MADERA COUNTY DEPARTMENT OF CORRECTIONS
PERSONNEL REGULATIONS
DPPM 01-16

SUBJECT PERSONNEL REGULATIONS

POLICY THE MADERA COUNTY DEPARTMENT OF CORRECTIONS WILL OPERATE UNDER THE PERSONNEL POLICIES AND PROCEDURES DEVELOPED BY THE COUNTY CIVIL SERVICE COMMISSION, DEPARTMENTS OF ADMINISTRATION, PERSONNEL, AND CORRECTIONS, TO ENSURE STANDARDIZATION OF PRACTICE. ALL PERSONNEL SHALL FAMILIARIZE THEMSELVES WITH THE PROVISIONS OF THE CODE OF CONDUCT AND THE DEPARTMENTAL POLICIES AND PROCEDURES MANUAL, AND SHALL CONFORM TO, AND OBEY, SUCH RULES AND REGULATIONS.

REFERENCES GOVT CODE §§ 3500 THROUGH 3171 STANDARDS AND TRAINING FOR CORRECTIONS RULES AND REGULATIONS ADMINISTRATIVE BULLETIN - MADERA COUNTY ORDINANCE NO. 518 MADERA COUNTY CODE §§ 2.60.160, 2.60.580 THRU 2.60.611, 2.60.730

GENERAL INFORMATION PERSONNEL MANAGEMENT REGULATIONS - MADERA COUNTY PERSONNEL CLASSIFICATIONS, SELECTIONS, RETENTION AND PROMOTION PRACTICES

1. FACILITY PERSONNEL ARE CLASSIFIED, SELECTED, ASSIGNED AND PROMOTED ON THE BASIS OF MERIT AND SPECIFICATIONS, AS DEVELOPED AND ADMINISTERED THROUGH THE COUNTY AND DEPARTMENT PERSONNEL MANAGEMENT REGULATIONS.

2. THESE PERSONNEL MANAGEMENT REGULATIONS/POLICIES WERE DEVELOPED IN ACCORDANCE WITH COUNTY, STATE AND FEDERAL STATUTES; AS SUCH PROVIDE FOR THE PROVISIONS AND REQUIREMENTS OF THE AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY CONSIDERATIONS.

GENERAL INFORMATION PHYSICAL FITNESS

1. THE PHYSICAL FITNESS STANDARDS FOR PERSONNEL ASSIGNED TO THE DEPARTMENT OF CORRECTIONS ARE BASED ON JOB RELATED STANDARDS AS OUTLINED BY THE COUNTY PERSONNEL DEPARTMENT.
GENERAL INFORMATION

COMPENSATION, BENEFITS AND CONDITIONS OF EMPLOYMENT

1. THE COMPENSATION, BENEFITS AND OTHER CONDITIONS OF
EMPLOYMENT FOR EMPLOYEES ASSIGNED TO THE
DEPARTMENT ARE DETERMINED THROUGH THE EMPLOYER-
EMPLOYEE NEGOTIATIONS PROCESS, AND ARE CONTAINED IN
THE COUNTY SALARY/BENEFIT ORDINANCE, SALARY
SCHEDULES, AND THE INDIVIDUAL EMPLOYEE
UNION/ASSOCIATION MEMORANDUM OF UNDERSTANDING.

2. EMPLOYEES ARE ADVISED OF THEIR SALARY AND BENEFIT
DURING THE INITIAL EMPLOYMENT ORIENTATION.

3. UNION OFFICIALS WILL HAVE AN OPPORTUNITY TO MEET
WITH NEW EMPLOYEES TO ORIENT THEM ON THE UNION AND
EMPLOYEE RIGHTS.

GENERAL INFORMATION

EMPLOYER - EMPLOYEE RELATIONS

1. THE DEPARTMENT IS ADMINISTERED ON THE PRINCIPLES AND
PHILOSOPHIES OF EMPLOYER-EMPLOYEE RELATIONS, AS SET
FORTH IN COUNTY, STATE AND FEDERAL STATUTES; THE
PURPOSE OF WHICH IS TO PROMOTE FULL COMMUNICATIONS
BETWEEN THE EMPLOYER AND THE EMPLOYEE.

GENERAL INFORMATION

CODE OF CONDUCT/ETHICS

1. MADERA COUNTY DEPARTMENT OF CORRECTIONS
PERSONNEL ARE PROHIBITED FROM USING THEIR OFFICIAL
POSITION TO SECURE PRIVILEGES FOR THEMSELVES OR
OTHERS, AND FROM ACTIVITIES THAT CONSTITUTE A
CONFLICT OF INTEREST.

2. EMPLOYEES SHALL BE CONSIDERED TO BE ON DUTY ANY
TIME THEY ARE ON A JAIL ASSIGNMENT (WHETHER AT THE
JAIL OR NOT), AND SHALL BE PREPARED TO ACT OR RESPOND
IN A PROFESSIONAL MANNER WHEN CIRCUMSTANCES
INDICATE A NEED FOR ACTION. SUCH ACTION SHALL BE
WITHIN THE SCOPE OF THEIR RESPONSIBILITIES AND LEGAL
STATUS. WHILE ON ASSIGNMENT ALL EMPLOYEES ARE
REPRESENTING THE COUNTY AND SHOULD ACT
ACCORDINGLY.
3. THE EMPLOYEES' PRIMARY RESPONSIBILITY IS THE CARE, CUSTODY, AND CONTROL OF THOSE INMATES COMMITTED BY COURT ORDER OR AWAITING TRIAL. EMPLOYEES SHALL PROVIDE SUCH CARE IN A JUST MANNER SO AS NOT TO DEPRIVE INMATES OF THEIR CONSTITUTIONAL RIGHTS, OR JEOPARDIZE THE SAFETY OF THE COMMUNITY.

4. EMPLOYEES SHALL BE REQUIRED TO PERFORM ALL DUTIES REQUIRED OF THEM IN A COMPETENT AND EFFICIENT MANNER.

5. EMPLOYEES SHALL NOT USE EXCESSIVE FORCE IN DEALING WITH INMATES. ONLY THAT AMOUNT OF FORCE REASONABLE TO CONTAIN A SPECIFIC SITUATION MAY BE USED. EMPLOYEES ARE REQUIRED TO FOLLOW USE OF FORCE AND RESTRAINTS DPPM 09-10.

6. THE HOURS OF ALL OFFICERS AND CIVILIAN EMPLOYEES OF THE DEPARTMENT SHALL BE REGULATED BY THE DIRECTOR WHO HAS THE AUTHORITY, WHEN NECESSARY, TO CALL ANY OFFICER OR CIVILIAN EMPLOYEE TO RETURN TO DUTY AT ANY TIME, REGARDLESS OF THE HOURS ASSIGNED TO THAT OFFICER OR CIVILIAN EMPLOYEE.

7. EMPLOYEES WILL REMAIN ALERT, OBSERVANT AND OCCUPIED WITH CORRECTIONAL BUSINESS DURING THEIR TOUR OF DUTY AND WILL NOT CONDUCT THEMSELVES IN A MANNER THAT WOULD MERIT CRITICISM FOR INATTENTIVENESS, INEFFICIENCY, SLOVENLY BEARING, WASTING OF TIME, OR IN ANY WAY BRING DISCREDIT TO THE DEPARTMENT.

8. PERSONNEL SHALL NOT ENGAGE IN PERSONAL CONVERSATIONS TO THE EXTENT THAT THE ASSIGNED WORK IS NEGLECTED, OR GIVE THE APPEARANCE OF LOITERING OR INATTENTION TO DUTY. EMPLOYEES SHALL NOT RECEIVE PERSONAL VISITS WHILE ON DUTY EXCEPT WITH THE PERMISSION OF THE EMPLOYEE'S SUPERVISOR.

9. COUNTY-OWNED OR LEASED EQUIPMENT, VEHICLES, INSTRUMENTS, TOOLS SUPPLIES, MACHINES, BUILDINGS, GROUNDS, OR ANY OTHER ITEM WHICH IS THE PROPERTY OF THE COUNTY SHALL NOT BE USED FOR ANY PURPOSE OR BY ANY PERSON EXCEPT IN THE PERFORMANCE OF THE PUBLIC
BUSINESS OR GOVERNMENTAL PURPOSES.

GENERAL INFORMATION

PERSONAL CONDUCT

1. EACH EMPLOYEE SHALL SO REGULATE HIS/HER PERSONAL AFFAIRS, ON OR OFF DUTY, SO THAT NO ACT OR CONDUCT ON HIS/HER PART, IF BROUGHT TO THE ATTENTION OF THE PUBLIC, COULD RESULT IN UNFAVORABLE CRITICISM OF ANY SUCH OFFICER OR CIVILIAN EMPLOYEE OR THE DEPARTMENT, OR BE INVOLVED PERSONALLY IN POLICE INCIDENTS TO THEIR DISCREDIT, OR TO THE DISCREDIT OF THE DEPARTMENT. IF ANY CONTACT IS MADE WITH LAW ENFORCEMENT, WRITE A MEMO TO YOUR IMMEDIATE SUPERVISOR, BRIEFLY STATING THE INCIDENT.

