# 5-03/080.00 - Inmate Workers

General orders and instructions for inmate workers shall include the following:

- Inmate workers shall keep self and quarters in a neat and clean condition;
- Inmate workers shall bathe, shave daily, and keep hair in a neat, well groomed manner;
- Fraternization between an inmate worker and personnel shall not be tolerated;
- Inmate workers' conduct and actions shall not degrade or threaten the Department's policy or personnel;
- Station inmate workers will be allowed to possess cash. The station, assigned an inmate worker, is responsible for retrieving cash from the inmate worker's account. In all cases where the inmate worker is returned to Custody Division, all the inmate worker's cash will be confiscated at the station and deposited to the inmate workers account at the Inmate Reception Center. If the inmate worker is called to court, the assigned station is responsible for storing the cash or depositing the money to the inmate worker's account at the Inmate Reception Center;
- Business transactions shall be conducted with consent of the station commander. The following exceptions are permitted:
    - Car wash and polish;
    - Tire change; and
    - Shoeshine;
- Escape, 4532 PC, shall be charged when any inmate worker leaves the property or confines of the facility to which he is assigned unless accompanied by a deputy;
- Inmate workers shall neither drive, nor shall they have keys in their possession for any county or privately owned vehicle;
- Station inmate workers or any other inmate worker shall not engage or have in their possession any gambling paraphernalia. They shall not use or have in their possession any form of narcotics, drugs, alcohol, or contraband. Noncompliance of any of the aforementioned rules and regulations shall result in immediate return to the county jail and the necessary legal action taken; and
- Inmate workers shall be fed on the premise of the unit to which they are assigned. Emergent events wherein this must be violated shall be approved by the area commander.

Inmate workers are assigned to work at stations for the purpose of performing certain maintenance and custodial duties. To assist in the supervision of these inmate workers and to standardize the regulations and procedures for all facilities, the following shall apply:

- The workload shall be divided as equally as possible;
- Inmate workers shall be held responsible for duty assignments as well as other duties assigned in addition to normal work schedule;
- New inmate workers shall be acquainted with duties and regulations; and
- Chain of supervision, in descending order, shall be as follows:
    - Unit commander;
    - Watch commander;
    - Sergeant;
    - Deputy; and

- Law enforcement technician/custody assistant.