

INMATE WORK CREWS

POLICY.

It is the policy of the Deschutes County Sheriff's Office Corrections Division to have inmate works crews, when possible, as a part of the inmate worker program. The inmate work crews will provide inmates the opportunity to work, so they may learn job skills, develop work habits and have less idle time. In addition, inmate work crews may reduce labor costs for local public entities or governmental agencies.

PURPOSE.

The purpose of this policy is to provide guidelines for inmate work crews.

OREGON JAIL STANDARDS:

- I-401 Inmate Work Programs
- I-402 Pretrial Detainees
- I-403 Convicted Inmates
- I-404 Compensation for Inmates
- I-405 Work Credit
- I-406 Inmate Worker Safety
- I-407 Supervision

REFERENCES:

- ORS 169.120, Credit for Work
- ORS 169.170, Assignment of County Prisoners to Public Work
- ORS 169.190, Transfer of Prisoners to Another County For Public Work
- ORS 169.210, Contracts for Private Employment of Prisoners; Agencies having Power to Work Prisoners
- ORS 169.320, Control over Prisoners; Work by Prisoners

DEFINITIONS:

Deschutes County Work Center (WC). The Work Center is a medium security corrections facility, adjacent to the Deschutes County Adult Jail, which houses sentenced inmates. Inmates at the Work Center may participate in the work program; inmate works crews, cognitive skills programs or treatment programs.

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Inmate Worker Coordinator. The Inmate Worker Coordinator is an assigned sergeant or delegated staff, responsible for programs at the jail or the Work Center.

Inmate Work Crew. An inmate work crew is a group of sentenced inmates assigned to a work detail for a public entity or community service project, under direct supervision of a corrections deputy.

PROCEDURES.

SECTION A: RESTRICTIONS ON OR REQUIREMENTS TO WORK

A-1. In accordance with Policy CD-11-5, *Inmate Worker Program*, inmates do not have the right to work in an inmate worker position, which includes outside work crews. An assignment to work is considered a privilege and may be revoked at any time. However, sentenced inmates may be required or assigned to work involuntarily.

SECTION B: RECOMMENDATION AND REQUIREMENTS

B-1. As per policy CD-11-5, *Inmate Worker Program*, input will be received from programs staff, sergeants, lieutenants and medical/mental health staff to determine eligibility for the inmate worker program.

B-2. Inmates will receive work credit in accordance with policy CD-11-5, *Inmate Worker Program* and ORS 169.120. Time credit will be recorded on the *Work Credit Adjustment Form No. 614*. Inmates serving a parole sanction may work without receiving work credit, on a voluntary basis, provided they sign a *Hold Harmless Statement Form No. 630*. The county will not provide monetary compensation, but inmates may receive extra privileges, such as extra recreation and/or expanded commissary privileges.

B-3. A work position is a privilege earned by good behavior. Inmates must meet the conditions as outlined in *Inmate Work Crew Review Form No. 690*, and be sentenced to be allowed to be transferred to the Work Center, or participate in a work crew (or any other outside work assignment).

B-4. Inmates will be interviewed by programs staff to evaluate their skills, goals and limitations. The inmate will be placed into a position that will best meet his/her abilities and needs, and the needs of the corrections division.

B-5. High risk or maximum security inmates are not eligible. Any known risk factors, such as convictions for escape or violent crimes, will be taken into consideration.

B-6. Staff will not discriminate based of sex, race, religion, disability, or national origin in the selection process, in accordance with CD-11-5, *Inmate Worker Program* and the Americans with Disabilities Act.

- B-7.** Health care staff must complete a health assessment on any inmate considered for a work assignment. Inmates will not be assigned to any work position without this clearance. The *Inmate Worker Medical Authorization Form No. 628* will be used to document the assessment.
- B-8.** All other requirements listed in CD-11-5, *Inmate Worker Program*, will be followed.

