. Biannual recertification on the CJIS Portal is required for all employees with an active OSN

3. The CCIC Coordinator provides initial and biannual training for employees
    a. The Coordinator maintains written documentation of operator training in the employee's OSN file
    b. Training documentation is entered on each employee's electronic training record by the Coordinator

10.6.100 Agency Awards.pdf

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General Order
Quality Assurance & Training

Adopted:

Directive Number: 10.6.100 **Effective Date:** January 21, 2015

Title: Agency Awards and the Composition of the Agency Awards Committee

Rationale:

A process to recognize the performance of Sheriff's Office employees exceeding the agencies highest standards that are essential to moral, public accountability, unity of command and preservation of professional standards.

The Awards Committee exists to facilitate the process of recognizing exceptional service beyond civic duties and responsibilities of employees who have brought honor to themselves and the Sheriff's Office. The Awards Committee reviews nominations, evaluates award criteria and presents recommendations to the Chain of Command.

Procedure:

A. The Administration Division Lieutenant will serve on the committee as the Committee Chairperson.

B. The makeup of the Awards Committee will consist of the Committee Chairperson; Professional Standards Unit Sergeant; three representatives from the Detentions Division and three representatives from the Patrol Division.

    1. The Division Representatives will be selected by the Division Captain based on desire, commitment to the agency, skill to communicate effectively in writing and the ability to work independently and as a member of a group.

C. The recommendation for an award can be made from any employee, member of the public or other police agency.

    1. Employees gather information and forward to an Awards Committee Member.
        a. Provide the jail incident number, case number or CAD incident number if possible.

        b. Provide names of witnesses

D. Upon receipt, the Awards Committee member receiving a nomination will draft the formal narrative section of memorandum and electronically forward to all committee members for review.

E. The Awards Committee Chairperson will draft the formal memorandum and forward through the Chain of Command.

1. The approving authority for an award involving personnel in the Chain of Command is the next highest ranking official.

2. The approving authority for awards for the Sheriff will be the Undersheriff.

F. The Officer Manager facilitates the process of preparing the award for presentation once approved.

1. Provides copy of written documentation to Personnel Technician.

    a. Personnel Technician forwards copy of documentation to Human Resources.

2. Coordinates presentation of award to the citizen or employee.

G. Award Types and Requirements

1. Earl Bucher Medal of Honor

a) The Earl Bucher Medal of Honor may be awarded to a deputy or officer who distinguishes himself or herself conspicuously by gallantry and intrepidity at the risk of his life or her life above and beyond the call of duty while engaged in an action against an opposing force.

b) The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to clearly distinguish the officer or deputy. The action must be in excess of normal demands and of such a nature that the deputy or officer was fully aware of the imminent threat to his/her personal safety and acted above and beyond the call of duty at risk of his/her life.

c) The Earl Bucher Medal of Honor is a gold colored ribbon with medal attached; is accompanied by a certificate, citation and a solid gold colored award bar with a gold colored star in the center.

2. Medal of Valor

a) The Medal of Valor may be awarded to a deputy or officer who distinguishes himself or herself by exceptional bravery and courage at imminent risk of serious bodily injury above and beyond the call of duty or,

b) While performing a voluntary course of action in an extremely dangerous situation.

c) The Medal of Valor is a black colored ribbon with medal attached; is accompanied by a certificate, citation and a silver colored award bar with a gold colored star in the center.

3. Distinguished Service Medal

a) The Distinguished Service Medal may be awarded to a deputy or officer who through the performance of their duties is placed in significant risk of serious bodily injury in an extremely dangerous situation, or

b) Is injured in the line of duty under extreme and honorable conditions.

c) The Distinguished Service Medal is a red colored ribbon with attached medal; is accompanied by a certificate, citation and a solid black colored award bar with a gold star in the center.

4. Purple Heart Medal

a) The Purple Heart Medal may be awarded to a deputy, officer or civilian employee who is wounded or seriously injured in the line of duty by an assailant while involved in a physical altercation or responding to the call for help or assistance.

b) The injury must not be the result of, or concurrent with, any conduct that is less than acceptable by any policy or procedure.

c) The Purple Heart Award is a purple colored ribbon with attached medal; is accompanied by a certificate, citation and a purple and white award bar.

5. Life Saving Award

a) The Life Saving Ribbon may be awarded to any employee(s) directly responsible for the saving of a human life.

b) The Life Saving Ribbon may also be awarded where evidence indicates that actions by the employee(s) prolonged a human life to the extent of the victim being released into the care of medical authorities even though the victim might expire at a later time.

c) The Life Saving Award is awarded as a certificate; accompanied by a citation and a red/white/red award bar.

6. Ribbon of Merit

a) The Ribbon of Merit may be awarded to any employee for exceptional personal effort beyond the normal scope of his/her assignment.

b) The Ribbon of Merit may also be awarded for exceptional service to Weld County, in which the recipient has designed, implemented, or made changes that have affected the overall mission of the agency as a whole.

c) The actions must be under honorable circumstances or for extraordinary actions of the employee in one event or for several events that benefit the community, the victim of a crime or the Weld County Sheriff's Office.

d) The Ribbon of Merit is awarded as a certificate; accompanied by a citation and a white, red and blue award bar.

