

**VOLUSIA COUNTY DIVISION OF CORRECTIONS  
POLICY AND PROCEDURE MANUAL**

POLICY NO. 700.15

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**SUBJECT: MEDICAL AND HEALTH SERVICES**

DATE: December 15, 2011

SUPERSEDES: November 19, 2010

**Hospital/Transport Duty**

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It is the policy of the Volusia County Division of Corrections to provide security, when required, for inmates hospitalized during their incarceration with the Division.

NCCHC J-E-08, J-E-10

It shall be the responsibility of all staff to ensure compliance with this Policy and Procedure.

**A. Determination of hospitalization**

1. The need for hospitalization shall be determined by the Medical Supervisor (MS) on duty, the Medical Director (MD) or the emergency room doctor.
2. The Medical Supervisor shall notify the Shift Commander (SC) of the need to hospitalize the inmate, giving the inmate's name and reason for hospitalization.
3. The Medical Supervisor on duty shall notify the hospital of the inmate's medical condition and shall provide the hospital with all necessary information.

**B. Transportation (Corrections)**

1. The SC shall notify the OS who shall check with the Booking Office for the inmate's charges, criminal history and classification to determine the level of security required for the inmate.
2. The SC or OS shall ensure that only certified Officers who are weapons qualified (.38 cal. Revolver or 9 mm) are used for transport, and also, that only certified Officers with at least one (1) year of experience with our Division are used for hospital duty.
3. The OS shall instruct the Transporting Officer (TO) on the travel route and hospital entrance to be used, except when transported by EVAC.
4. The OS will contact HHMC security and advise them of the transport.
5. The TO shall ensure that the following equipment is utilized for hospital duty. This equipment may be obtained from the OS at VCBJ or the Receiving/Discharge Officer at VCCF.
  - a) 2 pair of handcuffs
  - b) 2 pair of leg irons
  - c) 1 belly chain
  - d) 1 cuff key
  - e) 1 Inmate/Patient Hospital folder with VCDC-214

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- f) 3 pair of plastic handcuff
- g) 1 carry bag
- h) 1 vest for one officer escort and 2 vests for two officer escort.
- i) 1 weapon belt & weapon key
- j) 1 weapon – pick up from weapons locker in VCBJ/VCCF sallyport

C. Notifications

1. During normal working hours the SC or OS shall notify the Warden of the need for hospitalization, providing the inmate name, booking number, charges, reason for the hospitalization and estimated length of stay, if known.
2. After normal working hours, the SC or OS shall notify the on duty Captain or Staff Duty Officer (SDO) of the need for transport to the hospital and provide all pertinent information and further instructions reference transport/hospitalization. If notification is for information only, and the Captain is not on duty, the SDO shall be contacted after 0700 hours.
3. The SC or OS shall file an Incident Report (VCDC-401) to include a VCDC 402 from medical personnel and forward it to the Warden.
4. The OS shall schedule the transport in JMS.
5. When the inmate is admitted and a room assignment made, the TO shall notify the SC or OS.
6. The SC or OS shall notify the Medical Supervisor.

D. Staff assignments

1. The SC on duty at the time of admission shall ensure that hospital coverage is made for all shifts for the first twenty-four (24) hours until such time as the respective SC can schedule staffing for their own shifts or until Staff Scheduling is notified.
2. The SC shall ensure that only certified personnel who are weapons qualified, when needed, with at least one (1) year of correctional experience with our Division shall be assigned to hospital duty.
3. It shall be the responsibility of each officer assigned to hospital duty to contact the SC at the Branch Jail at least two (2) hours prior to reporting for duty. The SC shall advise the officer where to report or, if applicable, that the overtime has been canceled.

E. Restraints

1. All inmates shall be in some form of restraint at all times. These restraints may consist of handcuffs, belly chains, leg irons, leather restraints or a combination of these. Under normal circumstances, leg irons shall be the minimum restraint used.
2. Type and amount of restraints shall be determined by:
  - a) Security classification of the inmate
  - b) Type of injury or illness
  - c) Mental stability of the inmate
  - d) Type of medical procedure to be performed

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3. Any question by the officer as to the type or amount of restraints to be used shall be brought to the attention of the OS or SC for resolution.
4. All inmates housed in a medical facility shall have a set of leg irons attached to one of their legs and to the bed rail. If this is medically unfavorable, contact the OS for instructions.
5. When it is necessary to restrain an inmate to a bed or chair for his/her own protection or behavior control, leather restraints should be used. The Officer shall notify the OS when this is necessary.
6. Leather restraints shall generally be provided by the hospital and shall be placed on the inmate prior to the removal of the handcuffs or leg irons.
7. Hospital staff shall place the inmate into leather restraints, and ensure proper application.
8. Relief Officers shall inspect all restraints for accountability and proper application prior to assuming control of the inmate.
9. Plastic handcuffs are to be used in place of metal handcuffs when the inmate is undergoing treatments such as an x-ray or MRI. The plastic handcuff is to be applied prior to the removal of the metal handcuff. The metal handcuff shall then be reapplied prior to the removal of the plastic handcuff. The plastic handcuff can be removed by using bandage scissors to cut them off. Bandage scissors can be obtained from medical staff present at the hospital.

