

# NRADC Human Resources Policy and Procedure Manual



This manual supplements Frederick County Human Resource policies and is intended to establish procedures for the implementation of those policies at the Regional Jail.

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**REFERENCES:**

**3-ALDF-1B-14:** Written policy and procedure regulate position control regarding position allocation, budget authorization, personnel records, and payroll. Information on the number and type of positions filled and vacant should be available at all times. The fiscal office should verify that all payroll positions are authorized in the budget, that all persons on the payroll are legally employed, that attendance records support the payroll, and that needed funds are available. The payroll should be based on timekeeping records.

**Comment:** None.

**3-ALDF-1B-15:** Written policy, procedure, and practice provide for facility insurance coverage, including at a minimum the following: worker's compensation, civil liability for employees, liability for official vehicles, and public employee blanket bond.

**Comment:** Coverage can be provided by private companies, a self-insurer's program, or state identification.

**3-ALDF-1C-01:** A personnel policy manual is available for employee reference and covers at a minimum the following areas:

- organizational chart (table of organization)
- recruitment and promotion, including equal employment opportunity provisions
- job descriptions and qualifications, including salary determinations and physical fitness policy
- benefits, holidays, leave, and work hours
- personnel records and employee evaluation
- staff development, including in-service training
- retirement, resignation, and termination
- employee-management relations, including disciplinary procedures and grievance and appeals procedures
- statutes relating to political activities
- insurance/professional liability requirements

New staff are informed in writing of the facility's hostage policy in regard to staff roles and safety.

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**Comment:** Written personnel regulations help ensure equitable and consistent treatment of all employees. Every employee should have the opportunity to review the personnel manual at the time of employment and thereafter, and employees should have the opportunity to review the personnel manual at the time of employment and thereafter, and employees should be encouraged to ask questions about personnel policies.

**3-ALDF-1C-02:** The facility administrator reviews the facility's internal personnel policies annually and submits recommended changes to the parent agency.

**Comment:** None

**3-ALDF-1C-04:** Written policy and procedure provide for the transfer, assignment, and selection of employees based upon the facility need and the ability of the employee to perform the job.

**Comment:** None

**3-ALDF-1C-06:** The facility administrator can document that the overall vacancy rate among the staff positions authorized for working directly with inmates does not exceed 10 percent for any 18-month period.

**Comment:** None.

**3-ALDF-1C-07-2:** Written policy, procedure, and practice provide a mechanism to process request for reasonable accommodation to the known physical and/or mental impairments of a qualified individual with a disability, either an applicant or an employee. The accommodation need not be granted if it would impose an undue hardship or direct threat.

**Comment:** Reasonable accommodation refers to modifications or adjustments which enable qualified applicants with disabilities to access the job application process or which enable qualified employees with disabilities to perform the essential functions of the job and to enjoy the same terms, conditions, and privileges of employment that are available to persons without disabilities. Terms, conditions, and privileges of employment include, but are not limited to:

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- Recruitment, selection, and hiring
- Salary and compensation
- Benefits, holidays, leave, and work hours
- Promotion and advancement
- Staff development, including in-service training
- Retirement, resignation, and termination

An undue hardship means significant difficulty or expense. Direct means a significant risk of substantial harm to the health or safety of any person, including the applicant or employee with a disability, that cannot be eliminated or reduced by reasonable accommodation to a qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education , and other job-related requirements for the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

**3-ALDF-1C-08:** Written policy and procedure provide for the selection, retention and promotion of all personnel on the basis of merit and specified qualifications.

**Comment:** None

**3-ALDF-1C-10:** Written policy and procedure provide that employees are Appointed initially for a probationary term of not less than six (6) months or more than one (1) year.

**Comment:** None.

**3-ALDF-1C-12:** A criminal record check is conducted on all new employees in accordance with state and federal statutes. The purpose of the check is to detect any criminal convictions that relate specifically to job performance.

**Comment:** The facility administrator should know of any criminal conviction that could directly affect an employee's job performance in a facility setting.

**3-ALDF-1C-13:** Written policy, procedure, and practice provide that employees who have direct contact with inmates receive a physical examination prior to job assignment. All other employees receive a medical screening prior to job assignment. Employees receive re-examinations according to a defined need or schedule.

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**Comment:** Staff whose responsibilities include security and control or regular direct contact with inmates must have physical examinations to protect their health and ensure that they can carry out their assignments effectively. The basic health status of all employees should be evaluated against the specific requirements of their assignments. Physical examination and screening procedures may be established by the appropriate medical authority in accordance with applicable laws and regulations.

**3-ALDF-1C-15:** There is a written policy and procedure that specifies support for a drug-free workplace for all employees. This policy, which is reviewed at least annually, includes at a minimum the following:

- prohibition of the use of illegal drugs
- the opportunities available for treatment and/or counseling for drug abuse
- the penalties for violation of the policy

**Comment:** None

**3-ALDF-1C-07-1:** Written policy, procedure, and practice prohibit sexual harassment.

**Comment:** Facility administrators should have as their objective the creation of a workplace that is free from all forms of discrimination, including sexual harassment, either explicit or implicit, is strictly prohibited. Employees and agents of the facility, including volunteers, contractors, and vendors, must be advised that they are subject to disciplinary action, including, dismissal and termination of contracts and/ or services, if found guilty of sexual harassment charges brought by employees or inmates.

**3-ALDF-1C-09:** Employees on permanent status are terminated or demoted only for just cause and after grievance and appeals procedures, if requested, have been exhausted.

**Comment:** None

**3-ALDF-1C-16:** Written policy, procedure and practice provide for an annual review of each employee. The review is based upon defined criteria and the results are discussed with the employee.

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**Comment:** Performance review should be an ongoing process with written evaluations completed at least annually. Reviews should be objective and based upon specific job criteria and explicit performance standards.

**3-ALDF-1C-17:** Compensation and benefit levels for all facility personnel are comparable to similar occupational groups in the state or region.

**Comment:** Competitive salaries and attractive benefits are necessary to recruit and retain staff of high caliber. Occupational fields with positions similar to those in the correctional field include education, social work, accounting, and office management.

**3-ALDF-1C-18:** Compensation and benefits for correctional officers are comparable to those for law enforcement officers working in the same organization.

**Comment:** None

**3-ALDF-1C-19:** A written compensation and benefit plan exists. Employees have access to information on compensation and benefits and receive this information during new employee orientation.

**Comment:** None

II.

