

# SHERIDAN COUNTY SHERIFF'S OFFICE



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## Policy Manual

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These rules or regulations are for internal use only, and does not enlarge a deputy's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Sheridan County Sheriff's Office, and then only in a non-judicial administrative setting.



## TABLE OF CONTENTS

USE OF FORCE-----	PAGE 4
FIREARMS-----	PAGE 8
TASER-----	PAGE 11
LESS LETHAL-----	PAGE 14
OLEORESIN CAPSICUM-----	PAGE 22
EMERGENCY RESTRAINT CHAIR-----	PAGE 23
WRAP RESTRAINT SYSTEM -----	PAGE 25
FORCED CELL ENTRY-----	PAGE 27
DISCIPLINE-----	PAGE 34
VEHICLE PURSUIT-----	PAGE 38
PRISONER TRANSPORT-----	PAGE 42
MOBILE DATA COMPUTER-----	PAGE 47
MOBILE COMMUNICATION DEVICE-----	PAGE 49
BODY WORN/IN CAR CAMERA-----	PAGE 51
CHEMICAL TESTING-----	PAGE 55
BODY ARMOR-----	PAGE 57
SEAT BELT-----	PAGE 58
TRAFFIC SAFETY VEST-----	PAGE 59
OUTSIDE EMPLOYMENT AND SPECIAL ASSIGNMENTS-----	PAGE 60
UNIFORM AND APPEARANCE POLICY-----	PAGE 62
INMATE SEGREGATED HOUSING-----	PAGE 64
INMATE DISCIPLINARY HEARING-----	PAGE 66
EMERGENCY JAIL EVACUATION-----	PAGE 67
INMATE GRIEVANCE PROCEDURE-----	PAGE 69
INMATE SERVICES-----	PAGE 71
INMATE MEDICAL-----	PAGE 80
PROTECTION FROM SEXUAL MISCONDUCT AGAINST INMATE-----	PAGE 82
INMATE SANITATION AND HYGIENE-----	PAGE 85
INFECTIOUS CONTROL/ EXPOSURE-----	PAGE 87
INMATE SECURITY-----	PAGE 91
INMATE SUICIDE PREVENTION-----	PAGE 93
ADDENDUMS-----	PAGE 95

## **USE OF FORCE POLICY**

### **Purpose**

The purpose of this policy is to provide members of the Sheridan County Sheriff's Office with guidelines on the use of deadly and non-deadly force.

### **Policy**

The Sheridan County Sheriff's Office recognizes and respects the value and special integrity of each human life. While empowering deputies with the lawful authority to use force to protect the public welfare, a careful balance of all human interests is required. Therefore, it is the policy of this Office that Sheridan County Sheriff's Office deputies shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the deputies and others.

### **Definitions**

1. Force
  - a. Force is defined as any physical contact between a deputy, either directly or indirectly through the use of equipment, to compel a subject's compliance.
2. Deadly Force
  - a. Any use of force that is likely to cause death or serious bodily injury.
3. Serious Bodily Injury
  - a. Bodily injury which creates a substantial risk of death; causes severe protracted physical pain; causes severe disfigurement or protracted loss of impairment of a bodily function; causes unconsciousness or a concussion resulting in protracted loss of impairment of the function of a bodily member, organ or mental faculty; causes burns of the second or third degree over a significant portion of the body; or causes a significant fracture or break of a bone.
4. Less Lethal Force
  - a. Any use of force other than that which is considered deadly force.

### **Procedures**

#### **Documentation**

1. Deputies will be individually responsible for thorough reporting on the use of force to clearly articulate the details that justify their use of force based on the totality of the circumstances that will include details about:
  - a. The threat being reasonably perceived.
  - b. The need to use force as the appropriate response to the perceived threat.
  - c. The relationship between the need to use force and the amount of force used.
  - d. The extent of injury inflicted.
  - e. Efforts made by the deputy to temper or limit the amount of force applied.

- f. The severity of the crime or security risk at issue.
- g. Whether the subject was actively resisting.

Parameters for use of Deadly force

1. Sheridan County Sheriff's deputies are authorized to use deadly force in order to:
  - a. Protect the deputy or others from what is reasonably believed to be an immediate threat of death or serious bodily injury; or,
  - b. Prevent the escape of a fleeing felon whom the deputy has probable cause to believe will pose a significant threat to human life should escape occur.
  - c. Deadly force should not be used above (b) when that use of force would create a greater threat to the public than would the escape.
2. Before using a firearm, deputies should identify themselves and state their intent to shoot, when feasible.
3. A deputy may also discharge a weapon under the following circumstances:
  - a. During range practice or competitive sporting events.
  - b. To euthanize an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured.
4. Deputies shall adhere to the following restrictions when their weapon is exhibited:
  - a. Except for maintenance or during training, deputies should not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.
  - b. Decisions to discharge firearms at or from a moving vehicle is prohibited if it presents an unreasonable risk to the deputy or others.
5. Neck restraints
  - a. Unless deadly force is justified, at no time should a deputy utilize any hold that is intended to disrupt the flow of blood or oxygen to the brain (such as choke hold, sleeper, or lateral vascular neck restraint) which would result in a temporary loss of consciousness and/or serious bodily injury.
6. Parameters for use of Less Lethal Force:
  - a. Where deadly force is not authorized, deputies shall use only that level of force that is reasonably necessary to de-escalate the incident and bring it under control.
  - b. Deputies are authorized to use agency approved less lethal force techniques and issued equipment for resolution of incidents as follows:
    - i. To protect themselves or others from physical harm.
    - ii. To restrain or subdue a resistant individual.
    - iii. To bring an unlawful situation safely and effectively under control.

Training and qualifications

1. Techniques not trained- The Sheridan County Sheriff's Office realizes and acknowledges that during intense, uncertain, and/or rapidly evolving confrontations, a deputy may have to reasonably use techniques, weapons, and/or improvised weapons that are:
  - a. Not a part of the Sheridan County Sheriff's Office's formal training program;
  - b. Or that may not be covered in this policy;
  - c. Or that the deputy may have to use a technique or weapon in a manner that is not in conformity to training;
  - d. Or due to the suspect's actions, the technique or weapon use has an unintentional (on the part of the deputy) impact point or outcome that is not part of the Sheridan County Sheriff's Office training.

All deputies' actions that are deemed objectively reasonable will be considered to be within policy and regulation, even if the specific action and/or operation is not specifically addressed here.

2. Deadly weapons:
  - a. Authorized weapons are those with which the deputy has qualified and received agency training on proper and safe usage, and that are registered and comply with agency specifications.
  - b. A deputy who has taken extended leave or suffered an illness or injury that could affect his/her firearms ability, will be required to re-qualify before returning to enforcement duties.

3. Less lethal force weapons and methods:

- a. An employee is not permitted to use a weapon unless qualified in its proficient use as determined by training procedures.

The following less lethal weapons are authorized:

ASP type expandable baton, wood or plastic straight or side handle baton, OC Pepper Spray, Taser, and less lethal impact munitions and chemical agents fired from the 12-Gauge, 37 MM, and 40 MM weapon systems. Other tools may be authorized by written consent of the Sheriff.

### Positional Asphyxia

When an aggressor is under control, either through the application of physical restraint or the suspect's compliance, the degree of force should be deescalated accordingly. When an aggressor is under control through the use of restraints, a deputy will closely monitor the person for signs of respiratory distress and positional asphyxia. The deputy shall make every reasonable effort to reposition the aggressor to a more comfortable upright position. If respiratory distress or positional asphyxia is observed, the subject shall receive immediate medical attention.

### Duty to Intercede and Report

1. Any Sheriff's Office employee who directly witnesses any law enforcement officer using force that is beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

2. Any Sheriff's Office employee who observes any law enforcement officer use force that exceeds the degree of force permitted by law, or becomes aware of information alleging the use of excessive force which is not reported, shall immediately notify a supervisor.

## **FIREARMS POLICY**

### **Purpose**

The purpose of this policy is to provide members of the Sheridan County Sheriff's Office with guidelines related to agency issued firearms, as well as personal firearms in the role of primary and backup-firearms.

### **Policy**

The Sheridan County Sheriff's Office recognizes that firearms use in the law enforcement function is vital in the safety and survival of both sheriff's deputies and general public. Therefore, it is the policy of the Sheridan County Sheriff's Office that deputies will be provided with an agency issued or agency approved firearms, and that the deputy will be required to maintain proficiency with each firearm.

### **Definitions**

#### **1. AGENCY APPROVED WEAPONS:**

An agency approved firearm is a firearm either issued to the deputy by the Sheridan County Sheriff's Office, or is a firearm personally owned by the deputy, but that has been approved by the firearms staff for use in the line of duty. Agency approved weapons can include personally owned or issued long-guns, sidearms or any combination thereof. Agency approved weapons can include primary and back-up weapons.

### **FIREARMS STAFF:**

A Firearms Staff member is a certified peace or detention officer with the Sheridan County Sheriff's Office, and who is appointed by the Sheriff to that position.

#### **1. All Sheridan County Sheriff's Office Firearms Staff will maintain a current Firearms Instructor certification through:**

- a. the Wyoming Law Enforcement Academy and/or through Wyoming Peace Officer Standards and Training (POST), and/or;
- b. a recognized firearms instructor school, which requires continuing education in firearms instruction/use and which is recognized by and certified by Wyoming POST as an instructor school (i.e., The National Rifle Association Instructor School).

### **FIREARMS STAFF / INSTRUCTION**

1. A firearms staff member will only instruct peace officers (as defined by W.S.S. 6-1-104(a)(vi)) and/or detention officers in the areas for which that firearms staff member is specifically trained.



2. Firearms Staff that have specific knowledge of training methods related to a particular type of weapon(s) (e.g., pistol, shotgun, or rifle) will be responsible for training Peace Officers and/or Detention Officers in the proper use of that/those particular weapon(s).

This section applies particularly to the basic and ongoing training of Peace Officers and/or Detention Officers in the use of specific weapons.

- A. As specific training methods for specific firearms are not necessary knowledge in the firearms qualification process, any member of the Firearms Staff may qualify a Peace Officer and/or Detention Officer with any agency approved weapon.

#### AGENCY APPROVED WEAPON

1. If requested, each deputy will be issued a sidearm and/or long-gun by the Sheridan County Sheriff's Office.
2. Deputies are required to maintain any and all agency approved weapons and accessories in a constant state of readiness. The firearms staff reserve the right to inspect those firearms and accessories at any time.
  - a. Any and all costs associated with purchasing a personal weapon will be incurred by the individual deputy.
  - b. All personally owned firearms shall remain in a "stock" configuration; that is, a configuration equal to a manufactured state, unless approved by firearms staff.
  - c. Any firearm or rifle carried by uniformed deputies will be required to have a weapon light attached to the firearm (excluding less lethal shotguns).
  - d. Any personally owned sidearm, which is worn as a primary weapon while on-duty shall be in either 9mm, .40 Cal. or .45 Cal.
  - e. Any personally owned long-gun shall be chambered in .223/556.

#### FIREARM QUALIFICATIONS

1. Deputies are required to qualify with their primary handgun, back-up handgun and long gun on an annual basis.
2. Rifle and Pistol qualifications will be conducted and scored using the same standard as the Wyoming Law Enforcement Academy.
3. In the event that a deputy is unable to qualify during the first qualifying course, the deputy will be provided with up to three additional attempts to shoot two consecutive qualifying scores.
  - a. In the event that a deputy is unable to shoot two consecutive qualifying scores, that deputy will be relieved of their firearm and will be placed on

light duty, as defined by SCSO Policy Memorandum, until the deputy completes two hours of remedial training with a SCSO Firearms Instructor, followed by the deputy shooting two consecutive qualifying scores with a total of three attempts.

- b. Should the deputy fail to qualify after the two-hour remedial training course, they will be required to attend Peace Officer Basic Pistol and/or rifle training with a SCSO Firearms Instructor.
  - i. Following the Peace Officer Basic Firearms training, the deputy will be required to shoot two consecutive qualifying scores with a total of three attempts.
  - ii. In the event that the deputy is still unable to qualify, or at any time exhibits a pattern of ongoing need for remedial training based on the firearm staff's opinion, the deputy will be referred to the Sheriff for administrative action.

A. Off-Duty Firearms:

1. The Sheridan County Sheriff's Office [REDACTED], nor govern any firearms carried while off-duty.

B. SCSO APPROVED AMMUNITION

1. Only ammunition approved by the firearms staff shall be carried on-duty.

C. SCSO APPROVED SIDEARM AND MAGAZINE HOLSTERS

1. Sheridan County Sheriff's Office employees will be allowed to purchase their own holster(s) and carry it on-duty. All holsters shall be approved by the firearms staff, prior to wearing on-duty.

*\*All the above listed guidelines and requirements, shall be in respect to primary duty wear. No part of this policy shall prevent any deputy from obtaining and using weapons or gear which do not fit the policy in a high-risk or life-threatening situation while on or off duty.*

## **TASER POLICY**

### **Purpose**

The purpose of this policy is to provide Sheridan County Sheriff's Office employee's information to assist them in making decisions with regard to the use of the X26 or X26P Tasers or Conducted Electrical Weapons (CEW).

### **Policy**

It is the duty of the Sheridan County Sheriff's Office to assist trained personnel in the safe performance of their duties. To ensure the safety of the public, resisting suspects and law enforcement officers, the CEW will be implemented as an available option for trained personnel. To fulfill these obligations, it shall be the policy of the Sheridan County Sheriff's Office to regulate the manner in which the CEW shall be deployed.

Only Sheridan County Sheriff's Office personnel who have completed the CEW training program, will be issued a CEW. Only a properly functioning CEW shall be used. Each discharge of the CEW, including accidental discharge, shall be documented on an incident report form. A daily spark test and agency supervised training is not required to be documented in incident report form.

### **Definitions**

1. X26P-Taser- Conducted Electrical Weapon (CEW)
2. Spark Test– Daily test to ensure the CEW is properly functioning and the spark from the CEW is observed.

### **Deployment Procedures**

1. Generally, the CEW is authorized for use to control subjects who the deputy reasonably perceives to pose an immediate threat of harm/injury, or fleeing or flight risk from a serious offense crime and the officer would usually be justified in tackling the person.
2. Generally, when the CEW is used, the deputy should give adequate time for volitional compliance. This should include time for suspect to recover from pain, opportunity to gather themselves and consider their refusal to comply.

### **TASER Operation**

1. Prior to use of the CEW, if practical;
  - a. Consider less intrusive tactics and use of force alternatives
  - b. Give warning of the use of force in an attempt to gain compliance
2. CEW operators should be the trained personnel giving commands, while other officers/deputies attempt to restrain the subject under power, reducing the need for additional cycles.

- a. Preferred target areas include; lower center mass (below chest) for front of body and below neck area for back of body. Increasing the Dart to Heart distance and the lower the delivered electrical charge has been determined to lower the risk of the CEW affecting the heart. Target areas to avoid are the sensitive body areas such as the neck, breast, groin and facial areas.
- b. Deputies shall only apply the number of cycles reasonably necessary to allow them to safely restrain the subject.
- c. Officers should also give a warning before force when appropriate and/or feasible.

#### Probe Removal

1. Probes that penetrate the skin should be considered and treated as a biohazard.
2. If probes penetrate the skin, the certified operator shall remove the probes in the manner which was instructed during training. Removal shall be done while wearing gloves. If the deputy has access to alcohol wipes, they can be used to clean the affected area or contact medical personnel to remove probes. Probes imbedded in soft tissue or sensitive areas such as the groin, neck, facial area or female breast area will only be removed by certified medical personnel. If possible and time allows, photos should be taken of the affected area struck by the probes.
3. After examination of the subject, if it is determined that the subject requires medical attention, EMS, the local hospital or the detention center nurse should be called to examine the subject.
4. Officers should be aware that injuries can occur while deploying the CEW on a subject, such as falling from a standing or elevated position. A thorough examination with particular emphasis on possible secondary injuries from a fall should be performed.

#### Care of the TASER

Testing, maintenance, carrying, and storage of the CEW device:

- a. A spark test should be performed once each shift on the CEW.
- b. The CEW Performance Power Magazine (PPM) should only be removed by a certified CEW instructor, unless directed to remove by a certified instructor (e.g. during training). Use of the data port downloading equipment will be conducted by certified taser instructor.
- c. If the CEW or cartridge does not function properly, it will be returned to the taser instructor.

- d. A certified taser instructor will download CEW data.

Qualifications

1. CEWs will be only issued to trained personnel who have met the requirements.
2. Each authorized user of the CEW will be required to attend a recertification class annually.
3. Failure to attend and pass a recertification class will terminate the authorization to carry the CEW until the qualification requirements can be accomplished.

