

## 5-07-090 Classification Guidelines for Outside Inmate Workers

**Reference:** CDM 5-01/010.00, 5-01/020.00; Custody Services Directive 13-004

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the classification of outside inmate workers.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

### **ORDER:**

South Facility classification shall follow the below listed guidelines when classifying outside inmate workers:

- Review daily incoming transfer lines in order to identify all inmates who are fully sentenced. Confirm sentencing and security status through the Automated Jail Information System (AJIS)
- Eliminate all inmates with bails or fines of \$35,000 or more, and any disqualifying arrest charge(s)
- Ensure that inmates charged with the following Penal Code offenses are excluded as outside inmate workers:

187, 203, 205, 208, 207, 211, 215, 243(b), 243(c), 243.4, 245, 245C, 261, 288, 286, 289, 290, 311.1(a), 311.2(a)(b)(c) 314, and 647.6(a-d) PC

- The following Penal Code sections shall be considered charges of concern:

191.5, 192, 243(e)(1), 261.5, 273d, 273.5, 273.6, 368, 405, 422, 451, 646.9, 853, and 1203 PC

NOTE: Inmates with charges of concern may still be considered for outside work if certain circumstances exist (i.e., length of time for the charge, circumstances surrounding the charge, etc.). The hiring of these inmates is at the discretion of classification personnel after their investigation has been completed.

### **CRIMINAL HISTORY AND INMATE INFORMATION CHECKS**

- In AJIS, run each inmate worker candidate in the SI01 screen, and check their release date, court dates, sentence status, and holds.
- Run each candidate in the IC10, IC12, IC01 and IC02 (pre-disclosed medical issues) screens to verify their security level, work release program status, special handling code, employment history, home

Pitchess Detention Center - South Facility : 5-07-090 Classification Guidelines for  
Outside Inmate Workers

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address, additional information, and if there are any special comments concerning the inmate. Also, obtain the inmate's Criminal Identification Information (CII), Federal Bureau of Investigations (FBI), Social Security, and California Driver License number from this screen.

- Run each inmate's CII number in the Regional Allocation of Police Services (RAPS) 1 class screen, FBI, Juvenile Automated Index (JAI) –for inmates who are ages 26 or less, and Consolidated Criminal History Reporting System (CCHRS). Review rap sheets and disqualify any candidates that do not meet the qualifying criteria (i.e., violence, escape, weapons or drugs in custody, etc.)
- Run final candidates for outstanding warrants prior to assignment in the IC01 screen for information and the JDS ISOP MENU for possible warrants. Inmates with warrants less than \$35,000 can be allowed to work on outside work crews.

Inmates who meet the hiring criteria and are cleared, will be placed on a list to be moved on the same day to an appropriate housing location.

The next morning, all work crew lists are to be re-checked to confirm the inmate's sentence status, security level, and to confirm the inmate's current housing location.

Any inmate who leaves the facility shall have his record reviewed to ensure no disqualifying charges, convictions, or information have been added to their records.

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