**POLICY:**

Northwestern Regional Adult Detention Center staff members are employees of Frederick County and all Human Resource activity is governed by Frederick County Human Resources policy. The procedures specified in this SOP supplement and implement those policies. Should a supplemental policy or an implementation procedure in this manual conflict with a Frederick County policy, the Frederick County policy will take precedence.

**GENERAL.**

1. All non-inmate, personnel-related activities at the Northwestern Regional Adult Detention Center are governed by Frederick County Human Resources policies.
2. Human Resource policies are reviewed with new employees at the time of orientation and the actual Frederick County Human Resources Policy Manual remains available to all employees on the County's Intranet website.

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3. In those instances when Frederick County policy does not exist or where specific procedures or practices are necessary to properly implement those policies, the terms of this manual apply. In the event of a policy or procedural conflict, the Frederick County policy and/or practice will apply.
4. Detention Center policies and practices are reviewed with each new employee during orientation. A copy of this manual and all other administrative procedures are available to Jail employees on the facility's "Z" drive.
5. The Captain of Administrative Services will review Frederick County Human Resources policy and related Regional Jail SOPs annually.
6. Changes to Jail personnel policies and procedures will be coordinated with the Frederick County Human Resource Director prior to implementation.
7. Recommendations for change to Frederick County personnel policy will be forwarded to the Frederick County Human Resource Director.

**POSITION CLASSIFICATIONS, SALARIES, AND BENEFITS.**

1. The Position Classification System and the Compensation Benefit Plan are administered by Frederick County. The Jail Superintendent periodically recommends changes to position descriptions and levels of compensation based upon operational or organizational changes and the availability of funds.
2. Jail Officer salaries, benefits and other compensation are managed by Frederick County and mirror those of Sheriff's deputies in the County.
3. Each new employee receives a compensation and benefit orientation provided by a representative of the Frederick County Human Resources Department at the time of hire.
4. When an employee acts in an official capacity for the Jail, civil liability Blanket Bond Coverage and Worker's Compensation is provided as well as liability coverage when operating a Detention Center vehicle.

**WORK SCHEDULES.**

1. Security staff will work a 12-hour duty (164 hour time sheet period) schedule as directed by the Chief of the Security Division. All others will work a traditional 40 hour work week.

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2. Employees working the traditional 5-day workweek, Monday through Friday, will routinely work 8.0 hours daily excluding lunch periods. The traditional day begins at 0800 hours and ends at 1630 hours. Supervisors may stagger the reporting time of its office staff as needed to accomplish the center's work load. Employees must utilize leave (annual and sick) at an 8-hour interval.
3. 40 hour work week employees may participate in an alternative work schedule when the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations and only under the following conditions:
  - a. Modified work schedules shall not adversely affect the services provided to the public, facility goals and objectives, or mission. The quantity, quality, and timeliness of employee work must be enhanced or maintained. Flexible work schedules must not contribute to overtime or increase in staffing.
  - b. The alternative work schedule cannot exceed a 10 hour day and can include no less than four (4) workdays each week.
  - c. Tuesdays, Wednesdays, and Thursdays are core workdays and may not be identified as days off in an alternative work schedule.
  - d. The modified work schedule will total 40.0 hours per week excluding lunch breaks. Employees electing to work the 4-ten hour day schedule must work and record on their time sheets four 4- ten hour days, excluding lunch periods. Employees must utilize leave (annual and sick) at 10-hour intervals.
  - e. Alternative Work Schedules may not begin prior to 0600 hours nor after 1800 hours.
  - f. In the event that a holiday occurs during the workweek, all staff working a flex schedule or Monday through Friday schedule will work a regular 8.0-hour week.
  - g. When County Offices are closed during the workweek, exempt personnel will revert to an 8.0 hour per day work schedule and work their scheduled day off. Additional time created beyond a 40 hour work week may be adjusted out in a future work week, preferably in the same time sheet period.
  - h. Employees requesting an alternative work schedule must submit a written request to their supervisor to work a four-day 10-hour work schedule. The written request must include the following elements:

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- Type of schedule requested
- Days to be worked, hours to be worked
- Preferred days off
- Signature and date

- f. Supervisors have the authority to alter schedules at any time in order to meet the needs of the agency. Modified schedules may not be altered as a means to substitute use of employee leave.

**OVERTIME.** Overtime will not be paid until the following thresholds are met:

1. Whether working the 5-day or 4-day schedules, employees do not accumulate overtime until exceeding 40 hours of actual work, excluding lunch periods, in a week.
2. Sworn staff assigned security duties receive overtime only after they exceed 170 hours in a 28-day cycle. Straight time is paid after 160 hours through 170 hours.

**Secondary Employment.**

1. Northwestern Regional Jail employees may engage in secondary employment only when the employment will not interfere with their regularly assigned or emergency duties at the Detention Center and when the nature of the secondary employment will not bring discredit upon the Regional Jail Authority, the Detention Center, or the Corrections profession.
2. Secondary employment is defined as any non-Detention Center directed, regularly scheduled work for which a Detention Center employee receives either monetary or non-monetary compensation.
3. Secondary employment may not interfere with Detention Center work related obligations; may not limit the employee's response or recall to the Center in an emergency; must not be such that it causes an association with or forces the employee to come into regular contact with inmates or their immediate family members, i.e. spouse, father, mother, brother, sister, son or daughter during incarceration and for six months after the inmate's release; nor expose the Jail Authority or the Detention Center to civil liability or adverse publicity.
3. Prohibited secondary employments include but are not limited to:
  - a. Activities involving the sale or distribution of alcoholic beverages;

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- b. Activities involving the use of firearms or other forms of physical force other than those associated with law enforcement or other official, uniformed security responsibilities;
- c. Activities involving the administration, control, and/or solicitation of gambling or other gaming events;
- d. Any activity that may cause the employee to represent a private party or private interests in a proceeding against the Jail Authority, the Detention Center or any of the participating jurisdictions.
- e. Any activity which is incompatible with the proper discharge of correctional duties or which would tend to impair independence of judgment or action in the performance of correctional duties.
- f. Any activity that by commonly accepted community standards would be described as lewd, sexually or criminally provocative, or otherwise professionally unbecoming.

4. Secondary employment shall not exceed twenty (20) hours per week.

- a. Employees are prohibited from working more than 16 hours within any 24 hour period whether the work is performed in conjunction with Detention Center operations and with a secondary employer.
- b. A minimum of eight (8) duty free hours is required between duty periods before returning to work at the Detention Center except in a Jail emergency. This restriction includes overtime hours required at the Jail and/or hours of secondary employment combined with those scheduled at the Jail.