## LESS LETHAL POLICY

### Purpose

The purpose of this policy is to provide members of the Sheridan County Sheriff's Office with guidelines on the use of less lethal force and equipment.

### Policy

It is the intent of the Sheridan County Sheriff's Office (SCSO) to provide equipment to safely and effectively respond to situations requiring less lethal force. Only deputies who have been trained and demonstrated a proficiency in the use of agency authorized tools are permitted to carry or use such tools.

### Specialized Weapons

- A. The Sheridan County Sheriff's Office has specialized tools, such as Less Lethal Shotguns, Impact Munitions, O.C., CS gas canisters and distraction devices available for use by specifically trained and qualified members of the Sheridan County Sheriff's Office.
- B. These tools will be used only in accordance with established policy and procedure.

### Impact/Chemical Munitions

#### Definition:

Impact munitions refer to projectiles that can be launched from various tools that have a low probability of causing serious bodily injury or death when striking a human body.

Chemical Munitions refer to any projectile or hand deployed device which emits either OC (**Oleoresin Capsicum**) or CS (**Orthochlorobenzalmalononitrile**) chemical agents into the air.

Oleoresin Capsicum (O.C.) is an inflammatory agent, which primarily effects the eyes, causing them to close and tear up (lacrimation), a burning sensation on the skin (sunburn effect), uncontrolled running of the nose (rhinorrhea), and/or vapor will cause respiratory effects (sneezing and coughing).

CS (Orthochlorobenzalmalononitrile) is an irritant chemical agent which will cause uncontrolled blinking and closure of the eyes, uncontrolled flowing of tears (lacrimation), running of the nose (rhinorrhea), and/or coughing and sneezing. CS is most commonly dispensed by hand held canisters or fired from a launcher or shotgun.

### Deployment Procedures

- A. The use of impact and chemical munitions, including, but not limited to; the 40mm launcher and less lethal shotgun are all considered to be a less lethal force. Deputies should be aware that impact projectiles do have potential to cause serious bodily injury or death.
- B. Impact and chemical munitions must be launched from an SCSO issued or approved less lethal shotgun or approved launcher, or from SCSO approved hand thrown munitions.
- C. Impact and chemical munitions should only be utilized in situations where a subject has displayed behavior or actions that lead deputies to believe that the person poses a potential threat and/or danger to themselves or others.
- D. It is strongly encouraged to have a lethal cover or an alternative less lethal tool.
- E. O.C. should not be used as a “compliance” technique, since the pain cannot be stopped when the subject complies.
- F. The intended deployment of impact and chemical munitions should always be communicated to other deputies within the area of the incident in order to avoid sympathetic reactionary fire.
- G. Impact and chemical munitions should not be used in the following circumstances, unless there are compelling reasons to do so which can be clearly articulated;
  - a. The subject is in physical control of a vehicle in motion;
  - b. The subject is visibly pregnant or the deputy knows the subject is pregnant;
  - c. The subject appears to be:
    - i. Physically disabled
    - ii. Mentally disabled
  - d. The subject’s age should also be taken into consideration before deployment.
- H. Target areas for impact and chemical munitions should be consistent with the deputy’s training in the deployment of impact and chemical munitions. The following body parts should be avoided;
  - e. Head
  - f. Face\*
  - g. Neck
  - h. Chest
  - i. Groin

\*In the case of OC deployment, spraying the face and eyes are the preferred target.

- I. Subjects who are struck by impact munitions or exposed to chemical munitions should be examined by Emergency Medical Services or transported to a hospital for evaluation and treatment by medical personnel. If the subject was exposed to chemical munitions, decontamination should begin as soon as practical.

- J. When chemical munitions are used inside an enclosed building or dwelling, a **Chemical Agents Warning** shall be posted on the building in a visible manner. The purpose of the warning is to notify any future occupants of the presence of chemical agents and the dangers associated with those chemical agents. Any professional cleaning will be the responsibility of the property owner. The Sheridan County Sheriff's Office will not be responsible for cleaning a contaminated building.
- K. Photographs should be taken by Deputies at the scene of the subject's impact areas, and if able follow-up photos should be taken of the same areas.
- L. Deputies deploying less lethal munitions, will adhere to all manufactures suggested minimum safe distances of the type of munition being utilized.

Types of Munitions Authorized

- A. Less Lethal 12-Gauge Shotgun.
  - a. Shotguns should be SCSO issued or authorized. All stocks of 12 Ga Less Lethal Shotguns should be colored with a high visibility paint (orange or green).
  - b. Less Lethal 12 Gauge Shotguns will never be loaded with live lethal ammunition.
- B. 40mm launcher
  - a. 40mm Direct Impact Round, OC, CS, Inert and Marking.
- C. Hand deployed chemical munitions (OC, CS)
- D. Hand deployed "Sting Ball" Grenades.



## ADDENDUM 5

### Course Purpose and Design

This proficiency course is designed to be fired with the Sheridan County Sheriff's Office 40mm launcher, and 12 Gauge Less Lethal Shotgun and, is intended to simulate shooting from distances of [REDACTED] for the 12 Gauge Less Lethal Shotgun and [REDACTED] with the 40mm launcher. The proficiency incorporates shooting from a variety of shooting positions and also incorporates shooting while moving. This course is specifically designed to assess the shooter's ability to shoot accurately while stationary and moving. Qualification of this course will occur annually.

### Definition

Lethal cover refers to a law enforcement officer using their sidearm or long gun to provide cover for the officer utilizing a less lethal device or tool.

### Cruiser Ready 40 mm launcher, and Less Lethal Shotgun

- A. Cruiser ready is the correct method for storing the launcher or less lethal shotgun while in a patrol vehicle.
  - i. **Launcher** cruiser ready is an unloaded launcher with the breach closed and safety on, if applicable.
  - ii. **Less Lethal Shotgun** cruiser ready is a depressed trigger, loaded magazine tube, and safety on.

### Deployment of 40 mm launcher, and Less Lethal Shotgun

- A. When deploying 40 mm launcher, open the chamber and visually inspect the intended round to be fired.
- B. When deploying a Less Lethal Shotgun, visually inspect the intended round to be fired before loading into the magazine tube.

## Training Course

### LESS LETHAL 12 GA. SHOTGUN

**Munitions:** Department approved 12-gauge bean bag rounds

**Target:** Approved Less Lethal Target (front & back)

**Total Rounds:** 8 per officer.

**Requirements:** Shooter must not have more than two misses from an ITA = Intended Target Area, during the training course.

Shooter must visually verify rounds to be loaded prior to each shot and reload as needed.

**(Instructor)** – *Shooter, verify your weapon is cruiser ready, announce you have less lethal on scene, and load your weapon with approved munitions.*

#### Stage 1

No time limit

#### Stage 2

No time limit

#### Stage 3

No time limit

- 

At conclusion of training course Shooter instructed to admin unload and verify their weapon is again Cruiser Ready.

## 40 mm launcher

**Munitions:** Department approved 40 mm round

**Target:** approved firearms Less Lethal target (front & back)

**Total Rounds:** 8 per officer.

**Requirements:** Shooter must not have more than two misses from an ITA = Intended Target Area, during training course.

- Instructor verifies shooter must visually verify rounds to be loaded prior to each shot and reload as needed.

### Stage 1

[REDACTED]

### Stage 2

[REDACTED]

### Stage 3

[REDACTED]

### Stage 4

[REDACTED]

### Stage 5

[REDACTED]

At conclusion of training course Shooter instructed to admin unload and verify their weapon is again Cruiser Ready.

**Recommendation:** Demonstrate at least one round from the maximum effective range of the manufactures munitions capability to show loss of kinetic energy and deviation from the point of aim.

## ADDENDUM 6

### CHEMICAL AGENTS WARNING

#### **\*WARNING\***

#### NOTICE OF CHEMICAL AGENT ON PROPERTY

During a tactical operation, the Sheridan County Sheriff's Office deployed chemical agent(s), commonly known as tear gas on the property located at:

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The decontamination of the chemical agent utilized at this location is the responsibility of the property owner, manager, or representing agent.

Some chemical agent generally remains in the property until the property is cleaned and/or sufficiently ventilated. Anyone going close to or entering the property may experience effects from the chemical agent. The agent(s) marked below were used on this property. Some potential effects of each agent are also listed below.

\_\_\_\_\_ Orthochlorobenzalmalononitrile (commonly known as CS)

Effects include:

- Irritation of nose, throat, and lungs
- Difficulty breathing, tightness in chest, coughing
- Profuse tearing, involuntary closure of the eyes
- Nasal drip, excess salivation
- Stinging sensation on exposed skin
- Exposure to high concentrations of CS for a relatively long period of time can pose health risks.

\_\_\_\_\_ Oleoresin Capsicum (commonly known as OC)

Effects include:

- Involuntary eye closure
- Shortness of breath, difficulty breathing
- Gagging sensation, coughing
- Burning sensation on eyes, lungs, and skin
- Exposed skin inflammation

If you need any further information, you can contact the Sheridan County Sheriff's Office at (307) 672-3455.

***Additional information on back →***

**\*DECONTAMINATION\***

**PERSONAL DECONTAMINATION FOR CS:**

1. Remove affected person from the contaminated area to an open space, facing the wind if possible.
  - a. Keep eyes open facing wind.
  - b. **DO NOT** rub eyes.
  - c. Tearing helps clear the eyes.
  - d. If effects persist, wash out with large amounts of water.
  - e. Breathe normally.
  - f. Blow nose to remove discharge.
  - g. Keep calm and restrict activity
  - h. **DO NOT** apply creams, salves, oils, lotions, or burn cream, as they will only trap the agent on the skin.
  - i. Expose the affected areas to air.
  - j. Cross contamination can be relieved by flushing with fresh water for at least 10 minutes.

**STRUCTURE DECONTAMINATION FOR CS**

1. Ventilate the building to remove airborne CS.
  - a. Open all doors and windows that weather permits.
  - b. Use fans to increase ventilation.
  - c. After initial ventilation, shut all doors and windows and heat the building as hot as is practical (at least four hours at a minimum of 95°F).
    - i. Exit the structure during this process
  - d. After above time, re-open all windows and doors. Continue to heat the building. This vaporizes much of the CS and carries it out of the building.
  - e. Continue to use fans to assist in ventilation
  - f. Hard surfaces can be decontaminated with a 5% solution of baking soda (sodium bicarbonate) and water.
  - g. Wash all clothing and other fabrics with tide soap or similar. More than one treatment may be necessary.
  - h. Exposed foods should be discarded.

**NOTE:** Rubber gloves and a gauze face mask should be used during the clean-up stage to prevent the possibility of residual contamination.

## OLEORESIN CAPSICUM

### **Purpose**

It is the purpose of this directive to establish guidelines for carrying and utilizing oleoresin capsicum (OC) spray projectors by staff in the performance of their official duties as a patrol deputy or detention deputy as an offensive and/or defensive chemical device.

### **Policy**

It is the policy of the Sheridan County Sheriff's Office that staff determine the need and distribution of authorized OC, based on failure of any other conflict resolution.

### **Deployment Procedures**

- A. The use of chemical weapons (e.g. OC) is authorized to control inmates displaying aggressive behavior and to reduce the potential of injury to staff, inmates, and visitors.
- B. Only the amount of force necessary to control a situation will be used to accomplish a lawful objective.
- C. Deputies who are trained and authorized to use chemical weapons, such as oleoresin capsicum spray or "OC", can do so under the following conditions: 1. When an inmate exhibits violent or potentially violent behavior that threatens the safety of others and only after attempts to subdue the inmate by conventional means of verbal directives, escort control, or pressure point control techniques have not been or appear unlikely to be effective, or that these procedures may involve injury to staff or inmates. 2. When it is unsafe for personnel to approach an inmate in order to implement escort or pressure point control techniques.
  - 1. To disperse unruly or rioting crowds threatening the safety and security of the facility, inmates, staff or visitors.
  - 2. To defend oneself or another from physical harm or possibly death.
- D. Deputies will not use OC sprays on subjects who are exhibiting only verbal and/or passive resistance (passive resistance means a subject offers no physical resistance to officers or simply goes limp, and makes no overt action or indication of aggressive behavior). After an inmate has been exposed to OC and restrained, they must be placed in an upright position to avoid possible asphyxiation. Deputies will not use OC sprays on subjects who are already under physical restraint, unless the subject is still violently resisting and lesser means of controlling the subject have failed. When OC is used on a subject who is restrained, they should be afforded a warning prior to its use.
- E. The inmate or inmates who have been subjected to OC sprays will be allowed to rinse any part of the body exposed to the OC as soon as possible. Once the incident is fully under control and no remaining risk to the staff is evident, the inmate will be allowed to change clothes and shower. If aggravated symptoms persist, medical attention should be given to the subject. After the use of OC spray, an incident report will be completed prior to the end of the shift. The report will contain accounts from the staff involved in the incident, including any medical treatment if medical attention is required.

## **EMERGENCY RESTRAINT CHAIR**

### **Purpose**

The purpose of this directive is to give guidelines when using the Emergency Restraint Chair.

### **Policy**

It is the policy of the Sheridan County Detention Center that the restraint chair may be used by detention staff to provide safe containment of an inmate exhibiting violent or uncontrollable behavior and to prevent self-injury, injury to others or property damage when other control techniques have not been effective.

### **Definitions**

Emergency Restraint Chair (E.R.C.) A gray-colored chair with larger wheels on the back that has restraint capabilities, requiring that handcuffs and leg irons are removed from the inmate while they are restrained in the chair.

### **Procedures**

#### **Authorization for Use**

1. Any of the following may authorize the use of the restraint chair upon following procedures in this directive:
  - a. The facility administrator or designee, the shift supervisor, or any detention sergeant.
  - b. Only deputies who have been trained to use the emergency restraint chair may do so.

#### **Conditions for Use**

1. Detention staff who are trained and authorized to use the Emergency Restraint Chair can do so under the following conditions:
  - a. When an inmate has demonstrated violent or uncontrollable behavior;
  - b. To prevent inmate self-injury, injury to others or property damage when other techniques have been ineffective;
  - c. Upon request of an inmate who indicates that they are having self-injurious thoughts with the concurrence of qualified mental health professional;
  - d. As a means of moving a combative inmate safely from one location to another within the facility;
  - e. The restraint chair will never be authorized as a form of punishment.

#### **Placement in the Restraint Chair**

1. Detention Staff will:
  - a. Use only the amount a force necessary to control a situation while accomplishing a lawful objective.

- b. Visually inspects the chair to ensure that all equipment and accessories are in proper working order;
- c. Contact nursing staff (or on call nurse) prior to placement of any inmate in the restraint chair to determine if there are any medical or mental health reasons not to place the inmate in the chair; d. Will be trained on the use of the restraint chair;
- e. Remove all the inmate's personal property (beyond uniform) from them, if applicable, before they are placed in the restraint chair.

#### Observation

1. Inmates placed in the restraint chair shall not be left in the chair for more than two hours and the following will be completed;
  - a. 15-minute checks must be performed and logged.
  - b. The tightness of belts and straps must be checked and monitored for adequate blood flow at least every ½ hour.
2. The two-hour time limit may be extended as follows:
  - a. A member of the nursing staff must assess the inmate and give consent to extend time requirement; he/she may renew the authorization by telephone for an additional two hours.
  - b. Every hour range of motion exercises must be performed
  - c. At least every two hours, inmates must be offered use of bathroom, water and finger foods at scheduled mealtimes.
3. Staff will only place the inmate in the chair long enough for the inmate to regain control of their behavior.

#### Removal from Restraint Chair

1. Staff will remove the inmate from the restraint chair when a supervisor has determined that there is no longer a threat to self or others, and the inmate can be managed by other means.
2. Incident report as well as monitoring logs will be completed.



## **WRAP RESTRAINT SYSTEM**

### **Purpose**

The purpose of this directive is to give guidelines when using the WRAP Restraint System.

### **Policy**

It is the policy of the Sheridan County Detention Center that the WRAP restraint may be used by trained detention staff to provide safe containment of an inmate exhibiting violent or uncontrollable behavior and to prevent self-injury, injury to others or property damage when other control techniques have not been effective.

### **Definitions**

WRAP Restraint System - A black and yellow bag containing a yellow ankle restraint, a black and yellow leg restraint with three buckles and one white metal ring and one black and yellow shoulder harness with one lead, two buckles and a metal carabiner. The WRAP restraint capabilities utilize one pair of handcuffs while in the WRAP.

### **Procedures**

#### **Authorization for Use**

1. Any of the following may authorize the use of the WRAP upon following procedures in this directive:
  - a The facility administrator or designee, the shift supervisor, or any detention sergeant.
  - b Only deputies who have been trained to use the WRAP may do so.

