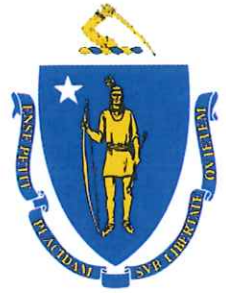




The Commonwealth of Massachusetts
County of Plymouth
Sheriff's Office
 Plymouth County Correctional Facility

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Joseph D. McDonald, Jr.
 Sheriff

Gerald C. Pudolsky
 Special Sheriff

INTRODUCTION

This rulebook is made available to you as an employee of the Plymouth County Sheriff's Office. It has been prepared for your information, guidance and direction. It contains the basic rules, policies and principles adopted by my office, and as such are binding upon you in the discharge of your responsibilities. It does not create a contract. It does not alter the employment status of at will employees. As an employee of the PCSO, your professional deportment and attitude demonstrated through the performance of your duties contributes greatly to the respect, trust and confidence afforded our organization by the public at large. I urge you to read this booklet, which I am confident will provide you with the guidelines necessary to effectively carry out your role in the mission of the Plymouth County Sheriff's Office.



Congratulations on your appointment, and welcome to county service!

**Joseph D. McDonald Jr.
 Plymouth County Sheriff**

**Rules and Regulations Governing All Employees of the
Plymouth County Sheriff's Office**

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GENERAL POLICY

These rules and regulations are general directions and do not cover each and every contingency, which may arise during the performance of your duties or while employed by the Plymouth County Sheriff's Office. Nothing in any part of these rules and regulations shall be construed to relieve an employee of his / her primary charge concerning constant obligation to render good judgment, full and prompt obedience to all provisions of law, and to all orders received from superiors. All persons employed by the Plymouth County Sheriff's Office are subject to the provisions of these rules and regulations. Improper conduct affecting or reflecting upon the Plymouth County Sheriff's Office in any way will not be permitted whether or not it is specifically mentioned and described in these rules and regulations. Your acceptance of appointment to the Plymouth County Sheriff's Office shall be acknowledged as your acceptance to abide by these rules and regulations. Nothing contained in these rules and regulations is intended to be in conflict with the laws of the Commonwealth of Massachusetts or to violate the constitutional rights of any employee.

The Plymouth County Sheriff's Office operates under policies and established and approved by the Sheriff in accordance with law. These policies are readily available to all employees and must be referred to for specific guidance in areas and matters generally discussed in these rules and regulations. A partial list of PCSO policies appears near the back of this booklet. Additional information may also be found in written job descriptions, operating procedures and post orders. It is your individual responsibility to ensure that you are thoroughly familiar with and understand all PCSO policy statements, bulletins, directives, post orders, notices, rules and regulations.

ORGANIZATION AND MISSION

The Sheriff is a constitutional officer elected to a county jurisdiction. As such, and at common law, he is the chief law enforcement and administrative officer in Plymouth County. As part of the executive branch of government, the Sheriff is the chief administrative officer of the Sheriff's Office; he is also a ministerial officer to the courts, responsible to carry out the court's orders. (Refer to Massachusetts General Laws, Chapter 37.) The Sheriff is the Superintendent of the Plymouth County Correctional Facility and Keeper of the Jail. (Refer to MGL, chapters 126 and 127.)

The primary mission of the Plymouth County Sheriff's Office is to protect society from criminal offenders. Within this mission, the activities of the PCSO fall into three major areas: providing public safety and law enforcement related services to the citizens of the county; providing for the service of judicial process directed to the Office of the Sheriff; and providing for the care and custody of persons in the PCSO charge through proper operation of the Plymouth County House of Correction and Jail (Plymouth County Correctional Facility).

The Sheriff's Office is organized under the Office of the Sheriff, and consists of several components, namely; the Plymouth County House of Correction and Jail (Plymouth County Correctional Facility), the Field Services Division (law enforcement, judicial process, special services), the Bureau of Criminal Investigation (BCI), the Sheriff's Emergency Management Agency (SEMA), The Civil Process Division and the Plymouth County Emergency Communications Center (PCECC).

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SHERIFF'S AUTHORITY AS EMPLOYER

Consistent with common, constitutional and statutory law, and except as may be specifically abridged by an applicable collective bargaining agreement, the Sheriff has all the inherent rights exercised in the regular and customary function of municipal management; has control and supervision of the Plymouth County House of Correction and Jail (Plymouth County Correctional Facility), or any other facility under the control of the Sheriff's Office; and has all powers, authority and prerogatives including, but not necessarily limited to, the right to direct employees of the PCSO, to hire, promote, transfer, assign employees to positions within the PCSO, to suspend, demote, discharge, or take other disciplinary action against employees, and to relieve employees from duties because of the lack of work or other legitimate reason; to determine the mission of the PCSO, its budget, its organization, the number and classification of employees to be utilized by the PCSO, the technology of the PCSO and its internal security practices, to determine the types of operations, methods and processes to be employed, to discontinue process or operations, or to discontinue their performance by employees, to establish and change work schedules and assignments and otherwise to take measures as he may determine to be necessary for orderly and efficient operations.

The Sheriff shall, by statute, appoint a Special Sheriff. The Special Sheriff has the authority of a Deputy Sheriff, and if, by reason of illness, absence, or otherwise, the Sheriff is unable to perform his official duties, they shall be performed by the Special Sheriff.

Deputy Sheriffs are appointed at the sole discretion of the Sheriff and serve as at will employees.

RULES AND REGULATIONS

An employee who fails to maintain at all times proper standards of conduct or who violates any of the following rules shall subject him / herself to disciplinary action, up to and including discharge.

Standards of Service of the Plymouth County Sheriff's Office

- 1) You must remember that you are employed in a disciplined service, which requires an oath of office. Each employee contributes to the success of the policies and procedures established for the administration of the Sheriff's Office. You should give dignity to your position and be circumspect in personal relationships regarding the company you keep and the places you frequent.
- 2) The Plymouth County Sheriff's Office expects of its employees unflinching honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate service. Employees of the PCSO are subject to Massachusetts General Laws (MGL), Chapter 55, 56, 268A and 268B, which address political activities, conflict of interest, and financial disclosure laws.
- 3) The PCSO subscribes to the American Correctional Association (ACA) Code of Ethics.
- 4) You must not use, or attempt to use, your official position to secure unwarranted privileges or exceptions for yourself or another person, and you must not by your conduct give reasonable basis for the impression that any person can improperly influence you or unduly enjoy your favor in the performance of your official duties.
- 5) Neither may you discriminate in the course of your employment against any employee, prospective employee, inmate or other person in custody of this PCSO, or member of the public on the basis of race, color, sex, handicap, age, creed, religion ancestry, sexual preference or national origin. These matters are also in PCSO Policy 215, the provisions of which are, by reference, hereby incorporated as part of this handbook.
- 6) The PCSO mandates zero tolerance towards all forms of sexual abuse and sexual harassment.

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DEFINITIONS

SHERIFF: The Chief Law Enforcement and Administrative Officer of Plymouth County; is the Superintendent of the Plymouth County House of Correction and Keeper of the Jail; elected by the citizens of Plymouth County.

SPECIAL SHERIFF: The person second in command of the Plymouth County Sheriff's Office; assumes the responsibilities of the Sheriff in the event the Sheriff is incapacitated or out-of-state; appointed by the Sheriff.

SUPERINTENDENT: Appointed by the Sheriff as the chief administrative and operating officer of the Plymouth County House of Correction and Jail.

CHIEF OF STAFF: Appointed by the Sheriff responsible to assist the Sheriff, Special Sheriff, and Superintendent in the overall operations of the Plymouth County Sheriff's Office.

ASSISTANT SUPERINTENDENT OF CORRECTIONS: Appointed by the Sheriff and under the direct supervision of the Superintendent.

ASSISTANT SUPERINTENDENT OF LE FIELD SERVICES: Appointed by the Sheriff to exercise administrative operational control over the Field Services Division of the Plymouth County Sheriff's Office.

ASSISTANT SUPERINTENDENT OF BUREAU OF CRIMINAL INVESTIGATION (BCI): Appointed by the Sheriff whose duties include but are not limited to the supervision and management of BCI.

DIRECTOR OF CIVIL PROCESS: Appointed by the Sheriff to exercise administrative and operational control over the judicial process office.

DIVISION HEAD: Those employees appointed by the Sheriff to exercise administrative and operational control over a division or other sub-unit of the Sheriff's Office.

EMPLOYEE: Any person paid salary or compensation by the Plymouth County Sheriff's Office, or appointed by the Sheriff as a Plymouth County Deputy Sheriff. Said persons are employees at will and serve at the discretion of the Sheriff unless an applicable statute or collective bargaining agreement provides otherwise.

INMATE: A committed offender or such other person as is placed in a correctional or detention facility in accordance with law.

INSTITUTION: The Plymouth County House of Correction and Jail (Plymouth County Correctional Facility).

PCSO: The Plymouth County Sheriff's Office.

POLICY: A course or line of action adopted and pursued by an agency or PCSO which determines and guides present and future decisions and actions, and within which the activities or personnel and units must operate.