5. No equipment, vehicles, or uniforms owned by the Detention Center shall be used in the performance of secondary employment.

6. The Regional Jail's Workers Compensation coverage does not extend to injuries occurred in the performance of secondary employment.

7. Secondary employment schedules *must be submitted to the employee's supervisor for review and approval on official secondary employer stationary or endorsed by a secondary employment supervisor a minimum of 48 hours prior to the work schedule commencing.*

8. Schedules are to be provided to the Division Commanders through the Chain of Command. Any change in work schedule must be submitted immediately to the Division Commander through the Chain of Command.

9. An employee wishing to engage in any outside employment (including self

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employment) must make written request (Request For Approval of Secondary Employment, Form DC57) through the chain of command to the Superintendent.

10. The request must include:

- a. the nature/duties of the job;
- b. hours of employment;
- c. number of hours to be worked weekly;
- d. place of employment.

11. The Administrative Services Division will notify the employee of the Superintendent's decision.

12. A copy of the request shall remain in the employee's personnel file.

13. Supervisors shall ensure the performance of subordinates who engage in secondary employment is not hindered or negatively affected by the additional employment. If such a situation occurs, the supervisor will direct termination of the approval.

14. The Superintendent may rescind approval for secondary employment at any time.

15. The employee shall ensure that their secondary employment request(s) is up-to-date. This shall include written notification to the Superintendent when the secondary employment has ended.

**SELECTION, RETENTION, AND PROMOTION OF PERSONNEL.**

1. It is Detention Center practice to select, retain, and promote the most qualified and capable staff possible without regard to race, gender, color, religion, age, sexual orientation or national origin.
2. The Captain of Administrative Services remains responsible for the following selection, retention and promotion activities to include:
  - a. Position management;
  - b. Qualification policies;
  - c. Background investigations;
  - d. Vacancy minimization
  - e. Application development and processing;
  - f. Polygraph examinations;
  - g. Final offers of employment; and,
  - h. Pre-employment physical exams.

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3. Detention Center employment opportunity advertisements and recruitment efforts are coordinated with the Frederick County Human Resources Department.
4. Detention Center Employment Qualifications.
  - a. Sworn staff. To qualify for employment as a jail officer or other sworn staff the applicant must:
    - (1) Be a United States Citizen;
    - (2) Be at least 21 upon the date of employment;
    - (3) Possess a High School Diploma or General Education Development Equivalency;
    - (4) Possess a valid driver's license and meet Frederick County's driving record guidelines required for a bondable employee;
    - (5) Be medically qualified to perform the functions of a Correctional Officer as certified by an appointed licensed medical doctor;
    - (6) Be free of any felony convictions, guilty pleas or no contest pleas or any of the same if the offense would be a felony if convicted in Virginia;
    - (7) Have a suitable credit history; and,
    - (8) Be free of a positive result on a pre-employment drug screen except when the positive result can be satisfactorily explained by the candidate and supported by the agency's medical provider.
    - (9) Pass the Detention's Center's Jail Officer Physical Agility Test
  - b. Civilian Staff. To be qualified for civilian employment at the Detention Center, applicants must:
    - (1) Be a United States Citizen or be a qualified alien authorized to work in the United States;
    - (2) Be at least 18 years old at the time of employment; (Full time students possessing a work permit and Interns under the age of 18 may be approved by the Superintendent to work within the jail when there is an operational need, to support a student's educational requirement or for a sponsored community project.
    - (3) Not have been convicted of or plead guilty or no contest to a felony or any offense that would be a felony if convicted in Virginia, unless otherwise waived by the Superintendent.
    - (4) Possess a valid driver's license if required to operate a department vehicle and meet the Frederick County's driving record guidelines required for a bondable employee;
    - (5) Be physically qualified to perform the duties of the position as certified by a licensed physician when regular inmate contact is required of the position,
    - (6) Have a suitable credit history for those candidates handling funds or

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have direct inmate contact as deemed appropriate by the Division Commander where the vacancy exists; and,

- (7) Meet the appropriate educational requirements for the desired position unless waived by the Superintendent for good cause.
- c. The following automatic disqualifiers will cause the processing of an application to be immediately discontinued:
  - (1) Drug use of any kind after age 30 or within the last three (3) years;
  - (2) A Driving Under the Influence or Driving While Intoxicated conviction within the last three (3) years;
  - (3) A misdemeanor conviction involving moral misconduct or indecency after age 30 or within the last five (5) years;
  - (4) Any domestic assault conviction (sworn staff only);
  - (5) A drivers' license suspension or revocation within the last 3 Years;
  - (6) Three or more moving motor vehicle convictions violations within the last three (3) years;
  - (7) A bad conduct, dishonorable or general discharge (under less than honorable conditions) from military service; or
  - (8) Any alcohol or drug related conviction within the last three (3) years;
5. Background Investigations. A background check will be conducted on all applicants in accordance with Virginia Code Section §15.1-131.8. The results of background investigations will remain confidential and may be reviewed only by those recommending or deciding upon a candidate's selection. The check will include, but is not limited to the following:
  - Criminal history records check
  - NCIC/VCIN records check
  - Driving records check (both for valid license and driving record)
  - FBI and State Police fingerprint check
  - Verification of U.S. Citizenship
  - Verification of education and licensing credentials
  - Personal reference check
  - Employment reference check
  - Military reference check
  - Credit history

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- Medical Physical (Sworn Staff Only), PPD and Drug Screen (all staff) conducted by a licensed health care provider when appropriate. **At no time will an applicant be required to disclose their medical history prior to an employment offer.**

6. Polygraph Examinations.

- a. Jail Officer applicants and selected civilian staff will undergo polygraph examination after review of the applicant's background by the appropriate Division Commander.
- b. Only those whose backgrounds appear favorable and are being considered for final interview will be scheduled for polygraph examination.

7. Application and Pre-Employment Processing.

- a. All positions will be advertised to include a brief description of the position through the Virginia Employment Commission and Frederick County Web-sites and/or in area newspapers as appropriate.
- b. Upon receipt of an application, the Director of Staff Development or designee will initiate a driving record/criminal history check using the NCIC/VCIN. The individual's application and the results of these checks will be submitted to the Division Commander where the vacancy exists. If the applicant is scheduled for an interview by the Division Commander, the Director of Staff Development or designee will initiate a credit check and initiate references check procedures.
- c. Upon favorable review of the collected background data, the Division Commander will direct the Director of Staff Development to schedule the applicant for a polygraph examination. The results of the polygraph examination will be provided to the Division Commander who will conduct a final interview as may be appropriate.
- d. Division Commanders will "short-list" candidates for interview using (in no particular order) one or more of the following considerations:
  - (1) Completeness of the application;
  - (2) Relevant experience and/or suitability;
  - (3) Applicant's employment history;
  - (4) Education;
  - (5) Candidate's salary history and requirements;
  - (6) Credit History;
  - (7) Reference observations and comments; and

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(8) Employment availability.

