

**SECTION: 200.540****SUBJECT: FRATERNIZATION PROHIBITED****POLICY:**

This policy is designed to reduce potential conflict of interest or impairment of the supervision and rehabilitation provided by the Dane County Sheriff's Office for prisoners in the custody of the Sheriff's Office.

DEFINITIONS:

For the purpose of this policy employee is defined as any person employed by the Dane County Sheriff's Office including limited term employees, sworn and non-sworn permanent employees, students, interns, volunteers and those under a contractual relationship with the Sheriff's Office.

Prohibited Relationships include:

- Living in the same household with a prisoner.
- Working for a prisoner.
- Employing a prisoner with or without remuneration.
- Extending, promising or offering any special consideration or treatment to a prisoner.
- Having personal contacts (other than those required by the employee's job duties); such as, communicating through verbal or written means.
- Being in an intimate social or physical relationship with a prisoner.
- Providing or receiving goods or services with or without remuneration for or to prisoners.

While not considered a prohibited relationship as described above, the incarceration of a family member can create a conflict of interest.

Prisoners are defined as: adult and juvenile offenders or suspects under the legal custody or supervision of the Dane County Sheriff's Office.

Family is defined as: any spouse (current or ex), family partner, children, foster children, siblings, parents, foster parents, grandchildren, grandparents, uncles, aunts, in-laws, closely related cousins, nieces or nephews of the employee; including, those persons signified as step- relations as listed above.

**PROCEDURE:**

I. Employees of the Dane County Sheriff's Office may not have prohibited relationships with:

- A. A prisoner under the supervision in the custody of the Dane County Sheriff's Office;
- B. The spouse or domestic partner of a prisoner.

NOTE: This may not include pre-existing relationships and/or family relationships. This will be subject to Dane County Sheriff's Office administrative review.

II. Employees who have more than incidental contact with prisoners must inform their immediate supervisor in writing of the circumstances.

- A. Employees that have unplanned contacts with prisoners must keep them brief and business like.
- B. This policy does not include contacts that are part of the employee's job duties.
- C. This policy does not apply to relationships with former prisoners no longer under the supervision or custody of the Dane County Sheriff's Office. However, it does prohibit engaging in or attempting to establish prohibited relationships while the person is in custody; and such, post-custody relationships may be in conflict with other policies or regulations.

III. Employees must notify their supervisor when a family member or close friend becomes a prisoner or the subject of a criminal investigation in which the employee is engaged. .

- A. Supervisors will review the circumstances surrounding the custody or investigation and identify possible conflicts of interest for the Sheriff's Office or the employee.
- B. The reviewing supervisor will forward the information including an identification of possible conflicts to the employee's Division Commander. Whenever practical the affected employee should avoid contact with and supervision of the family member until the situation is reviewed.
- C. The employee will be cautioned about providing special favors or assisting the prisoner in matters pertaining to their custody.



D. Such potential conflicts of interest will be reviewed by Sheriff's Administration in accordance with Regulation 100.160. Exceptions to this policy may be granted after review of the specific circumstances. The respective Division Commander will decide the course of action and the employee will be notified in writing. In most cases involving family members, who are prisoners, exceptions can be granted.

IV. The policy places certain responsibilities on the employee:

- A. To not engage in prohibited relationships with prisoners nor attempt to establish such a relationship with any person while they are in custody.
- B. Ensure any unplanned contacts are brief and business like.
- C. Notify your supervisor if a family member or close friend becomes a prisoner
- D. Maintain a professional separation between yourself and all persons in custody of the Sheriff's Office.