7. Meritorious Service Award

a) The Meritorious Service Award may be awarded to any employee who distinguishes themselves for outstanding meritorious achievement or service,

b) For actions which demonstrate an exemplary display of leadership, initiative or innovation in which the employee identified a need, implemented a change and significantly contributed to the furtherance of the Weld County Sheriff's Office Mission and Guiding Principles.

c) The Meritorious Service Award is awarded as a certificate; accompanied by a citation and a blue and white award bar.

8. Special Service Award

a) The Special Service Award may be awarded to any employee for three years as a voluntary participant on an officially recognized unit or team.

b) Requires effort or training beyond the routine job requirements.

c) The Special Service Award is awarded as a certificate; accompanied by a citation and a red and white award bar separated by a blue stripe in the center.

9. Safety Award

a) The Safety Award may be awarded to any employee for five years of service without a single at fault or contributory fault accident or report of injury.

b) The Safety Award is awarded as a certificate; accompanied by a citation and a white award bar with two green stripes and a gold colored star in the center.

10. Firearm Proficiency Award

a) The Firearms Proficiency Ribbon may be awarded for three years of receiving a minimum of 95% possible on all required pistol proficiency qualifications recorded on firearms training records.

b) The Firearm Proficiency Award is awarded as a certificate; accompanied by a citation and a yellow award bar with red green stripes.

11. Commendations

a) A commendation is a document award presented for a single action or a series of actions which goes beyond the normal scope of duties.

b) The action or series of actions demonstrate the highest ideals of public service or are of substantial value to bring credit upon the employee and the Weld County Sheriff's Office

12. Citizen Certificate of Merit

a) A citizen may be awarded the Citizen Certificate of Merit for actions exemplifying excellence of civic responsibilities,

b) Showing unselfish devotion to his/her fellow man or woman and the community or

c) Whose actions bring honor to them in recognition to the Weld County community

10.2.302 Custody and Management of Fees Funds.pdf

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General Order
Fiscal Management
Adopted:

Directive Number: 10.2.302 **Effective Date:** January 21, 2015

Title: **Custody and Management of Fees/Funds**

References: Weld County Code, Article 5 (Accounting Policy)

Rationale: Guidelines to establish accurate and timely accounting for fees/funds collected and managed by the Weld County Sheriff's Office.

Definitions:
Banner System – Weld County Accounting System
CORE File – Each location and/or shift opens a drawer at start of cashiering session which generates a CORE file.
Courier – Northern Armored Service, Inc. (under contractor)
i-Receipt System – Sheriff's Office funds management system interfaced with the Banner System
i-Payment Revenue Portal – Cashiering Section within i-Receipt System
Keefe Commissary Network – Contract system that maintains inmate funds and interfaces with the i-Receipt System

Sources: Fees are collected for civil documents requiring service: VIN inspections; Model Traffic Code citations; Concealed Handgun Permits; Municipal Jail Housing; Law Enforcement Municipal contracts; finger prints; jail records; mug shots; and photo copies.

Funds collected from and for inmates for use in the commissary network.
Additionally, auxiliary funds are collected for Sheriff Office functions to include: Posse; Volunteers/Reserves; Explorer; Weld County Sponsored Police Officer and Standards Training (POST) Academy; and Auxiliary fund raising projects.

Locations: Fees and funds are collected at five Agency locations: North Jail Complex; Law Administrative Building; Alternative Programs facility; Southwest Sub Station; and the Southeast Sub Station.

Access: Fees and funds are collected by Weld County Sheriff's Office designated administrative personnel. Administrative personnel

have the responsibility for collection, accounting, and submission to appropriate County representatives, financial institutions, and inmate service providers.

Procedure:

Receipt

The i-Receipt System is located on Weld County Intranet (http://wci.weld.gov/)

- iPayment Revenue Portal select Cashiering
- Username & Password (county password)
- Create File – Description LAW then CREATE button (creates a CORE file)
- Customer submits payment – chose item ADD button
- Record name, address, phone and quantity or event and CONTINUE button
- Record tender (cash, check or credit card) OK button
- End of day Balance button to reconcile – create deposit for cash, check and credit cards
- Print receipt listing name and date
- Designee hit the LOCK button
- Put bank bag in safe located in the Office Manager's Office; Bond Desk; Alternative Programs front desk; SW and SE Substation locked desk drawer.

Reconciliation

- Booking staff and Alternative Programs staff bring revenue bank bags to the Law Admin Building each morning for reconciliation.
- The Admin Accounting Office Technician retrieves the bank bags from Office Mangers safe
- The Sub Station Office Technician retrieves the bank bag from their locked desk drawer on Monday to reconcile the prior week.
- The i-Receipt System is located on Weld County Intranet (http://wci.weld.gov/)
- i-Payment Revenue Portal select Cashiering
- Username & Password (county password)
- Select work group reconciling
- Balance Button (depositing and balancing just be (ALL)
- Deposits for everyone are listed.
- Verify cash, checks and credit cards for each bank bag.
- Balanced and no over/short amount listed Balance & Close button
- Put receipt.
    - Admin/Jail/Alternative Programs cash and deposit slips are placed in plastic secure bank bags and placed in Office Manager's safe.