2. A SUPERIOR OFFICER WISHING TO DISCIPLINE A SUBORDINATE FOR THEIR PERSONAL CONDUCT ON OR OFF DUTY, MUST SHOW SUBSTANTIAL EVIDENCE THAT THE SUBORDINATE CONDUCTED THEIR PERSONAL LIFE IN A MANNER THAT EITHER:

   A. IMPAIRED THE OPERATIONS OF THE DEPARTMENT
   B. WOULD BRING DISCREDIT TO THE DEPARTMENT
   C. CAUSED THE PUBLIC TO LOSE CONFIDENCE IN THE DEPARTMENT

3. THE FOLLOWING ACTS OR OMISSIONS SHALL BE PROHIBITED BY MEMBERS OF THE DEPARTMENT. A MEMBER MAY BE DISCIPLINED OR DISMISSED FROM THE DEPARTMENT FOR ANY ACT HEREIN ENUMERATED IF THE ACT SERIOUSLY IMPAIRS THE DEPARTMENTAL OPERATIONS OR SERIOUSLY UNDERMINES THE PUBLIC CONFIDENCE IN THE DEPARTMENT.

4. EMPLOYEES SHALL NOT WILLFULLY VIOLATE ANY FEDERAL, STATE OR LOCAL LAW OR ORDINANCE.

5. EMPLOYEES SHALL AVOID INVOLVEMENT IN NEIGHBORHOOD DISPUTES, WHETHER ON OR OFF DUTY. EMPLOYEES SHALL NOT ENGAGE IN GAMES OF CHANCE IN VIOLATION OF ANY LAW.

6. SUPERIOR OFFICERS SHALL NOT ASSOCIATE SOCIALLY WITH, OR FRATERNIZE WITH, SUBORDINATES OF THE OPPOSITE SEX, TO THE EXTENT THAT IT MAY BRING DISCREDIT TO THE OFFICERS INVOLVED, OR THE DEPARTMENT.
7. EMPLOYEES SHALL BE RESPECTFUL, COURTEOUS AND CIVIL WITH THE PUBLIC AND EACH OTHER, AND SHALL NOT USE COARSE, LOUD, INDECENT, PROFANE OR UNNECESSARILY HARSH LANGUAGE IN ANY PUBLIC PLACE OR IN OTHER WAYS CONDUCT THEMSELVES IN A DISORDERLY MANNER, ON OR OFF DUTY.

8. EMPLOYEES SHALL NOT ENGAGE IN “HORSEPLAY” OR THE PLAYING OF PRANKS WHILE ON DUTY AT ANY TIME.

9. EMPLOYEES SHALL NOT BECOME A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION WHICH HAS ADOPTED A POLICY OF ADVOCATING VIOLENCE OR ACTS OF FORCE TO DENY OTHERS THEIR CONSTITUTIONAL RIGHTS, OR WHO SEEK TO ALTER THE FORM OF GOVERNMENT BY UNCONSTITUTIONAL MEANS, OR WHO ADVOCATE RACIAL OR RELIGIOUS DISCRIMINATION AS A POLITICAL PHILOSOPHY OR OBJECTIVE.

10. EMPLOYEES SHALL NOT RIDICULE, MOCK, DERIDE, TAUNT, OR BELITTLE ANY INMATE, PUBLIC PERSON OR OFFICER; NOR WILLFULLY EMBARRASS, HUMILIATE OR SHAME ANY PERSON; NOR DO ANYTHING THAT MIGHT INCITE ANY PERSON TO VIOLENCE.

11. EMPLOYEES SHALL NOT USE OR POSSESS ANY CONTROLLED SUBSTANCE DEFINED BY SECTIONS 802(6) AND 812 OF TITLE 21 OF THE UNITED STATES CODE, OR THE CALIFORNIA HEALTH AND SAFETY CODE, INCLUDING BUT NOT LIMITED TO MARIJUANA (CANNIBIS), AMPHETAMINES, COCAINE, AND OPIATES. THE USE LAWFULLY PRESCRIBED MEDICATIONS, AND NON-PRESCRIPTION MEDICATIONS, IS NOT PROHIBITED TO THE EXTENT THAT THE USE OF SUCH MEDICATIONS DOES NOT NEGATIVELY IMPACT AN EMPLOYEE’S ABILITY TO SAFELY AND EFFECTIVELY PERFORM THE ESSENTIAL JOB FUNCTIONS OF HIS OR HER POSITION. HOWEVER, FOR PURPOSES OF THIS POLICY, MARIJUANA (CANNIBIS), AND ANY MARIJUANA (CANNIBIS) DERIVATIVE, IS EXCLUDED FROM THE DEFINITION OF A “LAWFULLY PRESCRIBED MEDICATION.”

12. EMPLOYEES SHALL NOT TAMPER WITH PERSONNEL RECORDS, NOR REMOVE SAME FROM THE FACILITY WITHOUT PROPER AUTHORIZATION.

13. EMPLOYEES SHALL NOT MISUSE THE LAW ENFORCEMENT RADIO SYSTEM OR THE CALIFORNIA LAW ENFORCEMENT
TELECOMMUNICATION SYSTEM.

14. EMPLOYEES SHALL CONDUCT THEIR DUTIES IN A COMPETENT AND EFFICIENT MANNER AND ARE EXPECTED TO EXERCISE GOOD JUDGMENT IN THE PERFORMANCE OF THEIR ASSIGNMENTS. STATISTICAL EVIDENCE COMPARING AN EMPLOYEE’S PERFORMANCE TO OTHER EMPLOYEES SHALL BE A VALID BASIS TO DISCIPLINE OR DISMISS.

15. NO EMPLOYEE WILL KNOWINGLY ALTER, FALSIFY, OR MISREPRESENT THE TRUE FACTS ON ANY JAIL FORM, CARD, ORDER, OR OTHER ITEMS.

16. EMPLOYEES SHALL NOT REMOVE COUNTY PROPERTY, MONEY, FOOD, OR OTHER ITEMS FROM THE DEPARTMENT WITHOUT PERMISSION OR AUTHORITY TO DO SO.

17. EMPLOYEES ARRESTED AND CHARGED WITH A CRIMINAL OFFENSE MAY BE SUBJECT TO DISMISSAL.

18. CORRECTIONAL OFFICERS WILL NOT REPRESENT THEMSELVES TO THE PUBLIC AS LAW ENFORCEMENT OFFICERS, ACT IMPROPERLY UNDER THE COLOR OF AUTHORITY, OR EXCEED IN ANYWAY THE AUTHORITY VESTED IN THEM BY VIRTUE OF THEIR APPOINTMENT AS CORRECTIONS OFFICERS.

GENERAL INFORMATION

DERELICTION OF DUTY

EMPLOYEES SHALL NOT BE DERELICT IN THEIR DUTY. THE FOLLOWING ACTS OR OMISSIONS SHALL CONSTITUTE DERELICTION OF DUTY.

1. FAILURE TO OBEY ORDERS; WILLFUL OR REPEATED VIOLATION OF ANY RULE, REGULATION, ORDER, OR POLICY OF THE DEPARTMENT.

2. FAILURE TO MAKE A PROPER REPORT OF OFFENSES, INCIDENTS, OBSERVED OR REPORTED.

3. FOR ANY EMPLOYEE TO BE ABSENT WITHOUT AUTHORIZED LEAVE.

4. COWARDICE OR FAILURE TO SUPPORT FELLOW OFFICERS OR FAILURE TO PERFORM CORRECTIONAL DUTIES BECAUSE OF FEAR.
5. SLEEPING WHILE ON DUTY.

6. FAILURE TO COMPLETE ASSIGNED TRAINING REQUIREMENTS.

7. NEGLECT OF DUTY OR FOR DISPLAYING RELUCTANCE TO PROPERLY PERFORM ASSIGNED DUTIES, OR ACTING IN A MANNER TENDING TO BRING DISCREDIT UPON HIMSELF/HERSELF OR THE DEPARTMENT, OR FAILING TO ASSUME RESPONSIBILITY OR EXERCISE DILIGENCE AND INTEREST IN PURSUIT OF DUTIES, OR DISPLAYING A LACK OF ENERGY OF SUCH CHARACTER AS TO AMOUNT TO INCOMPETENCE.

8. FAILURE OF A SUPERVISOR OR COMMANDER TO IMMEDIATELY TAKE ACTION WHEN A VIOLATION COMES TO HIS/HER ATTENTION.

9. USING SOCIAL MEDIA WHILE AT WORK (I.E. FACEBOOK, INSTAGRAM, SNAPCHAT, TWITTER, WHATSAPP, TUMBLR, VIMEO, ETC.)

GENERAL INFORMATION

INSUBORDINATION

DEFINITION TO RISE AGAINST OR OPPOSE LAWFULLY ESTABLISHED AUTHORITY; TO EXCITE OR ATTEMPT TO EXCITE OPPOSITION TO LAWFUL COMMANDS; REFUSAL OR FAILURE TO RECOGNIZE OR SUBMIT TO LAWFUL DIRECTIVES FROM AN OFFICER OF SUPERIOR RANK; TO PROMOTE DEFiance, DIVISIVENESS, DISSENSION, AND DISUNITY WITHIN THE SHIFT OR ORGANIZATION.

EXAMPLES OF INSUBORDINATION

1. FAILURE OR REFUSAL TO FOLLOW A DIRECT ORDER WHETHER VERBAL OR WRITTEN.

2. FAILURE OR REFUSAL TO MAINTAIN CONSISTENCY WITHIN STANDARD OPERATING PROCEDURES OR GUIDELINES.

3. FAILURE OR REFUSAL TO FOLLOW THE CHAIN OF COMMAND.

4. BYPASSING OR GOING AROUND THE AUTHORITY OF AN IMMEDIATE SUPERVISOR TO RECEIVE A DECISION OTHER THAN THEIR’S.
5. BEING DISRESPECTFUL, BELLIGERENT, OR ARGUMENTATIVE WITH A PERSON OF SUPERIOR RANK.

