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INMATE WORK PROGRAMS

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DATE:	AUGUST 17, 2016
NUMBER:	S.1
SUBJECT:	SUPERVISION AND ASSIGNMENT OF INMATE WORKERS
RELATED SECTIONS:	S.3 , S.5 , R.3 , MSD I.2 , O.1

PURPOSE

To standardize the supervision and assignment of inmate workers within the Detention Services Bureau.

POLICY

It shall be the responsibility of the inmate worker deputy (IWD) to perform the majority of the supervision and assignment of inmate workers, and the general responsibility of each deputy to functionally supervise inmate workers.

PROCEDURE

I. THE IWD DETERMINES INMATE WORKER SUPERVISION AND ASSIGNMENTS

- A. The IWD will determine the current charges, run a criminal history records check, and review the Incidents record on all prospective inmate workers. The IWD will ensure the Inmate Worker Application (J-114A) form is completed and filed in the inmate's custody record on all inmates hired. All inmate workers shall complete and sign an Inmate Medical Questionnaire (J-235) form to be reviewed by the IWD. The IWD is also responsible for enrolling inmate worker information into Custody Programs and conducting a weekly audit of all inmate workers to monitor their legal status and make appropriate changes. At the time an inmate is “hired,” the IWD will enter a ‘W’ in the Management Plan in the Jail Information Management System (JIMS). All inmates hired will be informed of the department's zero tolerance policy on sexual abuse and harassment and sign the Inmate Worker Contract (J-114) form as acknowledgment of the information. Both the J-114 form and J-114A form are available online in English and Spanish in the Detentions forms folder. All inmates hired must have both forms filed in their custody record.
- B. Deputies and other detention facility staff members using inmate workers have the functional responsibility of supervising and directing the work and conduct of the inmate workers during their shift. Inmate workers require supervision and frequent reminders of their work duties, but tolerance and impartiality when supervising them must be maintained.
- C. When personality issues or poor work standards develop with inmate workers, the IWD will change assignments or take remedial action as soon as possible. Except in an emergency, the IWD will accomplish any duty transfer or “roll up” of an inmate worker.

- D. Deputies requesting that an inmate worker be “rolled up” should refer the incident report to the IWD for handling. The watch commander must approve the incident report when an immediate “roll up” is requested. Any questions or concerns arising out of an inmate worker’s status will be referred to the IWD.

II. GENERAL CRITERIA FOR ASSIGNMENT OF INMATE TO INMATE WORKER STATUS

- A. Inmates may either be sentenced or unsentenced, as detention facility needs dictate.
- B. The inmate’s bail amount should be one of several considerations evaluated during the inmate worker selection process. As such, there is no specific bail amount that, alone, disqualifies an inmate from inmate worker status. The bail amount should be considered along with the type of offense, prior record, level of criminal sophistication, prior custody history, if any, and the availability of inmate worker candidates.
- C. No inmates with Parole Holds who will be returning to prison, or who may otherwise be considered unacceptable based on parole officer’s evaluation/information, will be made an inmate worker.
- D. No history of excess violence.
- E. No one who has been convicted or civilly or administratively adjudicated to have engaged in sexual abuse in prison, jail or any other confinement facility or attempting to engage in sexual activity in the community facilitated by force.
- F. No 1551.1 P.C. fugitives.
- G. Generally, inmates with escape records are unacceptable; however, an individual case may be reviewed and approved by the watch commander.
- H. No inmates with state prison commitments.

III. INITIAL INMATE WORKER MEDICAL SCREENING

- A. All prospective inmate workers shall complete and sign J-235 form. The completed form will be reviewed by medical staff prior to being hired. Inmates will be cleared on a case by case basis and may be limited in work assignments based on established medical criteria.
- B. All prospective inmate workers will have a current chest x-ray (within six months).

IV. INMATE WORKERS ASSIGNED TO FOOD HANDLING-MEDICALLY SCREENED

All food service workers shall be screened and cleared by the facility medical staff prior to being assigned to food preparation and serving areas. A medical history shall be completed to screen for infectious diseases including, but not limited to food borne illnesses and skin lesions.