        - The courier arrives daily at the Law Admin Building and records on the Bank Bag Pickup log, the date, bag number and courier initials.

        - The credit card settlement reports are maintained along with a signed receipt from the customer with the deposit

documentation. All deposit documentation is maintained for seven years by the Accounting Office Technician.

- The checks are scanned directly into the Wells Fargo bank account. The checks are maintained with the daily deposit and are destroyed by shredding after 60 days.

- A deposit slip is submitted electronically once a week to Weld County Accounting with a breakdown of CORE files deposits.

o SW and SE Substations

- Cash, checks, and deposit slips are placed in plastic secure bank bags and taken to the Motor Vehicle Department located in the Sub Stations.

- The courier picks up all Sub Station County deposits and transports to Wells Fargo Bank. The credit card settlement reports are maintained along with a signed receipt from the customer with deposit documentation.

- All deposit documentation is maintained for seven years by the Sub Station Office Technician. A deposit slip is submitted electronically once a week to Weld County Accounting with a breakdown of CORE files deposits.

Municipal Jail

Municipal Jail Housing and Law Enforcement Municipal Contract charges for services are billed monthly. Check payments are received through the US Postal Service. Weekly, checks are recorded in the Weld County Banner system and checks are scanned directly into the Wells Fargo checking account. Deposit slips are sent electronically to the Weld County Accounting Department. The checks are maintained with the weekly deposit slip for 60 days and then shredded. All other miscellaneous revenues are deposited following this process.

Auxiliary

Auxiliary Unit's purchases are receipted through the i-Receipt System, iPayment Revenue Portal. The system is programmed to differentiate between Banner and Colorado Community Bank deposits. The funds are maintained in the Law Administrative Building safe until the Auxiliary Coordinator/designee picks up the cash and prepares the deposit at Colorado Community Bank. Weld County Sheriff's Office receives quarterly reconciliations from the program coordinator.

10.1.800 Emergency Action Plan.pdf

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WELD COUNTY SHERIFF'S OFFICE GENERAL ORDER

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General Order
Administration
Adopted:

Directive Number: 10.1.800

Effective Date: January 21, 2015

Title: Emergency Action Plan (EAP)

References:

Rationale:

Weld County Sheriff's Office Employees must be able to respond quickly to actual or perceived emergency situations and severe weather events to keep employees; visitors and inmates safe and reduce the risk of injury.

Definitions:

Emergency Action Plan- A written document outlining employee actions and directions during a real or perceived emergency.

Procedure:

1. The purpose of the Emergency Action Plan is to give guidance, facilitate and organize employee actions during workplace and weather emergencies.
    a. Well developed emergency plans and proper employee training will assist employees to understand their roles and responsibilities resulting in fewer and less severe injuries.
    b. Poorly prepared plans will likely lead to disorganized evacuation or emergency response resulting in confusion, injury and property damage.
2. A major disaster may include, but not limited to, any of the following: building evacuation, fire, severe weather, earthquake, bomb threat, hazardous chemical spill, missing or abducted child, security incident or building lockdown.
3. The Emergency Action Plan describes the initial responsibilities and actions to be taken to protect all employees, visitors and inmates until the threat has passed and the "all clear" signal is announced.
4. The Emergency Action Plans will be rationally related, and specific to, the unique workplace needs of each division.
5. It is impossible to provide specific information for all situations. Therefore, Emergency Action Plans are guides for employees to familiarize themselves with basic emergency response.
6. Each Division will maintain a current Emergency Action Plan.
    a. Administration Division
        i. Law Enforcement Administration Building to include:
            1. WCSO Administration Staff

2. Patrol Division Personnel working out of the WCSO Administration Building.

b. Detentions Division
    i. North Jail Complex
    ii. Alternative Programs Building
    iii. Court House & Court Annexes
    iv. Courts Holding
c. Patrol Division
    i. Southwest Service Center in conjunction with other Weld County Departments
    ii. Southeast Service Center in conjunction with other Weld County Departments
d. Office of Emergency Management
    i. Training Center

7. Emergency Action plans, at a minimum, should include the following:
    a. Evacuation Routes
    b. Assembly Areas
    c. Fire and/or Smoke Emergencies
    d. Bomb Threat
    e. Medical Emergencies
    f. Security Incident
    g. Missing or Abducted Child
    h. Hazardous Materials Spill
    i. Building Lockdowns
    j. Weather Emergency
    k. Location of Fire Extingushers
    l. Location of Fire Alarms
    m. Location of Automated External Defibulator (AED)
8. A current Emergency Action Plan will be provided to the Office of Emergency Management and Professional Standards no later than January 31st of each year.
    a. The Division Captain/Lieutenant may submit a letter attesting annual review was completed but revisions were not necessary.
    b. The memo may be submitted instead of submitting a duplicate Emergency Action Plan

10.1.900 NCMC Security Access.pdf

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WELD COUNTY SHERIFF'S OFFICE GENERAL ORDER

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General Order
Administration
Adopted:

Directive Number: 10.1.900 **Effective Date:** January 21, 2015

Title: **Northern Colorado Medical Center Security Access**

References:

Rationale:

Guidelines:

A. Employee Access to Northern Colorado Medical Center (NCMC):

Weld County Sheriff's Office employees will be required to have a Security Badge issued by Northern Colorado Medical Center to access the emergency unit at NCMC. Sheriff's Office employees that do not have a security badge issued by NCMC will have to gain entrance into the emergency unit by checking in with hospital security staff in the triage area of the hospital.