F. Inmate/patient hospital folder

1. The OS shall ensure that ten (10) folders are maintained in the OS office and are ready for use.
2. The OS shall inventory the folders during each shift and ensure that all are accounted for. Any discrepancies or need for replacement due to wear shall be corrected by the OS.
3. Each folder shall contain the following:
  - a) 1 copy Hospital Policy and Procedure 700.15
  - b) 1 copy Hospital Post Orders
  - c) 1 pad of VCDC-732
  - d) 6 VCDC-401s
  - e) 6 VCDC-402s
4. The OS shall ensure that a folder is delivered to the officer assigned to hospital duty as soon as possible after the admission.
5. The OS shall ensure that a copy of the inmate's VCDC-214 is placed into the folder prior to delivery.
6. The Officer assigned to hospital duty shall properly maintain the VCDC-732 by documenting relief information, equipment checks, pass-ons, meals, showers, visits, security checks, unusual incidents and any other relevant information.

G. Headcount

1. Headcounts shall be conducted at the specified times as per Policy 400.18.
2. The officer shall contact the Control Room at the institution where the inmate is assigned.
3. An entry shall be made on the inmate's VCDC-732.



H. Visitation

1. Visitors must be approved by the Warden or SDO in advance.
2. Visits shall be in accordance with hospital and Division visiting regulations.
3. Any questions as to the appropriateness of a visit, the officer shall contact the SC for clarification.
4. All visits shall be documented on the VCDC-732. Documentation shall contain who visited, purpose of visit, length of visit and who approved the visit.

I. Telephone

1. Inmates shall not be allowed telephone privileges unless approved by the SC or OS. As per policy 700.30 all approved phone calls shall be documented on the VCDC-732.
2. The documentation shall contain the person calling or called, the purpose, length of call and who approved the call. All long distance calls shall be collect when the telephone call is outgoing (i.e., placed by the inmate); the officer shall dial the telephone.

J. Mail

1. Inmates shall be afforded the same mail privileges as general population inmates.
2. The OS shall coordinate pick up and delivery of mail on the 0800-2000 shift.

K. Commissary

1. Commissary privileges will not be provided as items purchased may be contrary to the therapeutic needs of the inmate.
2. The hospital provides needed hygiene items and the Division will provide writing paper and envelopes.

L. Smoking

1. Smoking shall not be permitted.

M. Meals/Staff Relief

1. Meals shall be served to staff on the same schedule as patients.
2. Inmates may order their own meals in accordance with hospital instructions.
3. The SC at the Branch Jail shall be responsible for providing a relief for the staff member assigned to hospital duty.

N. Weapon

1. Weapons shall only be used when approved by the on-duty Captain, Warden or SDO.
2. The Division-authorized Smith and Wesson .38 caliber revolver/Glock semi-automatic/9mm shall be used as the hospital weapon whenever required.
3. The Officer shall be knowledgeable of Division Policy and Procedure 400.10.
4. The Officer shall maintain weapon safety at all times.
5. No weapon shall be carried while assigned to the psychiatric unit.

O. Security

1. The Officer shall remain with the inmate at all times.
2. The Officer shall notify the OS any time it is necessary to leave the assigned room for tests, x-rays, etc. The OS shall be notified upon their return to the room.
3. The Officer on duty shall station himself/herself at the door maintaining visibility of the inmate at all times. Unnecessary conversation between the inmate and the Officer on duty and the hospital staff shall be avoided. When two officers are assigned, the officer with the weapon shall be posted outside of the room. The unarmed officer shall be posted inside the room. In the event isolation is required, staff positions will be determined on a case-by-case basis.
4. The Officer on duty shall inspect all items brought into the room to ensure no contraband is introduced. The Officer shall ensure the accountability of all eating utensils and other equipment brought into the room.
5. Upon assuming hospital coverage from local law enforcement, the SC or designee shall go to the hospital and determine the security level needed for this inmate based on charges, physical condition, known history and complete a VCDC-401.