V. SENTENCED INMATE WORKERS UNDER SHERIFF'S STAFF SUPERVISION MAY WORK OUTSIDE THE DETENTION FACILITY

- A. The requesting party will furnish the watch commander with a list denoting time, dates and the number of inmate workers desired for the outside work. A copy of the list will be given to the IWD, who will select the necessary number of inmate workers. It is preferred to use inmate workers sentenced to thirty (30) days or less.
- B. These inmates are to have no pending holds or charges. The IWD will furnish the receiving deputy with the names and photos of the inmate workers and a copy of the request. The receiving deputy will log the inmate workers out, log them in again, and strip-search them in the receiving area.

VI. INMATE WORKERS GOING TO COURT

The IWD will keep a daily list of all inmate workers going to court. The IWD will provide inmate worker work site supervisors with a daily inmate worker court list.

VII. INMATE WORKERS RECEIVING ADDITIONAL HOLDS OR COMMITMENTS

The detention processing technician will be responsible for booking additional arrests or holds in JIMS. Once the hold is entered into JIMS, an automatic notification will be forwarded to the Jail Population Management Unit (JPMU) via the 'Pending Classification' report. The JPMU staff member, re-calculating the inmate's classification code due to the added charges, will be responsible for immediately notifying the IWD or the housing deputy in order to ensure the inmate worker is dismissed of his duties and removed from the module in a timely manner.

VIII. INMATE WORKERS PARTICIPATING IN VOCATIONAL PROGRAMS

- A. All prospective inmates to be assigned to a vocational program will be medically screened prior to the assignment.
- B. Inmates currently taking psychiatric medications shall not be assigned to the following vocational programs:
 - 1. GBDF- Landscaping
 - 2. EMRF- Construction and Print Shop
 - 3. LCDRF- Construction and landscaping

IX. INMATE WORKER CLOTHING

All food handlers shall wear clean, washable "kitchen white" outer garments, keep their hands clean, confine their hair, and use appropriate serving devices, i.e. tongs, gloves, ladles, etc. The kitchen specific outer clothing shall not be worn outside of their work assignment unless they are en route to or from their work assignment. Kitchen specific outer clothing is issued in addition to the regular tan worker outer clothing.

X. RESTRICTIONS

Housing facilities (SDCJ, GBDF, SBDF and VDF) will limit the number of sentenced level 1 and 2 inmate workers to 15% of the total number of inmate workers authorized. In addition, the above mentioned housing facilities shall hire inmate workers based on the following priority order:

- A. Sentenced Level 3 inmates
- B. Unsented Level 1 and 2 inmates
- C. Unsented Level 3 inmates
- D. Sentenced Level 1 and 2 inmates

XI. LENGTH OF ASSIGNMENT

Inmate workers will only be allowed an assignment for a period of one year at any one facility. After one year has been completed, the inmate will be transferred to another facility as an inmate worker. The IWD at each facility will be responsible for tracking and coordinating the movement. The facility commander has the option of extending an inmate worker's time for a period of 6 months for the purpose of completion of programs that are not provided at other facilities.

Exceptions to the one-year term will be allowed for the following facilities:

- A. The Las Colinas Detention and Reentry Facility due to the limitations of female housing.
- B. The East Mesa Reentry Facility due to reentry programs that will not be available at other facilities.

DATE:	MARCH 4, 2019
NUMBER:	S.2
SUBJECT:	INMATE WORKER IDENTIFICATION CARDS
RELATED SECTIONS:	

PURPOSE

To provide a standardized inmate worker identification system throughout the Detention Services Bureau.

POLICY

Inmate worker deputies (IWD) may select inmate workers who meet housing criteria. Inmate workers will be screened and selected for job assignments by the IWD assigned to the facility. The IWD will issue appropriate colored identification cards to eligible workers. Inmate workers are required to wear their identification card once they leave their assigned housing area. Inmates will immediately report a lost or damaged identification card to a staff member.