- e. Division Commanders will develop standard interview questions which will serve as the basis of the applicant's interview. These questions will be reviewed and approved by the Captain of Administrative Services prior to use.
- f. If the Division Commander interview is favorable, the applicant will complete a Background Investigation Questionnaire and the applicant's fingerprints will be taken.
- g. The applicant's fingerprints will be forwarded to the FBI and State Police, and all certifications, education, references, and military credentials will be verified by the Director of Staff Development.
- h. Upon completion of the above criteria in the candidate's file, the Division Commander having supervision of the vacant position will review the completed applicant file and determine eligibility for employment.
- i. If the Division Commander recommends the candidate for employment, the applicant's file will be submitted to the Superintendent for approval.
- j. Upon the Superintendent's approval, the candidate will be extended a written offer of employment by the Director of Staff Development that is contingent upon the results of a medical physical and drug screen.

8. Drug Screen and Fitness for Duty Examinations.

- a. Sworn applicants based on bona fide occupational qualifications will be required to complete a medical examination and submit to a PPD and drug screen that will be conducted by a professional healthcare provider upon being given an offer of employment.
- b. The results of these examinations will determine final suitability for employment.
- c. Non-sworn staff will only be required to participate in PPD and drug screen testing.
- d. After employment, and with reasonable cause, the Superintendent may approve a mental or medical fitness for duty evaluation through a licensed healthcare provider for any employee appearing unable to perform the essential functions of the job.
- e. Employees selected to fill Correctional Officer, Nursing and Correctional

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Health Assistant positions remain subject to random annual alcohol and drug testing during the period of their employment.

9. Establishment of the Eligibility Roster.

- a. The purpose of the eligibility roster is to establish a pool of candidates who have successfully completed the application process that can be drawn upon when vacancies occur.
- b. The Captain of Administrative Services will notify applicants when they have been placed on the Detention Center's Eligibility List.

10. Employee Retention.

- a. All new employee compensation will be in accordance with Frederick County policy. Experiential pay may be approved by the Superintendent where extensive experience or merit justifies such a decision in accordance with the Jail's Experiential Pay policy.
- b. The Detention Center adheres to the Frederick County Personnel Policy In all matters pertaining to:
  - (1) employment anniversary dates
  - (2) compensation and benefits
  - (3) paid and unpaid leave
  - (4) reclassifications
  - (5) reemployment
  - (6) promotions
  - (7) reinstatement
  - (8) disciplinary actions including termination
  - (9) temporary appointments
  - (10) transfer between departments
  - (11) grievance process
- c. Division to Division transfers and assignments will be approved by the Superintendent or his designee.
- d. Employees may request a Transfer to another position by completing a Transfer Request (DC39) and submitting it thru the chain-of-command.
- e. Consideration will be given to a transfer request in accordance with Officer Development Assignment Policy (below page 25 and 26) when a vacancy in that position occurs and the employee meets the requirements of the

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position, based on operational need or to accommodate an employee for good cause when appropriate as deemed by the Superintendent.

- f. Staff rotations will occur randomly as operationally necessary to ensure operational needs are met and to promote the development of staff in their job knowledge, skills and abilities.
- g. The Administrative Services Chief will ensure that position control exists regarding position allocations, budget authorization, personnel and payroll.
- h. Time and attendance records will be prepared and maintained as directed by Frederick County.

11. Probationary Employment.

- a. The Northwestern Regional Adult Detention Center complies with the Frederick County Personnel Policy regarding probationary employment.

(1) Probationary period for all new employees are as follows:

- sworn position - 1 year
- civilian staff - 6 months

(2) Employees assigned to disciplinary or extended probation will be ineligible to participate in advancement opportunities, position transfers or to participate in educational, professional or specialized training courses.

- b. The immediate supervisor of probationary employees will complete a quarterly (every 90 days) Detention Center Performance Evaluation (DC18). This evaluation will identify the employee's strengths, weakness, and developmental requirements. The supervisor will detail performance observations and when necessary outline a plan of action to address problem areas that require correction.

- c. All sworn staff must satisfactorily complete Jail Officer Field Training prior to completion of the prescribed probationary period.

12. Lateral Entry: Employees hired through a lateral transfer from outside the organization will be considered a probationary employee.

13. Career Advancement and Development Program (CAD) Program.

- a. The objective of the CAD Program is to encourage and maintain Correctional Officer proficiency. Advancement in the CAD Program is not a promotion.

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- b. The CAD Program is administered in accordance with instructions issued by the Virginia Compensation Board, and the Detention Center's Career Advancement and Development Program Manual.

14. Education Incentive Salary Increase.

- a. All new and current full time sworn staff remain eligible for an incentive salary increase upon presentation of an Associate's or Bachelor's degree or final transcript from a fully accredited institution of higher learning consistent with the availability of Jail's funds. The educational incentive will not be awarded until completion of the Jail's formal probationary period.
- b. The incentive applies only to Associate or Bachelor's degrees in Business Administration, Criminal Justice, Psychology, Public Administration or Sociology related fields.
- c. An incentive will not be approved for completion of a Master's Program or other advanced degree. Tuition assistance may be provided for the advanced programs in accordance with the Frederick County Training Policy.
- d. Persons who receive tuition assistance under the Frederick County Training Policy are not eligible for the incentive salary increase upon award of a degree.
- e. The Education Incentive Salary increase is administered in accordance with instructions contained in the Detention Center's Education Incentive Salary Plan.

15. Spanish Speaker Incentive Salary Increase. Spanish language proficiency compensation is available to all full-time exempt and non-exempt employees of the Northwestern Regional Adult Detention Center. Employees participating in this incentive program must agree to serve as an interpreter for the Northwestern Center during the performance of their assigned duties.

- a. To be eligible for the incentive compensation, employees must be in good standing with the Detention Center; and:
- b. Must have attained an evaluation rating of at least 3.0 on the most recent annual Frederick County Performance Evaluation; and
- c. Must be recommended by their chain of command.
- d. To qualify for the incentive compensation, employees must successfully

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demonstrate their Spanish comprehension, reading, and speaking skills during a one-half hour formal assessment by an accredited Spanish language educator or interpreter appointed by the Superintendent.