P. High security inmates


1. The OS shall assign two (2) Officers (only one of which shall be armed) to any high security inmate unless otherwise directed by the Warden.
2. The OS shall ensure that one Officer is assigned to inside security and his/her responsibilities shall include:
  - a) Inside room security
  - b) Search of area and inmate
  - c) Applying or removing restraints
  - d) Monitor inmate activities
  - e) Maintaining VCDC-732
  - f) Escorting inmate when out of room
3. The OS shall ensure that the armed Officer is assigned outside the room and his/her responsibilities shall include:
  - a) Room entrance security
  - b) Search of all items entering the room
  - c) Identification of all staff and visitors entering the room
  - d) Position himself/herself to observe the inside Officer and inmate at all times
  - e) Remain at a safe distance to monitor activities
  - f) Assist in escorting inmate when out of room

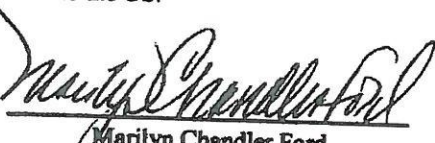
Q. Inmate discharge

1. When the officer on duty receives confirmation that an inmate is to be released from the hospital, he/she shall immediately notify the OS to arrange transportation. The OS shall then notify Medical of the inmate's return.
2. The officer on duty shall contact the nurse reference any paperwork to accompany the inmate back to the institution.
3. The officer and inmate shall remain in the room until the TO arrives. The two (2) Officers shall then escort the inmate to the vehicle. The TO shall then return the inmate to the appropriate institution's Medical for assessment.

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4. When the inmate is discharged from the hospital, the TO returning the inmate to the institution shall ensure that the Inmate/Patient Hospital folder (VCDC-732) and any hospital paperwork is delivered to the medical staff.
  5. The officer being relieved of hospital duty at the time the inmate is discharged shall contact the SC for further instructions or assignments and deliver the hospital weapon, and ammunition (when applicable) and restraints to the TO, who shall return them to the institution.
  6. The OS shall schedule the move back to the jail in JMS.
  7. The OS shall ensure that the VCDC-214 is forwarded with the inmate to the appropriate housing unit. The VCDC-732 and any medical paperwork shall be forwarded to Medical for disposition.
  8. The OS shall then file the Inmate/Patient Hospital folder in the OS office.
- R. Inmate release from custody
1. When the OS has been appropriately advised that an inmate is being released from our custody at the hospital, the OS shall:
    - a) Notify the SC
    - b) Notify the Hospital Duty Officer (HDO) and Medical at the appropriate institution.
    - c) Arrange for an officer to go to the hospital and out process the inmate.
    - d) Ensure that the inmate's personal property along with the VCDC-213, ink pad, scissors and any monies due are taken to the hospital with the TO.
    - e) Ensure that the original VCDC-214 is obtained from the Control Room at VCCF or Receiving/Discharge at VCBJ for completion.
  2. Upon arrival at the hospital, the TO shall:
    - a) Ensure that a positive identification is obtained of the inmate being released by utilizing the VCDC-214 per Policy & Procedure 200.07. Call the Booking Office for a final hold check.
    - b) Obtain the right thumbprint of the inmate and compare it against the thumbprint already on the VCDC-214.
    - c) Check the wristband of the inmate for identification and booking number to ensure they match the VCDC-214 and remove the wristband.
    - d) Ensure all personal property and monies belonging to the inmate are returned to the inmate.
    - e) Ensure the Property Inventory form (VCDC-213) is signed by the inmate.
    - f) Obtain all issued Division property.
    - g) Ensure the VCDC-214 and VCDC-213 are returned to the appropriate Control Room.
    - h) Ensure that all restraints and weapons (when applicable) are returned to the OS.

  
Dr. Scott Kennedy  
Regional Medical Director

  
Marilyn Chandler Ford  
Corrections Director



<b>VOLUSIA COUNTY DIVISION OF CORRECTIONS POLICY AND PROCEDURE MANUAL</b>	POLICY NO. 102.09 <span style="float: right;">Page 1 of 5</span> DATE: March 12, 2010
SUBJECT: PERSONNEL  <b>Correctional Officer/Employee Conduct</b>	SUPERSEDES: September 25, 2009

**POLICY**

Correctional Officers shall conduct themselves in a professional manner at all times and remain cognizant of his/her responsibilities to the Division and the inmates in his/her charge.

**REFERENCE**

ACA 3-ALDF-1C-23; F.M.J.S. 3.01, County Merit Rules and Regulations, section 86-45

**RESPONSIBILITY**

It shall be the responsibility of all Supervisory Staff to ensure that all staff comply with this Policy and Procedure.

**GENERAL**

This policy also applies to all civilian staff employed by the Volusia County Division of Corrections. Where the text refers to "correctional officers" or "uniform staff" it is meant to cover the same conduct by civilian staff, except where the duties are specific to sworn officers. Where a corrections supervisor is referenced in the text (e.g., Shift Commander - SC), the civilian employee should act in accordance through his/her chain of command (i.e., through civilian supervisors up to the Section Supervisor).