PROCEDURE: The detailed and sequential actions that must be executed to ensure that a policy is implemented. It is the method of performing an operation or a manner of proceeding on a course of action. It differs from a policy in that it directs action required to perform a specific task within the guidelines of the policy.

POST ORDER: Times / actions required to perform a specific task(s) is to be done.

SALLYPORT / TRAP / GATE: That part of the institutional equipment which controls ingress and egress of vehicles and / or pedestrians to and from the confines of the institution.

Appointment, Employment, Termination: General Requirements

- 1) Selection for appointment to service in the Plymouth County Sheriff's Office is based in part upon statements contained on your application form. At any time discovery of any omission or falsification shall subject you to discharge. As part of employment, you must allow an identification photograph and fingerprints to be taken by a

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designated PCSO authority. Photo identifications may be retaken as needed to keep them current. Upon your appointment to service in the Plymouth County Sheriff's Office, the Sheriff, if required by your position, will administer the oath of office.

- 2) Pursuant to the Prison Rape Elimination Act, applicants for positions that may have contact with inmates who have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 U.S.C. 1997; have been convicted of engaging in or attempting to engage in sexual activity in the community facilitated by force, overt or implied threat of force, or coercion, or if the victim did not consent or was unable to give consent or refused; or, have been civilly or administratively adjudicated to have engaged in such activity are ineligible for employment.
- 3) Employees have a continuing affirmative duty to disclose whether they have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 U.S.C. 1997; have been convicted of engaging in or attempting to engage in sexual activity in the community facilitated by force, overt or implied threat of force, or coercion, or if the victim did not consent or was unable to give consent or refused; or, have been civilly or administratively adjudicated to have engaged in such activity.
- 4) Report immediately in writing to the Sheriff, via your Division Head, any change of events regarding your residential address, home telephone number, marital status and any involvement with law enforcement officials pertaining to any investigation, arrest or court appearance. Promptly submit the details of it in writing. Appointment to service or any affiliation in any capacity with any other law enforcement agency must also be promptly reported in writing to the Sheriff. In certain instances, concurrent service with another agency may be precluded by the Sheriff; consult your Division Head.
- 5) At least two (2) weeks' notice of resignation is requested. Failure to provide such notice normally will result in an employee not being in good standing and make him / her ineligible for rehire.
- 6) Service with the Plymouth County Sheriff's Office demands that you be physically and mentally fit to perform the required tasks of your official position. You must consent and give your cooperation to any physical and / or mental examination if adjudged necessary by the Sheriff. Deputy Sheriff's performing law enforcement functions must successfully complete a required test of physical fitness.
- 7) Any accident or injury incurred by you in the official performance of your duty, or while within the precincts and dependencies of the Plymouth County Sheriff's Office must be immediately reported to your Division Head. You must complete a First Report of Injury Form, as soon as possible but no later than, twenty-four (24) hours of such injury unless you are incapable of doing so as a result of the injury. You may request, or may be ordered, to present yourself, or be transported, to a physician, medical attendant or other medical authority for treatment and / or examination.

Administrative Requirements

- 1) It is your responsibility to review the official bulletin board when going to and coming from your official tour of duty. Failure to read the official orders and notices posted thereon will not excuse you from noncompliance with such orders or notices. No person may tamper with, remove, deface or mark such orders or notices on the official bulletin board, without authorization.
- 2) If you disagree with an order of a superior, unless it (1) clearly requires you to commit an illegal act or (2) would subject you to imminent and substantial risk to your personal safety – over and above that normally confronted in emergency situations in a correctional facility – you are to immediately comply with the order. You may then file a grievance after the fact.
- 3) Since the sphere of activity within the Plymouth County Sheriff's Office may on occasion encompass incidents that require thorough investigation and inquiry, you must respond fully, promptly and truthfully to any questions or interrogatories relative to the conduct of an inmate, a visitor, another employee or yourself. Pending investigation into the circumstances and your possible involvement therein, you may be detached, without pay, from active duty forthwith, without prejudice. If the investigation reveals the employee did not engage in misconduct warranting the loss of pay, the appropriate amount of pay will be promptly restored.

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- 4) It is the duty and responsibility of all Plymouth County Sheriff's Office employees to obey these rules and official orders and to ensure they are obeyed by other employees.
- 5) Not only are you charged with certain responsibilities while on duty, but you should also keep in mind that any information or irregularities coming to your attention while off duty, which affect the welfare of the Plymouth County Sheriff's Office, its employees, or its inmates, should be reported to the Sheriff or his designee.
- 6) You will be required to achieve and maintain a high level of expertise to commensurate with your position and duties. All employees will receive orientation and training in accordance with Sheriff's Office policy and procedure, and you will be required to successfully complete all required training as a condition of continued employment. It is your responsibility to keep current all required licenses, certificates and qualifications.
- 7) You will be expected to use and complete those forms and reports approved and required by the Sheriff for official Sheriff's Office business, and will be responsible to ensure all information, statements and entries which you make on official documents are true, correct and complete to the best of your knowledge. Falsifying any official Sheriff's Office document or lack of candor during any PCSO investigation is subject to Disciplinary action up to and including dismissal / termination.
- 8) You are expected to follow your chain-of-command and the procedures set forth in PCSO policies and applicable collective bargaining agreements to address and resolve issues and concerns relative to your employment and duties with the Sheriff's Office.

Attendance and Absences

- 1) Punctual attendance for your regular hours of duty must be strictly observed. Delay in terminating your tour of duty will not compensate for tardiness at its beginning. Notification of anticipated delay or absence due to unavoidable detention must be telephoned or sent promptly to the person designated by the Sheriff to receive and record such calls, in order that provisions may be made to cover your assignment. Absence from duty without permission and notice will not be allowed.
- 2) At the start and end of your tour of duty, and at other times specified by your chief administrative officer you will only use the entrance and exit to and from the institution which has been approved by the Sheriff. Under no circumstances will employees be allowed to exchange duties or work shifts without prior approval of the Sheriff or his designee.
- 3) Employees may not abuse sick leave or fail to produce satisfactory medical evidence of illness when requested, accordance with policy 209 and any applicable collective bargaining agreement.
- 4) While off-duty within the confines of the Commonwealth of Massachusetts, if you are informed through any medium whatsoever that an emergency exists at the Plymouth County Correctional Facility, you must report promptly to the institution by telephone to determine if you are needed at the facility. Each employee must provide a home phone or a phone number where he / she can be reached immediately in an emergency situation. You are to presume that message transmitted to you or your home by telephone is genuine.

Benefits Statement

- 1) This document sets forth in summary form the employment benefits which are generally applicable to permanent full-time and permanent part-time employees of the Sheriff's Office whose positions are included in the PCSO budget.
- 2) Regulations governing, entitlement to and utilization of, benefits may differ depending upon an employee's specific status, i.e. management, non-union, bargaining unit / collective bargaining agreements, probationary, part-time, etc. Detailed and specific information may be obtained from the Personnel Office and may also be found in the following documents:
 - a) Plymouth County Sheriff's Office Rules and Regulations, as amended;
 - b) The current Collective Bargaining Agreement for each bargaining unit;
 - c) PCSO policies, to include, but not necessarily limited to the following:

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- Policy 205 - Position Classification
 - Policy 209 - Employee Sick Leave
 - Policy 210 - Pay Administration
 - Policy 211 – Employee Benefits
 - Policy 216 - Training and Staff Development
 - Policy 224 - PCSO Uniforms Policy
 - Policy 231 - Employee Drug Testing
 - Policy 240 - Employee Assistance Program
- 3) Employee benefits are competitive with those offered in similar occupational groups within the criminal justice system and / or other public employment in the county and / or State. In addition, entitlement to some benefits may be transferable upon employment with a different county or state agency.
- 4) Certain other benefits are available as provided for in Collective Bargaining Agreements, which should be referenced for specifics regarding:
- a) Shift differential pay
 - b) Shift trades
 - c) PCSO supplied uniform and equipment items; and
 - d) Union business leave.

Care, Custody, Safety and Good Order

- 1) You will exercise constant vigilance and caution in the performance of all your duties. You will not divest yourself of responsibilities through presumption, and must familiarize yourself with all assigned tasks and responsibilities including Plymouth County Sheriff's Office plans, policies, procedures, post orders, directives, rules and regulations.
- 2) Transporting or allowing anyone else to transport an inmate off institution property without the permission of the Sheriff or his designee is prohibited.
- 3) When assigned to any transportation detail, you must not cross the boundaries of the Commonwealth of Massachusetts into another state unless the assignment requires that you do so, but even then, only after prior authorization has been obtained.
- 4) All weapons, ammunition, security equipment, pharmaceutical supplies and medications, evidentiary drugs and alcohol, urine surveillance samples, and hazardous materials and equipment will be stored only in approved containers and in areas which are secure against unauthorized access as approved by the Sheriff or his designee.
- 5) Preparations of materials and equipment containing hazardous substances or items will be dispensed only by authorized employees in such limited quantities necessary to accomplish the assigned task, and only to persons trained in its use. Inmates will be constantly supervised by a qualified officer when using such materials.
- 6) All motor vehicles, including farm vehicles, on institution or other Sheriff's Office property will be parked only in areas designated by the Sheriff, and will be kept locked at all times when not occupied.
- a) Employee's and visitor's vehicles are subject to this rule at all times when on institution property.
 - b) Minor children must be attended by an adult at all times when on institution property, and therefore may not be left unattended inside any vehicle while on institution property.
 - c) Parking areas identified for use by the handicapped will be used only by the handicapped.
 - d) Only designated vehicles will be parked in areas marked reserved areas. Vehicles parked in unauthorized areas, including fire lanes, may be towed at the owner/operator's expense.