B. Issuance of the security badges:

Security badges will be issued to Weld County Sheriff's employees by the security staff at Northern Colorado Medical Center upon employment with the Sheriff's Office. The security badges will be proximity access cards and will be issued in the name of the Sheriff's Office employee if that employee is assigned to the Patrol Division. The badges will contain the employees name and a serial number that identifies it to that specific employee.

Employees assigned to the Detention Division will have access to six general purpose security badges.

If an individual employee is separated from employment with the Weld County Sheriff's Office for any reason, the Administration Office Manager must be immediately notified. The Administration Office Manager will then contact the Security Office at NCMC to advise them of the employee's leave status so that the employee's security badge can be deactivated. The Administration Office Manager will then return the badge to the Security Office at NCMC.

C. Areas of Authorized access with security badges.

Entry into the hospital facility should be made through the intake triage area and movement through the facility should be limited to the specific area(s) where the employee is conducting official business.

Only when there is an emergency response requested to the emergency unit area may the ambulance service entrance be used.

Weld County Sheriff's Office employees that are at the hospital for private matters, are not authorized to use their security badges to gain access to any portion of the hospital.

2017 04 Inmate Housing in GP being staffed off Suicide Watch.pdf

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Detention Division
Numbered Memorandum 2017 – 04

Issuing Authority:	Lieutenant Cody
Topic:	Inmate Housing in General Population upon being Staffed off Suicide Watch
Issued:	March 13, 2017
Effective:	March 13, 2017
Reference:	Lexipol Policy 509 Detentions; Lexipol Policy 707 Detentions

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Rationale:

It is the purpose of the Weld County Sheriff Office to reduce the risk of inmate suicide through risk identification and appropriate intervention. It is the policy of the Weld County Sheriff Office to develop a suicide prevention plan to identify and monitor potentially suicidal inmates and appropriately intervene. Furthermore, it is incumbent upon Weld County Sheriff Office Detention Deputies to factor in that an inmate was staffed off suicide watch when making the important decision of cell assignment in a general population or other designated housing unit.

Protocol:

I. When an inmate is staffed off a suicide watch, it is the policy of the Weld County Sheriff Office that Mental Health staff communicate with Security staff that an inmate was on a suicide watch prior to being assigned to general population or other designated housing unit (reference Lexipol Detention Policy 707).

II. The housing unit deputy shall consider the aforementioned when assigning such an inmate a cell assignment within his/her housing unit. The housing unit deputy WILL:

   i. Make necessary arrangements within the housing unit to ensure that the inmate is not housed singly within a cell. The only exception to this is if the inmate is to or must serve disciplinary segregation as a result of administrative disciplinary action post being staffed off suicide watch.

ii. House the inmate in a cell as close to the housing unit deputy's line of sight when the deputy is at the deputy's desk located within each unit.

Southwest Substation
4209 WCR 24 1/2
Longmont, Colorado 80504
(720) 652-2415
Fax (720) 652-4217

Headquarters
1950 O Street
Greeley, Colorado 80631
(970)356-4015
Fax (970)304-6467
Toll Free (800)436-9276
www.weldsheriff.com

Southeast Substation
2950 9th Street
Fort Lupton, Colorado 80621
(303) 857-2465
Fax (303) 637-2422

2017_02 CHP Upon Book In.pdf

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Detention Division
Numbered Memorandum 2017 – 02

Issuing Authority:	Lieutenant Cody
Topic:	Concealed Handgun Permit upon Book In
Issued:	January 30, 2017
Effective:	January 30, 2017
Reference:	CRS 18-12-203(3)(b); General Order 10.1.500; Lexipol Policy 218 Patrol; Lexipol Policy 502 Detentions

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Rationale: The Sheriff is given statutory authority to issue a permit to carry a concealed handgun to residents within the community. Furthermore, upon a reasonable belief, the Sheriff shall suspend the permit until a matter is resolved and the issuing Sheriff determines the permittee is eligible to possess a concealed handgun permit. This memorandum will provide Booking Deputies protocol to the confiscation and/or photocopy of concealed handgun permits discovered at the time of a citizen's book in at the Weld County Jail and its reporting via chain of command.

Protocol:

I. If at time of book in, a citizen is found to be in possession of a concealed handgun permit issued by the Weld County Sheriff, the booking deputy will:

   a. Confiscate the permit and give it to a Booking Corporal.
      i. The Corporal will draft a short memo to the Sheriff via the chain of command to include: arrestee's name, date of birth, date and time of book in, arresting agency and charges.

      ii. The Corporal with also print out the 'file date' associated with the arrestee which will provide a picture of the arrestee, address and the aforementioned information.

      iii. If at time of arrest a Corporal is not on duty, the booking deputy will give the permit to the Booking Sergeant and/or the Booking

Support Sergeant. If neither the Booking Sergeant and/or Booking Support Sergeant are on duty, the booking deputy will give the permit to a Shift Sergeant. The supervisor receiving the permit shall follow steps I(a)(i) and (ii).