**PROCEDURE**

- A. Each Correctional Officer (CO) shall adopt a professional attitude toward his/her particular job. Officers shall be impartial and courteous at all times.
- B. No CO shall report to work under the influence of alcohol or drugs, nor shall they consume alcoholic beverages or drugs while on duty. Medication prescribed and taken under a doctor's care may be taken so long as the following criteria are met:
  - 1. It does not impair the Officer's ability to carry out his/her assigned duties.
  - 2. It is not taken in such quantity as to impair the Officer's ability to properly function.
  - 3. Should #1 or #2 apply, the Officer must notify the Shift Commander without divulging the specific medication.
- C. All staff shall make or cause to be made accurate, complete and truthful reports and official records.
  - 1. No staff member shall knowingly make or cause to be made any false report or falsify any official record.
  - 2. No staff member shall make or cause to be made any inaccurate, misleading, contradictory, or improper report/official record.
- D. No CO shall accept any gratuity, loan, reward, gift, or bribe (directly or indirectly) from any inmate or other person liable to arrest or file a complaint, or from any friend or family of such persons.
- E. No CO shall buy from, or barter with, any inmate for anything.
- F. The use of violent, profane, provocative, or offensive language is prohibited.
- G. No person shall be subjected to cruel or inhumane treatment.

- H. COs shall refrain from using unnecessary force or violence and shall not strike any prisoner except when necessary for self-defense or to overcome physical resistance to a lawful and understood order, or to restore order in the event of a disturbance, or prevent an escape.
- I. COs shall not become a surety upon any bond other than required by law.
- J. COs shall not recommend any particular Bail Bonds Agency or attorney.
- K. COs shall not interfere in any manner with the courts of justice.
- L. COs shall not discuss Division of Corrections[] matters in the presence of inmates.
- M. COs shall require all inmates to address them as "Mr., Ms., Mrs." or by his/her rank.
- N. Showing partiality or favoritism toward an inmate or a group of inmates shall not be tolerated. All prisoners with like classifications are to be treated the same.
- O. The CO is responsible for the safety of the inmates in his/her charge as they are for his/her custody. Accident hazards must be observed and corrected. If they cannot be corrected by the CO, it shall be reported to the immediate supervisor. Danger of conflict between inmates discovered by a CO shall also be reported to the immediate supervisor.
- P. Careful consideration should be given to the health of each inmate. No inmate should be exposed to conditions which shall endanger his/her health if this can be prevented. Care must be taken to ensure that no inmate is forced to perform work beyond his/her physical or mental capacity. Whenever an inmate becomes ill or is injured, the CO having charge of that inmate shall take the necessary measures to see that the inmate receives appropriate medical attention. A prompt, complete and accurate report shall be required from the supervising CO in all cases where an inmate is injured.
- Q. It is the policy of the Division of Corrections to clothe inmates in serviceable clothing affording adequate protection against the elements and suitable to the working conditions. The CO having direct supervision over a group of inmates shall observe closely each inmate's clothing. Where clothing is inadequate in any respect, the CO shall take the necessary steps to obtain the articles of clothing needed.
- R. The CO shall maintain discipline at all times and under all circumstances among inmates under his/her direct supervision or any that frequent the area of the CO's assignment. Suspicious circumstances, actual breaches of security, and other disciplinary infractions shall be reported by the CO to his/her supervisor.
- S. If an inmate seeks counsel on problems outside the sphere of custodial matters, the CO shall refer the inmate to Case Management or the SC.
- T. COs shall not engage in, nor develop any personal relationships with inmates or ex-inmates without the approval of the Corrections Director. It shall be the responsibility of the CO to notify his/her Warden via VCDC-401 if a family member, relative, close friend or someone he/she may have a relationship with becomes an incarcerated person.
- U. If any employee is found to have entered into any agreement or dealing directly with an inmate, without first clearing it with the Warden, for service of a personal nature, it shall be cause for dismissal in accordance with the rules and regulations.
- V. Every CO shall know the proper procedures and techniques for making a search of individuals, buildings, and vehicles for contraband and for making security inspections and conducting counts.
- W. Each CO shall be able to understand and be willing to act in accordance with policies and procedures to aid in the discipline and rehabilitation of inmates insofar as such policies affect relationships between COs and inmates.