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- 7) Inmates performing housekeeping, maintenance, repair or other janitorial service must be closely and adequately supervised when performing such tasks in a control center, gate, trap, sally port, administrative office, or other area to which inmates do not normally have access.
- 8) In the event you are assigned to a gate, trap or sally port, you will keep a careful account of all inmates passing in or out, and will ensure that no person, vehicle, or article is allowed to pass without proper authority.
 - a) You will be especially conscientious not to allow any person, including those wearing a Correction Officer, Deputy Sheriff or other agency uniform, to leave the institution unless the person leaving is positively identified or known to you, and / or you are sure the person is not an inmate.
 - b) If you are assigned to accompany inmate details outside the physical confines of the institution, you will be responsible to ensure such inmates do not convey or deposit any contraband into or out of the institution, or any of its buildings, grounds, appurtenances or vehicles.
 - c) The ultimate responsibility to ensure that no contraband enters the institution, however, lies with the officer in control of access at the particular ingress being used, who will ensure that a thorough search is conducted prior to allowing access.
- 9) You will be responsible to commit to memory all PCSO and institutional duress and emergency signals, codes, and functions which relate to emergency situations or the security of the institution.
- 10) Strict adherence to all PCSO and institutional emergency contingency plans and procedures will be required of all employees, and where applicable, contractors, volunteers, visitors and inmates.
- 11) Such emergency contingency plans and procedures may include but will not necessarily be limited to:
 - a) Adherence to the Chain of Command;
 - b) Taking Inmate Head Counts;
 - c) Isolating specific problem areas;
 - d) Controlling Inmate Movement;
 - e) Carrying out disorder Management and / or Emergency Evacuation Procedures (refer to policies and procedures of the 560 series)
- 12) Massachusetts General Laws, Chapter 137, Section 33 reads:

"The Superintendents and keepers of the jails and houses of correction shall cause all necessary means to be used to maintain order in the institutes under their supervision, enforce obedience, suppress insurrection and prevent escapes, and for that purpose they may at all times require the aid and utmost exertions of all the officers of the institution except the chaplain and the physician." In particular, with respect to emergency situations at the institution, this means that all PCSO and institutional staff, except a chaplain and a physician, regardless of title, rank, position, job group, job description or usually assigned duties or functions, will obey the orders of and carry out the duties assigned by higher authority, i.e., the Sheriff or his designee(s), to contain, control and terminate the emergency.
- 13) You will not bring personal property other than necessary personal effects and motor vehicle, on or within the precincts and dependencies of the institution without the prior approval of the Sheriff or his designee.
 - a) You must permit your person, motor vehicle and effects to be searched or inspected, which should be done in your presence except where the safety, security and good order of the institution is considered sufficiently important to warrant otherwise.
 - b) The posting of political or other handbills is prohibited on institution property and other offices of the Sheriff's Office.

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- c) Photographs, drawings, maps, blueprints and detailed descriptions of the institution or inmates may only be taken or made with the knowledge and express approval of the Sheriff.
- 14) You will not sexually abuse or sexually harass an inmate. You will immediately report any knowledge, suspicion, or information regarding incidents of sexual abuse or sexual harassment that occurred in the facility, whether or not it is part of the agency; retaliation against inmates or staff who reported such incidents; and any staff neglect or violation of responsibilities that may have contributed to an incident.

Code of Ethics

The Plymouth County Sheriff's Office policy regarding Codes of Ethics and Conflict of Interest, are in place to comply with Massachusetts General Law 268A, the American Correctional Association (ACA) and National Sheriffs' Association (NSA) and are intended to:

- 1) Prevent conduct which causes public employees' private interests to conflict with their public obligations,
- 2) Prevent such conduct which gives rise even to the potential or appearance of conflict.
- 3) These laws, regulations and codes are not only concerned with dishonesty and corruption, but also attempt to prevent honest government employees from succumbing to temptation by making it illegal for them to enter into situations which might give rise to temptation.
- 4) The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what county employees may do on the job, after hours, and after leaving public service, as described in PCSO Policy and Procedure. The sections referenced in PCSO Policies and Procedures are sections of M.G.L. c. 268A.

ACA Code of Ethics

- 1. Members shall respect and protect the civil and legal rights of all individuals.
- 2. Members shall treat every professional situation with concern for the welfare of the individuals involved and with no intent to personal gain.
- 3. Members shall maintain relationships with colleagues to promote mutual respect within the profession and improve the quality of service.
- 4. Members shall make public criticism of their colleagues or their agencies only when warranted, verifiable, and constructive.
- 5. Members shall respect the importance of all disciplines within the criminal justice system and work to improve cooperation with each segment.
- 6. Members shall honor the public's right to information and share information with the public to the extent permitted by law subject to individuals' right to privacy.
- 7. Members shall respect and protect the right of the public to be safeguarded from criminal activity.
- 8. Members shall refrain from using their positions to secure personal privileges or advantages.
- 9. Members shall refrain from allowing personal interest to impair objectivity in the performance of duty while acting in an official capacity.
- 10. Members shall refrain from entering into any formal or informal activity or agreement which presents a conflict of interest or is inconsistent with the conscientious performance of duties.

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11. Members shall refrain from accepting any gifts, services, or favors that is or appears to be improper or implies an obligation inconsistent with the free and objective exercise of professional duties.
12. Members shall clearly differentiate between personal views/statements and views/statements/positions made on behalf of the agency or Association.
13. Members shall report to appropriate authorities any corrupt or unethical behaviors in which there is sufficient evidence to justify review.
14. Members shall refrain from discriminating against any individual because of race, gender, creed, national origin, religious affiliation, age, disability, or any other type of prohibited discrimination.
15. Members shall preserve the integrity of private information; they shall refrain from seeking information on individuals beyond that which is necessary to implement responsibilities and perform their duties; members shall refrain from revealing nonpublic information unless expressly authorized to do so.
16. Members shall make all appointments, promotions, and dismissals in accordance with established civil service rules, applicable contract agreements, and individual merit, rather than furtherance of personal interests.
17. Members shall respect, promote, and contribute to a work place that is safe, healthy, and free of harassment in any form.

Adopted by the Board of Governors and Delegate Assembly in August 1994.

Communication

- 1) In dealing with confidential, CORI or security sensitive issues regarding the institution and/or Sheriff's Office, you must be circumspect and discreet, limiting such discussion or revelations to those employees in or about the institution or Plymouth County Sheriff's Office who have a legitimate need to know same, in order to perform their duties.
- 2) All news statements or bulletins will be released through the Public Information Office of the Plymouth County Sheriff's Office subsequent to the approval of the Sheriff or his designee. Any release of confidential, CORI or security sensitive information by an employee to unauthorized sources or other violation of PCSO policies 131, 153 and 157 is prohibited. Departmental documents, papers, reports or copies of same will not be disseminated or removed from the Plymouth County Sheriff's Office without first obtaining permission from the Sheriff or his designee.
- 3) Public speeches, lectures, offerings or articles for publication or the like which address CORI, confidential or security sensitive issues of the PCSO must have the prior written approval of the Sheriff or his designee. No employee who has been authorized to speak on behalf of the Sheriff on any issue shall do anything to create or foster the impression he/she is speaking for the Sheriff or in any official capacity whatsoever.
- 4) When escorting any visitor(s) through the institution, you must ensure their conduct is commensurate with proper decorum that they are kept together within your sight; neither gives nor receives anything from an inmate, nor converse with an inmate outside of the normal visiting area. Tour visitors may be allowed to visit an inmate providing they follow the established visiting procedure. Refer to policy and procedure 483. Persons touring the institution will not be permitted to know the identity of inmates, nor their past histories.
- 5) Any visitor suspected of being under the influence of alcohol or drugs, or who has the odor consistent with liquor on his/her breath, will be denied entrance to the correctional institution, or to the Sheriff or his designee.
- 6) You will not be permitted to make personal telephone calls at the institution, or from any Sheriff's Office office/telephone without the specific approval of the Sheriff or his designee. Incoming calls of an emergency nature may be received. There will be written documentation kept of all personal telephone calls approved/received. You may be held financially accountable for personal calls made.