GENERAL INFORMATION USE OF ALCOHOL

1. NO EMPLOYEE SHALL DRINK ALCOHOL WHILE WEARING THEIR UNIFORM. NOR SHALL ANY EMPLOYEE APPEAR IN PUBLIC PLACES WHERE ALCOHOL IS THE PRIMARY SERVICE WHILE IN UNIFORM.

2. NO EMPLOYEE SHALL DRINK ALCOHOL WHILE ON DUTY OR ON COUNTY PROPERTY, NOR SHALL ANY EMPLOYEE REPORT FOR DUTY OR OTHERWISE ENTER THE FACILITY WHILE INTOXICATED.

3. EMPLOYEES SHALL NOT DRINK ALCOHOL TO THE EXTENT IT BRINGS DISCREDIT TO THEMSELVES, THE DEPARTMENT, OR WHEREIN THEY ARE SUBJECT TO ARREST.

GENERAL INFORMATION FINANCIAL OBLIGATIONS

1. NO SUPERVISOR OR COMMANDER SHALL PLACE THEIRSELF UNDER FINANCIAL OBLIGATION TO A SUBORDINATE.

2. NO EXPENDITURE OF MONEY SHALL BE MADE, OR LIABILITY INCURRED, IN THE NAME OF THE COUNTY OR DEPARTMENT BY ANY EMPLOYEE UNLESS AUTHORIZED. EMERGENCY GAS, OR MINOR EMERGENCY REPAIRS FOR COUNTY VEHICLES AND EQUIPMENT, MAY BE PERMITTED WITH APPROVAL OF THE DIRECTOR OR DESIGNEE (OUT OF TOWN, CREDIT CARD USE ONLY).

GENERAL INFORMATION MOONLIGHTING/OUTSIDE EMPLOYMENT

THE DIRECTOR, OR DESIGNEE, MAY LIMIT OR COMPLETELY PROHIBIT OUTSIDE EMPLOYMENT OR OTHER-AGENCY RESERVE COMMITMENT OF SUBORDINATES IF IT ADVERSELY AFFECTS THE OPERATION OF THE DEPARTMENT, MADERA COUNTY CODE, SECTION 2.60.160, STATES AS FOLLOWS:

EMPLOYEES MAY BE ALLOWED TO WORK FOR ANOTHER EMPLOYER, ENGAGE IN OTHER ACTIVITIES FOR PAY, AND/OR OPERATE OR HAVE INTERESTS IN ENTERPRISES AND ACTIVITIES OUTSIDE THEIR EMPLOYMENT WITH THE COUNTY SUBJECT TO THE FOLLOWING
CONDITIONS:

1. ALL EMPLOYMENT OR SELF-EMPLOYMENT FOR COMPENSATION OUTSIDE OF DEPARTMENT WORK SHALL BE AUTHORIZED BY THE EMPLOYEE’S APPOINTING AUTHORITY WHO SHALL ASCERTAIN THE NATURE OF EMPLOYMENT, DAYS AND HOURS OF WORK INVOLVED, AND DURATION OF EMPLOYMENT.

2. NO OUTSIDE EMPLOYMENT SHALL BE AUTHORIZED WHICH INVOLVES PRIVATE GAIN OR ADVANTAGE FROM USE OF COUNTY TIME, FACILITIES, EQUIPMENT, OR SUPPLIES, OR THE BADGE, UNIFORM, PRESTIGE OR INFLUENCE OF THE COUNTY OFFICE OR PROFESSION OR OF SPECIAL KNOWLEDGE OR INFORMATION AVAILABLE TO THE EMPLOYEE BECAUSE OF HIS COUNTY EMPLOYMENT OR PROFESSION.

3. NO OUTSIDE EMPLOYMENT SHALL BE AUTHORIZED WHICH INVOLVES RECEIPT OR ACCEPTANCE BY THE OFFICER OR EMPLOYEE OF ANY MONEY OR OTHER CONSIDERATION FROM ANYONE OTHER THAN THE COUNTY FOR THE PERFORMANCE OF AN ACT OR SERVICE WHICH THE OFFICER OR EMPLOYEE MIGHT BE REQUIRED OR EXPECTED TO PERFORM IN THE REGULAR COURSE OF HIS COUNTY EMPLOYMENT.

4. NO OUTSIDE EMPLOYMENT SHALL BE AUTHORIZED WHICH INVOLVES THE PERFORMANCE OF AN ACT OR SERVICE WHICH ACT OR SERVICE MAY LATER BE SUBJECT DIRECTLY OR INDIRECTLY TO THE CONTROL, INSPECTION, REVIEW, AUDIT, OR ENFORCEMENT BY SUCH OFFICER OR EMPLOYEE OR BY THE DEPARTMENT IN WHICH HE IS EMPLOYED. (ORD. §5.2, 1972).

PROCEDURE 1  NOTIFICATION TO DIRECTOR OF OUTSIDE EMPLOYMENT

1. EMPLOYEES SHALL SUBMIT ALL NECESSARY INFORMATION REGARDING OUTSIDE EMPLOYMENT TO THE DIRECTOR OR DESIGNEE ON FORM NUMBER MCDC0266.

2. CURRENT EMPLOYEES SHALL SUBMIT THE COMPLETED FORM FOR AUTHORIZATION AT LEAST FIVE (5) DAYS PRIOR TO BEGINNING OUTSIDE EMPLOYMENT.

3. PROSPECTIVE EMPLOYEES WILL SUBMIT THE COMPLETED FORM ALONG WITH THE OTHER BACKGROUND INFORMATION REQUIRED PRIOR TO BEING ACCEPTED FOR EMPLOYMENT AT
THE MADERA COUNTY DEPARTMENT OF CORRECTIONS

GENERAL INFORMATION FACILITY STAFFING LEVELS

1. IT SHALL BE THE RESPONSIBILITY OF THE DIRECTOR OR DESIGNEE TO DETERMINE THE ACTUAL NUMBER OF PERSONNEL NEEDED TO PROVIDE MINIMUM COVERAGE WITHIN THE FACILITY, IN ORDER TO ACCOMPLISH THE GOALS OF THE FACILITY.

GENERAL INFORMATION PROVISIONAL TEMPORARY AND EXTRA-HELP EMPLOYEES

1. COUNTY PERSONNEL REGULATIONS, DEPARTMENT POLICIES, AND STATE LAW PROVIDE FOR THE USE OF PROVISIONAL, TEMPORARY, AND EXTRA-HELP EMPLOYEES FOR SHORT-TERM, FULL-TIME, OR PART-TIME WORK IN SPECIAL OR EMERGENCY SITUATIONS.

GENERAL INFORMATION PERSONNEL RECORDS

1. THE PERSONNEL RECORDS OF DEPARTMENT EMPLOYEES SHALL REFLECT INFORMATION THAT IS RELIABLE, ACCURATE AND CURRENT. THESE RECORDS SHALL BE CONSIDERED TO BE CONFIDENTIAL AND PROTECTED AGAINST UNWARRANTED EXAMINATIONS, AS SPECIFIED BY COUNTY, STATE AND FEDERAL STATUTES.

2. THE PERSONNEL RECORDS SHALL BE MADE AVAILABLE ONLY TO THE EMPLOYEES, UNDER THE SUPERVISION OF THEIR IMMEDIATE SUPERVISOR, OR TO THE BOARD OF SUPERVISORS OR TO THE EMPLOYEE’S APPOINTING AUTHORITY OR HIS/HER REPRESENTATIVE, UPON REQUEST. THE EMPLOYEE ALSO HAS THE ABILITY TO CHALLENGE ANY ENTRY INTO THEIR PERSONNEL RECORD THROUGH ESTABLISHED DEPARTMENTAL POLICY.

GENERAL INFORMATION AVAILABILITY OF PERSONNEL INFORMATION

1. EACH EMPLOYEE SHALL KEEP THE DEPARTMENT INFORMED AS TO THEIR CURRENT ADDRESS AND TELEPHONE NUMBER. WHEN YOU CHANGE ADDRESS OR TELEPHONE NUMBERS YOU WILL NOTIFY DOC HUMAN RESOURCES WITHIN 48 HOURS.

2. EACH EMPLOYEE SHALL FURNISH THE DEPARTMENT A
TELEPHONE NUMBER THROUGH WHICH THEY MAY BE LOCATED IN THE EVENT OF AN EMERGENCY. ALL EMPLOYEES WILL, AS SOON AS PRACTICAL AND IN NO CASE LONGER THAN THIRTY DAYS FROM THE DATE OF EMPLOYMENT, HAVE A TELEPHONE AVAILABLE IN THEIR PLACE OF RESIDENCE.

3. ADDRESSES AND TELEPHONE NUMBERS OF EMPLOYEES SHALL BE KEPT CONFIDENTIAL AND SHALL NOT BE GIVEN OUT TO THE GENERAL PUBLIC, OR OFFICERS. ONLY WATCH COMMANDERS WILL BE GIVEN THE CONTACT INFORMATION.

GENERAL INFORMATION

UNAUTHORIZED RELEASE OF INFORMATION

1. NO EMPLOYEE SHALL REVEAL ANY CONFIDENTIAL INFORMATION (CRIMINAL HISTORY, PERSONNEL, ETC) TO ANYONE UNLESS AUTHORIZED TO RECEIVE SUCH CONFIDENTIAL INFORMATION AND WILL BE LIMITED TO A "NEED TO KNOW" BASIS.

