

<b>DATE:</b>	NOVEMBER 20, 2015
<b>NUMBER:</b>	A.7
<b>SUBJECT:</b>	DETENTION SERVICES BUREAU POLICY AND PROCEDURE MANUAL REVIEW, REVISION, AND ACCOUNTABILITY
<b>RELATED SECTIONS:</b>	<a href="#">A.11</a> , <a href="#">A.12</a>

**PURPOSE**

To provide a process for review and revision of the Detention Services Bureau Policy and Procedure Manual.

**POLICY**

The Detention Services Bureau Policy and Procedure (P&P) Manual will be reviewed and updated as needed to reflect changes necessary due to inspections, legal updates and formal input from department personnel. Submission of proposed changes to policy and procedures are encouraged from all members of the department. Proposals can be submitted through the chain of command to the P&P committee. The P&P committee will review all detention policies annually.

**PROCEDURE:**

**I. COMMITTEE**

- A. The Detention Services Bureau commanders will appoint a captain or lieutenant of the Detention Support Division as the chairperson of the Detention Services Policy and Procedure Committee (P&P committee).
- B. A lieutenant or sergeant from each detention facility, as selected by the facility commander, shall be designated to serve on the P&P committee.
- C. The detention operations area commanders will designate manager(s), or other staff, to serve as P&P committee members from the following disciplines: Food Services, Inmate Processing, Inmate Services, Reentry Services and Medical Services.
- D. The P&P committee chairperson may request that representatives from other bureaus attend committee meetings to ensure consistency and continuity of services (i.e. Court Services, JIMS, etc).

**II. REVISION PROCESS**

- A. The members of the P&P committee will serve as auditors for their respective designated policy sections during annual policy and procedure reviews. They will accept recommendations for revisions and submit to the committee.
- B. The P&P committee will study, review, track and finalize proposed revisions to policies and procedures as assigned by the chairperson.

- C. The P&P committee will present substantive and operational changes in policies and procedures to the Detention Services Bureau chain of command for approval.
  - 1. The committee representative responsible for that respective section revises the P&P and emails it, along with a justification, to the P&P committee secretary. The secretary then attaches a cover sheet and emails the proposed changes to the committee and up the chain of command for review and approval.
  - 2. Minor grammatical, typographic and non-substantive changes may be approved by the committee chairperson, then edited and posted to the Intranet by the P&P committee secretary.
- D. The P&P committee secretary will update the Sheriff's Intranet upon final approval of the assistant sheriff of the Detention Services Bureau. (See A.11 Distribution of P&P Manual).
- E. The P&P committee chairperson, via the P&P committee secretary, will electronically notify all department personnel of changes or updates to the Intranet version of P&P, at which time the policy will become effective (See III below).
- F. The P&P committee secretary will maintain a P&P historical file on compact disc. Updates will be assigned control numbers that indicate the year of revision and the sequential number of revisions that year i.e., 90-01 (1990- first revision or set of revisions).

### III. ACCOUNTABILITY

- A. The Sheriff's Intranet is the authorized source for Detention Services Bureau P&P.
- B. Upon department-wide electronic notification of a policy change or update, facility or unit training personnel designated by the facility commanders and manager, will review the changes and provide the appropriate training to all personnel.
- C. Facilities will also maintain current manual copies for review by all personnel. Revisions to the manual will be provided electronically by the P&P committee chairperson, via the P&P committee secretary, identifying the revision control number, and the justification for the change.
- D. An updated checklist will be included in every manual. The checklist will have the control number of the revision, date inserted, and the identification of the person updating the manual.
- E. Each facility commander and division manager will be responsible for encouraging participation in the review process, on an on-going basis, by all employees and concerned public and community agencies. Any recommendations should be forwarded to the P&P committee.