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- 7) Federal Communications Commission (FCC) rules and regulations provide for both criminal and civil penalties for the use of profane or obscene language while transmitting over a security radio network. You will ensure that only the highest standards of professional conduct are exhibited while operating any radio. PCSO radio transmissions will be monitored. You will refrain from using either inmate or employee names when transmitting over a security radio network. All communications, which can be conveniently handled via telephone, will not be transmitted via radio. Refer to Policy 819 and Procedure 520.

Conduct – Employee: General

- 1) The orderly and efficient operation of the PCSO requires that employees maintain discipline and proper personal standards of conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of the employees, citizens and inmates, to maintain uninterrupted security and services, and to protect the goodwill and property of the PCSO.
- 2) To that end, the PCSO sets forth its established rules, which together with observing all other proper standards of conduct, employees are required to obey. An employee who fails to maintain at all times proper standards of conduct or who violates any of these rules shall subject him/herself to disciplinary action, up to and including discharge.

a) Attendance

Employees must be at his/her appointed work assignments ready to work, at the regular starting time and shall remain at such work assignments until properly relieved. Employees who attend roll call also shall be present at the roll call site a minimum of fifteen (15) minutes prior to the start of the shift and / or in accordance with specifications of any Collective Bargaining Agreement.

b) Continuous Operations

Where the operations are continuous, employees shall not leave his/her assignment until he/she is replaced by the next shift employee or until the employee is relieved by his/her supervisor.

c) Personal Business

No employee may conduct personal business during work time.

d) Safety Protection

An employee must, at all times, wear safety articles and use protective equipment provided him/her and immediately report to his/her supervisor any injury, accident or defect in safety equipment.

e) Safeguarding Property

An employee shall be responsible for all PCSO equipment and property assigned to or requisitioned by him/her or in his/her custody and care.

f) Entry of Premises

No employee shall enter the premises or remain on the premises unless the employee is on duty, scheduled to begin work or has the express permission of the Sheriff or his designee. An employee shall use only the facility entrance designated for his/her use.

g) Leave Post/Premises

No employee shall leave his/her post without the approval of his/her supervisor. Nor shall he/she leave the premises before the end of his/her workday without his/her supervisor's approval.

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h) PCSO Property

No employee shall copy or take PCSO records, materials, equipment or other property from his/her work area without written permission from his/her supervisor.

i) Reporting Expected Absence

If an employee is unable to report for or perform work due to illness or other cause, the employee must personally report his/her expected absence and give the reason(s) for his/her inability to work to the Shift Commander or his/her designee at least one (1) hour in advance of his/her shift.

j) Lost Identification Card

If any employee loses their badge or identification card, they must immediately report that fact, in writing, to their supervisor.

k) Use of Badge

No employee shall allow any other person to handle or use his/her badge or identification card at any time or for any purpose and shall not himself/herself use his/her badge, identification card or position with the PCSO for improper purposes.

l) Parking

An employee shall use only the parking locations or facility locations designated for his/her use.

m) Responsibility

No employee shall restrict nor interfere with others in the performance of their jobs or engage or participate in any interruption of services or work.

n) Defective Work

No employee shall conceal any error, mistakes or defective work. All employees are required to submit a report immediately upon their knowledge, in writing, any error, mistakes or defective work noted, regardless of who has committed such action. All reports must be filed in accordance with the proper chain of command.

o) Physical Condition

An employee must report for and remain at work at all times in a fit physical condition. An employee is in unfit physical condition when he/she is unable to properly and safely perform their job, including but not limited to being under the influence of alcohol or drugs.

1. In the event that an employee has been found to be under the influence of alcohol or drugs, said employee will be subject to disciplinary action up to and possibly including discharge.

p) Contraband

No employee may bring drugs, alcohol or other items the PCSO has identified as contraband onto institution or have it in his/her possession while on duty or within the institution.

q) Attentiveness

No employee shall neglect or be inattentive in his/her job, duties and responsibilities or fail or refuse to perform work assigned to him/her. Reading, writing or engaging in other forms of amusement or activities that distract from an employee's duties are also prohibited.

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r) Work Assignment

An employee must be available and report for work as scheduled and perform the work assigned to him/her.

s) Personal Conduct

No employee shall use profane or abusive language nor engage in any sexually harassing or intimidating behavior. Nor shall an employee engage in any discriminating or harassing behavior with respect to any person based on their national origin, race, color, creed, ancestry, religion, sex, age, handicap or sexual preference. Nor shall an employee sexually abuse or sexually harass an inmate.

t) No Solicitations

No employee shall solicit or promote subscriptions, pledges, memberships or other kinds of support for any drives, campaigns, causes or organizations during work time, or on PCSO property without permission of the Sheriff or designee.

u) Posting Notices

No employee shall post any notices on the premises without prior written approval from his/her supervisor except as allowed by an applicable collective bargaining agreement.

v) Respect

Employees shall be courteous, respectful and professional in dealing with inmates, co-workers, superiors and all others with whom they come in contact during the course of their employment with the PCSO.

w) Uniform

- If your job assignment requires that you wear a uniform, keep it neat and clean so as to reflect credit upon yourself and the PCSO. While in uniform you are a representative of the Sheriff and the Plymouth County Sheriff's Office. You will use only the uniform items and official insignia authorized by the Sheriff. Such uniforms and insignia will be used discreetly and not for personal object or gain and may not be given or loaned to any person not authorized to utilize them.
- If you are not required to wear a uniform in the performance of your duties, you are required to wear civilian attire appropriate to a disciplined, professional service and business office setting.
- Uniform descriptions may be located in Policy 224.

x) Deputy Sheriffs

Plymouth County Sheriff's Office personnel will not assume Deputy Sheriff Powers unless commissioned to do so, but even then, are not empowered to stop vehicles or engage in high-speed pursuits on public roads or highways unless specifically authorized by the Sheriff to do so. The only exception to this rule would be the following:

- During the course of their duties it may become necessary for Transportation, Bureau of Criminal Identification (B.C.I.) K-9 and/ or the Warrant Apprehension Unit to conduct a motor vehicle stop.
- Such stop will be logged and articulated with the Plymouth County Communication Center (Station Z).
- This section in no way authorizes the above mentioned units to engage in high-speed pursuits.
- It will be the responsibility of each employee who has such powers to know and understand the limits of authority.

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y) Employee Relations

Relations between supervising and subordinate employees should be friendly in aim, yet impartial to such degree that will avoid allegations or appearance of favoritism or discrimination.

- Supervisors may express appreciation for good job performance as well as criticism or faulty execution of orders.
- You will readily perform such duties as assigned, and must exhibit, at all times, the kind of respect toward your supervisor, which is expected and required in a professional service.
- You will not receive or follow orders of any kind emanating from any person who is not officially connected with the institution or the Plymouth County Sheriff's Office.
- Report all infractions of law, rules and orders to a higher authority in the PCSO.

z) Prohibited Actions

The following actions are also prohibited:

1. Fighting
2. Horseplay
3. Gambling
4. Immoral conduct or indecency
5. Being under the influence of alcohol or drugs.

a. In the event that an employee has been found to be under the influence of alcohol or drugs, said employee will be subject to disciplinary action up to and possibly including discharge.

6. Insubordinate conduct or refusal to follow supervisor's orders
7. Abuse or destruction of PCSO's property, including tools, supplies, equipment or records
8. Falsely stating or making claims of injury
9. Carelessly handling materials, discarding materials or littering the work area or premises (including parking areas)
10. Possession of firearms or weapons of any kind on PCSO property or facility property, including parking areas, except with the express permission of the Assistant Superintendent or higher authority.
11. Bringing cameras, tape recorders, video cameras, pagers, cell phones, smartwatches (i.e. fitbit, iwatch, etc.), media devices with playback and / or recording capabilities, personal and / or portable/personal or laptop computers (to include PDA s) are forbidden from the Plymouth County Correctional Facility, except with the express permission of the Assistant Superintendent or higher authority.

NOTE: PCSO issued items listed above will be allowed within the Plymouth County Correctional Facility when within in the scope of an employee's duties.

12. Falsifying any reports or records, including personnel, absence, sickness, service and work records

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13. Unlawful or improper conduct off the premises or during non-working hours which affects the employee's relationship to his/her job, fellow employees, supervisors or the PCSO's services, property, reputation or goodwill in the community.
14. Violating any safety rules or practices or engaging in any conduct which tends to create a safety hazard
15. Misusing, misappropriating or removing from the premises without prior proper written authorization, employer's records, supplies, materials or other property
16. Having other than a purely professional contact or relationship with an inmate or resident
17. Smoking is prohibited on Plymouth County Sheriff's Office property, to include:
 - a) All grounds
 - b) All buildings and structures
 - c) All facilities
 - d) All vehicles on facility property
 - e) All PCSO Vehicles
18. Tobacco products are considered to be contraband at the Plymouth County Correctional Facility, and as posted: "It is prohibited to bring cigarettes, chewing tobacco or any form of tobacco products into this facility."
19. Sexual abuse or sexual harassment of an inmate at the facility or the failure to report any knowledge, suspicion, or information regarding incidents of sexual abuse or sexual harassment that occurred in the facility, whether or not it is part of the agency; retaliation against inmates or staff who reported such incidents; and any staff neglect or violation of responsibilities that may have contributed to an incident.