2. NO EMPLOYEE SHALL MAKE KNOWN ANY INFORMATION CONCERNING THE PROGRESS OF AN INVESTIGATION, A KNOWN OR PENDING CONTRABAND DROP, OR LAW VIOLATION, OR CONDITION AGAINST WHICH ACTION IS OR MAY BE TAKEN AT A FUTURE TIME, OR ANY PROPOSED CORRECTIONAL AND/OR POLICE OPERATION OF ANY TYPE, TO ANY PERSON NOT AUTHORIZED TO RECEIVE IT.

GENERAL INFORMATION

MISREPRESENTATION

1. EMPLOYEES SHALL NOT MAKE FALSE STATEMENTS TO SUPERVISORS WHEN QUESTIONED OR INTERVIEWED. (WRITTEN OR VERBAL)

2. EMPLOYEES SHALL NOT FALSIFY REPORTS, DOCUMENTS, OR REPORTS, OR KNOWINGLY ALLOW INACCURATE OR INCORRECT MATERIAL TO BE ACCEPTED AS VALID.

GENERAL INFORMATION

GRATUITIES

1. NO EMPLOYEE SHALL SOLICIT ANY REWARD FOR THE PERFORMANCE OF THEIR DUTIES OTHER THAN THE SALARY PAID BY THE COUNTY.

2. EMPLOYEES SHALL NOT ACCEPT, DIRECTLY OR INDIRECTLY,
FROM ANY PERSON LIABLE TO ARREST OR TO COMPLAINT, OR IN CUSTODY, OR AFTER DISCHARGE FROM CUSTODY, OR FROM ANY FRIEND OR FRIENDS OF ANY SUCH PERSON, GRATUITY, FEE, LOAN, REWARD, OR GIFT WHATSOEVER.

3. EMPLOYEES SHALL NOT USE THEIR POSITIONS AS CORRECTIONAL OFFICERS TO SOLICIT FREE ADMISSION TO PLACES OF AMUSEMENT, OR TO OBTAIN FREE SERVICES, MEALS, OR OTHER GRATUITIES.

GENERAL INFORMATION

Bribes and Extortion

1. NO EMPLOYEE SHALL ACCEPT, AGREE TO ACCEPT, OR SOLICIT A BRIBE. A BRIBE SHALL CONSIST OF A GIFT, MONEY, OR THING OF VALUE, TESTIMONIAL, APPOINTMENT OR PERSONAL ADVANTAGE, OR THE PROMISE OR SOLICITATION OF EITHER, BESTOWED OR PROMISED FOR THE PURPOSE OF OBTAINING SPECIAL PRIVILEGES OR PERSONAL GAIN BY THE DONOR OR OTHER PERSON.

2. NO EMPLOYEE SHALL ENGAGE IN ANY ACT OF EXTORTION OR OTHER UNLAWFUL MEANS OF OBTAINING MONEY OR PROPERTY THROUGH HIS POSITION AS A MEMBER OF THE DEPARTMENT.

GENERAL INFORMATION

Religious and Personal Views

1. EMPLOYEES SHALL NOT, WHILE ON DUTY OR IN UNIFORM, ENGAGE IN RELIGIOUS DEBATES OR DISCUSSIONS TO THE DETRIMENT OF GOOD DISCIPLINE, NOR SPEAK DISPARAGINGLY OF THE NATIONALITY, RACE, OR BELIEFS OF ANY PERSON.

GENERAL INFORMATION

Political Activity

1. ACTIVITY ALLOWED - OFF DUTY

   A. PRIVATE EXPRESSION OF POLITICAL VIEW AND OPINIONS

   B. VOLUNTARY CONTRIBUTION TO A RECOGNIZED POLITICAL ORGANIZATION

   C. ATTENDING POLITICAL RALLIES, RECEPTIONS, AND
PARTIES

2. PROHIBITED ACTIVITIES WHILE ON DUTY OR IN UNIFORM:

A. MAKING A PARTISAN POLITICAL SPEECH

B. CAMPAIGNING FOR A POLITICAL PARTY OR CANDIDATE

C. TAKE AN ACTIVE PART IN THE MANAGEMENT AND/OR CONDUCT OF A POLITICAL RALLY OR PROMOTE SIMILAR AGITATIVE ACTIVITY

D. DISTRIBUTE POLITICAL BUTTONS, CARDS, LITERATURE OR POSTERS

E. SOLICIT OR TAKE PART IN SOLICITING ANY SUBSCRIPTION, POLITICAL ASSESSMENT, CONTRIBUTIONS, OR SERVICES

F. MAKE CONTACTS ON BEHALF OF A POLITICAL PARTY OR CANDIDATE VIA THE TELEPHONE OR MAIL, OR IN PERSON, OR PUBLIC ENDORSEMENT OF A PARTY AND/OR CANDIDATE IN MEDIA ADVERTISING.

INTERACTION WITH INMATES

1. EMPLOYEES SHALL PROTECT THE RIGHTS OF ALL INMATES CONFINED IN THE DEPARTMENT OF CORRECTIONS. NO EMPLOYEE SHALL USE ANY VERBAL ABUSE OR UNNECESSARY VIOLENCE AGAINST ANY INMATE, NOR SHALL ANY EMPLOYEE DIRECT ANY MALICIOUS PERSECUTION AGAINST ANY INMATE.

2. EMPLOYEES SHALL NOT ENGAGE IN UNDUE FAMILIARITY WITH INMATES OR THE FAMILY AND FRIENDS OF INMATES. WHENEVER THERE IS REASON FOR AN EMPLOYEE TO HAVE PERSONAL CONTACT OR DISCUSSIONS WITH AN INMATE OR THE FAMILY AND FRIENDS OF INMATES, THE EMPLOYEE MUST MAINTAIN A HELPFUL BUT PROFESSIONAL ATTITUDE AND Demeanor. EMPLOYEES MUST NOT DISCUSS THEIR PERSONAL AFFAIRS WITH AN INMATE.

3. EMPLOYEES MUST NOT CONTACT OR CORRESPOND WITH ANY INMATE OR WITH ANY MEMBER OF THE INMATE’S FAMILY EXCEPT AS REQUIRED BY THE EMPLOYEE’S ASSIGNED DUTIES
OR AS SPECIFICALLY APPROVED BY THE DIRECTOR OR DESIGNEE. IF AN EMPLOYEE IS CONTACTED BY AN INMATE OR MEMBER OF AN INMATE’S FAMILY, OTHER THAN UNDER APPROVED CIRCUMSTANCES, THE EMPLOYEE MUST IMMEDIATELY REPORT THE FACT TO THEIR SUPERVISOR.

4. EMPLOYEES SHALL NOT TAKE, SEND, OR BRING, EITHER TO OR FROM AN INMATE, ANY VERBAL OR WRITTEN MESSAGE, LITERATURE OR READING MATTER, OR ANY ITEM OR ARTICLE OF SUBSTANCE EXCEPT AS NECESSARY IN CARRYING OUT THE EMPLOYEE’S ASSIGNED DUTIES.

5. EMPLOYEES SHALL NOT TRADE, BARTER, LEND OR OTHERWISE ENGAGE IN OTHER PERSONAL TRANSACTIONS WITH ANY INMATE. EMPLOYEES SHALL NOT DIRECTLY, OR INDIRECTLY, GIVE TO OR RECEIVE FROM ANY INMATE, OR MEMBER OF THE FAMILY OF ANY INMATE, ANYTHING IN THE NATURE OF A TIP, GIFT, OR PROMISE OF A GIFT. EMPLOYEES SHALL NOT PURCHASE OR ACCEPT AS A GIFT, ANY ARTICLE FROM ANY INMATE.

6. ANY EMPLOYEE WHO HAS LOST, TAKEN, DAMAGED, OR DESTROYED ANY PROPERTY BELONGING TO AN INMATE, MAY BE REQUIRED TO MAKE RESTITUTION IF THE LOSS OR DAMAGE IS THE RESULT OF NEGLIGENCE ON THE PART OF THE EMPLOYEE, AND MAY BE SUBJECT TO DISCIPLINARY ACTION.

7. EMPLOYEES SHALL NOT RECOMMEND OR SUGGEST TO ANYONE, THE EMPLOYMENT OR NAME OF ANY PERSON, FIRM, OR CORPORATION, AS ATTORNEY, COUNSEL, OR BONDMAN.

8. EMPLOYEES SHALL NOT DISCUSS INMATES’ CASES WITH THEM.

9. EMPLOYEES SHALL NOT BECOME INVOLVED, IN ANY WAY Socially, WITH INMATES.

10. EMPLOYEES SHALL NOT ACCEPT LOANS, GIFTS, GRATUITIES, OR OTHER FAVORS FROM INMATES. NOR SHALL EMPLOYEES LOAN MONEY OR OTHER PROPERTY TO INMATES, NOR GRANT SPECIAL UNAUTHORIZED FAVORS.

11. IF AN EMPLOYEE HAS REASON TO BELIEVE THAT AN INMATE HAS INFORMATION OF VALUE THAT HE WISHES TO DIVULGE, THE EMPLOYEE SHALL REPORT THE INFORMATION AND REFER THE INMATE TO A CLASSIFICATION OFFICER, INVESTIGATIONS OFFICER, WATCH COMMANDER, OR THE
OPERATIONS COMMANDER.