- e. The Spanish Speaker Incentive Program is administered in accordance with instructions contained in the Detention Center Spanish Speaker Incentive Plan.

16. Promotions:

- a. Promotion opportunities will be announced through memorandum to all employees. A job description will be attached to the announcement describing the basic functions, prerequisites and qualifications associated with the position.
- b. A promotion panel process will be used to review and recommend applicants to the Superintendent.
- c. The following procedures will apply to the ranks/positions identified below:

(1) Sergeant.

- (a) Employees applying for Sergeant must submit a Promotion Opportunity Form (DC44) to Administrative Services.
- (b) All Sergeant applicants must undergo formal testing to qualify for promotion to that rank. All eligible employees will be provided with the date, time and location of testing. Testing will include both multiple-choice questions and a written essay. The written essay will not be graded but will be used by the Promotional Panel to assess the candidate's ability to communicate in writing.
- (c) Candidates will be informed in writing whether a pass or failing score was attained. A minimum score of 70 is required to pass. Officers who wish to view their test scores may request to view that information through the Chief, Administrative Services. Test scores are good for 12 months. Test scores will be one of several considerations used in establishing an order of merit.
- (d) A Promotion Panel will interview those candidates who pass the basic test. The Panel will consist of at least two (2) Lieutenants and will be chaired by a Division Commander appointed by the Superintendent. The Panel will develop and recommend an order of merit for consideration by the Superintendent. The Board will consider in no particular order the following factors in developing an order of merit for submission to the Superintendent:

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- Last two (2) Performance Evaluations;
- Education;
- Special Qualifications (Instructor, FTO, etc);
- Awards and Other Commendations;
- Sergeants Test Results;

  

- Jail Assignment History;
- Disciplinary Record (Last 24 Months);
- Previous supervisory or leadership experience; and
- Other special considerations directed by the Superintendent.

(e) Candidates will be notified in writing by the Chief of Administrative Services when they are not recommended by the Panel to advance to a final interview with the Superintendent.

(f) The Superintendent will make the final selection. The Superintendent may accept the Panel's order of merit or direct a change of merit based on his own assessment.

(g) The final order of merit will be published and remain in effect for no more than 12 months unless extended by the Superintendent for good cause. The final order of merit may change over time based upon circumstances related to individual performance or as otherwise directed by the Superintendent.

(2) Lieutenant:

(a) Lieutenant promotion applicants submit a Promotional Opportunity Form (DC44) to Administrative Services. Testing for Lieutenant positions are not conducted.

(b) All eligible employees will be scheduled for an interview with a Promotional Panel chaired by the Division Commander in which the vacancy exists, another Detention Center Captain, a locality Human Resource Director, and one (1) other non-staff member will be appointed by the Superintendent.

(c) The Promotional Panel will consider in no particular order the following factors in developing a recommended order of merit for consideration by the Superintendent:

- Previous Performance Evaluations (the past two);
- Education;
- Special Qualifications (Instructor, FTO, etc);

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- Awards and Other Commendations;
- Jail Assignment History;
- Disciplinary Record (Last 24 Months);
- Previous Supervisory or Leadership Experience; and
- Any other special considerations directed by the Superintendent.

(d) The Promotion Panel will recommend an order of merit to the Superintendent for candidates to be interviewed. Those not recommended for interview with the Superintendent will be notified in writing by the Administrative Services Commander.

(e) The Superintendent will conduct a final interview and consider the recommendations of the Panel in reaching a promotion decision. An order of merit for Lieutenant promotions will not be maintained.

(3) Captain.

(a) The Superintendent will direct procedures for the promotion of officers to the grade of Captain.

(4) Non-Sworn Supervisory Positions:

(a) Non-sworn supervisory positions will be advertised through public announcement as well by internal memorandum.

(b) Current employees applying for advancement to an advertised non-sworn supervisory position within the Regional Jail will apply through the Frederick County Human Resources Office and submit a memorandum of intent to the Administrative Services Chief.

(c) The Chief, Administrative Services will organize an appropriate Selection Panel composed of senior personnel from the Division in which the vacancy exists and two (2) additional internal supervisory representatives as needed to recommend an order of merit. The Panel will be chaired by the Division Commander in which the vacancy exists.

(d) Following Panel review, the top three (3) candidates will be recommended to the Superintendent. Those not recommended will be notified in writing.

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- (e) Those not selected by the Superintendent for the vacant position will be notified in writing.
- (f) When no suitable candidates are found among the non-sworn supervisory applications, the position will be re-advertised.

**PERFORMANCE EVALUATIONS.**

1. Performance evaluations will be prepared in accordance with the Frederick County Human Resources Manual or as otherwise directed in the Manual. The Frederick County Employee Performance Evaluation form will be used.
2. The duty performance of each employee will be formally evaluated at least annually. The annual evaluation will be forwarded to the County Human Resource Office and will be used for official County purposes to include merit recognition.
3. Employees will also be formally evaluated when reassigned or subjected to a change of supervisors and more than 90 days has expired since the employee's performance was last formally evaluated. This "performance only" evaluation will be prepared in accordance with County policy for use in assignment, advancement, and other Jail-unique procedures.
4. Probationary employee evaluations will be prepared and submitted every 90 days on all new employees; on those promoted to the grade of Sergeant; and all employees demoted.
5. Employees in a disciplinary or extended probationary status will be evaluated every 45 days for the duration of the probationary period.
6. Supervisors will evaluate non-probationary employees using the performance criteria specified on the Frederick County Performance Evaluation form. Any numerical evaluation score above or below the standard will be justified in writing on the form.
7. Jail Employees in a probationary status will be evaluated using the NRADC Probationary Employee Evaluation form. Final probationary employee evaluations will be prepared using the Frederick County form.
8. If an evaluation is required and the immediate supervisor will not be available to render the required report within 30 days of the due date, the next supervisor in the chain of command is responsible for rendering the evaluation.