The foregoing rules are not intended to be all inclusive of the required discipline, job responsibilities and standards of conduct that employees must observe at all times.

The Sheriff shall, when he deems it appropriate, will establish additional rules.

PCSO Supervisors also may set up additional rules to govern employee's job responsibilities, safety and conduct, which employees must obey.

Conduct Between Employee and Inmate

- 1) Relations with inmates are typically three-fold: namely that of supervisor, counselor and disciplinarian simultaneously, which requires utmost tact and diplomacy. If your duties require inmate contact, your attitude toward inmates should be friendly, not familiar, firm not harsh, vigilant not unduly suspicious, and strict not unjust. Your leadership ability may be enhanced by the professional image you project.
- 2) You will not discuss the management or discipline of the Plymouth County Sheriff's Office, or the affairs of any employee while in the presence or within hearing of any inmate; nor will you inform any inmate of comments, entries or report made by any person or agency concerning any inmate, unless such disclosure is required as part of your official duties. This handbook will not be made available to any inmate. Plymouth County Sheriff's Office employees will not personally intercede for any inmate regarding release or outside employment, not endorse any petition for parole, pardon commutation or judicial matter, without the prior permission of the Sheriff or his designee.
- 3) You will not visit, associate with, accompany, correspond, and not consort with any inmate or former inmate except for a chance meeting, without the specific approval of the Sheriff or his designee. Any other outside inmate contact must be reported to the Sheriff. You will treat all inmates impartially and will neither grant nor promise any special privilege to an inmate. You will keep relations with inmates, their relatives and friends, on a professional level such that you would

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willingly have them known to employees authorized to make inquiries. You will limit your conversations with inmates' visitors to only that which is required and necessary to fulfill your official duties.

- 4) After an inmate has received a work assignment, you will not approach said inmate relative to another position under your supervision without having first consulted the inmate's work supervisor or other concerned employee(s), and having ascertained that the Sheriff or his designee would agree to the job change. You will not allow inmates to frequent or linger in or about employee rooms or official work areas.
- 5) If a member of your immediate family, a know relative, friend or associate is committed to the custody of the Plymouth County Sheriff's Office, you must promptly make the fact and relationship known to the Sheriff and Superintendent in writing in order that steps may be taken, if necessary, to spare you embarrassment. This information will be held confidential to the necessary authorities.
- 6) You will not, nor will you allow others to, deliver to an inmate confined in the Plymouth County Correctional Facility, or deposit in or about the institution or the dependencies thereof, or in any vehicle going into the premises belonging to the institution, any article or thing with the intent that an inmate will obtain or receive it, nor will you receive from any inmate any article or thing with intent to convey it out of the institution, without the knowledge and consent of the Sheriff. You will not accept any fee or gratuity from inmates, their relatives, or their friends.
- 7) Any employee who introduces contraband to the Plymouth County Correctional Facility may be subject to subsequent criminal sanctions in addition to discharge.
- 8) You will not interfere with any investigation the PCSO is conducting about the activity of any inmate, other employee, including but not limited to supervisors.
- 9) At any time an inmate is interviewed, the inmate will be afforded the Miranda Rights prior to such interview being conducted, when appropriate.

Chapter 268: Section 21A.

Officer or other employee of penal or correctional institution; sexual relations with inmate; punishment.

Section 21A : An officer or other person who is employed by or contracts with any penal or correctional institution in the commonwealth, and who, in the course of such employment or contract or as a result thereof, engages in sexual relations with an inmate confined therein, within or outside of such institution, or an inmate who is otherwise under the direct custodial supervision and control of such officer or other person, shall be punished by imprisonment for not more than five years in a state prison or by a fine of \$10,000 or both. In a prosecution commenced under this section, an inmate shall be deemed incapable of consent to sexual relations with such person. For purposes of this section, sexual relations shall include intentional, inappropriate contact of a sexual nature, including, but not limited to conduct prohibited by section 22 or 24 of chapter 265 or section 2, 3, 35 or 53A of chapter 272.

28 C.F.R. Part 115: Prison Rape Elimination Act National Standards

An Agency shall have a written policy mandating zero tolerance towards all forms of sexual and sexual harassment and outlining the agency's approach to preventing, detecting, and responding to such conduct.

Position Classification: General

- 1) The PCSO's classification process involves functions performed by the Superintendent, Director of Human Resources, the Deputy Director of the Civil Division, the Assistant Superintendent of Law Enforcement, and the Assistant Superintendent of the Bureau of Criminal Investigation with approval of the Sheriff which includes:
 - a) Determine and record the duties, responsibilities, organizational relationships and qualifications for each position;
 - b) Identify the job group for all positions which are substantially alike in duties, responsibilities, organizational relationships and qualifications;

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- c) Establish job specifications for each position identified;
 - d) Periodically recommend establishment of new positions, and modifications, changes, amendments and additions to existing positions as required.
- 2) All job specifications established by the PCSO are open to public inspection in the files of the Sheriff's Office.

Death Benefits

- 1) Retirement System Payment
- a) If an employee is killed while on-the-job, the employee's accumulated retirement deductions will be paid in one lump-sum to his/her beneficiary(ies). In addition, an Accidental Death Benefit will be paid.
 - b) The State Retirement Board should be consulted for additional information.
- 2) Life Insurance Payment

On the death of an employee, his / her designated beneficiary (ies) will be entitled to the life insurance in effect for the employee who he / she elected to carry under the State's Group insurance plans.

- 3) Vacation Pay Payment

On the death of an employee, his/her designated beneficiary(ies) will be entitled to payment for all unused vacation leave credits earned in the vacation year during which the employee died, up to the time of his/her separation from the payroll provided no monetary or other allowance had already been made.

PCSO Material and Equipment

- 1) You will use or possess the equipment, material and personal services of the Plymouth County Sheriff's Office for official purposes only and not for personal gain.
- 2) You will be liable for any willful or negligent destruction, loss, waste or damage by you of PCSO property.
- a) Be frugal in the use of heat, light, power and water.
 - b) Institution employees must not allow food to be wasted in any manner, nor shall they allow an inappropriate accumulation of foodstuff in inmate living areas.
 - c) You must adhere to all health and safety standards.
 - d) No Plymouth County Sheriff's Office employee may remove PCSO property, materials, articles, equipment or foodstuff from the Plymouth County Sheriff's Office or institution property without authorization.
- 3) PCSO vehicles will be used for official business only, and must be returned daily, unless domicile travel approval has been granted by the Sheriff. Unauthorized persons will not be transported in PCSO vehicles. Employees may be authorized by the Sheriff or his designee to use privately owned vehicles for official business in certain instances. The operator of any PCSO or privately owned vehicle on official business must have a valid Massachusetts driver's license on his/her person and must obey all traffic laws of the Commonwealth of Massachusetts.
- 4) Any and all traffic law violations and/or fines will be the sole responsibility of the operator, not the Plymouth County Sheriff's Office. Operators may be personally liable for injury to themselves or others, or other damages, if found to be at fault or negligent. (Refer to policy 122.)

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Domestic Violence

It is the policy of the Plymouth County Sheriff to have zero tolerance for domestic violence in any form at any place, whether at home or the workplace by any PCSO employees, contractors and others associated with the PCSO. Review Policy 238.

Employee Assistance Program

An Employee Assistance Program is available to any employee of the PCSO. Program information is listed in Policy 240.

Equal Employment Opportunity

The Plymouth County Sheriff's Office is an affirmative action / equal employment opportunity employer in the hiring, appointment, assignment and promotion of those individuals who best possess the skills, knowledge, and abilities necessary required of their respective job descriptions.

Equal employment opportunity in selection, assignment, retention, promotion, and transfer for all employees of the Plymouth County Correctional Facility (PCCF), will be based on the needs of the PCSO, the ability of the employee to perform the job, merit, and specified qualifications.

There will be no discrimination in hiring or promotions on the basis of age, gender, race, color, religion, national origin, handicap, political views or sexual orientation.

Inmate Count / Escape

- 1) You are responsible for the accountability of all inmates assigned under your charge at the start of your work shift, and must check the location of such inmates at least each hour (or more frequently if so ordered) through personal observation or through contact with another employee, unless the charge of such inmate is appropriately transferred to and accepted by another employee.
- 2) Head counts for inmate census must be taken and computed at hours stipulated by the Sheriff. You must see "living, breathing flesh" when you take all major inmate head counts.
- 3) If an inmate under your charge should attempt to escape, or escapes, you will immediately notify the Sheriff or his designee and your direct supervisor. You will submit a written report concerning any escape or attempted escape as soon as possible after the fact, but not later than the end of your tour of duty on your work shift.
- 4) If an inmate under your charge should obtain over one hour's start in escaping before his absence is noticed and reported, you will be subject to disciplinary action up to and including discharge. The Sheriff may make exceptions to the hourly check rules for those few inmates carefully selected for assigned tasks at widely remote points, and for those inmates inside a secure (walled or fenced) perimeter during recreation or free periods when subject to zone checks.