12. NO EMPLOYEE SHALL DISCUSS WITH INMATES THE ACTION OF ANY FELLOW EMPLOYEE OR OTHER LAW ENFORCEMENT OFFICER.

13. NO EMPLOYEE SHALL DISCUSS PERSONAL BUSINESS OR DEPARTMENTAL PROBLEMS WITH INMATES. DUE CAUTION SHOULD BE EXERCISED BY OFFICERS AT ALL TIMES AS TO WHAT THEY TALK ABOUT, TO WHOM THEY SAY IT, AND WHO CAN OVERHEAR (PARTICULARLY DISCUSSIONS BETWEEN OFFICERS CONCERNING INMATES AND JAIL BUSINESS).

14. EMPLOYEES SHALL NOT BE PERMITTED TO TAKE INMATES OUT OF THE FACILITY FOR ANY REASON EXCEPT TO PERFORM DEPARTMENTAL WORK ASSIGNMENTS. ANY OTHER REASONS FOR REMOVING INMATES NOT AUTHORIZED BY THIS MANUAL MUST BE APPROVED BY THE DIRECTOR.

GENERAL INFORMATION

BRINGING ITEMS INTO THE JAIL

1. PERSONAL PACKAGES (BACKPACKS, PURSES, FANNY PACKS ETC) SHALL NOT BE TAKEN INTO OR OUT OF THE JAIL, EXCEPT THOSE ITEMS THAT ARE NECESSARY IN THE PERFORMANCE OF ANY EMPLOYEE’S DUTIES.

2. STAFF MEMBERS SHALL NOT CARRY OUT NOR BRING INTO THE FACILITY ANY LETTERS, NOTES, BOOKS, FOOD, MESSAGES OR ANY OTHER ITEM FOR INMATES EXCEPT AS AUTHORIZED BY THE JAIL COMMAND. STAFF MEMBERS WILL NOT MOVE ITEMS FROM MODULE TO MODULE, WITHOUT PERMISSION FROM THE WATCH COMMANDER.

3. EMPLOYEES ARE PROHIBITED FROM BRINGING INTO THE JAIL ANY READING MATERIAL EXCEPT THAT AUTHORIZED BY THE JAIL COMMAND. AUTHORIZED READING MATERIAL SHALL INCLUDE THE CALIFORNIA PENAL CODE, THE DPPM, CORRESPONDENCE COURSES PERTAINING TO JAIL OPERATIONS, AND ANY OTHER MATERIAL AUTHORIZED ON AN INDIVIDUAL BASIS BY THE JAIL COMMAND.

4. CELL PHONES, RADIOS, TAPE RECORDERS, CAMERAS OR ANY OTHER RECORDING OR COMMUNICATION DEVICE WILL NOT BE ALLOWED IN THE JAIL EXCEPT FOR THOSE BEING USED BY PEACE OFFICERS AND OFFICERS OF THE COURT (ADULT PROBATION AND PAROLE, COURT APPOINTED PSYCHIATRISTS, ETC). LAWYERS, PSYCHIATRISTS, SOCIAL WORKERS, AND
OTHER PERSONS GRANTED ACCESS TO THE JAIL MUST HAVE AUTHORIZATION FROM THE JAIL COMMAND. REFER TO DPPM 3-4, INMATE VISITING REGULATIONS, FOR FURTHER INFORMATION.

5. ANY TYPE OF A TOBACCO PRODUCT SUCH AS, BUT NOT LIMITED TO, CIGARETTES, CIGARS, CHEWING TOBACCO, PIPE TOBACCO, MATCHES, LIGHTERS, ETC, IS DEEMED CONTRABAND. NO CUSTODY OR CIVILIAN STAFF MEMBER SHALL HAVE IN THEIR POSSESSION ANY OF THE ABOVE LISTED ITEMS WHILE IN THE SECURE AREAS OF THIS FACILITY.

GENERAL INFORMATION

EMPLOYEE USE OF PERSONAL VEHICLE

1. EMPLOYEES MAY CLAIM REIMBURSEMENT FOR MILEAGE AT RATES DESIGNATED BY THE BOARD OF SUPERVISORS. EMPLOYEES MUST PROVIDE THEIR OWN VEHICLE INSURANCE. (REFER TO THE EMPLOYEES UNION/ASSOCIATION MEMORANDUM OF UNDERSTANDING)

GENERAL INFORMATION

PASSENGERS IN COUNTY OWNED VEHICLES

1. DUE TO LIABILITY CONCERNS, ONLY LEGITIMATE PASSENGERS SHALL BE ALLOWED TO RIDE IN ANY VEHICLE UNDER THE CONTROL OF THE MADERA COUNTY DEPARTMENT OF CORRECTIONS. LEGITIMATE PASSENGERS ARE DEFINED AS EMPLOYEES OF MADERA COUNTY DEPARTMENT OF CORRECTIONS. NOTE: THE ONLY EXCEPTION TO THIS RULE WILL BE IN CASE OF AN EXTREME EMERGENCY, AND ONLY THEN WITH THE KNOWLEDGE AND PERMISSION OF A SUPERVISOR FROM THE MADERA COUNTY DEPARTMENT OF CORRECTIONS.

GENERAL INFORMATION

UNIFORMS / PERSONAL APPEARANCE

1. UNIFORM AND/OR APPAREL WORN BY STAFF IN THE PERFORMANCE OF DUTY SHALL BE GOVERNED BY THE DEPARTMENT. STANDARD, REGULATION UNIFORMS AND APPAREL ARE AVAILABLE FROM RECOGNIZED UNIFORM RETAIL OUTLETS. SUCH OUTLETS ARE APPROVED BY JAIL COMMAND OF THIS DEPARTMENT'S SPECIFICATIONS AND ARE AUTHORIZED BY THIS DEPARTMENT TO PROVIDE SUCH. NON-
REGULATION APPAREL WILL NOT BE SUBSTITUTED FOR THE AUTHORIZED UNIFORM.

2. OFFICERS SHALL WEAR THE PRESCRIBED UNIFORM UNLESS EXCUSED BY JAIL COMMAND. THE PRESCRIBED UNIFORM WILL BE WORN IN A NEAT AND PRESENTABLE MANNER THAT WILL NOT DISCREDIT THE DEPARTMENT (LONG SLEEVES WILL NOT BE ROLLED UP, TIES WILL BE PROPERLY ADJUSTED).

3. ALL NON-UNIFORMED COUNTY EMPLOYEES (CLERICAL STAFF, ETC) SHALL BE ATTIRE IN NEAT, CLEAN AND CONSERVATIVE BUSINESS DRESS. EMPLOYEES OF CONTRACTED SERVICES SHALL WEAR THEIR COUNTY ID CARDS, AT ALL TIMES.

4. ON DUTY, THE WEARING OF UNAUTHORIZED ITEMS OF CIVILIAN CLOTHING WITH THE UNIFORM, OR WEARING ONLY PARTS OF THE REGULATION UNIFORM SHALL BE CONSTRUED AS A VIOLATION OF THIS POLICY.

5. ALL OFFICERS ON COURT APPEARANCE SHALL BE ATTIRE IN A REGULATION CLASS “A” OR “B” UNIFORM, OR NEAT, CLEAN AND CONSERVATIVE STREET DRESS CONSISTING OF AND INCLUDING:
   A. SUIT COAT OR SPORT COAT, TROUSERS (NO JEANS)
   B. FEMALE OFFICERS; APPROPRIATE DRESS OR SLACKS
   C. SHIRT AND TIE
   D. SOCKS AND SHOES
   E. BADGE AND IDENTIFICATION CARD
   F. NOTEBOOK

6. UNLESS REQUIRED TO WEAR A MADERA COUNTY DEPARTMENT OF CORRECTIONS UNIFORM, ALL STAFF ATTENDING TRAINING WILL WEAR APPROPRIATE CONSERVATIVE CIVILIAN ATTIRE. SHORTS, CUT-OFFS, TANK TOPS, ETC. ARE NOT ALLOWED. FOR TRAINING WHICH REQUIRES PHYSICAL EXERTION, APPROPRIATE EXERCISE ATTIRE IS PERMITTED.