- X. All COs are responsible for the safety of each other. No staff member shall be placed in a cell block without another staff member maintaining constant observation, unless a specific exception has been granted by the Director or designee.
- Y. Each CO shall be capable of acting intelligently and efficiently in emergencies in accordance with established policies, procedures and orders.
- Z. COs shall remain alert and in full possession of his/her faculties while on duty. Sleeping, reading, engaging in distracting amusement or occupation while performing custodial duties, except to consult such rules or other material as the proper performance of these duties require, is prohibited and may result in severe adverse action up to and including termination. A CO shall not leave an assigned post until properly relieved.
- AA. No CO shall engage in union activity while on duty, except in the staff dining room, when on lunch break.
- BB. COs deemed by the Warden to be guilty of an infraction of the rules and regulations, may be suspended pending dismissal with concurrence of the Corrections Director, Legal Division, and Personnel Division.
- CC. All COs shall check the bulletin board/web page at the beginning of the shift to review official notices on the employee bulletin board.
- DD. All Correctional personnel shall have a telephone number on file with the Division that they can be contacted. The telephone number must be kept current with the Control Room at his/her assigned institution.
- EE. All Corrections personnel shall notify Administrative Services of any change in his/her home address and/or telephone number via a VCDC-401.
- FF. All COs shall be knowledgeable of and adhere to F.M.J.S.
- GG. Employees shall not depart the institution early from scheduled duty without explicit permission from his/her supervisor (SC or above).
- HH. Each employee shall contact the SC on duty at least two (2) hours prior to scheduled duty time if the employee intends to be absent from duty due to illness or other reason.
- II. No employee shall be absent from duty without sufficient accumulated leave to cover the absence unless approved by the Director or designee.
- JJ. Each employee shall make a full written report to his/her SC within three (3) working days of any criminal charge filed against him/her for any violation of any law or ordinance except minor traffic offenses.
- KK. Each employee shall make an immediate report to his/her SC of any violation of the law or the Rules and Regulations of the institution or the Division of which he/she has knowledge. Such report may be required in writing at the discretion of the official receiving the complaint or information.
- LL. Any Division employee losing or misplacing any personal item within the confines of the institution shall notify the SC immediately.
- MM. Each employee shall use the proper chain of command while conducting normal duties or addressing normal operational concerns.
- NN. Each employee shall refrain from acts of insubordination, including:
  - 1. Respect toward Supervisor: All staff shall display respect and shall address supervisors and superior officers by proper rank or title when conducting official agency business or in public.
  - 2. Public criticism of orders, policies or procedures: All staff shall support Division orders, directives, and procedures and shall not publicly criticize or ridicule the agency, its orders, directives and procedures by speech, writing, or other expression where such interferes with the maintenance of discipline or otherwise undermines the effectiveness of the agency.

3. Compliance and execution of lawful orders: All staff shall promptly comply with and execute any reasonable or official order or instructions given by a supervisor or superior officer, and shall not refuse to comply or execute such orders or instructions when the orders or instructions are lawful and reasonable.
- OO. Each employee shall refrain from neglect of duty, including:
1. Abuse of rest periods: Employees shall take only the specified amount of time for meal or rest periods as established by General Orders, Division Directives, Division procedures, or by a supervisor.
  2. Unexcused absence from assigned /approved training: Employees shall attend all scheduled agency in-service training. Absences caused by emergencies or other legitimate reasons shall be reported as soon as circumstances permit.
  3. Endangering others through neglect of duty: Corrections Officers shall take appropriate action in response to emergency situations where there is a known danger to the lives of others, and in response to serious crimes, particularly those of a violent nature, which comes to their attention while on or off duty.
  4. Cowardice: Corrections Officers shall perform their required duties and shall not avoid such duties because of fear or cowardice. Members are not expected or required to enter imminently hazardous situations without assistance, however, they should not fail to come to the aid of another member of the Division who is already in danger unless the probability of losing their own life exceeds the probability of successful rescue.
- PP. Each employee shall refrain from improper conduct, including:
1. Home address and home telephone number confidential: Employees shall treat the home address and telephone numbers of members as confidential information. Such information shall be released only when authorized by competent authority or with consent of the members concerned.
  2. Radio transmissions: Employees shall use official radio channels in accordance with established procedures, and shall avoid use of sarcasm, impertinent remarks, or other improper radio transmissions.
  3. Gossip: Employees shall not engage in or convey gossip detrimental to other members or the Division.
- QQ. No employee shall go outside the Division with any complaints or concerns until he/she has exhausted the internal chain of command, with the exception of a sexual harassment complaint, complaints regarding illegal discrimination, or an unlawful employment act, which may be reported to the County Personnel Division.
- RR. Division of Corrections personnel are employed to provide service to the citizenry of the county and the public in general, and are expected to conduct themselves in a manner that will reflect credit on county government, public officials, fellow employees and themselves.
- SS. Employees while off duty and in the presence and/or consuming alcoholic beverages and/or frequenting premises established primarily for consumption or sale of alcoholic beverages, shall do so as private individuals and shall not voluntarily display official County identification.
- TT. Employees shall refrain from any activity either on/off duty that would be considered not of good moral character. Examples of this are, but not limited to, any act constituting a criminal act, any principal, accessory, attempt, solicitation, or conspiracy of committing any criminal act.
- UU. Employees shall be properly attired and professional in appearance, in accordance with Division policy 102.10.
- VV. Employees shall not provide evidence or otherwise offer opinions or views of inmate conduct to psychiatrists, defense counsel, or other court appointed individuals, except upon subpoena. Employees also shall not provide testimony as to the character of any inmate except upon subpoena.
- WW. No employee shall enter or access any office or computer files not assigned to them without proper authorization from the owner of the office or computer file. Entry without approval is considered unauthorized entry.