Institutional Discipline

- 1) You will not use profane or abusive language toward any inmate, nor reply in such language to what is perceived to be impudent or insulting words or actions by an inmate. You will make no disparaging references to inmates regarding their race, sex, color, creed, national origin, sexual orientation, handicap, economic disadvantage, or crime(s) for which they are charged or sentenced.
- 2) You will only use that amount of force against an inmate, which is reasonable. Under no circumstances will you use, or allow to be used, excessive force, or the use of force as a punishment. You will properly report all incidents where force was used. Refer to policy 505, Use of Force. The use or permitting the use, of improper force will result in immediate discipline up to and including discharge and may also be subject to civil and/or criminal sanctions.
- 3) When you note suspicious behavior or activity, you should take steps to satisfy yourself that nothing is being done to jeopardize the safety, security, or good order of the institution. The fact that an inmate has been detailed to another employee or PCSO does not relieve you of such inquiry. Nothing in these rules prevents you from discussing any given situation with your direct supervisor before writing a formal disciplinary report against an inmate. Disciplinary reports

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must be factual, impartial, complete, and impersonal and processed in compliance with Sheriff's Office policies and procedures. A disciplinary report must be completed and submitted to the Sheriff or his designee prior to the end of your tour of duty on a given work shift.

- 4) Supervising employees will not suppress your writing a disciplinary report; however, it is generally acknowledged that the employee who succeeds in maintaining good discipline with a minimum number of formal reports deserves the highest commendation.
- 5) In the event you are assigned duties and responsibilities related to inmates confined in isolation, segregation, a hospital or other special housing, you must comply with all PCSO policies, procedures, post orders, directives, rules and regulations relative to care and custody, including but not limited to medical attention, frequent observation in accordance with the appropriate schedule, inspections, access, and log and journal entries.
- 6) Staff shall be subject to disciplinary sanction up to and including discharge for violating agency sexual abuse and sexual harassment policies with discharge the presumptive disciplinary sanction for staff who has engaged in sexual abuse.

Institutional Security

- 1) You will be responsible to inspect your post or assigned area when starting and ending your shift, and immediately report anything unusual to your direct supervisor.
 - a) Workshops must be inspected when first opened and upon closing.
 - b) You will not tamper with any machinery or equipment.
 - c) If you are assigned to a security post, you will inspect firearms and security equipment, including alarms and communications equipment, lighting, etc., and any other necessary and associated furnishings, tools and accessories to ensure their good order.
- 2) You will not leave the institution during your duty hours without the knowledge and permission of your direct supervisor or higher authority.
 - a) If you have charge of inmates or are assigned to any other security position, you must not leave your post nor terminate your tour of duty until relieved by proper authority.
 - b) Acquaint your post relief with all special orders, pertinent occurrences and significant happenings within your shift, before you leave your post.
- 3) Entrust no inmate with institution keys.
 - a) Institution keys must be guarded zealously while in your possession, and at the end of your tour of duty must be returned or turned over to your relief in accordance with PCSO policy and procedures.
 - b) If you remove an institution key from the premises of the institution, or do not immediately return such key you may be subject to discipline up to and including discharge.
 - c) If you lose, or lose control of an institution key, you must immediately inform your direct supervisor.
- 4) You must not precede any inmate through a trap, gate or sally port. Those employees in control of traps, gates or sally ports must refuse passage until this rule is observed to their satisfaction, as they are held to ultimate responsibility for their effective operation. The employee controlling the vehicle trap must remain in a controlled and secure position.
- 5) You will neither commit nor release any inmate without proper written authority, except that in an emergency the Sheriff or his designee may order you to commit or release an inmate.
- 6) You will not be permitted to escort any tour visitor through the correctional institution or Plymouth County Sheriff's Office office(s) without the knowledge and approval of the Sheriff or his designee.

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- a) All visitors to the institution must prove positive identification, must sign the visitor's log (or visit card, if applicable), and must comply with institutional security policies and procedures. (Refer to the visiting policy and procedure 483.)
- 7) Any substance or medication containing narcotics, barbiturates or those known to be used by inmates as stimulants, must not be brought into the institution or any area beyond the employee main parking lot without the prior approval of the Sheriff or the Superintendent.
- 8) All medication for inmates will be dispensed only by order or record of a physician, in compliance with Plymouth County Sheriff's Office institution policy.
 - a) You must ensure that the prescribed medication is used by the proper inmate under your supervision and is not concealed for later accumulated use or for other purposes.
 - b) Inmates who are injured, sick or complaining of ill health should be sent to or otherwise called to the attention of the physicians or medical officer on call.
 - c) Record complete circumstances of all inmate injuries including the names of witnesses and what the inmate was doing at the time of the injury.

INSURANCE COVERAGE

1) Liability Insurance

- a) The PCSO provides liability coverage, as protection against claims arising out of lawful actions of employees in the performance of their duties with the PCSO.
- b) The PCSO provides liability coverage for Official vehicles commensurate with Massachusetts General Law.

2) Health Insurance

The Plymouth County Sheriff's Office offers to its employees, through the GIC, several types of health insurance including services by both conventional insurance underwriters and health maintenance organizations. Deductions are made on a monthly basis from salary due the employee.

- a) An employee may enroll in one of the below-mentioned insurance policies on the first day of the month following his/her date of hire. If an employee does not wish to take advantage of the opportunity available, he/she must sign a waiver to that effect. Thereafter, requests for coverage or any changes thereto must be made thirty (30) days before the anniversary date of the policy.

3) Life Insurance

Life insurance is available to employees. Additional insurance for the employee and for spouse and children may also be purchased at the employee's expense. Details are available in the Personnel Office.

Laws and Regulations of Particular Interest

- 1) The following statutes of the Massachusetts General Laws which pertain to the administration of the Plymouth County Sheriff's Office may be of assistance to you as an employee of the PCSO: Chapters 27, 37, 123, 124, 125, 126, 127, 150E, 238, 266, 268 and 279.
- 2) The principle Code of Massachusetts Regulations document applicable to the operation of the correctional institution is 103 CMR 900-999.
- 3) PREA National Standards for prisons and jails 28 C.F.R. Part 115.

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Leave

1) Personal Leave Days

- a) Annually, July 1, full time employees on the payroll are credited with three (3) paid personal days that may be taken during the following twelve (12) months at a time or times requested by an employee and approved by the appointing authority.
- b) Full time employees hired prior to July 1, 2013 credited with five (5) paid personal days that may be taken during the following twelve (12) months at a time or times requested by an employee and approved by the appointing authority. Those employees covered under a collective bargaining agreement will be compensated in accordance with the collective bargaining agreement.
- c) Full time employees hired or promoted after July 1 of each year will be credited with personal leave days in accordance with the following schedule:

Date of Hire	Personal Leave Days
July 1 through September 30	3 paid leave days
October 1 through December 31	2 paid leave days
January 01 through March 31	1 paid leave day
April 1 through June 30	0 paid leave days

- d) Any personal leave time not taken by June 30 will be forfeited by the employee. Further, there is no cash payment in lieu of unused personal time upon separation from County service.

2) Vacation

- a) The vacation year is the period from July 1 to June 30, inclusive. Prior to the beginning of each fiscal year, employees will have an opportunity to request their vacation periods for the ensuing year, which will be granted according to seniority in the employees' respective divisions.
- b) Vacation leave with pay will be credited to all employees employed at least six months by the County on June 30 based on work performed during the preceding twelve (12) months. Vacation credit as follows must be accrued before it can be used:

Length Of Continuous Full-Time Creditable Service For The Employee As Of June 30	Vacation Credit Accrued
Less Than One Year	Time to be calculated at a rate of 6.6 hours per month, credited on July 1 st , but not exceeding Ten Days Of Service, But Not Exceeding Ten Days
One Year, But Less Than Four-And-One-Half Years	Two Weeks (Ten Days)
Four-And-One-Half Years, But Less Than Nine-And-One-Half Years	Three Weeks (Fifteen Days)
Nine-And-One-Half Years, But Less Than Nineteen-And-One-Half Years	Four Weeks (Twenty Days)
Nineteen-And-One-Half Years, Or More	Five Weeks (Twenty-Five Days)

3. Except as may be specifically approved under certain conditions; vacation leave must be taken within the twelve (12) months following the June 30th on which it is credited.

4. Upon separation from County service, employees who have completed one (1) year of continuous service are paid for unused accrued vacation credits.

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3) Sick Leave

- a) Permanent employees covered by this agreement shall accrue sick leave credits at the rate of .057693 hours for each regularly scheduled hour on the payroll.
- b) Employees must have completed six (6) months of continuous service to be eligible to utilize accrued sick leave credits. Sick leave not utilized in the year in which it accrues may be carried forward for use in subsequent years.
- c) Employees who are eligible to retire will be paid twenty percent (20%) of the value of their accrued sick leave credits at the time of their retirement. Employees who separate from the service of the PCSO for other reasons are not entitled to compensation in lieu of accumulated sick leave credits.
- d) Refer to Policy 209, Employee Sick Leave; Plymouth County Sheriff's Office Rules and Regulations; and any applicable Collective Bargaining Agreement for specifics regarding the granting, utilization, management and administration of sick leave credits.
- e) All PCSO employees on approved FMLA are subject to the requirements set out in the "Notice of Eligibility and Rights & Responsibilities" of the Family Medical Leave Act (FMLA) provided to them following their approval of FMLA. Pursuant to the Notice, employees on approved FMLA will be required to use their available paid sick, vacation and/or other leave during their FMLA absence. Employees will receive paid leave and the leave will also be considered protected FMLA leave and counted against an employee's FMLA leave entitlement.