7. THE PRESCRIBED UNIFORM FOR THE DEPARTMENT IS AS FOLLOWS:

   CLASS A UNIFORM

   A. KHAKI REGULATION SHIRT - LONG SLEEVE
      1. SHOULDER PATCHES
2. METAL BADGE
3. METAL NAMEPLATE – CENTERED AND 1/16” ABOVE RIGHT POCKET
4. BLACK REGULATION CLIP ON TIE WITH TIE BAR
   a. TIE BAR – PLAIN BRASS
5. SUPERVISORS – SLEEVE AND COLLAR CHEVRONS
6. SERVICE STRIPES

B. GREEN REGULATION TROUSERS - WOOL OR POLYESTER BLEND - NO CARGO POCKETS
C. REGULATION BELT – BLACK LEATHER
D. BLACK CREW NECK T-SHIRT
E. PLAIN BLACK SOCKS
F. PLAIN BLACK LEATHER BOOTS
G. SERVICE STRIPES

THE CLASS A UNIFORM WILL BE WORN TO DURING SUCH TIMES AS DIRECTED BY THE JAIL COMMAND

CLASS B UNIFORM

A. KHAKI REGULATION SHIRT – SHORT/LONG SLEEVE
   1. SHOULDER PATCHES
   2. METAL BADGE
   3. METAL NAMEPLATE – CENTERED AND 1/16” ABOVE RIGHT POCKET
B. GREEN REGULATION TROUSERS - WOOL OR POLYESTER BLEND - NO CARGO POCKETS
C. REGULATION BELT – BLACK LEATHER OR NYLON
D. BLACK CREW NECK T-SHIRT
E. PLAIN BLACK SOCKS
F. PLAIN BLACK LEATHER BOOTS
G. SUPERVISORS – SLEEVE CHEVRONS AND COLLAR CHEVRONS

H. OPTIONAL – FLYING CROSS SOFT SHELL JACKET IN GREEN OR TUFF JACKET IN GREEN
   1. SOFT STAR
   2. SHOULDER PATCHES
   3. DIRECT EMBROIDERED NAME – FIRST INITIAL, LAST NAME – BLOCK LETTER – THREAD COLOR 1172

I. OPTIONAL – BLACK FLEXFIT HAT
   1. SEWN ON BADGE
   2. FIRST INITIAL LAST NAME ON BACK OF HAT – THREAD COLOR 1172

CLASS C UNIFORM

A. FLYING CROSS – CROSS FX SHIRT - SHORT OR LONG SLEEVE
   1. DIRECT EMBROIDERED STAR
   2. SHOULDER PATCHES
   3. DIRECT EMBROIDERED NAME – FIRST INITIAL, LAST NAME – BLOCK LETTER – THREAD COLOR 1172
      I. FEMALE S/S – FX5100W
      II. FEMALE L/S – FX5120W
      III. MALE S/S – FX5100
      IV. MALE L/S – FX5120

B. FLYING CROSS – CROSS FX TROUSERS
   I. FEMALE – FX57300W
   II. MALE – FX57300

C. REGULATION BELT – LEATHER OR NYLON

D. BLACK CREW NECK T-SHIRT
E. PLAIN BLACK SOCKS
F. PLAIN LEATHER BOOT WITH PLAIN TOE
G. OPTIONAL – FLYING CROSS SOFT SHELL JACKET IN GREEN OR TUFF JACKET IN GREEN
   1. SOFT STAR
   2. SHOULDER PATCHES
   3. DIRECT EMBROIDERED NAME - FIRST INITIAL, LAST NAME – BLOCK LETTER – THREAD
      COLOR 1172
H. OPTIONAL – BLACK FLEXFIT HAT
   1. SEWN ON BADGE
   2. FIRST INITIAL, LAST NAME ON BACK OF HAT – THREAD COLOR 1172

8. MCDC SHOULDER PATCHES ARE REQUIRED ON ALL UNIFORM SHIRTS AND UNIFORM JACKETS, NO EXCEPTIONS.

9. ITEMS OF THE UNIFORM WILL BE WORN, BUT WHEN WORN MUST COMPLY WITH THIS ORDER.

A. SERVICE STRIPES (LONG SLEEVE ONLY). EACH SERVICE STRIPE SHALL REPRESENT THREE (3) YEARS OF SERVICE TO MADERA COUNTY DEPARTMENT OF CORRECTIONS AS A CORRECTIONAL OFFICER, OR WITH WRITTEN APPROVAL BY THE DIRECTOR, SERVICE WITH OTHER LAW ENFORCEMENT AGENCIES. (RESERVE TIME AND/OR EXPLORER TIME DO NOT QUALIFY FOR SERVICE STRIPES.)

B. TRAINING OFFICER BADGES (C.T.O. PIN) AND ANY OTHER BADGES, ETC, WILL BE WORN ONLY ON THE APPROVAL OF THE DIRECTOR. THESE ITEMS WILL BE WORN ON THE RIGHT POCKET, CENTERED, ½ INCH ABOVE THE NAME PLATE.

10. ALL OFFICERS SHALL HAVE AVAILABLE AT ALL TIMES, AT LEAST ONE REGULATION UNIFORM OF THE DEPARTMENT.

11. UNIFORMS SHALL BE MAINTAINED IN GOOD CONDITION AND
REPAIR, CLEAN AND WELL PRESSSED. UNIFORM SHIRTS SHALL HAVE BEEN PressED IN A MILITARY MANNER (CREASES FRONT AND BACK). BOOTS/SHOES AND NYLON GEAR SHALL BE IN GOOD REPAIR WITH BOOTS/SHOES BEING WELL POLISHED.

12. OFFICERS STANDING GUARD DUTY OUTSIDE THE FACILITY (HOSPITAL) SHALL BE ATTIRED IN A COMPLETE REGULATION UNIFORM. DEVIATION FROM THE ABOVE SHALL BE BY APPROVAL OF THE JAIL COMMAND.

13. WATCH COMMANDER MAY EXEMPT EMPLOYEES FROM THE WEARING OF THE SPECIFIED UNIFORM OR DRESS DUE TO ASSIGNMENT OR SPECIAL INCIDENTS. IF SUCH EXEMPTION IS MADE FOR A PERIOD OF MORE THAN THREE DAYS, THE JAIL COMMAND SHALL BE NOTIFIED IN WRITING.

14. SIDEBURNS, Mustaches, and BEARD/GOATEES ARE PERMITTED. SIDEBURNS WILL NOT EXTEND BELOW THE LOBE OF THE EAR AND SHALL NOT BE WIDER THAN ONE INCH. MUSTACHES WILL BE NEATLY TRIMMED WITH MUSTACHE HAIRS NOT EXTENDING BELOW THE LINE OF THE UPPER LIP. A FU-MANCHU STYLE MUSTACHE IS AUTHORIZED. BEARD/GOATEES WILL BE NEATLY TRIMMED AND NO LONGER THAN 1" (ONE INCH). ANY OTHER COMBINATION OF FACIAL HAIR WILL REQUIRE THE APPROVAL OF JAIL COMMAND.

15. CONTEMPORARY HAIRSTYLES WILL BE PERMITTED AT THE DISCRETION OF THE JAIL COMMAND. HAIR WILL BE WORN IN SUCH A MANNER SO AS NOT TO EXTEND BELOW THE COLLAR. FEMALE OFFICERS WITH LONG HAIR WILL WEAR THEIR HAIR UP SO AS TO NOT HAVE IT TOUCHING THE COLLAR.

THE FINAL DETERMINATION AS TO WHETHER OR NOT A HAIR STYLE SATISFIES THE DEPARTMENTAL STANDARDS FOR LENGTH/STYLE, SHALL BE IN THE ABSOLUTE DISCRETION OF THE DEPARTMENT ADMINISTRATION THROUGH THE OFFICER’S SUPERVISOR. THE DEPARTMENT ADMINISTRATION WILL NOTIFY THE OFFICER THROUGH THEIR SUPERVISOR OF ANY VIOLATION.

16. JEWELRY WORN BY ANY ON-DUTY OFFICER SHALL BE OPTIONAL, BUT LIMITED TO THE FOLLOWING TYPES AND QUANTITY:

A. WRIST WATCH
B. POST TYPE EARRINGS OF A REASONABLE QUANTITY
WHICH WILL NOT DISTRACT FROM DUTIES OR POSE SAFETY RISK. NO DANGLING EARRINGS.
C. ONE RING PER HAND.
D. JEWELRY AROUND NECK MUST BE COVERED BY UNIFORM OR UNDERSHIRT.

17. AN UNDERSHIRT WILL BE WORN WITH THE UNIFORM, THE AREA VISIBLE MUST BE PLAIN BLACK. NO OTHER COLORS, LOGOS OR DESIGNS WILL BE SHOWING.

18. FINGERNAILS WILL NOT BE SUCH A LENGTH AS TO INTERFERE WITH DUTIES, POSE A SAFETY RISK OR CAUSE INJURY TO INMATES OR OTHER STAFF DURING THE COURSE OF DUTIES.

19. HAIR BANDS, CLIPS, ETC., WILL BE PLAIN. CLOTH TIES, RIBBONS, ETC., WILL BE PLAIN BLACK. NOTHING WILL BE USED TO HOLD UP THE HAIR WHICH COULD BE USED AS AN OFFENSIVE WEAPON.

20. WHILE ON-DUTY OR REPRESENTING THE DEPARTMENT IN ANY OFFICIAL CAPACITY, EVERY REASONABLE EFFORT SHOULD BE MADE TO CONCEAL TATTOOS OR OTHER BODY ART. AT NO TIME WHILE ON-DUTY OR REPRESENTING THE DEPARTMENT IN ANY OFFICIAL CAPACITY, SHALL ANY OFFENSIVE TATTOO OR BODY ART BE VISIBLE. EXAMPLES OF OFFENSIVE TATTOOS OR BODY ART WOULD INCLUDE, BUT NOT LIMITED TO:

A. THOSE WHICH DEPICT RACIAL
B. SEXUAL
C. DISCRIMINATORY
D. GANG RELATED
E. OBSCENE LANGUAGE

21. BODY PIERCING OR ALTERATIONS TO ANY AREA OF THE BODY VISIBLE IN ANY AUTHORIZED UNIFORM OR ATTIRE THAT IS A DEVIATION FROM NORMAL ANATOMICAL FEATURES AND WHICH IS NOT MEDICALLY REQUIRED IS PROHIBITED. SUCH BODY ALTERATIONS INCLUDE, BUT NOT LIMITED TO:

A. TONGUE SPLITTING OR PIERCING
B. THE COMPLETE OF TRANSDERMAL IMPLANTATION OF ANY MATERIAL OTHER THAN HAIR REPLACEMENT
C. ABNORMAL SHAPING OF THE EARS, EYES, NOSE, OR TEETH
D. BRANDING OR SCARIFICATION
E. FLUORESCENT, UNUSUAL, OR BIZARRE DYING OR STYLING OF HAIR

BADGE WEAR (ON DUTY)

THE WEARING OF THE MADERA COUNTY DEPARTMENT OF CORRECTIONS BADGE IS REQUIRED WITH ALL AUTHORIZED UNIFORMS.