#### **Conditions for Use**

1. Detention staff who are trained and authorized to use the WRAP can do so under the following conditions:
  - a. When an inmate has demonstrated violent or uncontrollable behavior;
  - b. To prevent inmate self-injury, injury to others or property damage when other techniques have been ineffective;
  - c. Upon request of an inmate who indicates that they are having self-injurious thoughts with the concurrence of qualified mental health professional;
  - d. As a means of moving a combative inmate safely from one location to another within the facility;
  - e. The WRAP will never be authorized as a form of punishment.

Placement in the WRAP

Detention Staff will:

- a. Use only the amount a force necessary to control a situation while accomplishing a lawful objective.
- b. Visually inspects the WRAP to ensure that all equipment and accessories are in proper working order;
- c. Contact nursing staff (or on call nurse) prior to placement of any inmate in the WRAP to determine if there are any medical or mental health reasons not to place the inmate in the WRAP if applicable; d. Will be trained on the use of the WRAP;
- d. Remove all of the inmate's personal property (beyond uniform) from them, if applicable, before they are placed in the WRAP Restraint System.
- e. Apply the leg restraint tight enough to secure the inmate while ensuring it does not restrict blood flow.
- f. Apply the shoulder restraint tight enough to safely secure the inmate without restricting the inmate's ability to breathe.
- g. Sit the Inmate in the upright position or laid on his/her side.

Observation

- a. Inmates placed in the WRAP shall not be left in the restraint for more than two hours and the following will be completed; a. 15-minute checks must be performed and logged.
- b. The tightness of belts and straps must be checked and monitored for adequate blood flow at least every ½ hour.
- c. The two-hour time limit may be extended as follows:
  - i. A member of the nursing staff must assess the inmate and give consent to extend time requirement; he/she may renew the authorization by telephone for an additional two hours.
  - ii. Every hour range of motion exercises must be performed.
  - iii. At least every two hours, inmates must be offered use of bathroom, water and finger foods at scheduled mealtimes.
  - iv. Staff will only place the inmate in the WRAP long enough for the inmate to regain control of his/her behavior.
- d. Removal from WRAP Restraint System
  1. Staff will remove the inmate from the WRAP when a supervisor has determined that there is no longer a threat to self or others, and the inmate can be managed by other means.
  2. Incident report as well as monitoring logs will be completed.

## FORCED CELL ENTRY AND EXTRACTION

### **Policy:**

It is the policy of the Sheridan County Detention Center to minimize the potential for injury to both staff and offenders by utilizing specific forced cell entry/cell extraction procedures to move an offender only when necessary and only with the minimal amount of force necessary to maintain or regain control of a situation.

### **Purpose:**

The purpose of this general order is to identify when a forced cell entry/cell extraction is appropriate and establish guidelines for facilitating a forced cell entry/cell extraction.

### **Definitions:**

- A. **Cell Extraction-** Removal of a non-compliant, disruptive offender from a cell, utilizing the chemical agent Oleoresin Capsicum (OC) or an electronic control device (Taser) or physical force in a pre-planned, organized, forced compliance process.
- B. **Disruption-** Any incident involving an offender(s) that causes an interruption of normal facility operations and/or where serious injury or property damage is imminent or has occurred.
- C. **Forced Cell Entry-** A pre-planned, organized process for gaining cell entry to retrieve a disruptive or non-compliant offender(s), utilizing physical force.
- D. **Forced Cell Entry/Cell Extraction Team-** A team usually consisting of [REDACTED] staff members that have been specially trained in forced cell entry/cell extraction procedures. More or less than [REDACTED] staff may make up the team as determined by availability of staff and the shift supervisor.
- E. **Real Property Fixtures-** Items which are affixed to the physical structure and/or have a life span of more than five years (e.g. sink, toilet, etc).
- F. **Transport Chair/WRAP-** A specially manufactured chair used to safely and securely transport an offender from one area to another or WRAP.

### **Procedures**

- A. General Guidelines-
  - 1. Every forced cell entry/cell extraction creates the potential for serious injury to staff and offenders. Detention staff will make every effort to gain compliance from the offender prior to utilizing forced cell entry/cell extraction.

2. Recognizing that not every set of circumstances can be anticipated, sound judgment for determining the need for forced cell entry/cell extraction must be used and is herein delegated to the shift lead or designee.

Forced Cell Entry/Cell Extraction Selection

Selection for the team MAY be determined by:

1. Physical ability to execute the tasks to be performed.
2. Ability to function appropriately under stress.
3. Absence of any record reflecting the excessive use of force, offender harassment, or offender provocation.
4. The employee's attitude as reflecting a professional ability to restrain themselves verbally and physically.

Training, at a minimum, shall include-

1. The successful completion of a department forced cell entry/cell extraction class.
2. The successful completion of a WLEA basic custody and control class.
3. Current OC Certification
4. Current Taser Certification
5. Current WRAP Certification
6. Current ERC Certification

Use of Forced Cell Entry/Cell Extraction-

A forced cell entry/cell extraction or move MAY be appropriate in the following types or situations, as determined by the shift lead or designee:

1. To prevent injury to self or others.
2. To prevent the destruction of real property or fixtures.

3. To enforce court or administrative orders to produce the offender at a specified location when the offender refuses voluntary movement.
  - i. To prevent escape.
  - ii. When there exists a serious sanitation and health hazard.
  - iii. To implement cell inspection or search.
  - iv. When the offender is suspected of possession of dangerous contraband.
  - v. When fire or smoke is observed.
  - vi. When the offender has obstructed visibility in the cell so that safety and well-being are a concern.
  - vii. To extract an ill or unresponsive offender.

Prior to a Forced Cell Entry/Cell Extraction-

1. Staff shall use verbal direction to persuade the offender to voluntarily cooperate. The shift lead will also attempt to gain compliance from the offender. In the event that the offender does not cooperate, the shift lead or designee will issue three distinct orders to the offender to come to the door and assume the correct cuffing position. The offender will be given adequate time to respond to each order. Continued refusal shall cause the offender to be advised of the consequences. An offender's failure to comply with direct orders shall be documented and whenever possible videotaped.
2. The shift lead will contact the sergeant or designee to obtain approval for the forced cell entry/cell extraction. If the offender has a medical condition which could be affected by the cell entry/cell extraction, the shift lead will inform the sergeant. In the event that serious injury or death is imminent, the shift lead is authorized to take immediate and necessary actions but must complete notifications immediately upon resolution of the situation.
3. The shift lead shall contact medical to determine if the offender has any medical condition which could be affected by the cell extraction or forced cell entry.

Staging

1. The shift lead will ensure that a sufficient number of trained staff members are available to make up a Forced Cell Entry/Cell Extraction Team.
2. The shift lead shall thoroughly brief the team on the circumstances of the situation and pertinent information about the offender. If possible, this briefing will be videotaped.
3. Each team member will inspect all other team members to ensure all are properly equipped to perform duties assigned.
4. Medical personnel will inform the sergeant and shift lead if the offender has any medical condition which could be affected by the entry/extraction. The shift lead is responsible to relay all relevant information to the Forced Cell Entry/Cell Extraction Team.

#### Force Cell Entry/Cell Extraction Implementation

1. The shift lead will oversee the entry/extraction process. The shift lead must be trained in the procedure for use of OC, Taser, ERC, WRAP, Custody and Control and Use of Force.
2. The affected pod will be locked down before the team enters the area.
3. The Forced Cell Entry/Cell Extraction Team shall designate a leader that directs the operation of the cell entry. Generally, the team leader will be the staff with the most entry experience.
4. All activities related to the forced cell entry/cell extraction including the briefing and the debriefing shall be recorded by video camera using both the video and audio features. The video operator shall be trained and should position himself/herself so as to optimize video recording.
5. Medical personnel will be immediately available, when possible, throughout the forced cell entry/cell extraction. Medical personnel will not act as official witnesses to the entry/extraction procedure.
6. Once removed from the cell, the offender will be transported to a neutral area, as predetermined by the shift lead.
7. The offender will be searched and placed in a stripped cell.
8. Medical personnel will examine the offender and verify if injuries were sustained during the move. This is the initial screening for life threatening injuries. Medical personnel should conduct a second examination after the initial crisis is resolved. Both medical examinations shall be recorded by video and audio features.

#### Cell Extraction of Compliant Offender-

1. The team will line up in front of the offender's cell.
2. The number one team member will visually inspect the cell for potential obstructions, evidence of weapons, and the position of the offender. The number one member will relay important information to the team.
3. The number one person will order the offender to get into position for cuffing and explain the consequences if the offender is non-compliant. The offender must assume the correct position for cuffing.
4. After the application of the restraints, the offender will be walked out of the cell to a predetermined secure area and searched.
5. Cell Extraction of Non-compliant Offender-
6. The team will be present at the offender's door. The number one person will order the offender to get into the position for cuffing and allow adequate time for the offender to comply.
7. If the offender does not comply, the team leader will order the designated person to display the OC Canister or the Taser to the offender and inform the offender that force will be used if they do not comply immediately.
8. If the offender still does not comply the team leader will check the team for proper masking, then direct the designated team member to spray OC directly on the offender and/or in the cell. Adequate time after the OC dispersal (approximately five minutes) will be allowed for the effects of the OC or offender compliance. Additional OC applications may be utilized based on the determination of the shift lead.
9. If the Taser is being used in the place of OC, the designated team member will attempt to target the offender through the tray pass or as soon as the door is opened. The Taser will be aimed at the low center of mass as per department Taser policy.
10. Once the offender appears to be compliant the order will again be given for the offender to assume the correct cuffing position. The offender will be restrained and removed from his/her cell.
11. If OC is utilized during the entry/extraction the offender will be escorted to an area where he/she can decontaminate. This area will likely be an area where the offender can shower. The team will stand by for the duration of the decontamination process.
12. In the event the OC or Taser is ineffective or the offender still displays noncompliant behavior, the shift supervisor will order the Forced Cell Entry/Cell Extraction Team to conduct a forced cell entry.

13. After the application of restraints, if the offender becomes compliant with the instructions of the team leader, the offender will be walked out of the cell to a predetermined secure area and searched. If the offender refuses to respond and is non-compliant with directives or is still displaying aggressive behavior, the offender will be lifted and removed from the cell by the full entry/extraction team. Once removed from the cell, the offender may be placed in a transport chair or on a gurney to be transported to a predetermined secure area to be searched.
14. Medical personnel will examine the offender for injuries and provide treatment for the OC and or Taser probe hits. If regular medical staff is unavailable, it may be necessary to summon EMS personnel as determined by the shift supervisor. If staff are injured, they will be examined by a medical professional outside of the facility.

#### Forced Cell Entry

- a. In the event that OC and/or the Taser cannot be utilized for reasons determined by the shift supervisor, a traditional entry will be conducted. The team will line up in front of the cell. The team leader will check the team for readiness. At the team leaders command, the cell door will be opened and the team will enter in a preplanned manner. The offender will be restrained and escorted to a preplanned destination and searched.

#### Precautions-

1. Staff should be alert to issues of obesity, possible drug or alcohol use or psychotic behavior.
2. Offender should not be placed in a face down position for extended durations of time.
3. An offender will not be transported on his stomach.
4. Staff shall always maintain a close observation of a restrained offender in order to detect breathing difficulties and/or loss of consciousness. If this occurs, the offender should receive immediate medical attention.

#### Notifications upon completion of the forced cell entry process:

1. The shift lead will debrief the Forced Cell Entry/Cell Extraction Team. The debrief will discuss the positive aspects of the entry and any problems encountered.
2. All participants shall immediately complete and submit an incident report. All activities associated with a forced cell entry/cell extraction shall be carefully



documented to include: justification for move, date and time of all events, identification of all participants and supervisors, specific use of force utilized during the entry/extraction, list of damages and/or destroyed property.

3. The shift lead will ensure that a department use of force report is fill out and submitted with the incident report.

4. All reports and video will be collected and forwarded to the sergeant.

#### Follow up Activities

1.The offender involved in a forced cell entry will be placed in a booking cell where they can be observed by staff more readily.

2.Medical staff will monitor the offender for medical needs.

#### Cell Extraction Coordinator

1. The Cell Extraction Coordinator will be responsible for all trainings and equipment.

## **DISCIPLINE POLICY**

### **Purpose**

It is the Sheridan County Sheriff's Office policy to impose disciplinary action fairly and impartially and to offer adequate appeal procedures to ensure that the rights of employees are protected.

Discipline is a process of imposing formal sanctions which will help train or develop an employee, preferably through constructive rather than punitive measures. Discipline in the office involves reward of employees, training, and counseling, as a last resort, punitive action.

The purpose of this order is to establish procedures concerning informal and formal disciplinary practices within the Sheridan County Sheriff's Office.

### **Policy**

It is the policy of the Sheridan County Sheriff's Office to utilize the disciplinary process to correct and improve employee conduct and performance in a fair, equitable and just manner. Consistent with the concepts of discipline, the office uses corrective actions to promote compliance with both office policy and the law.

### **Definitions**

Misconduct – Any violation of federal or state law occurring either off or on duty.

Improper Conduct – Violation of any written or oral order, policy or procedure of the Sheridan County Sheriff's Office.

### **Procedure**

#### **Responsibility for Discipline**

1. Each member of the Sheridan County Sheriff's Office is charged with the responsibility to conduct themselves in accordance with the law, office policy, rules and regulations.
2. Each member of the Sheridan County Sheriff's Office is charged with responsibility to report violations of policy to a supervisor.
3. Supervisory personnel (e.g. Cpl., Sgt., Lt.) are fully empowered and are expected to intervene and act on problems of sub-standard performance and minor misconduct without requiring formalized investigative processing. Pursuant to that responsibility, supervisors have the following authority:
  - a. To issue verbal and written reprimands, verbal and written commendations to employees under their supervision;
  - b. To order an employee to leave the job site for serious violations;
  - c. To issue letters of appreciation to employees under their supervision;

- d. To make recommendations involving disciplinary cases and any aspect of the disciplinary process.

4. Sheriff

- a. The Sheridan County Sheriff has the authority to take any form of corrective action listed in Section B of this policy.

Ranges of Positive/Corrective Disciplinary Action

1. Positive Action

- a. Supervisory Praise, Recognition
- b. Commendations
- c. Superior Service Awards
- d. Supervisory Guidance/Oral Counseling – Informal supervisory counseling conducted to provide assistance.
- e. Such guidance allows the supervisor to bring to the attention of the employee the need to improve performance, work habits, attitude or other behaviors and to serve as a warning against future repetition of unsatisfactory conduct.

2. Corrective Training

- a. Training may be employed by itself in a proactive manner or it may be employed in conjunction with other components of the disciplinary system. The purpose is to strengthen the employee's performance in a positive manner
- b. Employees are required to diligently maintain an acceptable level of competence in performance of their duties and to comply with office in-service training standards and minimal continuing education standards as required by the Wyoming Peace Officers and Standards Training Commission.
- c. Acts of employees due to misunderstood procedures or who were never aware of them, indicate the need for corrective training.

3. Punitive Disciplinary Actions

- a. Documented oral counseling – a formal counseling session that identifies the problem, clearly defines expectations and includes formalized memo to personnel file.
- b. Letter of Reprimand – issued by any supervisor to clearly define a violation, set out clear expectations for improvement, and/or warn of the likelihood of more severe action in future.
- c. Suspension – Suspension of pay (and benefits) for a defined period (by the Sheriff).
- d. Demotions, permanent reduction in rank, pay and grade.
- e. Dismissal/Termination – Permanent loss of position.

4. Immediate Summary Action

- a. Immediate summary action provides for immediate intervention by supervisors to act on violations of standards of conduct or appearance.