- XX. Employees are expected to be reliable and dependable. For example: to show up for work, ready to work, on a reliable basis; to observe established work hours and scheduled appointments; to complete work on time; and to obtain permission before being off work, and to schedule leave in a manner that minimizes work disruption.
- YY. Employees are expected to be effective. For example: to organize their work, to stay focused on job-related activities during work hours, to provide the level of effort necessary to get the job done; to demonstrate willingness and ability to make decisions and exercise sound judgment; to produce work that consistently meets or exceeds expectations; to accept responsibility for their actions and decisions; to adapt to changes in work assignments, procedures, and technology, and to be committed to improving individual performance.
- ZZ. Each employee shall only bring into the secure area of the institution the listed below items: (Exceptions must be pre-approved. Carried items are subject to inspection on a random basis and for cause to ensure compliance with this policy and the safety and security of the institution.)
1. Division-issued flash drives with Policies and Procedures and Post Orders, and other materials directly related to the performance of staff's duties.
  2. Personal flash drive only with explicit approval after submission of written request through your chain of command.
  3. Thermal containers that hold no more than one gallon of beverage.
  4. Lunch boxes or bags no larger than "twelve pack" in size (preferably clear bags), containing reasonable food items in appropriate quantities for one person to consume during 2 successive meals.
  5. Only handcuff keys issued by the Division of Corrections are authorized for staff possession while on duty in either VCBJ or VCCF.
  6. Briefcases, only when necessary in the performance of assigned duties and containing only those items necessary to accomplish those assigned duties.
  7. Over-the-counter medication, in the original container in the maximum amount needed for 16 hours.
  8. Prescription medication-Prescribed for individual staff member and as per section (B) above.

Marilyn Chandler Ford  
Corrections Director

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<b>VOLUSIA COUNTY DIVISION OF CORRECTIONS POLICY AND PROCEDURE MANUAL</b>	POLICY NO. 102.10 DATE: September 1, 2010	Page 1 of 5
SUBJECT: PERSONNEL <b>Dress and Appearance</b>	SUPERSEDES: March 12, 2010	

## **POLICY**

It is the policy of the Volusia County Division of Corrections to establish a procedure ensuring uniformity in officer dress and appearance.

## **RESPONSIBILITY**

It is the responsibility of all staff to comply with this Policy and Procedure. Uniformed and non-uniformed staff are expected to adhere to all sections pertinent to their assigned dress and functions.

## **GENERAL**

It is the purpose of this policy to establish guidelines for the wearing of the prescribed uniform. This is to ensure that all members of the Division wearing the uniform do not place themselves in situations that potentially pose a threat to their safety. The potential threat to their safety can be minimized when the member's identity is protected from the general public while off duty. Good judgment and due care are paramount to each member when traveling to and from the facility.

## **PROCEDURE**

### **A. Uniform Appearance**

1. Uniforms shall be clean and neatly pressed at all times.
2. The black issued belt shall be worn. The belt shall be polished to a high gloss.
3. Black shoes or boots shall be worn. The heel on the boot or shoe shall not exceed two inches in height. All footwear shall be kept in good condition, scuff-free and polished. Shoes shall be plain-toe and lace up in style (i.e. no loafers or slip-ons). Shoes shall be free of decorative stitching. Approved shoe styles are:
  - a) Plain leather dress shoes.
  - b) Patent leather/Corfam dress shoes.
  - c) Wellington or military style boots - either plain, patent leather or corfram. Boots may not have pointed toes, slanted heels or designer stitching.
  - d) Athletic type shoes (sneakers) are permitted, but they may not have different color stripes or other adornment.
4. Black socks shall be worn with low quarter shoes.
5. All uniforms shall be properly fitting. Clothes shall be neither so loose as to give a slovenly appearance nor so tight as to give an ill-fitting, restrictive appearance. The shirt buttons, belt buckle and trouser fly shall be in alignment.
6. The shirt buttons shall be secured except for the top button.
7. The long sleeve shirt is available to all uniformed staff for the purpose of:
  - a) Formal wear when appropriate, with black tie.



