

5-21/001.00 Inmate Workers

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for escorting inmate workers from the Men's Central Jail (MCJ), as well as the accounting, supervision, and return of inmate workers assigned to work throughout the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

In order to maintain a higher level of accountability, security, the cleanliness of the facility, and to properly monitor the inmate workers assigned to work throughout the IRC, the following procedures shall be adhered to:

TYPE OF INMATE WORKERS ASSIGNED TO IRC:

- **Inside Security Inmate workers:** Assigned to work inside secured areas of the facility. Distinguished by their [REDACTED TEXT]“ colored inmate uniform. Inside security inmates shall **not** go anywhere outside of the secured areas of the facility (i.e. bus compound, etc.) at any time.
- **Outside Security Inmate workers:** Assigned to clean exterior areas of the facility. Distinguished by their [REDACTED TEXT]“ colored inmate uniform. Outside security inmate workers are to work outside of the secured areas of the facility only and shall not be intermingled with inmates who are inside security workers.
- **Work Release Inmate workers:** Assigned to work the non-secured area of the facility such as administrative offices. Distinguished by their [REDACTED TEXT]“ “work release” vest

Assigning Inmate Workers

Inmate workers assigned to work inside the secured areas at the IRC shall be assigned by the Population Management Bureau's (PMB) Prisoner Personnel Office (PPO).

Inmate workers are selected by the PPO based on criteria established within in the Department's Manual of Policy and Procedures (MPP), and are assigned to work at IRC.

Picking up and Returning Inmate Workers

On AM shift, the lead deputy assigned to Class Rear or their designee, shall be responsible for searching and returning inmate workers from the prior shift to their assigned housing location. If Class Rear is closed, Custody Line shall be responsible for searching and returning inmate workers. On PM and EM shifts, the lead deputy assigned to Custody Line or their designee, shall be responsible for searching and returning inmate workers from the prior shift to their assigned housing location. The employee returning the inmate workers shall also be responsible for picking up the inmate workers for the current shift for all locations within the IRC. Once the inmate workers are picked up and brought to the IRC, inmate workers shall be sent to their assigned work locations with the appropriate paperwork containing their names and assignment information.

Custody personnel assigned to pick up inmate workers shall ensure that all inmates listed on the IRC assignment list are picked up and not left behind. In the event an inmate worker is sick or unable to work, a replacement volunteer shall be selected. Every inmate worker position at the IRC shall be staffed daily.

Inmate workers assigned to logistics personnel shall be picked up, searched, monitored, accounted for, and returned by the assigned work crew custody assistant.

Inmate workers shall **not** be allowed to take any items back to their assigned housing location, other than one (1) sack lunch. Inmate workers requiring a change of clothes shall be allowed one (1) change of clothing and shall change prior to returning to their assignment. No clean or new inmate clothing is to be carried back by any inmate worker, including shoes.

Prior to leaving the IRC, all inmate workers shall be searched using the Smith Detection B-SCAN Body Scanners, unless all B-SCAN machines are unavailable. Approval to search inmate workers without use of the B-SCAN must be made by the first floor sergeant and documented in the e-UDAL of the work station responsible for searching and returning the inmate workers.

For specific procedures on the body scanner, refer to ***“IRC Unit Order (UO) 5-11/000.00 Inmate Body Scanner.”***

Supervision and Accounting of Inmate Workers

The lead deputies assigned within the areas of the IRC shall be ultimately responsible for monitoring and accounting of inmate workers assigned to the work areas. Logistics personnel shall be responsible for inmate work crews assigned for deep cleaning of the facility. Inmate workers shall be continuously supervised and monitored as they perform their cleaning duties especially when using cleaning agents that may potentially be dangerous to oneself or staff. Inmate workers shall not be allowed to leave the work area without a pass or purpose. Inmate workers shall not be given any authority over other inmates. Additionally, inmate workers shall not be allowed to use power tools of any kind while working at the IRC.

For additional information, refer to the ***Custody Division Manual (CDM) section 5-01/020.00, “Inmate Worker Assignments” and CDM section 5-01/015.00 Inmate Uniforms.***

Inmate workers who violate minor jail rules shall be verbally admonished to and advised of the consequences prior to being dismissed or returned to housing. In order to assist the PPO with the staffing of qualified inmate workers, it is imperative that custody staff make every effort to educate inmate workers of jail rules governing facility cleaning.

Prior to being assigned at the IRC, inmate workers shall view a workers orientation and training video from the PPO office, concerning proper food handling, cleaning agents, and/or inmate worker rules.

IRC supervisors shall ensure custody personnel assigned to the facility adhere to these procedures governing inmate workers.
