

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

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SECTION 17.0 PERSONS IN CUSTODY

TITLE

The Kingman County Sheriff's Office believes in a safe and fair treatment for all persons who we have contact with. Persons who are detained, kept in the temporary custody, or placed in the Kingman County Jail will be treated in a firm and fair demeanor.

POLICY

When involved in any inmate-offender professional dealings:

1. Sheriff's Office members shall:

- a) Maintain fair and consistent relationships with all inmates, persons in custody and/or control and offenders in accordance with their assigned duties.
- b) Conduct themselves in a manner to avoid being placed in a situation which could compromise their professional integrity, compromise security, or cause embarrassment to the Kingman County Sheriff's Office.
- c) Maintain a dignified but firm and fair demeanor in their dealings with inmates, persons in custody and/or control, and offenders, their families and friends.
- d) Deal with inmates, persons in custody and/or control and offenders on a courteous and professional basis.
- e) Report all family relationships with inmates, persons in custody and/or control, and offenders to the Sheriff.
- f) Report, to their immediate supervisor, any request to engage in an authorized activity with inmates, offenders or their families.
- g) Report to their immediate supervisor any gratuity, bribery, attempted bribery, or solicitation of bribery by any inmate or offender; any attempt to jeopardize accepted employee/inmate relationships and/or any unauthorized contact by inmates, persons in custody and/or control, or offenders.

- h) Take corrective action on all Kingman County Sheriff's Office inmate violations to ensure impartiality and fairness with all inmates.
- i) Recognize the individuality of inmates and offenders without favoritism. Such conduct is inherently unfair to both the favored and non-favored. Professional reaction to inmates must always be objective and not based on personal or subjective issues.

2. Sheriff's Office members shall not:

- a) Have a personal relationship with inmates, persons in custody and/or control, unless they are previously related to the inmate.
- b) Become involved in a sexual or intimate relationship with inmates, persons in custody and/or control.
- c) Except as required as part of their assigned duties, take to or send from any inmate any letter, writing, message, verbal or written literature or reading material or any other item without permission of the Sheriff.
- d) Contact or correspond with inmates, persons in custody and/or control, or offenders unless it is part of the employee's duties or permission is granted by the Sheriff.
- e) Except as required as part of their assigned duties, give any food or beverage brought from outside jail or purchased from commissary to inmate without permission from their immediate supervisor.
- f) Barter, deal, or engage in a business relationship without the approval of the Sheriff, with inmates or offenders.
- g) Receive from an inmate, persons in custody and/or control, offender, or their family, any gift or present without written permission from the Sheriff.
- h) Except as required as part of their assigned duties, deal directly with, be involved in, or sponsor personal activities with an inmate/offender without official approval.
- i) Discuss personal issues with or in the presence of inmates, persons in custody and/or control, or offenders.

j) Associate with ex-inmates and ex-offenders who:

- 1) Would bring discredit to the Kingman County Sheriff's Office.
- 2) Could place them under any kind of personal obligation which could lead any person to accept official favors.
- 3) Could compromise their professional integrity.
- 4) May be involved in illegal activity(s).
- 5) Engage in undue familiarity with inmates and offenders.