

## 5-01/020.00 Inmate Worker Assignments

Inmate workers housed at a jail facility shall be assigned to work groups by the Population Management Bureau (PMB), Prisoner Personnel Office (PPO). The Community Based Alternatives to Custody unit (CBAC) shall assign station inmate workers and work release inmates.

Assignment of inmate workers shall be made after considering the requirements of the job, the inmate worker's capabilities, and their classification. Some inmate work assignments may require additional screening. The inmate worker selection process shall include, but not be limited to, the following: inmate's charge, bail amount, security level, special handling status, disciplinary history, and sentence status.

Inmates shall not be denied work opportunities based solely on a mental health diagnosis or prescription for psychotropic medication.

Correctional Health Services (CHS) has determined inmates with mental health conditions with a Level of Care P2 or lower are eligible to work, with the exception of Enhanced Mental Health (EMH) inmates and those found by the court to be mentally incompetent to stand trial (MIST), who will need a special evaluation by CHS prior to being hired. (Refer to CDM section 5-01/050.10, "Medical Treating Housing for Mentally Ill Inmates.") PMB shall coordinate with CHS staff to determine work eligibility status for inmates requiring Americans with Disabilities Act (ADA) accommodations, and/or inmates who have special needs. (Refer to PMB Unit Order #005, "Conservation Work Program Procedures," for a list of inmate worker assignments available for all inmates, including inmates with disabilities, special needs, and/or medical or mental health conditions.)

Department personnel shall document each inmate worker assigned to their housing location in the appropriate field of the electronic Uniform Daily Activity Log (e-UDAL).

In addition, personnel shall conduct a count of their inmate workers before and after each assigned shift and at least once during the shift, as well as conducting hourly safety checks. All counts and safety checks shall be conducted and documented in accordance with CDM section 4-11/030.00, "Inmate Safety Checks." Department personnel shall be responsible for inmate workers under their supervision. Female inmate workers must have access to, and be supervised by, female custody personnel.

Inmate workers shall not be given any authority over other inmates. Regulations governing inmate workers shall be specific to their assigned duties.

Inmate workers shall not be allowed to use power tools (no matter the power source: electric, pneumatic, liquid fuel, hydraulic, power actuated, or similar) unless a certified operator, teacher, or Department-authorized custody assistant or deputy is present; and inmates are trained and have demonstrated competency in the equipment to be operated. All such training shall be documented, and Inmate Worker Training records shall be kept at the unit of assignment. Refer to the appropriate Inmate Services Bureau (ISB) unit order for guidelines on Department authorization of personnel who may supervise inmate use of power tools.

Under appropriate supervision, inmate workers may operate gardening equipment after they have been trained in safety and operating procedures, and demonstrated competency in the use of the equipment. The instructions and acknowledgment of competency shall be documented and kept on file at the unit of assignment. Gardening equipment includes the following, but is not limited to:

- lawn mower,
- grass/weed trimmer.

Inmate workers are strictly prohibited from operating or driving any heavy equipment or motor vehicles. Heavy equipment includes, but is not limited to:

- forklift;
- crane;
- wheel loader;
- backhoe;
- motor grader;
- bulldozer;
- or any other equipment which requires specialized training to operate.

However, inmates may operate a farm tractor after they have been trained in safety and operating procedures, and have demonstrated competency in operating the tractor. The instructions and acknowledgment of competency will be documented and kept on file with the custody work group officer and in the Ranch Operations office.

An inmate worker may request a job change after he or she has been working in his or her assigned job for at least thirty days. In such cases, the current work officer shall be consulted regarding capabilities and job performance. Line staff shall ensure proper documentation in the Inmate Reports Tracking System (IRTS) when inmates are discharged from inmate worker positions and the facility's PPO is appropriately notified.

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