

## Personal Auto/RV Washes #0043 (Supended)

\*\*\*SUSPENDED\*\*\*

### PURPOSE OF ORDER:

This order establishes policy and guidelines for inmate workers providing personal Auto/RV wash and detailing services, and payment for such services.

### SCOPE OF ORDER:

This order applies to all personnel assigned to Fire Camp and Pitchess Detention Center Facilities.

### ORDER:

Business transactions with inmate workers and payment for services rendered are permitted per the Unit Commander, under the following guidelines, in accordance with Department Policy and State Law:

#### Auto/RV Wash and Detailing

Personnel may purchase a Car Wash "chip" for \$4.00, Wax/Detailing for \$10.00, RV Wash for \$25.00, and RV Wax/Detailing for \$65.00. Wash is included in the price of Wax/Detailing "chip."

All Auto/RV Wash and Detailing shall take place in the former Motor Pool bus wash bay, utilizing the approved wastewater "clarifier" in accordance with EPA regulations. Under no circumstances shall auto washes be performed in other areas without a "clarifier."

Inmate workers shall be monitored by assigned personnel at all times. Inmates shall neither drive nor shall they have keys in their possession for any County or privately owned vehicle.

All auto wash equipment and supplies shall be kept in the Barrack 20 staff office. No equipment or supplies are allowed in inmate housing or dayroom areas.

The funds will be collected by the Inmate Service Custody Assistant at the end of each workweek. These funds will be documented in the Safe Ledger and placed into the Safe for subsequent deposit to the shoeshine trustee's account.

- All payments to inmate workers for services shall be made using the departmentally approved inmate workers payment chip.
- East Facility shall only use the designated payment chips as determined by - Inmate Services.
- Personnel wishing to purchase a chip for services will be required to contact East Facility main control to ascertain the operating hours.

- Only designated inmate workers may be given payment chips.
  - A written receipt (SH-J-370) shall be given to the inmate worker for all payment chips exchanged for account credit,
  - Only designated inmate workers shall be authorized to possess payment chips. Non-designated inmate workers found with payment chips shall have the payment chips confiscated and treated as contraband. Any applicable discipline should be applied,
  - Account credit shall not be issued to non-authorized inmate workers found with payment chips,
  - Department personnel are to remunerate inmate workers upon the completed rendering of services,
  - Payment for services by other than the above-prescribed manner may be considered a violation of the Department Manual of Policy and Procedures, section 3-01/050.85 Fraternization, and section 3-01/030.75 Bribes, Rewards, Loans, Gifts, Favors.
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