- b. The Sheriff or immediate supervisor shall administer immediate summary action.
  - c. Immediate summary action includes documenting employee counseling, issuing oral or written reprimands, and/or immediate suspension.
    - i. When suspension is necessary, it shall be for the remainder of the employee's work shift and may continue through subsequent work shifts.
    - ii. At times where an investigation is warranted before determining a suspension, the suspension shall occur at a time determined by the supervisor and shall be on a day and time that best benefits other employees.
  - d. Proper discretion and good judgment should be exercised in the application of immediate summary action.
  - e. Application of immediate summary action does not prevent application of additional or more severe disciplinary action.
  - f. A list of violations that could result in application of immediate summary action include but are not limited to:
    - i. Continued tardiness or misuse of duty time.
    - ii. Failure to be clean and neat in appearance.
    - iii. Out of uniform.
    - iv. Failure to maintain equipment.
    - v. Failure to report back to service upon completion of assignment.
    - vi. Failure to give full attention to duty.
    - vii. Failure to perform assigned tasks.
    - viii. Failure to report for duty when scheduled.
    - ix. Reporting unfit for duty.
    - x. Failure to provide courteous and correct service.
    - xi. Failure or refusal to comply with a direct order or to accept a reasonable and proper assignment from a supervisor.
5. Other causes for corrective or disciplinary action, which may include immediate summary action but not limited to:
- a. Violation or failure to comply with state statutes, county policies, Sheriff's Office rules, policies or regulations.
  - b. Inefficiency, incompetence or negligence in the performance of duties.
  - c. Misuse of legitimate drugs or the use, possession, distribution or sale of controlled substances or un-prescribed controlled drugs either on or off duty.
  - d. Careless, negligent or improper use of county property, equipment or funds.
  - e. Use of Influence to gain, or attempt to gain, promotion, leave, favorable assignment or other individual benefit or advantage professional or otherwise.
  - f. Failure to obtain and maintain a current license or certificate as a condition of employment, if required by the law or these policies and procedures.
  - g. Conduct unbecoming a county employee.
  - h. Chronic tardiness in reporting to work.
  - i. Failure to report to work as scheduled without prior approval.
  - j. Abuse of sick leave or other benefits.
  - k. Accepting gifts and gratuities from private citizens and/or vendors.
  - l. Failure to report an accident or injury occurring on the job.

- m. Failure to follow established safety practices or utilize provided safety equipment.
- n. Conviction of any felony while employed by the Sheridan County Sheriff's Office.
- o. Unauthorized outside employment that is in conflict with Sheriff's Office interest.
- p. Acts of discrimination or sexual harassment.
- q. Releasing of confidential information.
- r. Unauthorized possession of Sheriff's Office equipment, supplies or other Sheriff's Office property.
- s. Falsification of records, reports or employment application.

Action by the Sheriff

- 1. Upon receipt of documentation from a supervisor administering disciplinary action, the sheriff will review all summaries, findings, reports and recommendations received.
- 2. If the Sheriff is satisfied that the case has been thoroughly investigated, he/she shall:
  - a. Make a finding determining if the incident is consistent with recommendations made by the supervisor.
  - b. If appropriate, impose corrective or disciplinary action as required.
  - c. Remand the case to the supervisor for follow-up on the action as required.
  - d. Severe disciplinary actions, such as suspension, demotion, or dismissal shall be administered by the Sheriff.
- 3. In deciding disciplinary action appropriate to the case, the Sheriff shall consider:
  - a. The nature and severity of the misconduct and its negative impact on the office.
  - b. The accused employee's personnel record.
  - c. Recommendations from the supervisors.
  - d. Past disciplinary actions taken for similar violations.

SUBSEQUENT PROCEDURES.

- i. Sheridan County and the Sheridan County Sheriff's Office are at-will employers. The Sheridan County Employee Policy and Procedure Manual govern employees.
- ii. Employment does not create a contract of employment, expressed or implied.

## VEHICLE PURSUIT POLICY

### **Purpose**

The purpose of this policy is to establish guidelines for making decisions with regard to vehicular pursuit.

### **Policy**

Vehicular pursuit of fleeing suspects can present a danger to the lives of the public, law enforcement officers, and suspects involved in the pursuit. It is the responsibility of the agency to assist deputies in the safe performance of their duties. To fulfill these obligations, it shall be the policy of the Sheridan County Sheriff's Office to regulate the manner in which vehicular pursuits are undertaken and performed.

### **Definitions**

Vehicular Pursuit - An active attempt by a deputy in an authorized emergency vehicle to apprehend a fleeing suspect who is actively attempting to elude law enforcement personnel.

Authorized emergency vehicle - A vehicle of this agency equipped with operable emergency equipment as designated by state law.

Primary unit - The Sheriff's Office unit which initiates a pursuit or any unit which assumes control of the pursuit.

Secondary unit - Any law enforcement vehicle which becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.

### **Procedures**

#### **Initiation of pursuit:**

1. The decision to initiate pursuit must be based on the pursuing deputy's conclusion that the [REDACTED]

[REDACTED]

2. Any deputy employed by the Sheridan County Sheriff's Office and in an authorized emergency vehicle may initiate a vehicular pursuit when the suspect exhibits the intention to avoid apprehension by refusing to stop when properly directed to do so. Pursuit may also be justified if the deputy reasonably believes that the suspect, if allowed to flee, would present a danger to human life or cause serious injury.

3. In deciding whether to initiate pursuit, the deputy shall take into consideration:

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Pursuit Operations:

1. All emergency vehicle operations shall be conducted in strict conformity with applicable traffic laws and regulations.
2. Upon engaging in a pursuit, the pursuing vehicle shall activate appropriate warning equipment.
3. Upon engaging in pursuit, the deputy shall notify communications of the location, direction and speed of the pursuit, the description of the pursued vehicle and the initial purpose of the stop. The deputy shall keep communications updated on the pursuit. Communications personnel shall notify any available supervisor of the pursuit, clear the radio channel of non-emergency traffic, and relay necessary information to other deputies and jurisdictions.
4. When engaged in pursuit, deputies shall not drive with reckless disregard for the safety of other road users.
5. Unless circumstances dictate otherwise, a pursuit shall consist of [REDACTED]  
[REDACTED]  
[REDACTED].
6. The primary pursuit unit shall become secondary when another unit has been assigned primary responsibility.

Supervisory Responsibilities:

1. When made aware of a vehicular pursuit, the appropriate supervisor shall monitor incoming information, coordinate and direct activities as needed to ensure that proper procedures are used, and shall have the discretion to terminate the pursuit.
2. Where possible, a supervisory deputy shall respond to the location where a vehicle has been stopped following a pursuit.

Pursuit Tactics:

1. Deputies [REDACTED] unless authorized by a supervisor or when it is possible to conduct such an operation without unreasonable hazard to other vehicular or pedestrian traffic.
2. When feasible, available patrol units having the most prominent markings and emergency lights shall be used to pursue, particularly as the primary unit. When a pursuit is initiated by other than a marked patrol unit, such unit shall disengage when a marked unit becomes available.

3. All intervention tactics short of deadly force such as spike strips, low speed tactical intervention techniques, and low speed channeling (with appropriate advance warning) should be used when it is possible to do so safely and when deputies utilizing them have received appropriate training in their use.
4. Decisions to discharge firearms at or from a moving vehicle, or to use roadblocks, shall be governed by this agency's use of force policy, and are prohibited if they present an unreasonable risk to others. They should first be authorized, whenever possible, by a supervisor.
5. Once the pursued vehicle is stopped, deputies shall utilize appropriate officer safety tactics and shall be aware of the necessity to utilize only reasonable and necessary force to take suspects into custody.

Termination of the Pursuit:

1. The primary pursuing unit shall continually re-evaluate and assess the pursuit situation including all of the initiating factors and [REDACTED].
2. The pursuit may be terminated by the primary pursuit unit at any time.
3. A supervisor may order the termination of a pursuit at any time.
4. A pursuit may be terminated if the suspect's identity has been determined, immediate apprehension is not necessary to protect the public or deputies, and apprehension at a later time is feasible.

Inter-jurisdictional Pursuits:

1. The pursuing deputy shall notify communications when it is likely that a pursuit will continue into a neighboring jurisdiction or across county or state lines.
2. Pursuit into a bordering state shall conform with the law of both states and any applicable inter-jurisdictional agreements.
3. When a pursuit enters this jurisdiction, the action of deputies shall be governed by the policy of the deputies' own agency, specific inter-local agreements and state law as applicable.

After-Action Reporting:

1. Whenever a deputy engages in a pursuit, the deputy shall generate a case report using the appropriate form detailing the circumstances. This report shall be critiqued by the appropriate supervisor or supervisors to determine if policy has been complied with and to detect and correct any training deficiencies.



2. The office shall periodically analyze pursuit activity and identify any additions, deletions or modifications warranted in office pursuit procedures.

## **PRISONER TRANSPORT POLICY**

### **Purpose**

The purpose of this policy is to provide guidelines for transporting persons in custody of law enforcement officers of this agency between points of arrest, initial booking and other destinations.

### **Policy**

Transporting prisoners is a potentially dangerous function. Therefore, it is the policy of this law enforcement agency to take the precautions necessary while transporting prisoners to protect the lives and safety of officers, the public, and the person in custody.

### **Definitions**

Security Screen- designed to divide, conceal, or protect. Usually has bars or other barriers to restrict movement.

SCDC- Sheridan County Detention Center

### **Procedures**

#### **Vehicle Inspection**

1. At the beginning and end of each tour of duty, all vehicles regularly used for prisoner transport shall be inspected for readiness as follows:
  - i. The safety screen shall be securely in place and undamaged.
  - ii. All windows shall be intact and outer door latches in proper working order.
  - iii. Rear-seat door handles and window controls shall be deactivated.
  - iv. The interior shall be thoroughly searched to ensure that no weapons or contraband have been left behind or hidden within the vehicle.
2. Prior to placing a prisoner in the vehicle for transport, the transporting officer shall have inspected the interior for weapons or contraband. The vehicle shall be searched again after the prisoner has been delivered to the detention facility or other destination.

#### **Handcuffing/Use of Restraints**

1. Deputies shall handcuff (double-locked) all prisoners either:
  - i. With their hands behind their back, or
  - ii. In front using handcuffs and waist restraint.
2. The deputy may handcuff the prisoner with his/her hands in front, or use other appropriate and approved restraining device(s) where the prisoner:
  - iii. Is in an obvious state of pregnancy,

- iv. Has a physical handicap, or
  - v. Has injuries that could be aggravated by standard handcuffing procedures.
- 3. Females shall be subject to the same handcuffing and restraint policy as males.
- 4. Deputies may use discretion in handcuffing young juveniles but shall use authorized restraints necessary to control unruly or potentially violent juveniles of any age.
- 5. Prisoners shall not be handcuffed to any part of the vehicle during transport. (Except for use of rip hobble during transport.)
- 6. Additional approved restraint devices may be used to secure a prisoner who violently resists arrest or who manifests mental disorders such that he/she poses a threat to himself or to the public.
- 7. Deputies are prohibited from transporting prisoners who are restrained in a prone position.

### Transport

- 1. Prior to transport, all prisoners shall be thoroughly searched for any weapons or contraband.
  - i. A protective search should be conducted by a deputy of the same sex as the prisoner. Where this is not practical, officers shall strictly adhere to training standards reference searching prisoners of the opposite sex.
  - ii. The transporting deputy should search the prisoner regardless of searches that may or may not have been conducted by arresting officers.
- 2. On long distance or overnight prisoner transport, unless accompanied by a female officer, male officers should not normally transport females in custody. Also, male prisoners should not be transported on long distance or overnight transports by a female officer, unless accompanied by a male officer.
- 3. Juveniles shall not be transported in the same vehicle with adult prisoners unless charged as an adult.
- 4. Prior to initiating the transport, the deputy shall provide the communications center with the following information when possible:
  - iii. Arrest location (patrol deputy) and destination of transport.
  - iv. Number of male and female prisoners being transported.
  - v. Full odometer readings at the beginning of transport, followed by the odometer reading at every stop.
- 5. The deputy should use care when assisting a prisoner into the vehicle for transport.

6. Prisoners shall be transported in a manner that allows for constant visual observation. Seating of deputies and prisoners should conform with the following:
  - vi. Where the vehicle has a security screen but only one transporting deputy, the prisoner shall be placed in the back seat on the right-hand side of the vehicle. When the vehicle is not equipped with a security screen and has only one transporting deputy, the prisoner shall be placed in the right front seat.
  - vii. When a prisoner is being transported in a two-deputy vehicle without a security screen, the prisoner shall be placed in the right rear seat. The second deputy shall sit in the left rear seat behind the driver.
  - viii. Leg restraints shall be used when an officer believes the prisoner has a potential for violent behavior or may be a flight risk.
  - ix. When available, one transporting deputy should not attempt to transport more than one prisoner in a vehicle without a security barrier, but should request transport assistance.
  - x. When circumstances allow, all prisoners shall be secured in the vehicle by proper use of a seat belt.
7. The physical well-being of prisoners shall be monitored during transit. Particular attention shall be directed to persons reported or suspected of being under the influence of drugs and/or alcohol or who have a history or propensity for violence.
  - i. Prisoners who report/display symptoms of serious illness during transit shall be taken to the nearest emergency room for treatment.
  - ii. Escorting deputies shall remain with the patient at all times unless relieved by other authorized personnel.
  - iii. Potentially violent persons in custody shall be restrained at all times in the treatment facility unless the attending physician requests restraints be removed because such restraint would interfere with essential treatment.
8. Symptoms or reports of physical or mental illness (such as threats of suicide or psychotic behavior) shall be reported to the booking officer.
9. Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of, the prisoner.
10. Prisoners shall not be left unattended at any time during transport.
12. Any escape shall be immediately reported to the communications center together with a complete description of the fugitive, mode and direction of travel, crime, and propensity for violence if known.
13. .

14. While on transport with one single deputy present, the inmate should be transported to another facility (detention center, jail or institution) for use of a restroom. With more than one deputy present, use of a rest area for this purpose will be allowed.

### Court Transport

1. All prisoners being transported to any court appearance will be restrained in handcuffs, waist restraints, and leg shackles. These restraints will only be removed for jury trials prior to the inmate walking into the court room.
2. At no point will inmates be allowed to talk, touch, or attempt to communicate in any way with friends and family.
3. The following guidelines apply to Circuit Court transports:
  - i. Inmates will sit in the jury box.
  - ii. Males will be seated in a separate row from females, if possible.
  - iii. At least one deputy will stand by the jury box with the door locked behind him/her.
  - iv. If there is a deputy available to supervise, attorneys can visit inmates in the room in the back of the court room, once searched.
  - v. Deputies will remain in the court room until court is adjourned unless there is a court deputy present.
4. The following guidelines apply to District Court transports:
  - a. The transporting deputy will ensure that inmate(s) arrive at least fifteen minutes prior to their scheduled court appearance.
  - b. Inmates of the same sex can be housed [REDACTED].
  - c. When in 4<sup>th</sup> Judicial Courtroom, inmates should sit at the table closest to the side (west) door and to the left of their attorney. In the northeast auxiliary courtroom, inmates should sit at the assigned table near the southeast entrance to the courtroom and to the left of their attorney.
  - d. The transporting deputy will sit to the left of the inmate.
  - e. Attorneys can visit inmates in the attorney rooms outside of the court room if there is a deputy available to stand by at the attorney room door.

### NWS Transports

1. Transporting inmate out of town:
  - a. Inmates will be transported in [REDACTED] unless exigent circumstances determine otherwise.
  - b. Inmates will be transported in handcuffs, black box, waist chain, and shackles.
  - c. When meeting Natrona County, the deputy receiving the inmate will give the deputy delivering the inmate a set of restraints to replace the set that the inmate being accepted is wearing.

- d. When meeting all other counties, the deputy accepting the inmate [REDACTED]  
[REDACTED]  
[REDACTED].

## **MDC POLICY**

### **Purpose**

The purpose of this policy is to establish the governing regulations regarding Mobile Data Computers (MDCs) at the Sheridan County Sheriff's Office.

### **Policy**

Sheriff's Office MDCs utilize the public network (Internet) as a vehicle for accessing law enforcement records. In compliance with the National Institute of Standards & Technology (NIST) Publication FIPS 140-2, the Sheriff's Office utilizes a NIST certified Virtual Private Network (VPN) to securely access law enforcement records at the Sheridan County Sheriff's Office and NCIC.

Deputies utilizing MDCs in their patrol cars will have access to the Sheriff's Office Records Management System (RMS) and Spillman only through the VPN established by the Sheriff's Office. Access to the "Mobile" server (housed at the Sheridan Police Department) is also made available to deputies via the same VPN. Access to RMS or Mobile is not possible by any other means.

Transmission of law enforcement data over the VPN is restricted to data that is pertinent to a legitimate law enforcement function.

Access to Sheriff's Office and Police Department data via MDC is restricted to querying data in the performance of the law enforcement function.

### **Security**

Instructions regarding procedural operation of MDCs, such as how to log on, how to conduct queries, or commands for operating Sheriff's Office MDCs will not be transmitted via radio.

In the event deputies must leave their patrol car and MDC unattended for any period of time, deputies are required to darken or blackout the screen or otherwise cover the display so as to prevent onlookers from seeing any official law enforcement / NCIC records or accessing such records in the event the MDC is stolen from a patrol car.

If an MDC is stolen or misplaced, deputies are required to notify SCSO IT immediately (day or night) so that MDCs access to the law enforcement network via VPN can be shut down without delay.

### **Communications via MDC**

The content of transmissions made via Spillman E-Mail or Spillman Instant Messenger shall comply with the same requirements as radio transmissions.