1. THE DEPARTMENT ISSUED 7 POINT BADGE WILL BE WORN WITH THE CLASS-A UNIFORM AND THE CLASS-B UNIFORM.

2. A 7 POINT BADGE REPRESENTATION WILL BE SEWN ON ALL AUTHORIZED UNIFORMS OR APPROVED UNIFORM OUTERWEAR IE:
   A. JACKETS
   B. HATS
   C. POLO SHIRTS
   D. UNIFORM SHIRT

BADGE WEAR (OFF DUTY)

AUTHORIZATION FOR THE PURCHASE, POSSESSION, AND CARRY OF A FLAT BADGE FOR OFF-DUTY IDENTIFICATION PURPOSES.

1. THE CARRYING OF OFF-DUTY BADGES WILL BE LIMITED TO ONLY THOSE PERSONNEL THAT ARE FULL TIME, NON-PROBATIONARY CORRECTIONAL OFFICERS.

2. THE BADGE WILL BE IDENTICAL IN DESIGN TO THAT ISSUED BY THE DEPARTMENT.

3. THE BADGE WILL ONLY BE UTILIZED FOR IDENTIFICATION PURPOSES.

4. OFFICERS REQUESTING TO CARRY AN OFF-DUTY BADGE WILL SUBMIT A WRITTEN FLAT BADGE REQUEST FORM TO THE DIRECTOR FOR APPROVAL PRIOR TO CARRYING AN OFF-DUTY FLAT BADGE.

GENERAL INFORMATION

OVERTIME / TIME OFF / LEAVE OF ABSENCE

1. PERSONNEL REPLACEMENT GUIDELINES:
A. WATCH COMMANDERS AND SHIFT CORPORALS SHALL NOT BE OFF DUTY AT THE SAME SHIFT, EXCEPT UNDER EXTENUATING CIRCUMSTANCES. WATCH COMMANDERS WILL ENSURE COVERAGE FOR THEIR SHIFT BEFORE ALLOWING CORPORALS TIME OFF.

B. WHEN THE WATCH COMMANDER IS OFF, THEY WILL BE REPLACED BY THE SHIFT CORPORAL, AND ANOTHER OFFICER WILL BE BROUGHT IN TO REPLACE THE SHIFT CORPORAL, IF NECESSARY. THE SHIFT CORPORAL WILL ASSUME THE POSITION, DUTIES, AND AUTHORITY OF THE WATCH COMMANDER.

C. CORRECTIONAL OFFICERS WILL BE REPLACED BY CORRECTIONAL OFFICERS OR EXTRA HELP CORRECTIONAL OFFICERS, AS NEEDED AND AS APPROVED BY THE JAIL COMMAND.

2. MANPOWER LEVEL REQUIREMENTS:

A. WATCH COMMANDERS WILL BE RESPONSIBLE FOR DETERMINING MANPOWER LEVELS WITHIN THE GUIDELINES SET FORTH BY THE DIRECTOR OR DESIGNEE.

3. OFFICERS OF HIGHER RANK SHOULD NOT BE CALLED TO REPLACE SUBORDINATES. WHERE POSSIBLE, SERGEANTS SHOULD REPLACE SERGEANTS, CORPORALS REPLACE CORPORALS, ETC. OVERTIME SHALL BE DISTRIBUTED AS PER THE MADERA COUNTY CORRECTIONAL OFFICERS MEMORANDUM OF UNDERSTANDING THIS DOES NOT PREVENT THE USE OF DISCRETION IN SELECTING THE BEST OFFICER FOR A PARTICULAR ASSIGNMENT.

4. THE ON DUTY WATCH COMMANDER OR DESIGNEE WILL CALL IN OVERTIME HELP AS NEEDED ACCORDING TO ESTABLISHED POLICY. ALL OVERTIME FORMS WILL BE FILLED OUT COMPLETELY BY THE EMPLOYEE DURING THE SHIFT.

5. VACATION TIME OFF:

A. EMPLOYEES’ VACATION TIME WILL BE PROJECTED IN ADVANCE AND SCHEDULED BY THE OPERATIONS LIEUTENANT. EMPLOYEES’ REQUESTS SHALL BE SUBMITTED TO THE JAIL COMMAND IN THE APPROVED
MANNER.

B. VACATION LEAVE SHALL BE TAKEN AT SUCH TIME OR TIMES AS MAY BE APPROVED BY THE JAIL COMMAND BASED ON IMMEDIATE OR PROJECTED MANPOWER REQUIREMENTS (MADERA COUNTY PERSONNEL SYSTEM SECTION 2.60.590).


D. VACATION LEAVE ACCRUAL AND DEPARTMENTAL POLICIES DICTATING VACATION LEAVE SHALL BE IN CONFORMITY WITH MADERA COUNTY PERSONNEL SYSTEM SECTIONS 2.60.580 THROUGH 2.60.611.

6. SICK LEAVE

A. EMPLOYEES UNABLE TO REPORT FOR WORK DUE TO ILLNESS OR SICKNESS SHALL NOTIFY THE ON DUTY WATCH COMMANDER AT LEAST THREE (3) HOURS PRIOR TO THE STARTING OF THEIR SHIFT. NO EMPLOYEE MAY BE ABSENT WITHOUT SECURING PERMISSION FROM THE ON-DUTY WATCH COMMANDER.

ALL TELEPHONIC REQUESTS FOR AN ABSENCE, SICK, OR VACATION DAY, FROM WORK SHALL BE MADE TO THE ON-DUTY WATCH COMMANDER. PERSONNEL ASSIGNED TO CLASSIFICATION, RECORDS, JAIL SERVICES, OR THE ADMINISTRATIVE STAFF SHALL MAKE THEIR TELEPHONIC NOTIFICATION TO THEIR RESPECTIVE SUPERVISOR, OR IF THAT SUPERVISOR IS UNAVAILABLE, THEN NOTIFICATION WILL BE MADE TO THE ON-DUTY WATCH COMMANDER.

THE DIRECTOR SHALL BE NOTIFIED IMMEDIATELY REGARDING THE HOSPITALIZATION OF ANY EMPLOYEE.

B. SICK LEAVE PAY SHALL BE GRANTED ONLY IN THE CASE OF EMPLOYEE ABSENCE REQUIRED BY THEIR BONA FIDE ILLNESS OR INJURY CAUSING INABILITY TO WORK.
EXPOSURE TO CONTAGIOUS DISEASE REQUIRING QUARANTINE, OR TO OBTAIN CONSULTATION OR TREATMENT BY A LICENSED MEDICAL, DENTAL OR OPTOMETRIC PRACTITIONER.

C. JAIL COMMAND MAY IN ANY CASE REQUIRE EVIDENCE IN THE FORM OF A PHYSICIAN’S CERTIFICATE OF THE NECESSITY OF AN EMPLOYEE'S ABSENCE ON SICK LEAVE, AND MAY REQUIRE SUCH CERTIFICATION ON ALL ABSENCES FOR CONSULTATION OR TREATMENT.

D. TIME OFF REQUEST FORMS FOR SCHEDULED MEDICAL APPOINTMENTS OR CONSULTATIONS WILL BE TURNED IN TO THE JAIL COMMAND IN ADVANCE OF THE APPOINTMENT DATE.

E. FORMS FOR SICK LEAVE WILL BE TURNED INTO THE JAIL COMMAND NO LATER THAN THE FIRST DAY BACK TO WORK UPON RETURNING FROM SAID SICK LEAVE.

7. COMPENSATORY TIME OFF

A. REQUESTS FOR COMPENSATORY TIME OFF MAY BE APPROVED BY THE RESPECTIVE WATCH COMMANDER AND SUBMITTED TO THE JAIL COMMAND AS FAR IN ADVANCE AS POSSIBLE.

B. COMPENSATORY TIME OFF WILL BE ALLOWED WHENEVER POSSIBLE, PROVIDING SHIFT COVERAGE AND PROJECTED MANPOWER LEVELS ARE MAINTAINED AT AN ACCEPTABLE LEVEL.

8. SPECIAL LEAVE

A. WHEN AUTHORIZED BY THE DIRECTOR, A PERMANENT EMPLOYEE MAY BE GRANTED SPECIAL LEAVE WITH PAY NOT TO EXCEED A TOTAL OF FIVE WORKING DAYS IN ANY ONE CALENDAR YEAR TO BE CHARGED TO SICK LEAVE IN THE EVENT OF:

- DEATH OF A MEMBER OF THE EMPLOYEE’S IMMEDIATE FAMILY. “IMMEDIATE FAMILY” MEANS HUSBAND, WIFE, SON, DAUGHTER, SISTER, BROTHER, MOTHER, FATHER.
- ILLNESS OF A MEMBER OF THE EMPLOYEE’S IMMEDIATE HOUSEHOLD SUCH AS TO REQUIRE HIS OR HER CARE. “IMMEDIATE HOUSEHOLD” INCLUDES ANY PERSON TO WHICH THE EMPLOYEE IS RESPONSIBLE.