4) Holidays

- a) The following are designated as paid holidays.

January 1	New Year's Day
Third Monday in January	Martin Luther King Day
Third Monday in February	President's Day
Third Monday in April	Patriot's Day
Last Monday in May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
December 25	Christmas Day

- b) Refer to Plymouth County Sheriff's Office Rules and Regulations or the applicable Collective Bargaining Agreement for specifics regarding utilization of holidays, holiday pay, and compensatory time off.

5) Bereavement Leave

- a) Each employee shall be entitled to up to ten (10) days leave with pay for the loss of a child or spouse.
- b) Each employee shall be entitled to five (5) consecutive working days leave with pay in the event of death in the immediate family. "Immediate family" shall include mother, father, (foster children, foster parents), brother, sister, mother-in-law, father-in-law, grandchildren and other persons living in the household of the employee. In extraordinary circumstances, the Sheriff or his designee, in his discretion, may grant permission to use such leave on non-consecutive days.
- c) Each employee shall be entitled to two (2) days leave with pay in the event of death of his / her brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepmother, stepfather, guardian, grandparents, aunt, uncle, nieces and nephews who are not residing in the employees household.

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d) Employees shall not be required to take bereavement leave immediately after the death of a person included in the above paragraphs, as such leave may be granted commensurate with the funeral and necessary procedure; said leave not to be deducted from Sick Leave, Holiday or Vacation Leave. In all cases, bereavement leave time will be used within six months from the time of each loss.

6) Civic Duty Leave

a) Employees summoned for jury duty will be granted a leave-of-absence with pay for the time lost from their regularly scheduled work while on said jury duty upon presentation by the employee of the appropriate summons to his/her division head. An employee who receives jury fees (exclusive of reimbursed expenses for travel, meals, room, etc.) for jury service will, upon presentation of the appropriate court certificate of service, either:

- 1) Retain such jury fees in lieu of pay for the period of jury service when the jury fees exceed the employee's regular rate of pay for the period involved; or
- 2) Remit such jury fees to the Sheriff or designee when the jury fees are less than the employee's regular rate of pay for the period involved.
- 3) Refer to Plymouth County Sheriff's Office Rules and Regulations or the applicable Collective Bargaining Agreement for specifics regarding court services (i.e. summonsed as a witness) as a result of employment with the PCSO.
- 4) An employee on court leave who has been excused by the proper court authority will report to said employee's official duty station when such interruption in court service will permit four (4) or more consecutive hours of duty. Court leave will not affect any employment rights of the individual. Court leave will not be granted when the employee is the defendant in, or is otherwise engaged in personal litigation.

7) Military Leave

- a) An employee is entitled to Military Pay pursuant to MGL, Chapter 33, Section 59. Employees will receive sick leave credits at the rate of .057693 hours for time off the payroll for military service
- b) When the employee is notified of his/her training dates and such dates conflict with his/her scheduled work tour, such employee will immediately notify his/her supervisor. Such release from work will not affect the employee's leaves-of-absence or vacation with pay. (MGL, Chapter 33, Section 59A.)

8) Voting Leave

An employee whose hours preclude the individual from voting in any town, city, state, or national primary or election will, upon approval of the Sheriff or his designee, of a written request, be granted a voting leave with pay at the employee's regular rate, not to exceed two (2) hours, and for the sole purpose of voting in the primary/election.

9) Maternity and Other Family / Medical Leave

Employees are entitled to maternity and other medical leave as provided in the Family and Medical Leave Act (FMLA). Refer to applicable Collective Bargaining Agreement and Plymouth County Sheriff's Office Rules and Regulations, which incorporate the provision of the federal law.

10) Other Leaves of Absence

Refer to the Plymouth County Sheriff's Office Rules and Regulations or the applicable Collective Bargaining Agreement for other leaves of absence that may apply.

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PROHIBITIONS ON SMOKING / TOBACCO PRODUCTS

- 1) All visitors are prohibited from smoking on the Plymouth County Sheriff's Office property, to include the following locations:
 - d) All grounds
 - e) All buildings and structures
 - f) All facilities
 - g) All vehicles on facility property
- 2) All employees are prohibited from smoking on the Plymouth County Sheriff's Office property, in / on the following locations:
 - a) All grounds
 - b) All buildings and structures
 - c) All facilities
 - d) All PCSO Vehicles
- 3) **EXCEPTION:** Smoking by an employee of the Plymouth County Sheriff's Office, at the Plymouth County Correctional Facility, may only take place within the confines of said employee's vehicle, while on authorized break periods.
- 4) Tobacco products are considered to be contraband at the Plymouth County Correctional Facility, and as posted:
"It is prohibited to bring cigarettes, chewing tobacco or any form of tobacco products into this facility."
- 5) All employees are responsible to ensure that smoking materials, chewing tobacco and any form of tobacco products or bi-products are extinguished and / or disposed of within the confines of their personal vehicle.

Reasonable Accommodations

The Sheriff has appointed an ADA Coordinator to maintain the interactive process with disabled employees and employees who are pregnant or who have a condition related to said pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child by:

- A. Reviewing all Requests for reasonable Accommodation;
- B. Performing the individualized assessment of each employee's disability related needs or needs concerning pregnancy or a condition related to said pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child to access all benefits of employment, considering the employee's preference and equally effective alternatives;
- C. Considering interim or temporary accommodations where the requested accommodation cannot be immediately provided or is subject to agency approval;
- D. Complete the interactive process and document the decision in the employee's medical file notifying all relevant parties.
- E. Working with Division managers to provide a reasonable accommodation unless the accommodation would impose an undue hardship on the PCSO.

For additional information please refer to Policy 203 Americans with Disabilities Act: Access for Qualified PCSO Employees and Policy 213 Pregnant Workers Fairness Act.

Retirement System

- 1) All full-time and permanent part-time employees must be members of the State Retirement System. Percentage deductions from all members of the county retirement system will be made in accordance with MGL c.32.

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- 2) A potential retiree consult with the State Retirement Board in order that all facets of the retiree's creditable service, family situation, beneficiary(ies), and other related items can be examined and discussed.
- 3) Refer to Policy 211, Employee Benefits Plymouth County Sheriff's Office Rules and Regulations; and any applicable Collective Bargaining Agreement for specifics

Sexual Harassment, Harassment and Discrimination

- 1) It is a policy of the Plymouth County Sheriff's Office that all employees of this PCSO be treated with dignity and respect. No employee should be subjected to any form of unlawful discrimination or harassment by management, supervisors, co-workers or those who have business dealings with the Plymouth County Sheriff's Office.
 - a) No employee, male or female, should suffer unsolicited, unwarranted physical or verbal abuse.
 - b) Nor should any person have to work in an intimidating, hostile or offensive working environment.
 - c) Sexual Harassment, Harassment and / or Discrimination of any kind occurring in the work place or in any other work-related setting, will not be tolerated,
- 2) Further, any retaliation against an individual complaining about such conduct or cooperating with the investigation of claims of Sexual Harassment, Harassment and / or Discrimination is also unlawful and will not be tolerated.
 - a) Any employee who engages in such conduct will be subject to immediate disciplinary action, including, immediate termination.
- 3) Each supervisor and member of management is responsible for creating an atmosphere and environment free from harassment. Employees are responsible for respecting the rights of their co-workers.
- 4) Supervisors and managers will not tolerate or condone such behavior, witnessed or which is brought to their attention:
 - a) They will counsel and assist harassed employees in resolving problems in accordance with this policy.
 - b) When a supervisor or manager becomes aware of any discriminatory or harassing behavior, s/he will immediately notify the Director of Human Resources to request initiation of the procedures provided in this policy.
 - c) The Director of Human Resources will be responsible to:
 - d) Notify the complainant's Department / Division Head that an allegation has been filed.
 - e) Consult with the PCSO's Legal Division
 - f) Notify the Special Investigations Division of the complaint when further review and / or investigation are warranted.
- 5) Supervisors / managers who fail to fulfill their responsibilities, in accordance with this policy, will be subject to discipline for failure to act upon complaints or take action if they knew or should have known of prohibited behavior.
- 6) Consistent with PCSO policy, complaints made or information given regarding Sexual Harassment, Harassment and / or Discrimination which are knowingly false will subject the offending employee to discipline up to and including discharge, and may subject the offender to civil and/or criminal penalties.

PREA

- 1) It is the policy of the Plymouth County Sheriff's Office to have zero tolerance towards all forms of sexual abuse and sexual harassment.