As Mobile is a service managed by the Sheridan Police Department, all transmissions made via Mobile are recorded by the Sheridan Police Department, and deputies should have no expectation of privacy when using those functions.

All transmissions made via Sheridan County Sheriff's deputies are considered "Work Product," and though they are stored on Police Department servers, remain the property of the Sheridan County Sheriff's Office.

### Use and Safety

A deputy's first priority is the safe operation of the patrol car. For this reason, deputies are required to stop at a safe parking location when MDCs are utilized for lengthy transmissions.

Deputies are discouraged from typing on the MDC while driving a patrol vehicle.

Once a deputy logs onto a MDC, no other deputy may use that MDC without the first deputy's knowledge.

### Calls for Service / Radio Protocol

Dispatchers and deputies will continue to communicate generally via radio. All calls for service, regardless of their nature, will be dispatched by radio.

Deputies may utilize the MDC in lieu of or in supplement of standardized radio procedure. Deputies shall use radio or MDC communication with other deputies to ensure all those working are aware of the general location or nature of activity being investigated. Those instances include calls for service and traffic stops, arrival on scene, call completion, and routine instances wherein the deputy is outside his patrol vehicle. At no time will deputies be allowed to generate/conduct a traffic stop via MDC only.

### Warrant Confirmation from MDC Hits

MDCs allow the individual patrol deputies to make computer inquiries for wanted persons or objects. When a deputy makes a query and an outstanding want or warrant is indicated, the deputy shall:

\*Advise the dispatcher via radio/MDC that they have received a hit. Dispatch will then confirm the want or warrant and notify the deputy via radio.



## MCD

### **Purpose**

The purpose of this policy is to establish a guideline for the use of personal MCD's.

### **Policy**

It is the Policy of the Sheridan County Sheriff's Office to use mobile communication devices (MCDs) to enhance communication, promote efficiency and enable quicker responses to emergency situations and enhance the safety of employees and citizens. This policy applies to both civilian and sworn personnel. This policy applies to all personally owned MCDs.

### **Definitions**

MCD- Mobile Cellular Device

### **Procedure**

- A. Personal MCDs should not be used if they have the potential to be disruptive to others or cause a distraction to the employee. Engagement in multiple or extended conversations unrelated to official business or similar use that interferes with the performance or duty is prohibited.
  - B. The Agency assumes no liability for loss, damages, or financial charges incurred by an employee utilizing personal MCDs on duty.
  - C. Personal MCDs may be subject to search if inappropriate usage or photos have been taken while on duty. Employees are required to assist in accessing MCDs when requested and pursuant to violations of this policy.
- 

- E. The use of or carrying personal MCDs is prohibited within the detention center housing blocks and or in the presence of inmates in SCSO.
- F. The use of personal MCD image and audio recording capabilities is prohibited in the Detention Center. IT personnel performing IT functions are allowed to take photographs when they are related to agency business.
- G. If a personal MCD is lost, stolen or misplaced in SCSO, the employee must immediately notify his/her supervisor.
- H. Employees are prohibited from allowing inmates the use of personal MCDs.
- I. Voice, text or recordings obtained during the course and scope of employment, are the property of the agency and are governed by any public record retention and disclosure laws of the State of Wyoming.

- J. The use of personal audio or video-recording devices, where or when authorized by the Sheriff or designee, may be used to preserve perishable evidence. Employees shall inform their supervisor of any recorded information that is obtained during the course and scope of their employment.
- K. No employee will erase attempt to delete, remove or alter any images, video or audio file related to agency business or taken while on duty from MCDs unless authorized.
- L. Employees shall not keep personal copies of any image, video or audio file related to agency business.
- M. Employees are prohibited from sharing, posting online, or otherwise delivering to entities outside of normal law enforcement channels any video images and recordings compiled during working hours.

MCD usage while driving is generally not allowed. When appropriate, all MCD usage should be done while legally parked in a safe area. Deputies driving an emergency response vehicle and participating in emergency response may be exempt per Wyoming State Statute

## **Body Worn Cameras/In Car Cameras**

### **Purpose**

The purpose of this policy is to identify the procedures and practices applied to the lawful use of body-worn cameras (BWC) and the integrated in-car camera (IICC) system.

### **Policy**

Sheridan County Sheriff's Deputies shall operate issued BWCs and the IICC in order to assist with accurate documentation of events, actions, conditions, and statements made during the course of an incident.

The BWC and IICC may be useful in:

- A. Documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband;
- B. Enhancing the deputy's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation and presentation;
- C. Deputy evaluation, including the ability to review:
  - 1. Probable cause for arrest;
  - 2. Arrest procedures; and
  - 3. Deputy and suspect interaction;
- D. Deputy training, including as an impartial measurement for self-critique and field evaluation during new officer training; and E. Evidence for claims of impropriety.

### **Definitions**

- A. Body-Worn Camera (BWC)- An on-deputy audio-video system currently authorized as the sole means of overt on-deputy audio-video recording.
- B. Media or Data- Includes photographs, audio recordings and video footage. The media is stored digitally on a local server.
- C. Integrated In-Car Camera (IICC)-Onboard camera(s) that continuously record the view through a vehicle's windshield, rear window, or views within the vehicle that are synchronized with the BWC.

### **Operating Procedure**

- A. Deputies who are assigned Sheridan County Sheriff's Office BWC and IICC equipment must use the equipment unless otherwise authorized by supervisory personnel. Deputies who are working special assignments in uniform, such as grant funded traffic enforcement, shall also obtain and use BWC equipment unless otherwise authorized by supervisory personnel.
- B. Deputies shall wear the BWC in a front facing manner.
- C. Deputies must complete agency approved training to ensure proper use and operation (i.e. Initial Issue Training, FTO Program and Equipment Updates).

- D. BWC and IICC equipment are the responsibility of individual deputies and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the deputy's supervisor as soon as possible so that a replacement unit may be procured.
- E. Deputies shall ensure and confirm their BWC and IICC data transfer has been completed before the end of their work week.
- F. The BWC and IICC will automatically activate when the vehicle's emergency warning equipment is in operation. In instances where the BWC and IICC have not been automatically activated, deputies shall manually activate the BWC and/or IICC to record all calls for service, including investigatory or enforcement contacts with citizens in the performance of official duties. Exceptions include:
  - 1. When determining to record interviews with victims, witnesses and members of the community who wish to share information, deputies should take into consideration both the evidentiary value of the recording and the subject's comfort with speaking on camera. If a person is unwilling to provide the information while being recorded, deputies may decide that obtaining the information is more important than recording;
  - 2. Recording conversations with confidential informants;
  - 3. During community outreach events, such as giving a talk to a citizen group or making public contacts.
- G. Deputies are not required to notify the public they are being recorded. Wyoming state law requires only one-person consent/notice. In locations where individuals have a reasonable expectation of privacy, such as a residence, they may decline to be recorded unless the recording is being made pursuant to a valid investigation from a place where the deputy is lawfully allowed to be present, is made during the lawful arrest of an individual in the residence, or is being made in conjunction with a lawful search of the residence.
- H. The BWC and IICC shall remain activated until the event is completed in order to ensure the integrity of the recording unless:
  - 1. The contact moves into a restricted area;
  - 2. The event is protracted and continued recording is of no value (i.e. traffic control, crash scenes, courtroom hearings, inmates receiving medical care in a hospital, extended perimeters; deputy is on scene but in no position to record, etc.). In instances that warrants the system to be deactivated, the deputy should verbally record the reason for deactivation. For example, "Recording stopped due to extended traffic control."
- I. Deputies will only use the BWC in patient care areas of a healthcare facility when the recording is for official purposes and caution should be used to record only the parties involved in the event being investigated.
- J. If a deputy fails to activate the BWC and/or IICC, fails to record the entire contact, or interrupts the recording, the deputy shall document in their report why a recording was not made, was interrupted, or was terminated.
- K. BWC and IICC recordings are not a replacement for written reports or obtaining digital photographs from a scene.
- L. Detention and Patrol Deputies shall use BWCs and IICC, when available, during solo inmate transports and during inmate court transports to and from Sheridan County Courts.
- M. BWCs and IICC shall be used only in conjunction with official law enforcement duties. The BWC and IICC shall not be used to record:

1. Communications with other law enforcement personnel without the permission of their supervisor;
  2. Encounters with undercover officers or confidential informants;
  3. When on break or otherwise engaged in personal activities; or
  4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.
- N. Supervisors will review BWC and IICC recordings to investigate citizen complaints or suspected deputy misconduct while on duty.
- O. The Sheridan County Sheriff's Office reserves the right to limit or restrict anyone, including deputies, from viewing a recorded event.

#### Recording Control and Management

- A. Deputies shall tag each media file using the predefined list in the video storage system software (i.e. traffic stop, arrest, welfare check, etc.), during or at the end of their current shift, or at the beginning of their next shift, to ensure that the files are stored properly. Incident numbers shall also be applied to specific media files if applicable.
- B. The following are available categories, the retention duration and examples of media that should be associated with each category:

Retention Categories for Video Storage System		
Category	Minimum Retention Schedule	Category Description
Inadvertent/Demonstration	90 Days	Accidental trigger or emergency light demonstration
Traffic Warning	90 Days	Any traffic stop, or accident investigation resulting in a written or verbal warning as the only enforcement action taken
Traffic Citation	180 Days	Any traffic stop, or accident investigation resulting in a citation for a traffic offense with no criminal activity related to the case.
Calls for Service	365 Days	Interviews, complaints, and investigations in response to assigned calls that result in no enforcement action, and have a low probability of any future enforcement (documentation reports, assist agency, etc.).
Arrest/Criminal Citation	5 years	Primary deputy of case where criminal citation is issued or arrest is made.
(Assist) Arrest/Criminal Citation	5 years	Any assisting deputy where criminal citation is issued or and arrest is made.
Criminal Investigation	5 years	Follow up investigation, evidence gathering, or interviews connected with an arrest, a probable pending arrest, or serious crime that is not solved.

Welfare Check	90 Days	Calls for service of a person's welfare when the conclusion is everything is fine and no Title 25 action is required
Title 25	2 years	Calls for service of a person's welfare when the conclusion is voluntary or Title 25 admittance to hospital or similar are facility.
Cell Extraction	2 years	Detention Deputies performing cell extraction following the cell extraction policy.
Solo Inmate Transport	90 Days	SCSO inmate(s) transfers to or from another facility. Juvenile transports to and from JDC or another facility.
Inmate Court Transports	90 Days	SCSO inmate(s) to and from Circuit and District Courts.

- C. At a minimum, media shall be stored and retained for the duration as set forth in the State of Wyoming Public Records Retention schedule or until no longer needed as evidence, whichever is longer. For storage and budgetary considerations, media may be transferred to approved digital storage format and be retained pursuant to Wyoming State Retention schedule. In the event the media is transferred to a disc for storage or budgetary considerations, the entire recording shall be transferred. No editing or redacting of the media file shall be permitted.
- D. All media recorded by the BWC and IICC remain the exclusive property of the Sheridan County Sheriff's Office.
- E. The decision to release any recorded media requested by the general public or by the news and media shall be made by the Sheriff or his/her designee following Wyoming's Public Records laws.

#### Deputy Review of Recorded Media

- A. Under no circumstances shall recorded media be used for entertainment purposes or in an attempt to embarrass another deputy or citizen.
- B. Any uploading or converting of media for use on any type of social media is strictly prohibited unless approved by the Sheriff or his/her designee.
- C. Deputies shall not make copies of any media for their personal use.

## CHEMICAL TESTING POLICY

### Purpose

The use or possession of controlled substances while employed with the Sheridan County Sheriff's Office is prohibited, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a motor-vehicle or conduct regular employment related tasks.

The use or consumption of alcoholic beverages while on-duty or while wearing a Sheridan County Sheriff's Office uniform is prohibited. The prohibition extends to any employee that has a measurable amount of alcohol within his/her system while on-duty, regardless of the time frame in which the alcoholic beverage was consumed.

### Scope

The following policy applies to all applicants and employees of the Sheridan County Sheriff's Office, regardless of his/her specific position in the agency.

### Circumstances Requiring Testing

Applicants for employment for any position at the Sheridan County Sheriff's Office must submit to testing to determine the presence of illegal drugs and alcohol.

Employees are required to submit to testing, as prescribed by supervisory members of the Sheridan County Sheriff's Office, to determine the presence of illegal drugs or alcohol under the following circumstances:

1. When the employee is on-duty and/or operating a Sheridan County owned vehicle or equipment and is involved in a driving accident that results in any of the following:
  - a. Injury or death.
  - b. A citation issued to the employee under state or local law for a traffic violation arising from the accident.
  - c. When any involved person requires any form of professional medical treatment.
  - d. When there is any monetary damage to property owned by Sheridan County or any other person.
    - i. An employee in any such accident as mentioned in 14 above, is required to report it as soon as possible to his or her supervisor.
2. When any person dies, while he/she is detained, arrested, incarcerated or under the care of a peace officer or detention officer. The testing extends to all peace officers and detention officers involved with the detention or incarceration of the decedent at the time or in close proximity to the time in which the decedent passes. The term "close proximity" will be determined by the peace officers' or detention officers' supervisor pursuant to each incident.
3. When the employee is observed using alcohol or illegal drugs while on duty.

4. When a supervisor, who is a certified peace officer or certified detention officer, observes an on-duty employee exhibiting the appearance and behavior of someone under the influence of a controlled substance or alcohol, including times just preceding or just after the period of the workday.
5. When an employee is allowed to return to duty after a violation of drug or alcohol rules, policy, or law.
6. When an employee is allowed to return to duty and has been identified by a substance abuse professional as needing assistance in resolving problems with drug or alcohol abuse. Such employees will be subject to up to six unannounced follow-up drug or alcohol tests over the first 12 months following his or her return to duty.

#### Enforcement

An employee who refuses to consent and submit to a test when requested will be subject to disciplinary action, including termination, pursuant to Sheridan County discipline and dismissal procedures. Refusal to submit includes failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath testing, failure to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement for urine testing, engaging in conduct that clearly obstructs the testing process, and/or leaving the scene of an on-the-job accident. Documented violations of the policy, rules or general practice of the Sheridan County Sheriff's Office in regards to controlled substance and alcohol usage may result in submittal to alcohol and controlled substance evaluations, and any costs incurred will be borne by the employee.

Documented violations of the policy, rules or general practice of the Sheridan County Sheriff's Office in regards to controlled substance and alcohol usage may result in disciplinary action, up to and including termination.

#### Confidentiality

All information from an applicant's or an employee's drug and alcohol tests will be confidential to the extent required by law.



## BODY ARMOR

### **Purpose**

The purpose of this policy is to provide peace officers and detention officers employed by the Sheridan County Sheriff's Office with rules and guidelines for the use of agency issued body armor.

### **Policy**

It is the policy of the Sheridan County Sheriff's Office to maximize deputy/officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of general officer safety procedures.

### **Procedures**

1. All uniformed peace officers and detention officers must wear agency issued body armor during their tour of duty. In addition, all officers must wear body armor during high-risk and/or tactical situations.
  - a. Examples of "high-risk" or "tactical" situations include, but are not limited to, search warrant executions, drug raids, initial crime scene response, and serving felony warrants.
2. All peace officers and detention officers working in law enforcement related secondary employment positions or paid details, arranged through the Sheridan County Sheriff's Office, must wear body armor.
3. It is [REDACTED] that all peace officers and detention officers assigned to the investigative and/or administrative duties wear body armor during their tour of duty. However, those officers in the investigative or administrative positions [REDACTED], during their tour of duty.
4. Supervisory personnel shall check for compliance during briefing times and perform spot checks when encountering officers in the field.

## **SAFETY BELT**

### **Purpose**

The purpose of this policy is to assure maximum operator and passenger safety, thus minimizing the possibility of death or injury as a result of motor vehicle crashes at the Sheridan County Sheriff's Office. This policy will apply to all personnel operating or riding in office vehicles, on or off duty, and those riding in personally owned vehicles while on duty.

### **Policy**

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased, or rented by the office at all times unless specifically exempted in this policy. This also applies to the operation of privately owned or other vehicles if used on duty.

### **Procedure**

1. Unless extenuating circumstances exist, Sheridan County Sheriff's Office personnel shall use the safety belts installed in the vehicle by the manufacturer, as prescribed by the manufacturer, whenever operating or riding in any vehicle that is equipped with safety belts if used while on duty.
  - a. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle under the age of 12 years. Approved child safety restraints shall be used for all children of age, size, or weight for which such restraints are prescribed by law, unless exigent circumstances exist.
2. Whenever possible, all prisoners are required to be secured in the vehicle by a safety belt in all seating positions for which safety belts are installed by the vehicle manufacturer.
3. Deputies operating in an undercover or unmarked capacity may be exempt only if the deputy believes that the use of a safety belt would compromise their identity or safety.
4. When arriving at an emergency call or making a vehicle traffic stop, the deputy may remove the safety belt prior to stopping for officer safety reasons.
5. Personnel who discover an inoperable or unsafe safety belt system shall report the defect to their supervisor. Prompt action will be taken to replace and/or repair the system.