SECTION C: ORIENTATION AND TRAINING

- C-1.** Programs staff will give inmates an initial orientation before beginning their work duties. This will include an explanation of the *Inmate Worker Agreement Form No. 604*, expected behaviors and consequences, and relevant rules and procedures.
- C-2.** Programs staff will provide training specific to the job inmates will perform. This may include training and guidance by employees of other government or public works agencies when inmates are participating in work crews with those agencies. Inmates will not train each other.
- C-3.** Inmates will be trained in accordance with all other provisions outlined in Policy CD-11-5, *Inmate Worker Program*.
- C-4.** Inmates may be trained in blood borne pathogens, utilizing a procedure that may include personal instruction, audio/video, or written format as approved by Corrections Captain.

SECTION D: SUPERVISION

- D-1.** Inmates will not supervise other inmates or have any authority over them. Supervision will be by sworn corrections deputies. Supervision may be complimented by non-sworn staff (public works officials may monitor work progress or proper procedures). Any supervision by non-sworn Sheriff's Office staff, such as maintenance or equipment division staff must be authorized by the Sheriff.
- D-2.** Deputies will be mindful of safety and security at all times. Deputies will maintain visual observation of inmates whenever possible. The number of inmates and supervising deputies will vary depending on the location; the type or complexity of work being performed; and the type of tools, materials and equipment accessible to the inmates.
- D-3.** All items found by inmates while on work crews, will be submitted to supervising staff promptly. The items may be thrown away or otherwise be properly disposed of if they have no significant value (such as trash). Discovered items that appear to have value may be surrendered to the public works agency having jurisdiction of the property on which it was found. Any other disposition must be approved by a corrections supervisor. Inmates will not keep any items.
- D-4.** Inmates will eat lunches and beverages provided by the corrections division and/or authorized food service contract provider. Any exceptions will be approved by

Corrections Captain or his designee. No private citizen may provide any food item for inmate consumption.

- D-5.** Any unnecessary contact between inmates and the general public will be avoided. This includes not allowing inmates to use public restrooms or enter buildings such as stores, offices, or any location contraband may be located. Any exception needs to be of an emergency nature. Entering a public works warehouse, shop, barn, or facility may be allowed, if it is necessary to carry out the particular work project.
- D-6.** Schools – if in session – will be notified prior to any work scheduled within a ¼ mile of the school.

SECTION E: TOOLS AND EQUIPMENT

- E-1.** Inmates will be properly dressed in appropriate work clothing provided by the Corrections Division:
- a. This may include t-shirts, socks, work coveralls, jackets and work boots.
 - b. Gloves will be available, and may be required depending on the work detail.
 - c. Safety vests will be worn. Standard mesh vests are suitable for most situations except ANSI-type reflective vests will be worn by all inmates and staff members when working on or within 15 feet of a public street or highway.
 - d. Eye protection will be worn by inmates using power equipment or when using striking tools such as hammers or picks.
 - e. Ear protection will be worn while around power equipment that makes significant noise according to supervising deputies' judgment.
 - f. Hard hats will be worn by inmates while working around large power equipment (such as towable chipper shredders) when lifting any items over the height of their heads, or in the opinion of a supervising deputy in any situation posing a threat of falling material.
- E-2.** At a minimum, each work crew vehicle will be equipped with the following:
- a. A work crew trailer that includes a self-contained restroom facility.
 - b. An emergency first aid kit.
 - c. An automated external defibrillator (AED).
 - d. A spare tire and tool kit.
 - e. A mobile police radio and a cell phone.
 - f. An amber light mounted on the roof top.
 - g. A safety sign (at least 3 feet across) to inform others of the presence of an "INMATE WORK CREW."
 - h. Any other emergency equipment supplied in all Sheriff's Office vehicles.
- E-3.** Work crew vehicles or trailers will carry adequate food and beverages for the work crew and supervising work crew deputies. The trailer will have adequate hand washing

equipment and the restroom will be emptied as needed, at an approved location, twice weekly or as needed as determined by work crew deputies.