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- b) Funerals/viewings reference staff/inmates.
  - c) Worn during cool weather as duty shirt without tie.
8. The wearing of a tee-shirt shall be optional. If worn, tee-shirts shall be white, gray or black in color. Long-sleeved tee-shirts may be worn under the white/gray uniform shirt; such tee-shirts shall be free of any logos or writing on the arms or visible through the uniform shirt.
9. Uniforms shall be worn only while on duty or while traveling to and from your work assignment. No part of the uniform shall be combined with civilian clothing and worn at any time. The only exception to this shall be the baseball type cap, which may be worn with civilian clothing. Pre-planning is recommended so that stopping to or from work for fuel etc. while in uniform does not become necessary.
- a) The division-issued baseball cap shall not be worn inside of the facility. Maintenance staff may wear their hats in the building.
10. The wearing of a civilian sweater with the uniform is permitted, but it shall be a black-long sleeved cardigan or pullover type.
11. Department-issued polo type shirts are authorized to be worn by Administrative staff on Fridays.
12. Department issued polo type shirts are authorized to be worn by Officers as follows:
- a) Corrections Officers working all posts shall be permitted to wear their golf shirts on both Saturday and Sunday during the summer period, which is designated from April 1 through October 31 annually.
  - b) During the winter period, which runs from November 1 through March 31 annually, the regular uniform shirt shall be worn Monday through Saturday, and the golf shirt is approved for Sunday wear only.
  - c) The posts of Recreation Officer, Yard Crew Supervisor, Dormitory Officers, and ID/Receiving coincides with above guidelines, but permits the Shift Commander/Warden to authorize additional wearing of the golf shirt, depending on outside temperature and weather.
  - d) Court Officers shall wear their regular duty uniform shirt during court. They may change to their polo type shirt once court is completed.
  - e) The officers who transport inmates must wear their regular duty uniform shirt for all transports outside of the Volusia County correctional facilities.
  - f) A long sleeved, gray uniform shirt is authorized for daily wearing in lieu of the short sleeved gray uniform shirt. The long sleeved shirt is also authorized for dress occasions (funerals, ceremonies), with a tie.
  - g) Officers are eligible for issue of six (6) uniform shirts, total. This can be a combination of any following styles:
    - Short sleeved gray shirt
    - Long sleeved gray shirt
    - Up to a maximum of two (2) gray golf shirts.
  - h) Honor Guard members shall be issued the six (6) uniform shirts plus an additional white shirt and tie, and white glove for their duties.
  - i) Supervisors of the rank of lieutenant and higher shall follow the above guidelines, but shall be issued black long sleeved or short sleeved shirts, up to a total of 6 shirts, plus an additional white shirt and tie for ceremonial occasions.

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- j) Uniform exchanges will follow existing practice (one-for-one exchange and only clean, pressed items accepted).
  - k) Officers that are assigned to an outside post have been approved to exchange their regular uniform pants for Cool Flex pants for summer duty. It will be a one-for-one exchange.
13. Uniforms or equipment in a worn or damaged condition are to be exchanged through Central Supply. A Staff Uniform/Equipment Authorization form will be filled out and approved by a supervisor prior to equipment being replaced. The worn/damaged item will be turned in prior to a replacement being issued.
14. Division personnel shall be held accountable for the care and maintenance of issued equipment.

### B. Division Insignia and Emblems

- 1. The wearing of Division insignia, badge and/or other such approved device, i.e. firearms medal, county longevity pin, American flag, shall be worn in accordance with standards.
  - a) The collar insignia shall be centered on the collar approximately one half inch from the outer and lower edge. The nameplate shall be centered one-quarter inch above the top of the right shirt pocket. The firearms medal, if worn, shall be centered one-quarter inch above the nameplate. The longevity pin, if worn, shall be centered one-quarter inch above the firearms medal or nametag. The American flag pin, if worn, shall be centered one-quarter inch above the longevity pin.
  - b) The rank insignia for sergeant and correctional officer shall be centered directly below the shoulder patch.
  - c) The rank insignia for lieutenants and above shall be centered on the cross-stitched seam on the shoulder epaulet.
  - d) The nameplate, badge and rank insignia shall be the only ornamentation allowed on the lightweight or winter jackets.
  - e) A pin indicating rank may be worn centered above the bill on the Division cap.
  - f) Only Division-issued/approved items may be worn.

### C. Division-issued Items

- 1. All staff are required to wear the appropriate issued items, i.e. flashlight, key holder, radio holder, bloodborne pathogen pouch, handcuffs, (pager, radio, 911 tool, and Pepper foam with case, if applicable).

### D. Jewelry

- 1. The wearing of jewelry is discouraged at all times. The Division is not responsible for the cost or replacement of any lost or damaged jewelry worn by staff while on duty.
- 2. Up to two rings may be worn by staff.
- 3. Necklaces or neck chains shall not be visible, if worn.
- 4. A serviceable watch of moderate cost may be worn while on duty. No bracelets or any other type of jewelry worn on the wrist shall be permitted unless medically required, with the exception of MIA and copper arthritis bracelets, which may be worn.
- 5. No body piercing jewelry is allowed, other than earrings. One pair of earrings may be worn by female staff.



They shall be of the "button" type and no more than one half inch in diameter. No ear shall have more than one (1) earring.

6. Fingernails shall not exceed one-quarter inch in length beyond the tip of the finger. Nail jewelry is not permitted.

E. Male Officers – Facial Hair

1. Sideburns, if worn, shall not be flared, extend below the ear lobes, nor connect with the mustache.
2. Hair on the sides may be full, but shall not extend below the ear lobe. Hair shall be styled so as not to extend below the collar. Hair must be neat and clean, presenting a well-groomed appearance.
3. A neatly trimmed mustache may be worn, but shall not extend beyond the corners of the mouth or hang over the upper lip.
4. Full beards and goatees, neatly trimmed and no longer than one inch in length, may be worn.
5. Hair below the lower lip is allowed with a beard or goatee only.