II. If at time of book in, a citizen is found to be in possession of a concealed handgun permit issued by another sheriff of a county within the state of Colorado, the booking deputy will:

b. Will make a photocopy of the permit and give the photocopy to a Corporal.

i. The Corporal will draft a short memo to the Weld County Sheriff via the chain of command to include: arrestee's name, date of birth, date and time of book in, arresting agency and charges.

ii. If at time of arrest a Corporal is not on duty, the booking deputy will give the photocopy to the Booking Sergeant and/or the Booking Support Sergeant. If neither the Booking Sergeant and/or Booking Support Sergeant are on duty, the booking deputy will give the photocopy to a Shift Sergeant. The supervisor receiving the permit shall follow steps II(B)(i).

III. Once the memo has been completed, the packet of information (permit or photocopy, memo with or without file data) is sent to the Sheriff via command.

10.2.301 Common Carrier Deliveries.pdf

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Close

General Order
Fiscal Management
Adopted:

Directive Number: 10.2.301 **Effective Date:** January 12, 2015

Title: Common Carrier Deliveries

References: Weld County Code 5-4-140

Rationale:
Products procured with public resources will be carefully examined at the time of delivery to insure responsible use of public funds.

Definitions:

Common carrier—transportation company regulated by the Interstate Commerce Commission (ICC) in the business of transporting freight interstate

Concealed damage—damage to products or materials that was not obvious from packaging at the time of delivery

Visible damage—obvious damage packaging and products delivered to the Sheriff's Office

Procedure:

1. Delivery from common carriers will be accepted even when damage is visible or concealed

2. Document visible damage on both copies of the receiving ticket
    a. Note "case damaged in shipment" on both copies of the receiving ticket
        i. If both the container and contents are visibly damaged, include "item visibly damaged" on both copies of the receiving ticket
    b. Give one copy of the receiving ticket to the trucker
    c. Forward one copy of the receiving ticket with a written explanation to the Department of Purchasing

3. Open packaging and inspect the merchandise as soon as possible following receipt from a common carrier
    a. Report any discrepancies or damage to the Department of Purchasing
    b. DO NOT destroy the damaged item or any packaging materials
        i. The Department of Purchasing has 15 days in which to file a claim for damage with a common carrier pursuant to ICC rules

10.2.200 Inventory Control.pdf

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WELD COUNTY SHERIFF'S OFFICE GENERAL ORDER

Close

General Order
Fiscal Management
Adopted:

Directive Number: 10.2.200 **Effective Date:** January 21, 2015

Title: Inventory Control

References: Colorado Revised Statute 29-1-506; Weld County Code 5-6-30 Inventory; Weld County Code 5-6-40 Moving of Equipment.

Rationale:

A process essential to continuous public accountability of real and personal property purchased, owned and maintained by Weld County Government.

Definitions:

Real Property- Anything erected, growing upon or affixed to land. Real property is permanent and immoveable.

Personal Property- Moveable and tangible items including vehicles, equipment furniture and merchandise. Personal property is property that can be felt or touched.

Procedure:

1. Sheriff receives annual inventory memorandum and inventory list from Weld County Controller.
2. Administration Division is responsible to conduct inventory for all divisions, verifying the location of the property/equipment; serial/VIN number; County asset number.
3. Employee/s conducting the inventory records their initials, date and time next to the property/equipment listed on the inventory list.
4. Return inventory list to the Administration Division Lieutenant
5. Administration Division Lieutenant or designee will make a copy of the completed inventory lists and file for agency records keeping.
    a. Draft a memorandum of completion and forward the original inventory list to the Weld County Controller.

10.2.100 Budget.pdf

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General Order

Fiscal Management

Adopted:

Directive Number: 10.2.100 **Effective Date:** January 21, 2015

Title: Budget

References:

Rationale:

A budget allows for accountability and enables organizational control, coordination, communication and motivation necessary to implement management plans that achieve goals and outcomes.

Definitions:

Budget—a plan of future action expressed in monetary terms; *budgeting* is the process of planning future action.

Division Budget—the sum of department budgets within a Division's organizational control

Department—an organizational budget unit identified by Weld County that delivers a particular service or services (Traffic, Forensic Lab, North Jail, etc.)

Line Item Budget—a budget listing each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each specific category

Master Budget—the compilation of individual Division budgets in one cumulative budget representing the total budget for the entire Sheriff's Office organization

Program Budget—synonymous with department when only one primary service is provided by the department. In a department with many services, represents each functional area of service that contributes materially to the overall department.