## TRAFFIC SAFETY VEST

### **Purpose**

The purpose of this policy is to establish guidelines and safe practices when sheriff's office personnel are working in traffic that can present a safety hazard.

### **Definitions**

Traffic Safety Vest- A high-visibility vest that meets the requirements of ANSI 107-2004 as a Class 2 or 3 Public Safety Vest.

### **Policy**

In order to provide greater safety and visibility for Sheridan County Sheriff's Office personnel, all patrol vehicles shall be equipped with a high-visibility traffic safety vest. The use of the vest is required whenever a deputy is manually directing traffic, investigating a traffic crash at nighttime, or when weather conditions result in poor visibility and conditions dictate the need for increased visibility.

- A. It shall be the responsibility of sheriff's office personnel to ensure the Traffic Safety Vest is not damaged, torn, and always in a state ready to be deployed.
- B. It shall be the responsibility of sheriff's office personnel to have a Traffic Safety Vest with them if they are assigned to ride with another deputy and plan, or have the propensity, to work in traffic related incidents.
- C. It shall be the responsibility of the sheriff's office to replace any Traffic Safety Vest that is unsafe or inoperable.

## **OUTSIDE ENTITY EMPLOYMENT AND SPECIAL ASSIGNMENTS**

### **Purpose**

The purpose of this policy is to establish the rules for employment outside of the Sheridan County Sheriff's Office by current full-time employees, establish the process for assigning on-duty employees for special events, and outline the options available for outside entities to hire Sheridan County Sheriff's Office employees for special functions.

### **Policy**

Employment by full-time Sheridan County Sheriff's Office employees by other entities will generally be allowed on a case-by-case basis with the ultimate decision falling on the sheriff.

The sheriff and/or Sheridan County Sheriff's Office leadership cadre will assign deputies to special event details as deemed appropriate. Outside entities or private individuals that wish to employ deputies for a short-term special event that does not fall under the guidelines for assignment of on-duty deputies may hire the deputies to perform law enforcement functions at a rate agreed upon by the sheriff and Sheridan County Board of County Commissioners.

Full-time Sheridan County Sheriff's Office employees wanting to work a short-term special event for another governmental agency must garner approval from the sheriff. Such events will be governed by Wyoming State Statutes through a memorandum of understanding between the Sheridan County Sheriff's Office and the other governmental entity.

### **Procedure**

#### **Outside Employment:**

1. Sheridan County Sheriff's Office employees that wish to seek employment or work for another entity must obtain permission from the sheriff on a case-by-case basis. The goal of that process will be to ensure the outside employment does not interfere with or compete with primary employment by the Sheridan County Sheriff's Office, and may include a focus on public perception brought on by the type of outside employment.

#### **Special Assignments:**

1. Sheridan County Sheriff's Office leadership personnel may assign on duty deputies to special events that, in the opinion of the leadership cadre, may have a propensity for violence, may have a propensity for increased crime, or may be of a nature that visible law enforcement could deter violations of law and generally keep the peace. The ultimate decision shall

factor the possible gain by a public or private entity that otherwise would not be afforded by the Sheridan County Sheriff's Office.

Outside Law Enforcement Employment by Private Entity:

1. Sheridan County Sheriff's Office leadership may allow deputies to be hired for outside employment in a law enforcement capacity in instances where a private or public entity has sought assignment of Sheridan County Sheriff's Office deputies, but the leadership has determined the event does not fit the criteria of a Special Assignment. The deputy will typically be in full uniform and maintain constant contact with dispatch and on-duty patrol deputies, unless Sheridan County Sheriff's Office leadership cadre have deemed a uniformed presence is not conducive to the duties at hand.
  - a. The entity seeking the employment will be responsible for paying the current special duty rate in advance of the assignment to Sheridan County and the deputy will be paid that rate, less standard payroll deductions.
  - b. The deputy or deputies performing such employment will be assigned based on the opinions of the Sheridan County Sheriff's Office leadership with input from the entity seeking the deputy. Every effort shall be made to allow all deputies to partake in such assignments.
  - c. The deputy or deputies will not be subject to the directives of any outside entity or individual regarding any efforts to investigate or not investigate any crime or whether to take or not take any law enforcement action, unless the manner and type of input is consistent with the standard practice or the regular performance of on-duty deputies.

Temporary Outside Employment by Other Government Agency:

1. Any employee that wishes to work for another agency in a temporary law enforcement capacity must obtain permission from the sheriff or a member of the Sheridan County Sheriff's Office leadership cadre on a case-by-case basis.
  - a. Temporary Other Governmental Employment will be governed by a memorandum of understanding between the Sheridan County Sheriff's Office and the other governmental agency, and must be done in accordance with relevant Wyoming State Statutes.
  - b. The other governmental agency may pay the Sheridan County Sheriff's Office employee directly at a rate deemed appropriate by that entity or it may reimburse Sheridan County the amount equal to the current special duty rate.

## **UNIFORM, EQUIPMENT, AND APPEARANCE STANDARDS**

### **Purpose**

The purpose of this policy is to establish rules to regulate the uniform, appearance and equipment of personnel employed by the Sheridan County Sheriff's Office.

### **Policy**

It is the policy of the Sheridan County Sheriff's Office that all personnel maintain a high standard of personal appearance while performing their duties. Uniformed personnel will only utilize or wear uniforms, accessories and equipment as authorized by the Sheridan County Sheriff and in a manner described. Non-uniformed personnel will select and wear clothing that shows professionalism and as directed in this policy. The style and specifications of the uniform, accessories and equipment will be designated by the Sheridan County Sheriff.

### **Procedure**

#### **General Appearance of Uniform and Clothing**

1. Deputies shall wear a clean and neat uniform or civilian clothing for nonuniformed personnel.
2. Duty Belt will be kept cleaned and polished if applicable.
3. Firearms, Handcuffs and any metal attachments on a duty belt will be kept clean, free of rust and in serviceable condition.
4. Non-uniformed employees will wear conservative clothing that appears professional

#### **Personal Appearance**

1. Deputies shall wear uniforms or civilian attire in accordance with this policy when on duty.
2. All personnel will strive to maintain high standards of personal appearance and hygiene. All clothing and equipment will be clean and in good repair.
  - a. The on-duty supervisor may challenge the quality, condition or appropriateness of the deputies or employee's uniform or clothing and may direct them to bring his/her uniform or clothing into compliance.

#### **Jewelry**

1. All personnel may wear items of jewelry on their person provided the items are discreet and do not expose them to undue risk or hazard.
2. Female personnel may wear earrings provided the earring does not detract from a professional appearance and does not expose them to undue risk.
3. Deputies may wear one ring per hand that does not detract from a professional appearance; rings must not expose them to undue risk.

### Hair

1. Hair must be clean and neat. It shall be cut, styled and worn in a conservative manner. Extreme hairstyles inappropriate for wear with Sheridan County Sheriff's Office uniform or that detract from a professional appearance will not be permitted. For uniformed personnel, the bulk or the length of the hair shall not interfere with the normal wear of any uniform hat or detract from a professional appearance.
2. Facial hair shall be neatly trimmed and not be obsessively long or bushy. Beards, Goatees, and mustaches are authorized in most cases. Any designs, or other facial hair will be approved by the Sheriff or designee.
3. Dyed hair will be of natural human hair color; any other colors are prohibited.

### Body Art

1. SCSO personnel may display body art while on-duty, however the display of any offensive image, phrase, or other offensive expression contained within visible body art by SCSO personnel shall be prohibited. Offensive images, phrases, or other expressions shall include but are not limited to:
  - i. Depictions of nudity, violence, or criminal activity;
  - ii. Sexually explicit/vulgar art, words, or profane language;
  - iii. Symbols likely to incite a strong negative reaction in any group; or initials, symbolism, or acronyms that represent criminal or historically oppressive organizations, gangs, or activities.
  - iv. If any body art is found to be offensive, the employee will be required to wear long sleeve uniform shirts or full-length uniform pants to cover the body art. The employee may be personally responsible for any uniform purchases. If the body art is deemed to fall under any aforementioned section of this paragraph, the employee will be subject to disciplinary action, including termination, pursuant to Sheridan County discipline and dismissal procedures if the employee refuses to adhere to the long sleeves or full-length uniform pants requirement.
  - v. SCSO personnel shall be required to wear long-sleeved shirts when directed to do so by supervision.
2. Body art is not permitted on the face, head, or the area of the neck and chest that would be visible while an SCSO employee is wearing official SCSO attire, or in uniform.

## SEGREGATED HOUSING

### **Purpose**

The purpose of this directive is to give guidelines when using Segregated Housing, reasons for such housing, and placement of such.

### **Policy**

It is the policy of the Sheridan County Detention Center that detention deputies have the ability to place inmates in segregated housing. Segregated housing may be used for various reasons to include but not limit to; inmates who are a danger to himself or others, inmates who threaten the safety and security of this facility, inmates who request segregation for their own personal safety, inmates in need of protective segregation, inmates awaiting disciplinary hearings, inmates who are pending criminal investigations for crimes committed while in the facility, inmates awaiting transfer, inmates who are ordered by a physician for medical reasons, or during an inmate's classification.

### **Definitions**

1. Administrative Segregation- Undetermined separation of an inmate from the general population, without withholding any amenities that are provided to all other inmates. However, if the inmate destroys property or further compromises the safety and/or health of any person, they can be restricted.
2. Segregated Housing- Temporary housing of an inmate when removal of that inmate from current housing is immediate.
3. Classification Committee- committee comprised of two sergeants.

### **Procedures**

Any single deputy may place an inmate into Segregated Housing. Segregated Housing does not require any formal documentation unless for disciplinary housing or if reports are required of the event.

A classification committee must be in place for those inmates placed in Administrative Segregation. This committee is comprised of two sergeants.

When deemed appropriate by the classification committee an inmate may be placed into long-term segregated housing.

### **Committee Actions Regarding Administrative Segregation:**

1. The Committee must provide the inmate 24-hour notice of any hearings regarding segregation, so that the inmate may:



- a.) Present witnesses, in good faith this can be limited and questions may be relayed to witnesses,
  - b.) Present written statements,
  - c.) Have assistance of a staff member,
  - d.) Have the right to remain silent.
2. Timely, effective notice must be given to the inmate of placement and reason for placement by the committee.
3. A prompt review of the classification committee's decision by detention lieutenant will be done.
4. During the first 30 days of segregation, an individualized plan must be developed regarding inmate segregation, every following 30 days, a reevaluation process must be documented.
5. 90 days after placement, a case review must be documented, and a mental health assessment done by Correct Care Solutions (CCS) per National Commission on Correctional Health Care (NCCHC) standards.

## **INMATE DISCIPLINARY HEARING**

### **Purpose**

The purpose of this directive is to give guidelines on the disciplinary hearing process.

### **Policy**

It is the policy of the Sheridan County Detention Center to enforce disciplinary actions when major violations of the inmate handbook occur, thus resulting in procedural protections for the inmate.

### **Definitions**

Major Rule Violation- as stated in the inmate handbook as a Rule 1 Violation

### **Procedures**

1. Inmates who are given disciplinary sanctions for Major Rule Violations are given the option of a disciplinary hearing. The inmate must sign the disciplinary notice requesting this hearing at the time the disciplinary notice is given to them.
  - i A 24-hour notice is given to the inmate to advise the inmate of the upcoming hearing.
  - ii An inmate who is charged criminally as well as through inmate rule violations will have the right to remain silent during the disciplinary hearing.
  - iii The inmate will have the opportunity to present available witnesses and documentary and physical evidence during the hearing.
  - iv The inmate will also have the opportunity to confront and cross examine any witnesses or, if in good cause to limit such confrontation is found, question may be relayed to the witnesses.
  - v If it is found that the inmate is unable to prepare effectively on his own behalf, some other advocate for the inmate will be presented.

### **Discipline Board**

1. The discipline board is made up of two sergeants.
2. After the disciplinary hearing is conducted, a written report should be attached to the inmate's Rule Violation Report, outlining the decision made by the board.
3. The inmate will have 5 days from receipt of disciplinary hearing to appeal to the jail administrator.

## EMERGENCY JAIL EVACUATION

### **Purpose**

The purpose of this directive is to give guidelines for most types of emergent evacuations that would result in the movement of inmates from their current housing assignments.

### **Policy**

It is the policy of the Sheridan County Detention Center to ensure the protection of the inmates, visitors, staff, and contracted staff in the event of an emergent evacuation. The policy also requires prevention of inmates' escapes if an evacuation becomes necessary.

### **Definitions**

N/A

### **Procedures**

- A. In the event of a fire and/or emergency evacuation, the primary objective of the staff of the Sheridan County Jail will be the protection of the inmates, visitors, and staff as well as the prevention of inmate escape if an evacuation becomes necessary.
- B. No rule or set of rules can completely cover all types and locations of fires however; the following guidelines should be followed in the event of a fire or suspected fire within the secure perimeter of the jail.
  1. Discovery by Detention Deputy
    - a. Notify the Dispatch Center of the location and nature of the fire and request the Fire Department be sent. Have the dispatcher notify all on-duty Patrol Deputies to report to the on-duty Detention Deputy or Jail Sergeant for standby at the jail in case an evacuation is required. Notify the Sheriff as soon as possible.
    - b. Escort all visitors out of the jail by the nearest exit which is not affected by the fire.
    - c. Remove all inmates from the affected area. Inmates in [REDACTED] will evacuate through [REDACTED]. A Detention Deputy will meet them at [REDACTED] and every inmate will be secured with handcuffs or flex cuffs. The appropriate restraints will be determined at that time. The inmates in [REDACTED] [REDACTED]. At that time, they may be moved into the egress area where they will be supervised at all times. [REDACTED] may be taken through [REDACTED] to the egress area. If a quicker evacuation is needed, they will leave through [REDACTED]

[REDACTED]. A deputy will meet them at the [REDACTED] and every inmate will be secured with handcuffs or flex cuffs. That will be determined at that time. [REDACTED]

Inmates who are removed from the [REDACTED]

- d. Follow all orders given by Fire Department personnel.
- e. All inmates are to be accounted for as soon as possible after evacuation and before moving them back into the jail.

## **INMATE GRIEVANCE PROCEDURE**

### **Purpose**

The purpose of this directive is to establish guidelines for staff and inmates to follow in order to have effective communication when dealing with problems/issues that arise that an inmate feels necessary to grieve about, and to provide requirements for and elements of the inmate grievance process.

### **Policy**

It is the policy of the Sheridan County Detention Center that staff and inmates take proper steps in resolving matters within the Sheridan County Detention Center in a constructive and structured process.

### **Definitions**

N/A

### **Procedures**

#### **Process to filing a Grievance**

1. Inmates should try and resolve issues at the lowest level of verbal communication before using the grievance procedure.
2. Grievances that contain profanity, threats or inappropriate comments will be returned to that inmate.
3. Grievances shall only be done on an inmates' own behalf.
4. Grievances will be turned in within 5 days of occurrence of said incident.
5. Any grievance that is determined frivolous or malicious may be considered a category 3 rule violation.

#### **Grievance Procedure**

1. An inmate grievance should contain a complete description of date and time of occurrence along with a detailed summary of issue being grieved.
2. Detention Corporals will respond to all frivolous grievances after receiving knowledge of the issue. This will be done both in written response and in a face-to-face interview with that inmate. This shall be also logged with control.
3. If the corporal feels the grievance is of a non-frivolous nature, the corporal will deliver this grievance directly to the sergeant.

4. The sergeant will issue findings and if necessary, take action to resolve the matter the grievance addressed.
5. If the sergeant determines that a crime may have taken place, it will be investigated. The inmate can state in writing that he/she wishes to appeal the findings of a non-frivolous grievance no later than two days after receipt of the findings. The original grievance along with the appeal grievance shall be delivered to the Detention Lieutenant without unreasonable delay.

#### Medical Grievance

1. If the grievance is medically directed and non-emergent, it will be printed and delivered to WellPath, our on-site medical management. Medical grievances will be addressed according to WellPath's medical grievance policy.

#### B. Exempt Grievances

1. In some cases, complaints against entities outside the Sheridan County Detention Center's jurisdiction will be exempt. The Sheridan County Detention Center has no control over the following, to include, but not limited to;
  - a Grievances against the Parole Board.
  - b Grievances against the Department of Corrections.
  - c Grievances against outside agencies.
  - d Grievances for disciplinary actions (these are done through a separate process of appeals).