PROCEDURE

- I. **RED Identification Card:** Inmate workers may be issued a red identification card if they are sentenced and have less than 60 months remaining to serve in custody. Inmate workers may be granted a red identification card if they are unsentenced and do not fit the criteria to work as an outside worker. They can only work inside the secured area of the facility. Their assignments require constant direct supervision by sworn or another authorized staff member. These inmates are not eligible for work assignments at the East Mesa Central Production Center (CPC).
- II. **ORANGE Identification Card:** Inmate workers may be granted an orange identification card if they are sentenced and have less than 36 months to serve in custody. Inmate workers may also be issued an orange identification card if they do not fit the criteria to work as an outside worker. They can only work inside of the facility or at the East Mesa CPC under the constant direct supervision of sworn or another authorized staff member.
- III. **BLUE Identification Card:** Inmate workers may be issued a blue identification card if they are sentenced and have less than 24 months to serve in custody. They can work inside of the facility without constant supervision or at the East Mesa CPC with constant supervision by sworn or another authorized staff member.
- IV. **YELLOW Identification Card:** Inmate workers may be issued a yellow identification card and be eligible to work inside the facility without constant supervision or outside of the facility with constant sworn supervision only. Inmates must be sentenced to local time with no additional bookings, warrants or holds and have less than 15 months to serve. Inmates will not qualify if any of the following criteria apply:
 - A. A history of violent criminal conduct (i.e., armed robbery, assault with or without a weapon).

- B. Escapes or attempted escapes, including “walk-aways.”
- C. Sexual violence or “sex-related” offenses or prior convictions.
- D. Extensive narcotics history (i.e., usage and or sales).
- E. Serious weapon charges or a history of illegal possession of weapons.
- F. Inmate is the subject of an immigration hold.
- G. No confirmed U.S. address.

IV. WHITE Identification Card: In addition to all of the criteria listed above in Procedure III, Section B, the inmate must have 9 months or less to serve in custody. The IWD will complete periodic reviews for continued white identification card eligibility, as deemed necessary by each facility commander.

Inmate workers issued white identification cards do not require constant direct supervision while working inside of the facility but will require limited supervision by the job site supervisor while working outside of the facility. Inmates issued a white identification card may be assigned to work off the facility grounds with a deputy or other authorized staff member. Anyone responsible for supervising these inmates shall know where all their assigned inmate workers are located at all times.

V. Notwithstanding the guidelines stated herein, the Sheriff's Department retains the discretion to grant or deny inmate worker status to any inmate that applies, and determine the appropriate security level for any inmate granted inmate worker status.

DATE:	MAY 8, 2013
NUMBER:	S.3
SUBJECT:	INMATE WORKER AND DISCIPLINE
RELATED SECTIONS:	O.1 , S.1 , S.5

PURPOSE

To provide a uniform and consistent method of administering discipline, thereby providing a more efficient Inmate Work force.

POLICY

An Inmate Worker will not be removed from inmate worker status (rolled-up) without the Watch Commander or Inmate Worker Deputy having reviewed the Incident report.

PROCEDURE

- I. When an Inmate Worker commits any violation of Inmate Rules and Regulations, the deputy detecting, or observing the violation shall write an Incident report, detailing the circumstances surrounding the violation.
 - A. A progressive rate of discipline is recommended. An example of this is as follows:
 1. Removal from or change of work assignments
 2. Assignment of extra work detail
 3. Loss of commissary (1 week)
 4. Loss of social visits
 5. Loss of pay (inmate worker wages)
 6. Loss of good/work time
 7. Loss of Inmate Worker status
 8. Disciplinary isolation
 9. Disciplinary diet
 - B. Whenever the disciplinary Incident report is prepared and referred to the Inmate Worker Deputy, a copy shall be given to the Watch Commander, or Shift Sergeant, of the team that initiated the Incident report.
 - C. Any Inmate Worker “rolled-up” shall be immediately removed from the work site.

1. The Inmate Worker identification badge shall be confiscated, along with their Inmate Worker clothing.
 2. The Inmate Worker shall be dressed out in mainline clothing and removed from the Inmate Worker housing unit.
- II. Incident reports shall be written on ALL DISCIPLINE affecting Inmate Workers. They are to be processed and distributed according to policy.

DATE:	OCTOBER 5, 2009
NUMBER:	S.5
SUBJECT:	INMATE WORKER PRIVILEGES
RELATED SECTIONS:	S.1 , S.3

PURPOSE

To maintain motivation in the Inmate Worker work force.

POLICY

Inmates serving as Inmate Workers will be afforded certain privileges not available to non-workers.

PROCEDURE

- I. Each facility shall establish a list of Inmate Worker privileges. Each Inmate Worker will be allowed such privileges except when being disciplined. These privileges include:
 - A. Pay
 - B. Extra food
 - C. Extra visiting time
 - D. Extra recreation time

- II. Inmate Worker Deputy:

The Inmate Worker Deputy will be responsible for the administration of Inmate Worker privileges. The Inmate Worker Deputy and Watch Commander will approve any exceptions or denial of privileges.