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2) Staff Reporting:

- a) All staff shall report immediately any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment that occurred in the facility, retaliation against an inmate or staff who reported such an incident, and any staff negligence or violation of responsibilities that may have contributed to an incident or retaliation.
- b) Staff shall not reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.

3) Staff First Responder Duties:

- a) Upon learning of an allegation that an inmate was sexually abused, the first security staff member to respond to the report shall be required to:
 - 1) Separate the alleged victim from the abuser;
 - 2) Preserve and protect any crime scene until appropriate steps can be taken to collect any evidence;
 - 3) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, drinking, or eating; and,
 - 4) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, drinking or eating.
- b) If the first responder is not a security staff member, the first responder shall request that the alleged victim not take any actions that could destroy physical evidence, and then notify security staff.

4) Protection Against Retaliation:

- a) Retaliation against inmates and staff who report sexual abuse or sexual harassment or who cooperate with investigations is prohibited.
- b) The facility shall employ multiple protection measures, such as housing changes or transfers for inmate victims or abusers, removal of alleged staff or inmate abusers from contact with victims, and emotional support for inmates or for staff who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

Weapons, Ammunition and Security Equipment

- 1) If your assignment requires that you carry or use any weapon or security equipment, you will be required to be properly trained and qualified in its use prior to being issued any such weapon or security equipment.
 - a) You will attend the training and qualifications sessions as prescribed by the Sheriff. No employee will carry or use any firearm, ammunition, chemical agent, weapons or security equipment for which he/she is not trained and qualified.
 - b) Sheriff's Office employees who perform law enforcement duties must be licensed to carry firearms in the Commonwealth of Massachusetts.
 - c) Only those firearms approved by the Sheriff may be issued, used or carried. (Refer to policy 508.)
 - d) Weapons and ammunition will not be allowed within the confines of the institution, except in the event of an emergency, and even then only the Sheriff, or in his absence the Special Sheriff, can authorize the introduction of any weapons into the institution.
- 2) Employees may be permitted to bring personal weapons on institutional property ONLY under the following conditions:

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- a) The Sheriff or his designee is notified ten (10) days in advance that the employee wishes to store his/her personal weapon in the designated area approved by the Sheriff.
 - b) The Sheriff or his designee is furnished with a photocopy of a valid Massachusetts permit to carry a firearm. All other applicable laws pertaining thereto will be met.
 - c) Personal weapons will be stored only in that area designated by the Sheriff. The approved conveyance of personal firearms to and from a specific area must be done in a manner which ensures such weapon is not displayed in close proximity to inmates on outside work details or related tasks on correctional institution property.
 - d) Any change in the status of an employee's personal permit to carry a weapon must be reported to the Sheriff immediately after the change of status occurs.
 - e) A weapon's permit(s) issued for target practice does not authorize the carrying of a loaded personal firearm.
 - f) Deputy Sheriffs may be authorized by the Sheriff to carry personal weapons on the grounds of the Plymouth County Correctional Institution and in the performance of their official duties; however, only such weapons and ammunition may be carried as authorized in Plymouth County Sheriff's Office policy. (Refer to policy 508.) Strict compliance with this policy will be enforced, and violation thereof will be cause for immediate discipline up to and including discharge.
- 3) All institution firearms and ammunition will be stored in the armory as designated by the Sheriff, to and from which they may be carried to an outside authorized area.
- a) Employees will not be permitted to use personal weapons of any kind in the official performance of their duties, nor will they be allowed to bring such personal weapons on institution property, except as specifically stated.
- 4) Your primary duty is to hold in safe custody any inmate or other person duly committed to the institution, placed in a hospital, or assigned to your custody.
- a) It is also your duty to protect yourself and others from loss of life or severe bodily harm.
 - b) Consequently, weapons may be issued to you for the official performance of your duty.
 - c) Your authorized firearm is a deadly weapon, and may only be used in compliance with Policy 505, Use of Force.
 - d) Any inappropriate use of a weapon will result in immediate discipline up to and including discharge.

Workers Compensation

MGL Chapter 152, generally known as the Massachusetts Worker's Compensation Law, is to ensure that workers are given a source of temporary wages to replace earnings lost due to injuries on the job and to provide for medical treatment for injured employees so that they may return to the workplace.

- 1) General
 - a) Employees, with the possible exception (said exception to be determined by the Industrial Accident Board) of "public officers", are covered under the Worker's Compensation Law for injuries arising out of and in the course of their employment.
 - b) An employee injured on the job must be disabled for five (5) days or more in order to receive workers compensation and payment will continue for as long as the disability lasts, and the employee is unable to return to work.
 - c) All medical expenses that are causally related to an injury, irrespective of the length of disability, will be paid by the County provided that said expenses are reasonable and necessary.

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2) Compensation and Other Benefits

- a) Worker's compensation payments for qualifying injuries under MGL, Chapter 152, are made at 60% of the employee's usual salary; except that, in accordance with MGL, Chapter 126, Section 18A, "An employee in a jail or house of correction of a county who, while in the performance of duty, receives bodily injuries resulting from acts of violence of patients or prisoners in his custody, and who as a result of such injury is entitled to benefits under chapter one hundred and fifty-two, shall be paid, in addition to the benefits of said chapter one hundred and fifty-two, the difference between the weekly cash benefits to which he is entitled under said chapter one hundred and fifty-two and his regular salary, without such absence being charged against available sick leave credits, even if such absence may be for less than eight calendar days duration."
- b) Return to work will be without loss of seniority.
- c) There are no entitlements to pay increments during a Worker's Compensation leave of absence.

Waivers and Modifications

Provisions of these rules and regulations may be temporarily waived or modified by the Sheriff, Special Sheriff, Superintendent or the Assistant Superintendent of Law Enforcement, but only in emergency situations or when necessary to preserve or restore the good order of the Sheriff's Office and its program.

The Sheriff must approve any permanent changes in these rules. Nothing in these rules shall be construed as in conflict with any relevant collective bargaining agreement. If a conflict exists between the collective bargaining agreement and these rules and regulations, the collective bargaining agreement shall prevail.

If any article, section, subsection, clause or phrase of these rules and regulations is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Sheriff or otherwise inoperative, such decision shall not affect the validity of any other article, section, subsection, sentence, clause or phrase of these rules and regulations.

The following is a partial list of Policies and Procedures.
The listed documents fall into Administrative and Personnel categories.

Policy 100	Philosophy and Goals
Policy 102	Organizational Structure and Internal Communications
PCCF 102	Organizational Structure and Internal Communications
Policy 103	Delegation of Authority
Policy 104	Internal Regulations
Policy 105	PCSO Duty Officer
Policy 106	Legal Services Division
Policy 108	ADA: Access for Qualified Individuals
Policy 109	Program / Facility Access for Handicapped Persons
Policy 111	Management Analysis, Surveys and Evaluations
Policy 112	Facility Inspections
PCCF 112	Facility Inspections
Policy 122	Vehicle Usage and Control
Policy 131	News Media Relations
Policy 132	Interagency Relations
Policy 152	CJIS Regulations
Policy 153	Criminal Offender Records Information Regulations
Policy 154	Central Records Office Regulations
Policy 155	Inmate Record Management
PCCF 155	Inmate Record Management
Policy 156	Dead Storage / Destruction of Outdated Records
PCCF 156	Dead Storage / Destruction of Outdated Records
Policy 157	Register : Access to and Dissemination of Evaluative Information
Policy 175	Comprehensive Planning

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Policy 180	Regulations : Research and Evaluation
PCCF 180	Regulations : Research and Evaluation
Policy 181	Regulations : Statistical Reporting
Policy 190	Electronic Communications Policy
Policy 191	Wireless Telephone Usage and Control
Policy 192	Social Media Usage
Policy 201	Selection and Hiring Policy for the Plymouth County Correctional Facility
PCCF 201	Selection and Hiring Procedures for the Plymouth County Correctional Facility
PCCF 202	Diversified Employee Action Plan
Policy 203	Americans with Disabilities Act: Access for Qualified PCSO Employees
Policy 204	Personnel Records
Policy 205	Position Classification
Policy 208	Personnel Orientation
Policy 209	Employee Sick Leave
Policy 210	Pay Administration
Policy 211	Employee Benefits
Policy 212	Family Medical Leave Act (FMLA)
Policy 213	Pregnant Workers Fairness Act
Policy 215	Conflict of Interest and ACA Code of Ethics
Policy 216	Training and Staff Development
Policy 217	Contractors and Contracted Staff
Policy 218	Firearms Training Trailer
Policy 220	Employee Rules and Regulations
Policy 222	Employee Performance Evaluations
Policy 223	Employee Separations
Policy 224	PCSO Uniforms Policy
Policy 225	Uniform Body Armor Policy
Policy 230	Employee Discipline and Termination
Policy 231	Employee Drug Testing
Policy 238	Domestic Violence
Policy 239	Sexual Harassment Policy
Policy 240	Employee Assistance Program
Policy 250	Labor Relations
Policy 268	Sexual Abuse and Sexual Harassment of Inmates

PCCF denotes Procedure