F. All Officers - Hairstyle

1. When hair is dyed or colored, only shades naturally occurring in humans will be permitted.

G. Civilian Employees

1. Clothing shall not be suggestive, provocative or offensive in nature. Transparent clothing is not permitted.
2. Male employees shall wear dress pants, dress shirts, dress shoes or boots, and socks.
  - a) Coats and ties are optional.
3. Female employees shall wear dress slacks, dress blouses or sweaters, dresses or skirts, and dress shoes.
  - a) Excessively short dresses, skirts, or revealing clothing are prohibited.
  - b) Tee shirts, halter tops, shorts, blue jeans, sneakers, and "flip-flops" are prohibited. The exception to this is clothing (tee shirts, blue jeans, and sneakers), which is approved by the Division Director for "dress down days."
4. Civilian employees who are issued uniforms (i.e. AFIS and Booking staff) shall follow the guidelines set forth for uniformed staff (i.e. uniforms neat and pressed, shoes and belt shined, etc.).

H. Court appearances, Depositions, Personnel Board Hearings and Other Official Proceedings

1. Female staff shall wear dresses, dress suits, dress slacks and blouse or dress slack suits while attending or appearing before the court, for depositions, personnel boards or other official proceedings. Dress jeans or similar pants are allowed if worn with a suit jacket.
2. Male staff shall wear dress slacks, dress shirt, and tie or bolo tie while attending or appearing before a court, for depositions, personnel boards or other official proceedings, unless some physical reason prevents the wearing of such articles. Dress jeans or similar pants are allowed if worn with a sport or suit coat.

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3. Corrections officers attending court, depositions, personnel boards or other official proceedings shall wear the uniform prescribed denoting such officers to be on official duty at the time or comply with the paragraphs above.
4. The following items are strictly prohibited in court, depositions, personnel boards or other official proceedings:
  - a) All weapons such as guns, knives, blackjacks, martial arts weaponry, etc.
  - b) No recording devices such as video, still cameras or voice recorders.
5. Proper attire and professional demeanor is required of everyone entering a courtroom, depositions, personnel boards or other official proceedings. Clothing must be clean and properly worn. Specific items that do not meet the minimum requirements for proper appearance for the courtroom, depositions, personnel boards or other official proceedings include:
  - a) Shorts.
  - b) Tank tops, halter tops, muscle shirts.
  - c) Mini skirts, micro skirts, and skirts that extend to the middle of the thigh while sitting.
  - d) Exposed underwear.
  - e) Slacks, trousers or jeans that can only be supported by the wearer's hands.
  - f) Bare feet, flip flops or sandals.
  - g) Offensive, violent, obscene or suggestive slogans or caricatures on clothing.
  - h) Chewing gum or bubble gum.

I. Tattoos

1. Employees who are currently employed prior to the release of this policy (June 13, 2006) that have visible tattoo(s) are exempt; however, any additional visible tattoos must meet the requirement prescribed in this policy.
2. Tattoos are not permitted in a visible location on the neck, face, head or on the hands of the employees.
3. Tattoos located on the arms or in other areas (not prohibited in section 2 above), that may be visible, are restricted to tattoos that are not obscene, profane, lewd, offensive, violent, garish or otherwise harmful to the reputation of the Division, or that diminish the respect of a person in contact with a member of this Division.
4. Tattoos considered inappropriate that are visible in uniform or plain clothes (for non-uniform staff) will be handled on a case-by-case basis.

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Marilyn Chandler Ford  
Corrections Director



## **POST ORDERS HOSPITAL OFFICER**

The Hospital Officer will:

1. Report directly to the Operations Supervisor.
2. Remain alert and aware of your surroundings.
3. Maintain a "state of readiness" and be prepared to take action at all times.
4. Position yourself by the room entrance for optimum viewing of the inmate in your custody as well as controlling the room entrance at all times. This includes keeping your weapon, when applicable, positioned as far away from the inmate as possible.
5. When escorting the inmate in your custody to a medical procedure, make yourself aware of your surroundings.
6. Upon relief, the On-duty Officer will complete a security check of the area to include the room "layout" and inmate restraints.
7. Do not leave the inmate unattended. You must be properly relieved by Corrections staff or a Law Enforcement Officer prior to leaving the inmate.
8. Ensure all protective equipment is secure and positioned correctly at all times. You must wear the protective vest while supervising an inmate if wearing a weapon.
9. Ensure all restraints and keys are secure and within your control and not in reach/control of the inmate.
10. In an emergency situation, notify the Hospital Security Staff as soon as possible.
11. In the event an inmate is released from custody while in the hospital, the Hospital Security Staff and the Charge Nurse (in her absence contact the Nurse assigned to the patient) will be notified and apprised of the fact that there will no longer be a Corrections Officer assigned to the patient.
12. Know and follow the procedures outlined in Division Policy 700.15.
13. Communicate with hospital staff in a cordial and professional manner. In the event of a disagreement with hospital staff concerning a security related issue, address the issue in a professional manner; calmly and quietly so as not to disturb the normal hospital operations.
14. Perform all other duties as assigned.