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9. The performance of all probationary employees in the grade of Sergeant and below will be formally evaluated by a panel composed of the employee's Division Commander and two (2) supervisors appointed by the Division Commander every six (6) months. Additional reviews may be conducted as determined necessary for employees experiencing difficulty as directed by the Division Commander.
10. The panel will review the employees' performance evaluations and any other performance related materials and make a recommendation through the chain of command to the Superintendent regarding both retention and any additional training or developmental efforts they believe appropriate.
11. The committee review of records will include probationary performance evaluations, time and attendance records, disciplinary actions, training records, field training officer recommendations, commendations and awards, the supervisor's method in mentoring the employee, and any other information relative to the employee's performance.
12. Civilian probationary employees are formally evaluated by their Supervisor monthly through the end of probation. The Supervisor will make a recommendation through the chain of command to the Superintendent regarding both retention and any additional training developmental efforts believed appropriate.
13. Performance evaluation appeals will be submitted through the chain of command. The appeal authority is delegated to the next highest ranking supervisor in the employee's chain of command.
14. Completed evaluations are reviewed through the employee's chain of command. Any supervisor in that chain may return an evaluation to the responsible supervisor for further justification of the rating prior to submission to the Superintendent for approval.
15. The Superintendent, or in his absence the Assistant Superintendent, will review and sign all evaluations before forwarding to the Human Resources Department. If the Superintendent disagrees, he may return it to the chain of command for further action.

Disciplinary Actions.

1. When necessary, employee discipline will be administered in accordance with Frederick County policy.
2. Supervisors may impose disciplinary measures upon their subordinates

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for infractions of rules and procedures other than those cited above in accordance with the following schedule. Supervisors may not exceed the specified disciplinary action. The employee's right to appeal such actions is also defined.

<u>Supervisor</u> <u>Discipline Authority (s)</u>		<u>Appeal Authority</u>
Sergeant/First Line Supervisor	Level I Reprimand	Team Leader/Lieutenant Level Supervisor
Team Leader/Lieutenant Level Supervisor	Level I Reprimand Level II Reprimand	Division Commander
Division Commander	Level I Reprimand Level II Reprimand Up to 72 Hour Suspension	Superintendent
Superintendent	Level I Reprimand Level II Reprimand Probation Suspension (Unlimited) CAD Reduction/Elimination Demotion Dismissal	County Administrator

3. Appeal decisions made by the next "Appeal Authority" are final. If after appeal an employee is still unsatisfied, he/she retains the right to exercise the Frederick County Grievance Procedure.
4. Supervisors at any level may recommend a higher level of discipline. The next supervisor in the chain of command with the authority to impose the recommended disciplinary action may impose the action and or reject the recommendation, and return the action to the lower level supervisory for resolution within his or her authority.
5. Supervisors receiving reports of misconduct or criminal activity will act upon the report immediately. All reports of breaches of security, criminal misconduct, or other conduct likely to bring discredit upon NRADC, will be reported to the Superintendent through the chain of command immediately. Supervisors will take no disciplinary or other punitive

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action in response to such reports prior to notification of the Superintendent. The Superintendent reserves the right to withhold authority from Supervisors to act in response to such incidents.

**Demotion and Termination.** Demotions and Terminations will be conducted in accordance with the Frederick County Human Resources Manual.

**Grievance Procedure.** Detention Center employees will use the Frederick County Grievance procedure as it appears in the Frederick County Human Resources Manual.

## **PERSONNEL RECORDS**

1. The official personnel files of Detention Center employees are maintained by the Frederick County Human Resources Department in accordance with the Frederick County Human Resources Policy Manual. The Detention Center's Administrative Services Division will only maintain that employee information necessary to conduct training and routine operations.
2. Employee personnel related documents will be distributed and maintained as follows:
  - a. **Employee Personal Information Data.** Employee personal data, i.e. emergency data; educational information etc, necessary for conduct of day-to-day Detention Center operations and all background information used in employment decisions will be maintained in the Administrative Services Division using the automated Employee Data Sheet stored on the Z Drive. All documents related to an employee's tenure with the agency is forwarded to the Frederick County Human Resource Department with the exception of Polygraph information which is maintained confidentially by the Administrative Services Division. Copies of an employee's timesheets are maintained by Administrative Services for statistical purposes.
  - b. **Employee Training and Qualification Documents.** All training activity and qualification related material will be maintained by the Administrative Service Division's Director of Staff Development.
  - c. **Employee Performance Data.**

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- (1) Records of performance counseling rendered by supervisory personnel will be maintained by supervisors as needed to document performance and training matters. Records of counseling are not formal disciplinary actions and will not be forwarded to the Frederick County Human Resources File.
- (2) Probationary employee evaluations and annual performance evaluations will be forwarded to the Frederick County Human Resources Department for permanent filing.
- d. **Employee Disciplinary Actions.** All letters of reprimand and actions of probation, demotion, suspension and/or termination will be forwarded to the Frederick County Human Resources Office for filing.
- e. **Recommendations/Letters of Appreciation.** All commendations, letters of appreciation, etc., will be forwarded to the Frederick County Human Resources Office for filing.
3. Jail supervisors are authorized to maintain information regarding subordinate work and leave schedules, emergency contact information, qualification data, and non-disciplinary performance information to include records of performance counseling and evaluation only for those employees under their supervision.
4. Upon reassignment of either the employee or the supervisor, this information will be provided to the newly assigned supervisor.
5. Information in an employee's personnel record is confidential and may be released only with written consent of the employee. Frederick County Human Resources is the official repository for employee information. Frederick County Human Resources may release information related to an employee without notice to the employee in accordance with the Frederick County Human Resource Policy. No information regarding an employee may be released by any member of the Detention Center without approval of the Administrative Services Commander. Administrative Services staff may release employee information to the following agencies without notice to the employee:

  - a. **Frederick County Finance**- Workers Compensation claims and related information and any other employee injury incident reports (bills, medical release, etc.) may be released without consent
  - b. **Rappahannock Regional Criminal Justice Academy** - Training information and fitness for duty reports required for participation in

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fitness training required by the training center.

**6. Challenges.**

- a. Employees may challenge Performance Evaluation information in accordance with Frederick County Human Resources Manual.
- b. Disciplinary actions are a permanent record in an employee's file and will not be removed.
- c. Employees may challenge any other information in their files either in writing to the Superintendent or through the grievance procedure set forth in the Frederick County Human Resources Manual.

**7. Persons wishing to review their personnel files at the Frederick County Human Resources Department will contact Administrative Services in order to arrange a convenient time with the Frederick County Human Resources Director.**

**8. In accordance with Frederick County Human Resources policy, information related to an employee's mental or physical condition will not be maintained in the employee's personnel file.**

**OFFICER DEVELOPMENT ASSIGNMENT POLICY**

1. Jail Officers will be periodically rotated among duty positions in a manner that supports mission accomplishment and contributes to their training, professional development, and potential for promotion. The Jail Superintendent will ensure that officer assignments are tailored to achieve the greatest efficiency in operations as well as contributing to the development of tomorrow's correctional leaders.
2. Correctional officer transfers within the Detention Center are directed based upon the following priorities:
  1. Needs of the Detention Center
  2. Developmental needs of the Officer.
3. The authority to reassign correctional officers up to and including Sergeants within the same Division consistent with the policies prescribed herein rests with the appropriate Division Chief.
4. The authority to reassign all others rests with the Superintendent.
5. The following assignment policies for the positions identified apply. Exceptions may be approved by the Superintendent when operational needs of the

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Detention Center or the special needs of an individual justify otherwise.