Procedure:

1. The Division management staff for each Division develops goals, desired outcomes and key performance indicators for each Division during the first quarter of each calendar year
    a. Meaningful outcomes are supported by measurable or quantifiable performance objectives or key performance indicators

2. The Sheriff and/or Undersheriff reviews Division goals, outcomes and performance indicators with Division management staff in April of each year

3. The County Finance and Administration Department distributes the annual Budget Message including Budget Plans, Budget Strategy, Budget Calendar, Special Budget Instructions each May

4. The Sheriff, Undersheriff, Budget Manager and Division Staff develop and finalize an overall strategic budget plan for the Sheriff's Office by May 15
    a. Individual Division budget requests are subsequently developed to support the overall strategic plan and individual Division goals

5. Preliminary Division personnel requests to Human Resources, Buildings and Grounds Special Projects, Phone Service Requests, Cellular Requests and Information Services Resource requests are developed and presented by the Budget Manager to the Sheriff and Undersheriff by June 1
    a. Approved requests are subsequently submitted by each Division within County submission deadlines

6. Send copies of submitted materials to the Budget Manager

7. Divisions assist the Budget Manager in developing a preliminary program line item budget spreadsheet by June 1 that includes each Division program reflecting current year approved allocations and requested budget allocations
    a. Individual Programs reflect all revenue and expenditure line items and allocated Full Time Equivalent (FTE) positions necessary to support each program
    b. Supporting working budget development documents will be available upon request
    c. Base Administration Division programs are:
        i. Administration (1000-21100)
        ii. Support (1000-21100)
        iii. Professional Standards/ Training
        iv. Records and Support (1000-24410)
        v. Technical Services (1000-24410)
    d. Base Detention Division programs are:
        i. Alternative Programs (1000-24420)
        ii. Court Screening (1000-24420)
        iii. Court Security and Transportation (1000-24420)
        iv. Inmate Services (1000-24410)
        v. Security (1000-24410)
    e. Base Public Safety Bureau programs are:
        i. Ordinance Enforcement (1000-21230)
        ii. Civil Process (1000-21200)
        iii. Contract Services (1000-21220)
        iv. Criminal Investigation (1000-21200)
        v. Regional Forensic Laboratory (1000-21260)
        vi. Multijurisdictional Task Force (1000-21410)
        vii. Patrol and Call Response (1000-21200)
        viii. Victim Services (1000-21300)

f. Additional programs may be added as necessary with the approval of the Undersheriff
g. Division staff assist the Budget Manager develop and submit a preliminary budget unit ranking of Program or activity net costs for the lowest 10% of Division funding priorities for each Division by June 15
    i. Ranked priorities should represent material net cost values
        1. Example: In a $1 million net budget, a $1,000 net expenditure (.1%) is *not* a material expense that should be ranked

8. Forward preliminary Division program line item budget spreadsheets and Division budget ranking forms to the Budget Manager

9. The Sheriff, Undersheriff and Budget Manager review Division budget requests and develop a final budget request
    a. Approved program line item budget requests are completed for County budget submission by the Budget Manager to include all required County budget submission materials identified on the County Budget Checklist in the Weld County Budget Manual
    b. Final Division budget line item requests are summarized in a Sheriff Office master budget by the Undersheriff

10. All final approved Division budget request materials to be submitted to the County are provided to the Undersheriff no later than the first business day in July

11. The Undersheriff insures all Sheriff Office budget materials are submitted to the County within County submission deadlines

12. The Budget Manager gives current approved, year-to-date budget status reports at general staff meetings monthly
    a. A standard budget report format is provided to Division Captains by the Budget Manager
    b. Reports include unusual budget conditions and proposed resolutions when required
    c. The Division Captains are responsible to immediately contact the Undersheriff whenever unusual or exceptional budget conditions may result in a material impact on Division goals, performance objectives, key performance indicators or the approved current budget year appropriation

10.2.300 Procurement.pdf

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General Order

Fiscal Management

Adopted:

Directive Number: 10.2.300
Title: Procurement

Effective Date: January 21, 2015

References: Weld County Code 5-4-30, 5-4-40, 5-4-80; Weld County Sheriff's Office 10.2.100

Rationale:

A procurement process encourages competition, competitive pricing and the efficient and effective use of public resources.

Definitions:

Procurement-the purchase of equipment, supplies, materials and services necessary to support the daily operations of the Sheriff's Office

Procedure:

1. No expenditure, contract or incurred liability shall exceed the amount appropriated in an approved budget for any fiscal year

2. All contracts must be approved and executed by the Board of County Commissioners
    a. Any contract made in violation shall be void and no funds shall be paid

3. All vendor representatives will be received by the Department of Purchasing
    a. The Department of Purchasing will arrange interviews with Sheriff's Office staff when necessary
    b. Vendor solicitation in the Sheriff's Office is not permitted unless approval is received from the Department of Purchasing
        i. Vendor contacts directly with the Sheriff's Office shall be immediately referred to the Department of Purchasing
    c. All vendor correspondence shall originate in the Department of Purchasing
        i. When necessary to correspond with vendors on some technical matter, copies of that correspondence will be sent to the Department of Purchasing

4. No employee may purchase goods or services without proper purchasing procedures

a. Any goods or services purchased without proper purchasing procedures will not be paid by the County and will become the personal liability of the individual making commitment to the vendor for the illegal purchase

5. Any sales slips signed by employees must clearly include the name of the employee, the Division making the purchase and *Weld County* (Example: John Doe, Sheriff's Office Patrol Division, Weld County)

