

## 5-03-030 Inmate Workers



### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the selection and handling of inmate workers.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and/or working at Men's Central Jail (MCJ).

### **ORDER:**

The following shall be the standards by which all inmate workers within MCJ are selected.

Inmate workers assigned to housing areas shall be selected and approved by the Prisoner Personnel Office (PPO) prior to being permitted to work. This screening shall consist of a review of the inmate's current security level and discipline history within the Incident Report Tracking System (IRTS) during the time of their current incarceration period.

The following shall be disqualifying factors for candidates being considered for inmate workers:

- Previous discipline for assaults against staff and/or inmates
- Previous discipline for serious acts of insubordination
- Security level of [REDACTED TEXT] or [REDACTED TEXT]
- Special Handle [REDACTED TEXT]
- Any inmate classified with a [REDACTED TEXT] status (i.g., [REDACTED TEXT])
- Inmates with mental health conditions with a level of care above [REDACTED TEXT]
- Inmates found incompetent to stand trial \*
- Enhanced Mental Health (EMH) inmates \*
- Bail \$1 million and above

*\* Inmates designated EMH or adjudicated as incompetent to stand trial require Correctional Health Services (CHS) evaluation to work.*

Disqualifying California Penal Code charges for candidates being considered for inmate workers are the following:

- **69** (Resisting Police Officer)
- **148 (A)(1)** (Resist, Obstruct Peace Officer)
- **A187, 187 – 192** Murder – Manslaughter)
- **203 – 206.1 – 220** (Mayhem – Torture)
- **215** (Carjacking)
- **236** (False Imprisonment)
- **241** (Assault on peace officer, firefighter, paramedic)
- **243 (B) – (C) – 243.1** (Battery on officer)
- **243.4** (Sexual Battery)
- **245 (B) – (C)** (ADW on police officer and/or fireman)
- **261 – 267** (Any rape charges)
- **288 – 292\*** (Any lewd / sexual acts w / child)
- **273 (A – G) & 273.4** (Crimes against children Inc death, GBI, mutilation)
- **311** (Obscene matter)
- **646.9** (Stalking)
- **647.6 (A)** (Child molester)
- **4530** (Escape of state prisoner)
- **4573** (Bring drugs, etc. into a jail/prison)
- **261 - 368.7** (Crimes against the person involving sexual assault, and crimes against

public decency and good morals)

\* May be eligible to become an inmate worker under the [REDACTED TEXT] Floor Inmate Worker Pilot Program as specified in this order.

**NOTE: All hallway and module inmate workers on [REDACTED TEXT], and [REDACTED TEXT] floor shall be assigned by the PPO.**

Housing area personnel shall note the inmate(s) assigned as workers in the electronic Uniform Daily Activity Log (e-UDAL). This information shall be noted under each shift and shall include the inmate's name, booking number, and security level.

Inmate's handling food items, either in the kitchen or in the modules and dorms, shall view a training video regarding proper food handling. This video shall be shown to all newly hired Food Service inmates and once every two (2) weeks for existing food service inmates. The training shall be logged in the floor's e-UDAL by the floor's booth officer.

Variations from the above guidelines shall have watch commander approval.

### **Inmate Workers Outside of MCJ**

All inmate workers leaving to work or coming back from work shall be escorted.

Escort personnel shall walk into the inmate workers assigned housing location and check the inmates in or out of work via the clipboard, which is located inside the staff cage.

All inmate workers shall be searched upon returning from work. The search shall be performed by floor personnel in the main hallway of the inmates' housing location. The escorting personnel shall remain on the floor while the search is in progress. Once the search is completed, the inmate workers shall be checked back into their housing location.

Outside inmate workers shall exchange their [REDACTED TEXT] working uniforms to the standard [REDACTED TEXT] uniforms upon the completion of the search, prior to entering their housing location.

**[REDACTED TEXT] Floor Inmate Worker Pilot Program**

To allow AB109 and sentenced [REDACTED TEXT] inmates to accrue conservation credits, the [REDACTED TEXT]-floor sergeant shall compile a list of inmates who are interested in working in the dorms or in the hallways on the [REDACTED TEXT]-floor.

The list shall be forwarded to the PPO to determine which inmates qualify to work and receive credits.

Each dorm shall be assigned two (2) inmate workers per shift, six (6) total, to assist with maintaining dorm cleanliness, dorm programs, EBI sign-ups, and educating new inmates on jail rules and available inmate programs.

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