- a. Property Officer: Officers assigned to the property section must have at least two (2) years of correctional experience. Once assigned to the property section they will serve in that capacity for no more than three (3) years.
- b. Transportation Officers: Officers assigned to transportation duties must have at least three (3) years correctional experience and once assigned will serve in that capacity for no more than three (3) years.
- c. The Inmate Workforce Supervisor. The Inmate Workforce Supervisor must have at least three years of correctional experience and once assigned will serve in that capacity for no more than three (3) years.
- d. Community Inmate Workforce Supervisor. The Community Inmate Workforce Supervisor must have at least three (3) years of correctional experience, including assignments in both Community Corrections and on a Security Team. The selected Supervisor shall serve in this capacity for no more than three (3) years.
- e. Accountability Officer. The Accountability Officer must have at least three (3) years of correctional experience, including assignments in both Community Corrections and on a Security Team and will serve in this capacity for no more than three (3) years
- f. The Medical Security Officer. The Medical Security Officer must have at least two (2) years correctional experience and once assigned will serve in that capacity for no more than two (2) years.
- g. Correctional Systems Administrator. Because of the unique technical qualifications required for this position, the Correctional Systems Administrator is a permanent position.
- h. Community Corrections Officer. Officers assigned to Community Corrections must have at least two (2) years of correctional experience on a Security Team and will serve at Community Corrections for no more than three (3) years.
- i. Home Electronic Monitoring (HEM) Officer. The officer selected to serve as the HEM Officer will have at least five (5) years of correctional experience at the Detention Center. The selected officer will serve in this capacity for no more than three (3) years.

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- j. Classification Officer. Classification Officers must have a minimum of three (3) years correctional experience, including assignments in both Community Corrections and on a Security Team. Classification officers will serve no more than three (3) years.
- k. Phase One Officer. Phase One Officers must have completed Jail Basic Certification; must be thoroughly disciplined at enforcing facility rules and regulations; must possess good inter-personal communication skills and must be able to provide specialized instruction to inmates. Phase One Officers will serve in this position for a period of at least 12 months, but not more than 18 months.
- l. Accreditation Sergeant. The Accreditation Sergeant must have a minimum of four (4) years correctional experience and at least two (2) years of which must be at the supervisory level. The Accreditation Sergeant's tour will commence prior to an announced audit for training purposes and will continue for at least three (3) years through the next audit. The Accreditation Sergeant must be highly proficient in the use of Microsoft Excel, Word, and PowerPoint software.
- m. Support Services (Transportation) Sergeant. The Support Services Sergeant must have at least three (3) years of Security Team supervisory experience, and will serve as the Support Services Sergeant for no more than three (3) years.
- n. Classification Sergeant. The Classification Sergeant must have at least three (3) years of supervisory correctional experience and must have completed assignments in both Community Corrections and on a Security Team. In addition, the Classification Sergeant should have previous experience as a Classification Officer. The Classification Sergeant will serve for no more than three (3) years.
- o. Booking Sergeants. Booking Sergeants will have a minimum of two (2) years supervisory correctional experience on a Security Team and will serve no more than three (3) years as a Booking Sergeant.
- p. Booking Officers. Booking Officers will have a minimum of two (2) years correctional experience and will serve no more than three (3) years as a Booking Officer. Booking Officers will not be rotated out of this position at the same time as Booking Sergeants.
- q. Community Corrections Sergeant. The Community Corrections Sergeants will have a minimum of two (2) years supervisory correctional experience

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on a Security Team and will serve as a Community Corrections Sergeant for no more than three (3) years.

- r. Security Team Sergeants. Security Team Sergeants will serve no more than three (3) years before being moved to either another Security Team or another supervisory position.
- s. Community Corrections Lieutenant (Director of Work Release). The Community Corrections Lieutenant will have previous Community Corrections experience and must have served at least three (3) years as a Security Team Leader. The Community Corrections Lieutenant will serve no more than four (4) years in that capacity.
- t. Support Services Lieutenant. The Support Services Lieutenant will have previous experience in support services and must have served at least three (3) years as a Security Team Leader. The Support Services Lieutenant will serve in this capacity for no more than four (4) years.
- u. Director of Staff Development Lieutenant. The Director of Staff Development must have at least three (3) years experience as a Security Team Leader. The Director of Staff Development Lieutenant will serve no more than four (4) years in this capacity.
- v. Security & Operations Lieutenant: The Security & Operations Lieutenant will have at least three (3) years experience as a Security Team Sergeant. The Security & Operations Lieutenant will serve no more than four (4) years in this capacity.
- w. Division Chiefs will be rotated at the direction of the Superintendent.

**ASSIGNMENT PROCEDURES.**

- a. Unless otherwise operationally necessary, employees will be afforded the opportunity to apply for assignment to projected vacancies. When candidates are not sufficiently qualified, appointments may be made at the discretion of Superintendent. Whenever possible, position vacancies will be announced at least 30 days before the position is available.
- b. Those interested in announced positions will submit a transfer request to the Administrative Services Captain expressing their desire to serve in the projected vacancy.
- c. The Division Commander responsible for the vacant position will review all applications for the position and make a recommendation to the Superintendent prior to official announcement of the selection. A panel

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process may be used to review applicants and recommend a selection for the position.

- d. In the event that no applications are received, the Chief, Administrative Services will convene a panel of Division Commanders to identify and recommend a current staff member to fill the position.

**FAMILY MEDICAL LEAVE ACT (FMLA) PRACTICES.**

1. Jail employees will submit an FMLA request for any anticipated or actual extended medically related absence of 21 consecutive days or more unless directed otherwise by the Superintendent.
2. If an absence unexpectedly extends beyond 21 days while the employee is still on leave or is determined to have occurred within two (2) days of returning to work, the FMLA form will be completed by the employee and the protection period backdated to the date when the absence initially began.
3. Approval of leave beyond the protected twelve week FMLA period will be considered on a case by case basis using the following criteria:
  - a. The employee's past work performance.
  - b. The employee's dependability/attendance record.
  - c. The employee's paid leave balances and whether Leave Without Pay is required.
  - d. The operational Impact of the employee's absence and expected return.