6. Purchases under $500 are completed in one of three ways:
    a. Purchase requisition and system generated purchase order
        i. Several types of expenditures are an EXCEPTION (listed in Weld County Code Section 5-4-80 A -X) and are processed for payment directly by the Department of Accounting
            1. Original invoice copies of these expenditures must be signed, stamped with the "payable stamp" and sent along with any remittance copy to the Department of Accounting for payment
                a. Retain an invoice copy marked with the date submitted to the Department of Accounting
    b. A direct pay purchase card (P-Card) (Authorized personnel listed Appendix A)
        i. Purchase requisitions are not required
        ii. Purchases of items for personal use, a single transaction exceeding $1500, cash withdrawals, direct marketing and any product, service or merchant considered inappropriate for County funds are not authorized for P-Card use
    c. Fuel credit card (Authorized personnel listed Appendix A)
        i. Use only at fuel stations accepting credit cards as payment
            1. Pay at the pump, insert card, enter PIN, (Conoco Fleet 00 + last four digits of SSN), (Shell Fleet last four digits of SSN)
            2. Pay in person, present fuel card and County ID, enter PIN
            3. Obtain receipt(s) and return receipts to the purchasing technician in the Administrative Bureau

7. Purchase requisitions must be signed by a Division Captain or Lieutenant AND include an expense line item account code from the approved budget to expense the amount of purchase
    a. Signed and coded purchase requisitions are forwarded to the Administration Division purchasing technician

8. Purchase requisitions are submitted to the Department of Purchasing by the Administration Division purchasing technician
    a. After a purchase requisition has been submitted to the Department of Purchasing, all contact with existing potential suppliers shall be made by or with the knowledge and approval of the Department of Purchasing
    b. The Department of Purchasing may initiate a quotation and informal bid when a purchase is valued at $500 or more but less than $10,000
        i. Formal bid procedures may still be used when the best interest of the County dictates

ii. All informal bid prices received are confidential until the award is made
    1. After award, all bid information is open for public inspection during regular business hours at the Department of Purchasing

c. The Department of Purchasing initiates a formal bid when a purchase is valued at $10,000 or more
    i. The staff of the requesting Division prepare specifications for Request for Proposals (RFP) submitted with purchase requisitions
        1. Specifications cannot knowingly:
            a. Be exaggerated for the purpose of receiving better pricing
            b. Underestimate requirements or deny the existence of requirements to avoid doing business with a particular supplier
            c. Misrepresent a competitor's prices, quality or services to obtain concessions
    ii. Division staff attends pre-bid meeting and answers questions from perspective bidders as required
    iii. Bid proposals received are forwarded by the Department of Purchasing to Division staff for analysis of each bid submitted on established comparisons of quality and price
    iv. Division staff makes a recommendation for bid award to the Board of County Commissioners
        1. Recommendations are written and include information supporting the recommendation
            a. The Board of County Commissioners may require a work session prior to the public meeting where the bid award will be determined
    v. Send written RFP's and final, signed vendor contracts to the Administration Division Lieutenant
        1. Copies of RFP's and signed vendor contracts are maintained by the Administration Division

9. Forward all receipts or receiving documents to the Administration Division purchasing technician
    a. Exception: Forward North Jail food/kitchen and inmate medical related receipts and receiving documents to the North Jail Kitchen Manager or North Jail Health Services Administrator respectively
    b. See General Directive 10.2.301 if delivery documents involve a common carrier

Appendix A
Authorized Personnel List

Authorized Personnel/Purchase Cards:

1. Sheriff
2. Undersheriff
3. Division Captains
4. Patrol Division Lieutenants
5. Internal Affairs Sergeant
6. Courts/Transportations Sergeants
7. Transportation Deputies
8. Investigations Sergeants
9. Administration Division Office Technicians
    a. Training
    b. Purchasing

Authorized Personnel/Fuel Cards:

1. Sheriff
2. Undersheriff
3. Division Captains
4. Patrol Division Lieutenants
5. Internal Affairs Sergeant
6. DD & PD Sergeants
7. Transportation Deputies

2016_04 Telephone Court Appearance.pdf

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Detention Division

Numbered Memorandum 2016-04

Issuing Authority	**:**	**Lt. Todd Deutsch**
Topic	**:**	**Telephone Court Appearances**
Issued	**:**	February 19, 2016
Effective	**:**	March 02, 2016
Reference	**:**	

Rationale:

Inmates have the ability to attend court concerning their children via telephone. This would provide effective utilization of Weld County Sheriff's Office resources. In addition safety and security is increased by reducing the need to move inmates both inside and outside of the facility.

Definitions:

Telephone Court Appearance— Any court can request to have an inmate attend court via the telephone when it is not necessary for that inmate to appear in person. These court appearances may be limited to civil or criminal court specifically relation to the inmates dependent children.

Specific Case Cases that can be approved for Telephone Appearance— Safety of Children, Placement of Children, Criminal, Grand Jury, Professional Licensing (lively hood), all other will be at the discretion of a Lieutenant.

Telephone Appearance Locations- (See appendix A) TM, TF and Booking will use Unit M or N's professional visiting rooms, all other at located within the housing unit.

Procedure:

1. Any court requesting a phone appearance will be referred to the Transport Coordinator, and/or the Court Services Technician (ext.2847 2848, 2858).