## **INMATE SERVICES**

### **Purpose**

The purpose of this directive is to establish guidelines that helps one understand procedures with different inmate services given to inmates.

### **Policy**

It is the policy of the Sheridan County Detention Center to ensure uniform access for all inmate services.

### **Definitions**

N/A

### **Procedures**

#### **Education**

1. Inmates may participate in the GED program by submitting a request to the education coordinator so long as participation does not compromise jail security or the safety of those involved.
2. Inmate participation in educational programs shall be voluntary.
3. Educational services shall be at reasonable times and days to be determined by the Jail Lieutenant based on security and jail operations.
4. Every tutor must sign the jail entry log upon entering and leaving the jail and are subject to searches of their belongings and person.
5. A Detention Deputy will search all material items given to an inmate. The inmate will be searched before returning to population.

#### **Counseling**

1. Inmates may participate in scheduled Alcoholics Anonymous and /or Narcotics Anonymous meetings held in the jail so long as security and order are not compromised. Attendance may be suspended for disciplinary reasons, which will be documented in a manner designated by the Jail Lieutenant.
2. An inmate may receive personal counseling from a religious leader in a manner determined by the Jail Lieutenant on days and

reasonable times determined by the Lieutenant to be least disruptive to the jail operations.

3. Inmate participation in non-emergency counseling shall be voluntary.
4. All incoming members of AA/NA or other counselors must sign the jail entry log upon entering and leaving the jail and are subject to searches of their belongings and person.
5. Weekenders will not be allowed to attend AA/NA meetings.
6. Inmates will be searched following participation of all meetings with contact visits for any contraband.

### Visiting

1. Inmates of the Sheridan County Detention Center are granted visitation privileges so they can maintain contact with friends, family and conduct their business affairs.
2. Visits are to be conducted with the security of the jail and the safety of its employees, inmates and visitors being paramount.
3. A visitation schedule will be established in order to maintain a balance between the daily operation of the jail and adequate visiting time. The schedule will be posted for visitors to see and the inmates will be advised of the schedule.
4. An inmate in disciplinary lockdown or disciplinary segregation may be denied visiting privileges.
5. An inmate in administrative segregation will retain visiting privileges.
6. An inmate who has demonstrated that he/she is a threat to the safety of jail personnel may be denied visiting privileges.
7. Inmates will be allowed 20 minutes per visit.
8. Weekenders are not allowed visitation rights.
9. Visitors in violation of current visitation rules can be subject to loss of visits to the detention facility for a period of one year accompanied by sergeant approval.



## Religion

Inmates are allowed to exercise their religious beliefs commensurate with security of the jail and good order and discipline among the inmate population.

1. No inmate shall be required to participate in any religious activity.
2. Anytime an inmate's request to exercise his religious belief is refused; such refusal shall be made a matter of record in a manner designated by the Jail Lieutenant.
3. Formal religious services performed in the jail by an outside person or group may be limited to no more than once per week so that good order may be maintained. All persons coming into the jail to perform religious functions are subject to a search of their persons and belongings short of strip searches and cavity searches. Detention Deputies may deny entry into the jail based on good cause which must be documented.
4. Members of the clergy are allowed wide visitation rights; however, the jail administration may regulate clergy visits consistent with the valid security and housekeeping needs of the jail. Detention Deputies may deny clergy entry into the jail based on valid security or safety needs. Such denial shall be documented in a manner designated by the Jail Lieutenant.
5. Each member of the clergy must sign the jail entry log upon entering and leaving the jail and are subject to searches of their belongings and person.
6. Inmates will be searched following participation of the services for contraband before they are returned to their cells. A Detention Deputy may search reading material given to an inmate by a clergy member.
7. 8. Weekenders are not allowed to participate in church services.
8. 9. An inmate may receive personal counseling from a religious leader in a manner determined by the Jail Lieutenant on days and reasonable times determined by the Lieutenant to be least disruptive to jail operations.
9. Inmates will be provided diets of nutritious foods consistent with their sincerely held religious beliefs.

## Money

1. The Sheriff's designee shall maintain an inmate fund bank account for the deposit of money belonging to the inmate, which has been credited to their individual accounts. Do not enter damaged or foreign money into this account. It will be entered into property and stored.
2. The Jail Lieutenant shall cause an inmate accounting system to be established which covers the inmate's total time in jail, from booking through release. Money from an inmate's possessions (except damaged) when booked in shall be entered in that inmate's account and the money secured in a manner and place designated by the Jail Supervisor.
  - i. Coin will be placed in the inmate's property at time of booking. Upon release (only if the inmate has a debt), this coin shall be counted and added onto the inmates account to pay towards the inmate's debt.
  - ii. Checks are to be signed before entering the amount into the inmate's money log.
  - iii. All bond money counted shall be counted by two officers.
  - iv. Purchases or withdrawals by the inmate shall be deducted from the inmate's account with proper paperwork.
  - v. Any money remaining in an inmate's account, unless they have accrued debt, shall be returned to the inmate upon release from jail as soon as practicable, issued on a debit card. If an inmate transfers, staff will then issue a check.
  - vi. Inmates must fill out a release of funds form to have money released. A Detention Deputy will deduct the amount and document with his/her signature that the money was deducted.

## Mail

1. Inmates have the right to send and receive mail in accordance with mail guidelines. The following is not allowed and will be returned to sender:
  - i. No personal checks
  - ii. No books or magazines

- iii. No newspaper inserts, cards or anything glued together on or in Greeting Cards, letters or notes.
  - iv. No metal, plastic, cloth, string or parchment paper, ribbon, flowers or food of any kind.
  - v. No nude or partially nude photos or drawings.
  - vi. All letters and notes must have address of the sender.
  - vii. Nothing gang related. No written codes or gang signs.
  - viii. No glue, post-its or glitter.
  - ix. No lipstick anywhere on or in letters or notes.
  - x. No perfume, cologne or powder on or in letters or notes.
  - xi. No stamps, blank paper
  - xii. Picture cannot be larger than 4 x 6; no computer-generated photos Other reason:
  - xiii. Only 5 front and back written sheets of paper, money orders, and 3 pictures per envelope
2. Mail that is rejected due to security requirements, can be appealed to the Detention Administrator in writing.
  3. All inmate mail must have the full return address of the sender and the full inmate's name. If mail cannot be returned to sender due to missing return address, it will be put into the inmate's property and not retrieved.
  4. Incoming inmate mail may be opened to search for contraband. Incoming legal mail shall be opened in the presence of the inmate, examined for contraband but not read. Inmate mail, both incoming and out-going will not be censored but may be inspected, read or reproduced for the safety and security of inmates and staff.
  5. Incoming inmate mail shall be delivered within 24 hours of being received in the jail. Outgoing inmate mail shall be sent out of the jail the first business day after the Detention Deputy receives it.
  6. Mail intended for an inmate who is no longer in the Sheridan County Jail shall be returned to the sender unopened. If the sender is not known, it shall be returned to the Post Office unopened.
  7. Inmates shall be responsible for purchasing their own postage. Indigent inmates may purchase an indigent pack once a week providing two stamped envelopes. Postage due mail shall not be accepted unless the receiving inmate has signed a release of funds authorizing the due amount to be deducted from his commissary account.

8. The Jail Lieutenant may limit the type of mail an inmate receives to letters only based on rules regulating the number of items an inmate may have in his/her cell and the amount of space available for storage of extra items.
9. For security reasons, inmates will not be allowed to write to another inmate or receive mail from another inmate in the jail. The only exception would pertain to a legally married couple if there isn't a "no contact order" from a judge. Legally married couples must provide proof of marriage before they will be able to write each other. This mail will have to meet the same guidelines as all incoming and outgoing mail. The jail administrator may approve mail correspondence for immediate family members with written approval to staff.

### Recreation

1. The jail shall provide recreational opportunities for inmates commensurate with security and space availability.
2. No inmate shall be required to participate in any form of recreation.
3. Inmates shall not be denied recreation except for disciplinary or medical reasons, which shall be documented in a manner designated by the Jail Supervisor.
4. Recreation shall consist of the use of physical exercise equipment. Inmates may engage in physical activity in their cells or cell block dayrooms so long as the activity does not contribute to general disorder.
5. Inmates will be granted use of physical exercise equipment for a designated time period if requested and there is an adequate number of staff on duty.
6. The Detention Deputy may regulate how many inmates at a time may use specified recreation equipment in order to maintain security and good order in the jail.
7. The general public or outside groups or entities may contribute recreational equipment to the jail for inmate use. The acceptance of such equipment shall be based on need, security, and available space.
8. Inmates will be granted use of the sun-decks if they do not have a recdeck, weather permitting, for a period of no less than one

(1) hour each time unless they want back in or are removed for a rule violation. Sundecks and rec-decks will be searched before inmates will be allowed to use them.

9. 9. Inmates in administrative segregation shall be allowed outside the cell for a least one hour per day in a place designated by the Detention Deputy.

#### Inmate Legal Services

1. Attorneys are allowed the widest possible visitation rights; however, the Jail Lieutenant or Sheriff may regulate attorney visits consistent with the valid security and housekeeping needs of the jail.
2. In keeping with jail security and safety, attorneys are subject to searches of their persons and belongings for contraband. Strip searches and cavity searches are not allowed.
3. Detention deputies shall not read any papers an attorney may bring into the jail. Any conversation between inmate and attorney are confidential in nature unless made openly in the obvious presence of a Detention Deputy with all parties present. Telephone conversations between inmate and attorney shall be confidential.
4. An inmate who is not represented by legal counsel shall be granted access to the law library after making written request. Written request should state specific reason for access. Access to the law library shall be on terms established by the library. Detention deputies are not required to assist any inmate unless he/she is handicapped.
5. All inmates shall have access to the public defender, American Civil Liberties Union, Legal Aid Society or similar officials or organizations.
6. Inmates shall have access to the courts and legal services guaranteed to them by the constitution and by law.
7. All bond forms have certain conditions. If the bond lists people that the inmate is not to have contact with, those conditions will apply while the inmate is detained. Detention deputies are to be aware of this condition and update the "no contact" sheet daily.
8. Inmates will be searched thoroughly following any contact visit. Paperwork given to an inmate will be searched and approved by a detention deputy.

9. Individuals serving Wyoming Civil papers are not allowed in the jail. Detention Deputies will take the in state civil papers and serve them to the directed inmate. For civil papers from out of state that have to be served in person, the process server can be taken to the visitation booth and the inmate will be brought to the inmate side and served.

#### Kitchen Help

1. Inmates who wish to participate in the kitchen help program must submit a request to the kitchen help coordinator.
2. The kitchen help coordinator will evaluate inmates who request to work in the kitchen based on the inmate's criminal history, present charges, attitude towards officers, and their jail disciplinary record.
3. Inmates selected for kitchen help will be checked by jail medical staff to ensure that they are medically cleared to work in the kitchen.
4. Any deputy can suspend an inmate kitchen worker until the coordinator can decide whether an inmate should retain their inmate kitchen worker status.
5. The coordinator will be in charge of investigating any complaints from deputies, staff kitchen workers, and inmate kitchen workers about the performance and/or demeanor of inmate kitchen workers.

#### Work Release

1. The work release coordinator will be responsible for maintaining work release standards designated by the Jail Lieutenant and the Sheriff.
2. Inmates must be sentenced before they will be allowed work release.
3. The sentencing Judge must also grant them permission for work release.
4. Inmates who wish to be granted work release must submit a written request to the work release coordinator.
5. The Sheriff will make the final decision to grant an inmate work release.

6. Any deputy may temporarily suspend an inmate's work release status if the deputy believes the inmate is violating jail/work release rules.
7. The work release coordinator or sheriff may terminate an inmate's work release status at any time that the inmate fails to meet the required work release standards.

## INMATE MEDICAL

### **Purpose**

The purpose of this directive is to ensure that all inmates within the physical custody of the Sheridan County Detention Center have access to appropriate levels of health care.

### **Policy**

It is the policy of the Sheridan County Detention Center to provide access to medical care to all inmates regardless of financial status. Inmates within the physical custody of the Sheridan County Detention Center shall have timely access to the appropriate level of health care. Health services shall be provided with respect to the inmate's autonomy and privacy and without discrimination.

### **Definitions**

WellPath- contracted medical services

### **Procedures**

#### **Acceptance into facility**

1. Any subject brought in for booking who has obvious emergent injuries will not be accepted unless the arresting officer has provided discharge paperwork from the hospital, or;
2. WellPath has directed the Sheridan County Detention Center (SCDC) to accept this inmate.
3. Any subject with delusional psychosis arrested for a non-violent misdemeanor will not be accepted into the facility without authorization from the sheriff or his designee
  - a. refer the arresting agency to Sheridan Memorial Hospital

#### **Booking Procedure**

1. During the intake process, medical histories will be completed on all inmates by Detention Staff. All efforts to determine any pre-existing conditions for immediate health care needs will be made. These will be relayed to CCS.
2. Each inmate shall receive instructions for accessing health care services by WellPath at the time of assessment.
3. All new intakes will be assessed through WellPath before moving from booking into population.



### Health Care

1. Routine health care shall be developed by WellPath, and in accordance of WellPath's policies.
2. Inmates in need of emergent treatment shall be handled accordingly.
3. After hours health care;
  - a. WellPath will be called after hours for all urgent questions regarding inmate health care.
  - b. Any emergent care will be handled before calling WellPath.
  - c. All after hours care will be documented with instructions given by WellPath.

## **PROTECTION FROM SEXUAL MISCONDUCT AGAINST INMATES**

### **Purpose**

The purpose of this directive is to establish a “zero tolerance” policy regarding sexual misconduct directed towards Sheridan County Detention Center inmates and to establish uniform guidelines and procedures for preventing, detecting, reporting, investigating, responding to and sanctioning incidents of sexual misconduct against inmates.

### **Policy**

It is the policy and practice of the Sheridan County Detention Center (SCDC) to protect inmates from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. It is the policy of the SCDC that inmates have the right to be free from all forms of sexual abuse and sexual harassment perpetrated by staff or by other offenders. The SCDC strictly prohibits acts of sexual misconduct against inmates and hereby establishes a zero-tolerance policy against such acts.

It is the policy of the SCDC that an appointed Detention Center Sergeant will function as the PREA coordinator with sufficient time and authority to develop, implement, and oversee agency efforts to comply with PREA standards.

It is the policy and practice of the SCDC to ensure that allegations of sexual abuse or sexual harassment are referred for investigation to an agency with the legal authority to conduct criminal investigations, unless the allegation does not involve potentially criminal behavior, and to document all such referrals.

It is the policy of the SCDC to impose no standard higher than a preponderance of the evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated.

### **Definitions**

1. PREA-Prison Rape Elimination Act
2. Zero-Tolerance-Refusal to accept antisocial behavior by strict and uncompromising application of the law.
3. Service Provider-Contracted persons, volunteers, interns, temporary employees or other vendors providing service whose assignments are primarily inside SCDC.
4. Inmate-Any individual detained, serving a sentence, non-sentenced, being transported to or from SCDC or any individual being housed at SCDC with or without a contract from another facility or agency.

5. Misconduct-Unacceptable or improper behavior of any sexual act from one person to another.
6. Sexual Act-Contact between the penis and vagina or the penis and the anus, however slight; contact between mouth and the penis, vagina, anus, breast; or any penetration of the vagina or anus by another person's hand, finger, or any other object.

## **Procedures**

### **Consent Is Not a Defense**

1. It is the policy of the SCDC that an inmate is not able to give "consent" to any sexual act or sexual misconduct with a staff member, including but not limited to employees, contract personnel, and volunteers. Wyoming law makes it a criminal act for an employee of SCDC to engage in sexual activity with an inmate. (See W.S 6-2-301, et seq.) SCDC shall report all suspected criminal activity to the proper authorities. In cases involving staff sexual misconduct against inmates, SCDC reserves the right to also take appropriate administrative personnel action regardless of any criminal disposition.

### **Duty to Report**

1. It is the policy of SCDC that all staff and offenders have a continuing affirmative duty to report any acts of sexual misconduct against inmates.
  - a. Staff must remain alert to sexual aggression or other activity among the inmate population. In addition, suspected misconduct of staff or inmates should be reported by staff by submitting a report to the PREA coordinator to ensure intervention at the earliest level.
  - b. Any SCDC staff that knowingly and intentionally allows or fails to report any acts of sexual misconduct, shall be considered negligent in their job duties.
  - c. SCDC prohibits retaliation against staff or inmates who make good faith and legitimate reports of sexual misconduct incidents. However, staff or offenders who intentionally make false reports of sexual misconduct will be subject to non-retaliatory disciplinary or legal actions.