THE JAIL COMMAND MAY REQUIRE EVIDENCE IN THE FORM OF A PHYSICIAN’S CERTIFICATE OF THE NECESSITY OF AN EMPLOYEE’S CARE AT HOME. IF AN EMPLOYEE IS REQUIRED TO TAKE A MEMBER OF THE IMMEDIATE HOUSEHOLD FOR MEDICAL TREATMENT, THE NAME OF THE PHYSICIAN IS TO BE PLACED ON THE LEAVE REQUEST FORM.

9. DISCIPLINARY LEAVE WITHOUT PAY

A. WHEN ANY EMPLOYEE IS SUSPENDED FOR DISCIPLINARY REASONS, SUCH SUSPENSION SHALL BE A LEAVE WITHOUT PAY.

B. ANY EMPLOYEE WHO IS GIVEN DISCIPLINARY LEAVE WITHOUT PAY SHALL NOT USE VACATION CREDIT, SICK LEAVE, OR COMPENSATORY TIME CREDIT DURING THE DURATION OF SUCH LEAVE WITHOUT PAY.

10. AUTHORIZATION OF LEAVE WITHOUT PAY MAY BE GRANTED TO PERMANENT AND PROBATIONARY Employees AT THEIR WRITTEN REQUEST SUBJECT TO CIVIL SERVICE RULE 8, IN CHAPTER 2.57 OF THE MADERA COUNTY PERSONNEL SYSTEM AND IMMEDIATE AND PROJECTED MANPOWER REQUIREMENT OF THE DEPARTMENT. LEAVE WITHOUT PAY REQUEST WILL BE SUBMITTED AS OUTLINED IN ADVANCE OF THE REQUESTED TIME OFF.

11. MILITARY LEAVES OF ABSENCE SHALL BE REGULATED BY FEDERAL, STATE, MILITARY, AND VETERANS CODE. REQUESTS FOR SUCH LEAVE SHALL BE SUBMITTED SUFFICIENTLY IN ADVANCE TO ALL FOR ADEQUATE SHIFT COVERAGE TO THE JAIL COMMAND AND SHALL BE ACCOMPANIED BY A COPY OF THE MILITARY ORDERS ORDERING THE MEMBER TO DUTY.

GENERAL INFORMATION

COUNTY/FACILITY SMOKING ORDINANCE

1. MADERA COUNTY ORDINANCE # 9.10.010 IS KNOWN AS THE
COUNTY FACILITIES SMOKING POLLUTION CONTROL
ORDINANCE.

2. MADERA COUNTY ORDINANCE # 9.10.020 DEFINES THE
PURPOSE AND FINDING OF THE ORDINANCE IN THAT SMOKING
IS;
   
   A. A MAJOR CONTRIBUTOR TO INDOOR AID POLLUTION.
   
   B. SECONDHAND SMOKE IS A SIGNIFICANT HEALTH
   HAZARD.
   
   C. HAZARDS OF SECONDHAND SMOKE INCLUDE LUNG
   CANCER, RESPIRATORY INFECTION, AND DECREASED
   RESPIRATORY FUNCTION.
   
   D. HAZARDS OF SECONDHAND SMOKE EFFECTS
   NONSMOKERS
   
   E. SMOKING IS A DANGER TO HEALTH.

3. MADERA COUNTY ORDINANCE # 9.10.040 PROHIBITS SMOKING
IN ALL COUNTY FACILITIES.

4. MADERA COUNTY ORDINANCE # 9.10.060 INDICATES
DEPARTMENT HEADS AS HAVING THE INITIAL
RESPONSIBILITY FOR ENFORCEMENT OF THE NO SMOKING
PROVISIONS.

5. MADERA COUNTY ORDINANCE 9.10.080 DEFINES PENALTIES
FOR VIOLATION OF THE NO SMOKING ORDINANCE.

   A. IT IS UNLAWFUL FOR ANY PERSON TO SMOKE IN A
   COUNTY FACILITY.
   
   B. IT IS UNLAWFUL FOR ANY DEPARTMENT HEAD TO FAIL
   TO ENFORCE THE PROVISIONS OF THIS ORDINANCE.
   
   C. ANY PERSON WHO VIOLATES SUBSECTION “A” OR “B”
   OF THIS SECTION IS GUILTY OF AN INFRACTION, AND
   UPON CONVICTION SHALL BE PUNISHABLE:
   
   D. BY A FINE OF NOT LESS THAN TEN DOLLARS NOR MORE
   THAN ONE HUNDRED DOLLARS FOR THE FIRST
   VIOLATION.
   
   E. BY A FINE OF NOT LESS THAN FIFTY DOLLARS NOR
   MORE THAN ONE HUNDRED AND FIFTY DOLLARS FOR
THE SECOND VIOLATION.

F. BY A FINE OF NOT LESS THAN ONE HUNDRED DOLLARS NOR MORE THAN TWO HUNDRED DOLLARS FOR A THIRD VIOLATION WITHIN ONE YEAR.

GENERAL INFORMATION

FACILITY COMPUTER SYSTEM

1. THE FACILITY COMPUTER SYSTEM AND COMPUTERS ARE TO BE USED ONLY FOR PUBLIC BUSINESS OR GOVERNMENTAL PURPOSES. TRAINING AND PRACTICE EXERCISES ASSIGNED BY THE SYSTEMS ADMINISTRATOR ARE CONSIDERED VALID GOVERNMENTAL PURPOSES.

2. UNAUTHORIZED ACCESS AND/OR ACTIVITIES ON EITHER THE COMPUTER SYSTEM OR THE COMPUTERS COULD RESULT IN PROSECUTION UNDER PENAL CODE SECTION 502. AUTHORIZED ACCESS IS DEFINED AS THE MEANS GRANTED TO THE USER BY THE SYSTEMS ADMINISTRATOR TO GAIN ENTRY TO THE FUNCTIONS AND RESOURCES OF THE COMPUTER SYSTEM.

3. THE SYSTEMS ADMINISTRATOR (OR DESIGNEE) OR AN AUTHORIZED VENDOR WILL BE RESPONSIBLE FOR LOADING SOFTWARE ONTO FACILITY COMPUTERS. STAFF MEMBERS WILL NOT LOAD SOFTWARE PROGRAMS OF ANY KIND ON ANY COMPUTER SYSTEM IN THIS FACILITY. STAFF MEMBERS WILL NOT DOWNLOAD ANY SOFTWARE PROGRAM FROM THE INTERNET. DATA FILES AND FORMS FROM AUTHORIZED SOURCES MAY BE DOWNLOADED TO FULFILL VALID GOVERNMENTAL PURPOSES.

4. FACILITY STAFF (CORRECTIONAL OR CIVILIAN) WILL NOT DIVULGE THEIR CONFIDENTIAL COMPUTER SIGN-ON PASSWORD OR OTHER ANY WORD, PHRASE, OR SET OF CHARACTERS DESIGNED TO GAIN ACCESS TO COMPUTER FUNCTIONS, NETWORKS, OR THE INTERNET. THE PASSWORDS WILL BE KNOWN ONLY BY THE INDIVIDUAL STAFF MEMBER.

5. FACILITY STAFF WILL NOT USE ANOTHER STAFF MEMBER’S PASSWORD TO SIGN ON TO A COMPUTER TERMINAL, NETWORK, OR INTERNET. STAFF MEMBERS WILL NOT USE A TERMINAL OR COMPUTER WHICH ANOTHER STAFF MEMBER HAS SIGNED ON WITHOUT FIRST SIGNING OFF THEN SIGNING ON WITH THEIR OWN USER ID AND PASSWORD. STAFF MEMBERS IN THE SECURE AREA OF THE FACILITY WILL
PASSWORD TO SIGN ON TO A COMPUTER TERMINAL, NETWORK, OR INTERNET. STAFF MEMBERS WILL NOT USE A TERMINAL OR COMPUTER WHICH ANOTHER STAFF MEMBER HAS SIGNED ON WITHOUT FIRST SIGNING THAT PERSON OFF THEN SIGNING ON WITH THEIR OWN USER ID AND PASSWORD. STAFF MEMBERS IN THE SECURE AREA OF THE FACILITY WILL SIGN OFF ANY TERMINAL OR COMPUTER WHENEVER THEY WILL BE AWAY FROM THE COMPUTER OR PRIOR TO LEAVING THE IMMEDIATE AREA FOR ANY REASON. STAFF IN THE ADMINISTRATIVE OFFICES MUST SIGN OFF AT THE END OF THE WORK DAY AND SHALL USE PRUDENT DISCRETION AS TO WHETHER OR NOT TO SIGN OFF OR DISABLE THE VIEWING AREA OF A COMPUTER OR SYSTEM TERMINAL WHEN THEY WILL BE AWAY FROM THE COMPUTER OR LEAVING THE IMMEDIATE AREA.

6. FACILITY STAFF WILL ONLY USE THOSE COMPUTER MENU ITEMS OR FUNCTIONS AS ASSIGNED BY THE SYSTEMS ADMINISTRATOR OR DESIGNEE.

7. THE SYSTEM’S MESSAGE FEATURE WILL NOT BE USED TO SEND FRIVOLOUS, OBSCENE, DEROGATORY, RACIALLY OR SEXUALLY DISCRIMINATORY, OR OTHERWISE OFFENSIVE MESSAGES TO OTHER USERS.

GENERAL INFORMATION POLICY UPDATE

1. THIS POLICY AND PROCEDURE SHALL BE REVIEWED ANNUALLY AND UPDATED AS NEEDED.

APPROVED: ___________ DATE: 3-18-19

M. PEREZ, DIRECTOR