**HARASSEMENT IN GENERAL.**

1. Harassment/Sexual harassment is illegal and is strictly prohibited in accordance with the Frederick County Human Resources Manual. Employees determined to have harassed or sexually harassed another employee, an inmate, or a visitor may be terminated.
2. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - b. submission to or rejection of such conduct by an individual is utilized as a basis for employment decisions affecting such individuals; or

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- c. such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 3. Employees have the right and responsibility to formally object to behavior they find offensive or demeaning.
- 4. Correctional Staff must initiate disciplinary charges against inmates engaging in harassment/sexual harassment acts against any employee. Supervisors must enforce a no tolerance policy of harassment/sexual harassment of Jail employees from the inmate population.
- 5. **The Specifics of Harassment/Sexual Harassment.** The following conduct creates a demeaning, intimidating, offensive, and/or hostile work environment and is strictly prohibited:
  - a. Referring to members of either sex in **VULGAR, OBSCENE, or INDECENT** terms.
  - b. Displaying lewd, provocative, or obscene pictures, drawings, or cartoons in the work environment.
  - c. Repeating/making suggestive, vulgar, or obscene jokes or remarks in the form of stories or comments.
  - d. Propositioning or badgering members of either gender for sexual favors.
  - e. Brushing against, fondling, or touching members of either gender in a sexually suggestive manner and any other physical contact after one party objects.
  - f. Conduct or behavior of a sexually explicit or implied nature toward a member of either gender, such that the individual concerned is either explicitly or implicitly led to believe that his/her standing with the Detention Center, as far as employment, promotion, or evaluation is concerned, will be affected if he/she fails to submit.
  - g. Any conduct or behavior that is intended to create a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but not limited to physical or mental abuse, racial insults, derogatory jokes, and religious slurs.

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6. Employees/inmates may complain of, or report, instances of sexual harassment without fear of reprisal. Complaints or reports of this nature will be treated confidentially, to the extent possible
7. Employees of either gender who experience, or who observe instances of sexual harassment on the job will report this matter in writing, directly to the Superintendent or any member of the chain of command. Confidentiality will be maintained.
8. Complaints or reports should contain a complete description and details of the incident or situation.
9. All complaints or reports of sexual harassment will be thoroughly investigated and appropriate corrective action taken.
10. Information regarding sexual harassment and penalties will be incorporated into all new employee training.

**ACCOMODATIONS FOR AMERICANS WITH DISABILITIES ACT.**

1. Requests from an applicant or an employee for a reasonable accommodation as permitted under the American Disabilities Act for a known physical and/or mental impairment of a qualified individual with a disability will be processed in the following manner:
  - a. All applicant and employee requests for a reasonable accommodation as covered by the American Disabilities Act will be submitted in writing to the Chief, Administrative Services.
  - b. The Administrative Services Chief will determine whether the applicant or employee otherwise meets the educational, experiential, and physical qualification requirements for the position.
  - c. When an applicant or employee is otherwise qualified, the Administrative Services Chief will coordinate the request with the Division Chief having oversight of the effected position/function to determine whether the requested accommodation is:
    - (1) reasonable;

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- (2) will create undue hardship for the facility; or
- (3) poses a threat to a basic requirements of the position.

d. Based upon this determination, the Administrative Services Chief, in coordination with the appropriate Division Chief, will forward a recommendation to the Superintendent.

e. All recommendations to deny an applicant or employee request for a reasonable accommodation will be coordinated with Frederick County Director of Human Resources prior to final decision. The Superintendent will deny requests only when the request presents an undue hardship on the facility or when the essential functions of the position would be jeopardized.

f. Approval or denial of an applicant or employee request for a reasonable accommodation will be responded to in writing.

2. The Administrative Services Chief will maintain all documentation concerning the requests and any decisions regarding employment qualifications and accommodations. This information will be filed separate from the applicant or employee file. Copies of such information will be provided to the Frederick County Human Resource Director.

**EMPLOYEE LEAVE**

1. Frequent employee leave enhances employee performance and is encouraged.
2. Detention Center employees accrue both sick and annual leave in accordance with Frederick County leave policy.
3. To ensure equal distribution of leave among employees while maintaining mission readiness, Detention Center employee leave periods may not exceed more than 14 consecutive days unless otherwise approved by their respective Division Commander.
4. Leave in excess 21 consecutive days or more requires the Superintendent's approval.

**OFFICIAL TRAVEL POLICY.**

1. Employee travel and reimbursement is governed by Frederick County policy.

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2. All official Detention Center employee travel requires pre-approval by the Superintendent.
3. When travel is required for training and/or meetings, employees are permitted to record the number of hours spent in transit on their timesheet. Hours which exceed 160 at the end of the reporting period will be awarded in compensatory leave at the applicable straight or overtime rate which ever applies.
4. Employees will not be reimbursed compensatory time for travel when a change of assignment caused the worksite location to change. An example: Jail Officer Basic candidates report for training in Middletown Training Academy on a daily basis for an extended period of time.
5. Employees will be reimbursed for meal expenses incurred during *required non-duty day travel*. *No meal reimbursements will be provided on duty day travel*.
6. When overnight travel is not required, employees will not be reimbursed for meal expenses unless the required duty day, including travel, exceeds 12 hours or the travel distance, one-way exceeds 100 miles.

**ACCIDENTS, INJURIES AND WORKERS COMPENSATION.**

1. Employee accidents and injuries will be reported and managed in accordance with Frederick County policy and Detention Center General Order #5.
2. Worker's Compensation and other personal injury claims will be processed through the Detention Center's Administrative Services Division.
3. Requests for replacement uniforms and/or equipment damaged in the line of duty or due to fair wear and tear will be processed in accordance with Detention Center General Order #2.

**SWORN STAFF PHYSICAL FITNESS.**

1. Jail Officers must remain physically fit. Up to thirty minutes each duty day may be dedicated to physical training in the Detention Center's Gym.
2. Jail Officer agility will be tested annually in accordance with Detention Center Standing Operating Procedure #9.01.

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III.

**REVISED:**

March 01, 1992  
September 03, 1992  
June 27, 1995  
December 06, 1996  
May 21, 2009  
August 28, 2009

IV

**RESPONSIBILITY.**

The Chief of the Administrative Services Division is responsible for periodic review and update of this manual.

VII.

**SIGNATURES:**

ISSUED BY:



Bruce R. Conover, Superintendent

16 Feb 10  
Date