### **Training, Investigation and corrective Action for Prohibited Misconduct**

1. SCDC will aggressively respond to, investigate, and support the prosecution of sexual misconduct within the SCDC facility.
2. It is the policy of SCDC to train staff and inmates in the prohibitions against sexual misconduct, to fully investigate all allegations and discipline persons who violate this policy, and to implement corrective actions as indicated by investigation of cases of sexual misconduct, including referral for criminal prosecution.

3. The facility will conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation within 30 days. The review will;

- a. Consider whether the allegation or investigation indicates a need to change policy or practice.
- b. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender, or intersex identification, status; or gang affiliation; or was motivated or otherwise caused by other group dynamics.
- c. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers may have enabled abuse.
- d. Assess the adequacy of staffing levels in that area during different shifts.
- e. Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.
- f. Prepare a report of its findings and submit it to the Facility Administrator and PREA coordinator.

#### Institutional Plan

1. Inmates will be classified before housing to prevent the risk of a PREA violation occurring. Inmates that cannot be housed in such a manner to prevent them being a victim or an aggressor, will be placed on Administrative Segregation for their or others safety. Inmates will have access to PREA information via Kiosks that are installed in the cell blocks. Any person or Service Provider allowed to conduct contact visits such as, but not limited to, Bible Study, Church Services, AA meetings, kitchen staff and Celebrate Recovery, will have to sign a form acknowledging that they have read and understand PREA.

## **SANITATION AND HYGIENE**

### **Purpose**

The purpose of this directive is to set forth standards governing the personal appearance, personal hygiene, clothing, and sanitation of inmates.

### **Policy**

It is the policy of the Sheridan County Sheriff's Office that each inmate be allowed to maintain his/her appearance within the guidelines established by this Policy and Procedure. It is also the policy that safety and security considerations be given priority over individual choices.

### **Definitions**

N/A

### **Procedures**

#### **Sanitation and Hygiene**

1. Fingernails and toenails will be neatly trimmed and clean. Fingernails and toenails will not be of a length that presents a hazard to safety and security.
2. Inmates shall not be permitted to wear any unauthorized ear, nose or other body jewelry, or use any unauthorized item or material to maintain an opening created by piercing
3. Inmates assigned to general population housing will be encouraged to shower or bathe daily and to brush their teeth or dentures a minimum of once per day.
4. Each inmate is responsible for cleanliness of his/her living area, cell and cell fixtures. Each inmate is responsible for the cleanliness of any common area that he or she uses or that he/she is assigned to clean. All authorized property items must be stored within the approved property container only.
5. Each pair of shoes and pillows returned to storage will be sanitized with liquid sanitizing solution prior to reissue and use by any subsequent inmate.
6. Haircuts are available to inmates as specified in the inmate handbook.

7. Personal clothing worn at arrest will be washed only if they contain OC spray, body fluids or anything else that could contaminate other personal belongings in storage.
8. Jail issued mattresses will be sanitized prior to being re-issued.

## **INFECTION CONTROL / EXPOSURE POLICY**

### **Purpose**

The purpose of this policy is to establish guidelines and safe practices to prevent sheriff's office personnel from becoming exposed to blood and other body fluids; and to provide steps to follow if exposure occurs.

### **Definitions**

**Bloodborne Pathogens-** Disease causing microorganisms that are present in human blood. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

**Body Fluids-** Fluids that the body makes, including but not limited to blood, semen, mucus, feces, urine, vaginal secretions, breast milk, amniotic fluid, cerebrospinal fluid, synovial fluid, pericardial fluid, and other fluids that may contain concentrated HIV, HBV, or other pathogens.

**Contaminated-** Having come in contact with body fluids. Also, a substance or process that poses a threat to life, health, or the environment.

**Decontamination-** They physical or chemical process of reducing and preventing the spread of contamination form persons and equipment.

**Exposure-** Contact with any body fluids through inhalation, percutaneous inoculation, or contact with an open wound, nonintact skin, or mucous membrane.

**Mucous Membrane-** A moist layer of tissue that lines the mouth, eyes, nostrils, vagina, anus, and urethra.

**Nonintact Skin-** A break in the skin's surface that allows organisms a direct route into the body. Examples of nonintact skin include chapped skin, abrasions, cuts, or lesions on the skin's surface; and skin with weeping or oozing dermatitis, inflammation, or a rash.

**Parenteral Exposure-** Exposure occurring as a result of piercing the skin barrier (e.g. subcutaneous, intramuscular, or intravenous routes).

Personal Protective Equipment (PPE)- Specialized clothing or equipment worn to protect against infectious materials (e.g. medical gloves, surgical mask, eye protection, or gowns).

### **Policy**

In order to prevent the possibility of exposure to infectious disease and bloodborne pathogens, Sheridan County Sheriff's Office personnel shall adhere to the following:

### **Measures for Protection**

1. Prior to starting a shift, all sheriff's office personnel shall cover any cuts or openings in the skin.
2. PPE shall be used to provide a barrier between sheriff's office personnel and potentially infectious materials. This can include equipment and clothing that offers protection for the hands; mucous membranes of the eyes, nose, mouth, and the body. Sheriff's office personnel must consider all body substances from anyone they come in contact with as potentially infectious. Sheriff's office personnel shall select the PPE appropriate to the situation.

### **Handwashing**

1. Sheriff's office personnel shall wash their hands immediately after removing gloves or other PPE. If soap and water are not available, a waterless antimicrobial hand cleaner shall be used, and as soon as the proper facilities become available, sheriff's office personnel shall wash with soap and water.
2. If a sheriff's office employee's body or clothing become contaminated with blood or other body fluids, or if skin areas were not covered by clothing or PPE, they shall wash the skin area thoroughly with soap and water.

### **Decontamination**

1. Contaminated equipment or vehicles shall first be pre-cleaned to remove all soil or organic matter by thoroughly scrubbing with warm soapy water and rinsing well. The equipment or vehicle shall then be disinfected by wiping or spraying with a 1:100 bleach solution or similar cleaning material and allowed to air dry.
2. Contaminated clothing shall be cleaned as soon as possible by laundering.



### Occupation Exposures

1. If a sheriff's office employee receives an exposure, the employee shall immediately initiate self-care if possible. Self-Care Procedures are as follows:
  - a. Non-Intact Skin Exposures- Wash the skin area thoroughly with soap and water. If soap and water are unavailable, use a waterless antimicrobial cleaner until the proper facilities become available. Then wash again using soap and water.
  - b. Mucosal Membrane Exposure- For exposures to the mouth and nose, expel most of the contamination by spitting or blowing the nose into a tissue or onto the ground, then flush with water. For exposures to the eye, flush with plenty of water or saline.
  - c. Needle Stick or Cuts- Bleed the wound site for 10 seconds. Then wash the area like a non-intact skin exposure, then bandage.
2. After self-care has been completed, sheriff's office personnel shall report their exposure to their supervisor within three hours or as soon as feasible within the shift of exposure and initiate an infectious exposure report form, ensuring to detail the routes of exposure and the circumstances under which the exposure occurred.

### Post Exposure Follow-Up

1. The supervisor shall interview and evaluate the circumstances under which the exposure occurred. If it is determined the sheriff's office employee did receive an exposure, the supervisor will determine if the sheriff's office employee is at risk of acquiring a communicable disease by contacting Sheridan Memorial Hospital to identify and document the disease status of the source individual. If the source individual has not been to the hospital, the source individual should be contacted and asked to go to the hospital for testing. If the information cannot be obtained or if the source individual refuses to be tested, this shall also be documented.
2. The exposed sheriff's office employee will be provided any baseline testing indicated by the hospital as soon as possible, after consent is obtained. The results of any testing shall be made available to the sheriff's office employee. After being informed of the confidentiality issues concerning disclosure of the identification and disease

status of the source individual, the sheriff's office employee shall have these test results made available.

3. The exposed sheriff's office employee shall see a qualified health care professional for medical evaluation within 24 hours of the exposure. The health care provider will be provided with all pertinent records, reports, and test results. When medically indicated, prophylaxis will be provided to the sheriff's office employee within 2448 hours as recommended by the health care provider and the U.S. Public Health Service.
4. The health care provider will determine what duties the sheriff's office employee will be able to perform.
5. The exposure reports, testing, medical evaluation results, and medical records of any exposed sheriff's office employee will be handled as confidential information and shall be seen only by the individual exposed, the health care provider, the Sheriff and Supervisor.

# INMATE SECURITY

## **Purpose**

It is the purpose of this directive to give guidelines when dealing with safety and security issues presented in a detention center.

## **Policy**

It is the purpose of this directive to give guidelines when dealing with safety and security issues presented in a detention center.

## **Definitions**

Shakedown- A complete search of persons and property to include the entire housing area.

## **Procedures**

### **General Security**

1. Detention Deputies shall immediately bring apparent security breaches to the attention of the Jail Supervisor. Security breaches include, but are not limited to, missing keys, broken locks, escapes and escape attempts, the introduction of contraband into the jail by outside sources, and any other incident, which may have serious detrimental effects on the security of the jail staff.
2. No firearms will be allowed in the jail except in the case of emergencies where the use of a firearm could reasonably be anticipated.

### **Personnel Searches**

1. All persons who enter the jail facility are subject to a search of their person and belongings. Detention Deputies have the right to restrict items brought to the jail by attorneys, clergy, or anyone else having business inside the jail and to deny entry to anyone if there is reasonable cause to believe the security of the jail will be compromised. Strip searches and cavity searches will not be conducted on non-inmates.

### **Inmate Searches**

1. Detention Deputies should strive to preserve the privacy and dignity of an inmate.
2. Visual searches/Strip Searches are permitted only upon individualized suspicion that the inmate is carrying contraband or if the inmate has recently had an opportunity to obtain contraband, upon return from outside the facility, or after any contact visit.
3. A search of an inmate's body, including pat down search of an inmate should be conducted by a detentions staff of the same gender if possible. A visual search or strip search must be performed by a deputy of the same sex as the inmate, unless in exigent situations.
4. All strip searches including visual search of an inmate's private bodily areas should be conducted out of sight of other prisoners.

5. Regardless of what search was done at arrest, all inmates will be patted down by a detention deputy prior to entering the secure area of the jail, in addition to the removal of shoes.
  - a. Inmates will be placed in the private change out stall.
  - b. Prior to changing in to a jail uniform, a visual search of the inmate's hands and feet will be conducted. All inmate clothing will be searched. Undergarments, socks, and white t-shirts will be returned to the inmate if the search does not reveal any violations.
  - c. Inmate kitchen workers will be patted down before and after going to the kitchen. They will also be strip searched after leaving the kitchen before they are re-celled.
  - d. Work release inmates will be patted down before entering the secure area of the jail and will be strip searched prior to entering the block.
  - e. Inmates should, at minimum, have their belongings searched and be patted down after all contact visits. They may be strip searched.

#### Cell Searches

1. Every shift will shake down [REDACTED].
2. Additional shakedown may need to be performed upon suspicions or reports of contraband in a block.
3. Walk-throughs- A walk through of each cellblock as well as a head count will be done prior to every shift and logged. Every inmate will be checked on at least [REDACTED] all through the night and logged. During light hours walk-throughs will be done at least [REDACTED] and logged.

## **INMATE SUICIDE PREVENTION**

### **Purpose**

It is the purpose of this directive is to establish guidelines when dealing with suicidal inmates.

### **Policy**

It is the policy of the Sheridan County Detention Center to observe a zero tolerance policy concerning suicide. Any verbalized thoughts, remarks, information received from inmates, attorneys, family, friends, officers or from anyone familiar with the inmate; behaviors or attitudes that may lead deputies to believe an inmate may be suicidal or self-destructive in any way; deputies shall place them on suicide watch. Suicide threats and attempts are to be taken seriously.

### **Procedures**

- A. Assessments of inmates start during the booking process while doing a medical screening. During bookings, all inmates will be asked outlined medical questions within the Spillman system.
- B. Inmates who report previous suicide attempts and those having a past history of attempts shall be monitored closely because of their potential suicide risk.
- C. If it is determined that an inmate needs to be placed on suicide watch, staff shall;
  - 1. Place the inmate into a suicide gown, without any other articles of clothing or any property. Provide the inmate with a suicide blanket, Styrofoam cup, and toilet paper.
  - 2. Give notification to medical staff so that they can perform their duties. If medical staff is not currently on shift and inmate is actively suicidal, call the on-call Northern Wyoming Mental Health to provide an assessment.
  - 3. The inmate will be checked every 15 minutes. Observations and behavior will be logged.
  - 4. A detailed incident report shall be written.
  - 5. Suicide watch will continue until mental health or medical staff has determined that it is safe to remove the inmate from suicide watch and it will be documented.

### **Actual Suicide in Progress:**

- 1. When a Detention Deputy discovers a victim of a suicide or suicide in progress, immediate action must be undertaken with due regard for the personal safety of the officer.
- 2. Notify and summon emergency medical services.
- 3. As soon after discovery as possible, notify the on-duty Sgt, Lt. and Sheriff.

4. In cases of hanging, the victim must be supported by another officer while he/she is cut down. The material around the neck should be cut, leaving the knot intact, after the person is cut down.
5. In the case of suicide by cutting, puncturing, etc., measures must be immediately taken to stop the bleeding.
6. If the victim is unconscious, check for breathing and a pulse. If no pulse or breathing, begin CPR and/or monitor with the AED machine and continue until relieved by emergency medical services.

#### Inmate Death

1. In cases where cessation of life is not obvious, the victim will be examined at the scene by medical personnel who will make a determination regarding death. Should there be any doubt about death, appropriate emergency life saving measures will be administered and the inmate transported to the hospital for medical treatment.
2. Cases where death has already been determined or death is obvious; the body will not be disturbed or removed from the scene until approved by the investigating officers. The Division of Criminal Investigation will be the investigating party.
3. If next of kin is determined by the inmate's name page, this will be the only information given to the coroner.
4. Detention Center staff will not make public comment regarding the situation or the individual involved and will refer all inquiries to the Sheriff or his designee.

# ADDENDUM 1

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## **WLEA BASIC PISTOL PROFICIENCY**

### **1 Course Purpose and Design**

This proficiency course is designed to be fired with any duty sidearm and is intended to simulate shooting situations between one Officer and one subject at distances ranging from 5 to 15 yards. This course is specifically designed to assess the shooter's ability to shoot quickly and accurately on a consistent basis from a position of cover, as well as from a position where cover is not available and scanning for multiple threats before holstering.

This course stresses speed and accuracy by building in an additional penalty factor for rounds not fired on time and for rounds that are fired but miss the threat.

### **2 General Instructions and Method of Fire**

This course is to be fired on a Firearms Range with distances of 5, 7, 10 and 15 yards. Range commands have been written for firing ranges with turning target systems, but have been modified on this course of fire for stationary target systems. If stationary targets are used, or if the target system measures turning time with face time, 1 second should be added to each time frame under 5 seconds. (This course has already added the additional time for stationary threats)

#### **2.1.1.1 Cover Position**

Stage 1 will be fired from Cover Positions. Cover may be any item suitable for the officer shooting the course. All cover positions shall be shot with the strong hand.

### **3 Loading and Unloading Instructions**

This course is designed for realistic reloading situations. Reloading sequences will involve the use of speed loading equipment. The course begins with fully charged magazine/speed loaders. At the direction of the Range Officer, the shooter shall Administratively Load 1 magazine and holster the weapon. After Stage 1, it is the responsibility of the shooter to reload the weapon as necessary. When reloading between Stages, and with the exception of revolvers, the weapon shall not be removed from the holster. Revolvers are done at the command of the Range Officer, after a request of the shooter. Stage 4 will begin with just 6 rounds in the weapon to mandate a speed reload. The shooter must shoot the weapon "dry" during Stage 4 before reloading.

### **4 Definitions**

See complete WLEA Pistol Proficiency Course for definitions.

#### 4.1.1.1 MINIMUM PROFICIENCY IS TWO CONSECUTIVE 80% SCORES

##### Stage 1

Administratively load and Holster.

> Holster.

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> Pick up anything you may have dropped and move to the

##### Stage 2

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> Holster.

> Pick up anything you may have dropped and move to the

##### Stage 3

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> Holster.

> Pick up anything you may have dropped and move to the

##### Stage 4

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> Holster.

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> Holster.

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Breathe.

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## ADDENDUM 2

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### WLEA-SCSO Rifle Proficiency                      80% Minimum

DQ-Safety or handling skill violation, or a round off the picture threat.

Saved rounds are - 4 point

Lateral movement is required at each stage before engaging.

Administratively load your weapon.