- E-4.** Hand and power tools will receive a visual inspection by work crew deputies at the beginning and end of each work day, whether or not they are property of the Sheriff's Office. Any damaged equipment will be noted and reported to the agency owning the tools, using the appropriate chain of command.
- E-5.** In an effort to comply with OSHA and any other industrial safety standards, the following precautions will be followed:
- a. All manufacturers' safety guards or devices will remain intact and operational on all Sheriff's Office power tools accessible to inmate work crews.
 - b. All Sheriff's Office fuel containers that may be used by inmate work crews will be red in color and clearly labeled, such as "GASOLINE."
 - c. Supervising deputies will ensure inmates are trained or directed in the use of all power tools to ensure the operation is safe, appropriate and reasonable at all times.
 - b. Power cords will be visually inspected before and after each work assignment.
 - c. Damaged or frayed electrical cords will not be used, and will be reported immediately.

SECTION F: SECURITY MEASURES & EMERGENCIES

- F-1.** Inmate workers will not be allowed to repair or work on county owned security equipment, on or off the Sheriff's Office complex or campus. This includes locks, keypads, security cameras, security gates or fencing. Staff will not place inmate workers in positions that would provide them with knowledge of any county security systems or equipment.
- F-2.** Deputies will wear portable radios when supervising inmate work crews. When the work assignment is off site, the radio will be set at an appropriate DCSO frequency. Supervising deputies will also inform dispatch of their location, the number of deputies and inmates at that location and the nature of the detail (for example, a work crew). The same procedure will be followed upon completion of the work shift and upon return to the facility.
- F-3.** Inmates returning from outside work crew assignments will receive an unclothed search in accordance with Policy CD 8-7, *Inmate Searches*, section D-3, b: "*Returning from work release, inmate worker assignment, or other activities that provide an opportunity for inmates to introduce or transport contraband.*" The unclothed search will be logged in the Jail Management System (JMS).
- F-4.** Unusual or suspicious incidents or circumstances will be reported to dispatch and/or supervisory staff as appropriate by work crew deputies. This may include persons observed driving by a work site repeatedly; attempting to communicate with any inmate or anything that creates a suspicion of a security risk observed by work crew deputies.

- F-5.** Any escape or attempted escape will be dealt with as per Policy CD-13-6, *Escapes*, section F. The first priority is the safety and security of the remaining inmates. After taking action (if appropriate) and then communicating with dispatch, the work crew deputies will suspend work crew activity, gather the remaining inmates, place them into the work crew vehicle and return them to the Work Center (or jail) in an orderly, quick and safe manner. As soon as practical, the Corrections Captain will be notified through the chain of command. The work crew will resume only after approval is obtained from Corrections Captain.
- F-6.** In the event of a medical emergency, supervising deputies will follow these steps:
- a. Assess the situation and render first aid when it is safe to do so.
 - b. Call for additional staff through dispatch (and EMT's if appropriate).
 - c. Gather unaffected inmates and place them in the work crew vehicle (if appropriate).
 - d. Call a Work Center sergeant or lieutenant and advise them of the situation.
 - e. Transport any injured person(s) to the local emergency room or other appropriate health care facility (urgent care clinic, etc.).
 - f. Return to the work center, if appropriate or necessary.
 - g. Submit necessary inmate worker injury/accident and/or incident reports.
- F-7.** In the event of any other emergency, follow the same steps as F-6 above, with the exception of letter "a" (application of first aid).
- F-8.** In the event of extreme or inclement weather, such as a local thunderstorm, supervising deputies may suspend the work activity temporarily to seek cover in the work crew vehicle or under other appropriate cover (such as on-site public works shop or garage.) If it appears the weather will not subside in a reasonable amount of time, the work crew will return to the Work Center or jail. A Corrections Division supervisor will be contacted immediately and advised of the situation.

FORMS USED:

- *Incident Report Form (JMS)*
- *Inmate Worker Agreement Form No. 604*
- *Work Credit Adjustment Form No. 614*
- *Inmate Worker Medical Authorization Form No. 628*
- *Inmate Worker Hold Harmless Statement Form No. 630*
- *Work Crew Eligibility Requirements Criteria Form No. 690*
- *Inmate Worker Injury/Accident Report*