2. The Transport Coordinator and/or the Court Service Technician will take the request. If the request is outside of Safety of Children, Placement of Children, Criminal, Grand Jury, Professional Licensing. They will contact their Sergeant who will coordinate with the Lieutenant before approving any telephone court appearance.

3. Once approved the Transport Coordinator and or the Courts Service Technician will schedule an event (PHON*). The telephone appearance call only be schedule between the hours of 0800-1100, or 1400-1700.

4. The Transport Coordinator and/or the Court Service Technician will be responsible to ensure that at the time of the approval that no more than one (1) telephone appearance is schedule in a housing unit.

5. The Unit Deputy will be the primary deputy to ensure the inmate is in the appropriate location with the phone to start on time. They will search the area of the Telephone Appearance, retrieve the telephone from the secure location at the completion of the Telephone Appearance.

6. The Unit Deputy will be responsible to monitor the inmate while they are in the Telephone Court Appearance.

7. The Unit Deputy will end the Telephone Court Appearance and return the inmate from the event and return the telephone to a secure location.

Appendix A

Court Telephone Locations and Extensions

The below list indicates the Unit Location and the Telephone Extensions for the Court Hearing Telephones

Housing Unit/Location	Ext
1West/ A Pod Professional Visiting Room	2740
1West/ B Pod Professional Visiting Room	3852
1West/ C Pod Professional Visiting Room	3807
1East/ M Pod Professional Visiting Room (Medical/Classification Screening)	2741
1East/ N Pod Professional Visiting Room	2742
1East/ 0 Pod 2"d Professional Visiting Room	2743
1East/ R Pod Lower Professional Visiting Room	2744
1East/ S Pod Professional Visiting Room	2745

TF/TM and Booking will use M Pod

2 East/ Unit 1Professional Visiting Room	2746
2 East/ Unit 2 Professional Visiting Room	2747
2 East/ Unit 3 Professional Visiting Room	2748
2 East/ Unit 4 Professional Visiting Room	2749
2 East/ Unit 5 Professional Visiting Room	2750
2 East/ Unit 6 Class room	2751
2 East/ Unit 7 Professional Visiting Room	2752
2 East/ Unit 8 Professional Visiting Room	2753
2 East/ Unit 9 Class room	2754
2 East/ Unit 10Class Room	2755
2 East/ Unit 11Professional Visiting Room	2644

*Note – In those units where the classrooms are being used instead of Professional Visiting was based on the better view the Unit Deputy would have.

2016_03 Missing Affidavit Proceedure.pdf

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WCSO Detentions Division
Numbered Memorandum 2016-3

Issuing Authority: **Captain Roger Ainsworth**
Topic: **Missing Affidavits**
Issued: **021816**
Effective: **021916**

Rationale:

As the sheriff's representatives to the court, detentions employees are responsible to assist in providing appropriate paperwork to the courts on first appearances in a timely matter. Occasionally warrantless arrest affidavits are not received contemporaneously and must be retrieved from the arresting agency prior to court transport. Because a supervisor at the arresting agency needs to be contacted, that contact will be made by a supervisor from our agency. (Peers)

Procedure:

At 0600, the booking tech supervisor or designee will print a final court list and double check that all paper work is ready for court. If any affidavits are missing, they will notify the dayshift booking sergeant as soon as possible. The day shift booking sergeant will contact the agency's supervisor, through dispatch, and advise them of the missing affidavit as well as a deadline for submission. A recommended deadline of 0645 should be used, realizing that if the court transport deputy has not left yet, (generally 0700) there may be some leniency granted. The booking sergeant should ask what mode the affidavit will be transmitted through: Fax, E-mail (courtupdates@co.weld.co.us), or in person.

If there is no affidavit received by the time the transport officer leaves, the officer will need to appear in court to testify in lieu of an affidavit. Chronic missing affidavits from an agency should be addressed through WCSO chain of command to the captain, with specific instances cited.

Admin Leave Notice 2024.pdf

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Weld County Sheriff's Office
Administrative Leave Notice

Criminal Case Number: _____

IA Case Number: _____

Employee Name: Title/Rank Assignment: Choose Assignment

The Weld County Sheriff's Office has become aware of an incident involving your conduct or performance as an employee of the Weld County Sheriff's Office. Your continued current assignment could jeopardize the safe and orderly operations of the Weld County Sheriff's Office.

Effective immediately, you are being placed on Choose Leave Type administrative leave. You are to turn in your county badge, ID card(s), all weapons and keys issued to you or used by you during your official duty at the Weld County Sheriff's Office. You are not permitted to enter the property of Weld County Sheriff's Office without express direction from the Sheriff, Undersheriff, Professional Standards Lieutenant, or IA Sergeant. You are not allowed to conduct any business under the authority of the Weld County Sheriff's Office or Weld County Government. You are required to keep the investigator informed of where you will be and how you can be contacted on a daily basis. Further, you are hereby ordered not to discuss this investigation with anyone except the investor assigned to this investigation, your attorney, the PST Clinical Advisor, or your significant other.

Personnel involved in an internal investigation may request assistance from the PST Clinical Advisor, Tim Brown (970-290-5208) or uninvolved members of the PST for assistance in dealing with the stress from the investigation or inquiry.

Title/Rank _____ Date/Time

Signature

Title/Rank _____ Date/Time

Signature

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