

DATE:	NOVEMBER 22, 2019
NUMBER:	S.1
SUBJECT:	SUPERVISION AND ASSIGNMENT OF INMATE WORKERS
RELATED SECTIONS:	S.3 , S.5 , R.3 , MSD I.2 , O.1

PURPOSE

To standardize the supervision and assignment of inmate workers within the Detention Services Bureau.

POLICY

It shall be the responsibility of the inmate worker deputy (IWD) to perform the majority of the supervision and assignment of inmate workers and the general responsibility of each deputy to functionally supervise inmate workers.

PROCEDURE

I. THE IWD DETERMINES INMATE WORKER SUPERVISION AND ASSIGNMENTS

- A. The IWD will determine the current charges, run a criminal history records check and review incidents for all prospective inmate workers. The IWD will ensure the Inmate Worker Application (J-114A) form is completed and filed in the inmate's custody record on all inmates hired. All inmate workers shall complete and sign an Inmate Medical Questionnaire (J-235) form to be reviewed by the IWD. The IWD is also responsible for enrolling inmate worker information into Custody Programs and conducting a weekly audit of all inmate workers to monitor their legal status and make appropriate changes. At the time an inmate is hired, the IWD will enter a 'W' in the Management Plan in the Jail Information Management System (JIMS). All inmates hired will be informed of the department's zero tolerance policy on sexual abuse and harassment and sign the Inmate Worker Contract (J-114) form as acknowledgment of the information. All inmates hired must have both the J-114 and J-114A forms filed in their custody record.
- B. Deputies and other detention facility staff members using inmate workers have the functional responsibility of supervising and directing the work and conduct of the inmate workers during their shift. Inmate workers require supervision and frequent reminders of their work duties, but tolerance and impartiality when supervising them must be maintained.
- C. When personality issues or poor work standards develop with inmate workers, the IWD will change assignments or take remedial action as soon as possible. Except in an emergency, the IWD will accomplish any duty transfer or "roll up" of an inmate worker.
- D. Deputies requesting an inmate worker be "rolled up" should refer the incident report to the IWD for handling. The watch commander must approve the incident report when an immediate "roll up" is requested. Any questions or concerns arising out of an inmate worker's status will be referred to the IWD.

II. GENERAL CRITERIA FOR ASSIGNMENT OF INMATES TO INMATE WORKER STATUS

- A. Inmates may either be sentenced or unsentenced, as detention facility needs dictate.
- B. The inmate's bail amount should be one of several considerations evaluated during the inmate worker selection process. As such, there is no specific bail amount that by itself disqualifies an inmate from inmate worker status. The bail amount should be considered along with: the type of offense(s), prior record, level of criminal sophistication, prior custody history (if any), and the availability of inmate worker candidates.
- C. Inmates with parole holds who will be returning to prison, or who may otherwise be considered unacceptable based on their parole officer's evaluation/information, will not be made an inmate worker.
- D. No history of excessive violence.
- E. No one who has been convicted or civilly/administratively adjudicated to have engaged in sexual abuse in prison, jail, or any other confinement facility, or attempted to engage in sexual activity in the community facilitated by force.
- F. No California Penal Code section 1551.1 fugitives.
- G. Generally, inmates with escape records are unacceptable; however, an individual case may be reviewed and approved by the watch commander.
- H. No inmates with state prison commitments.

III. INITIAL INMATE WORKER MEDICAL SCREENING

- A. All prospective inmate workers shall complete and sign an Inmate Medical Questionnaire (J-235) form. The completed form will be reviewed by medical staff prior to being hired. Inmates will be cleared on a case by case basis and may be limited in work assignments based on established medical criteria.
- B. All prospective inmate workers will have a current chest x-ray on file (within the last six months).

IV. INMATE WORKERS ASSIGNED TO FOOD HANDLING - MEDICAL SCREENING

All food service inmate workers shall be screened and cleared by the facility medical staff prior to being assigned to food preparation and serving areas. A medical history assessment shall be completed to screen for infectious diseases including, but not limited to, food borne illnesses and skin lesions. All prospective food handler inmate workers will receive or provide documentation of completing a Hepatitis A vaccination series.

V. SENTENCED INMATE WORKERS UNDER SHERIFF'S STAFF SUPERVISION MAY WORK OUTSIDE THE DETENTION FACILITY

- A. The requesting party will furnish the watch commander with a list denoting dates, times and the number of inmate workers desired for the outside work. A copy of the list will be given to the IWD who will select the necessary number of inmate workers.
- B. The inmate workers selected are to have no pending holds or charges. The IWD will furnish the receiving deputy with the names and photos of the inmate workers and a copy of the request. The receiving deputy will log the inmate workers out, log them in upon return and strip search them.

VI. INMATE WORKERS GOING TO COURT

The IWD will keep a daily list of all inmate workers going to court. The IWD will provide inmate worker work site supervisors with a daily inmate worker court list.

VII. INMATE WORKERS RECEIVING ADDITIONAL HOLDS OR COMMITMENTS

The detention processing technician will be responsible for booking additional arrests or holds in JIMS. Once the hold is entered into JIMS, an automatic notification will be forwarded to the Jail Population Management Unit (JPMU) via the 'Pending Classification' report. The JPMU staff member recalculating the inmate's classification code due to the added charges, will be responsible for immediately notifying the IWD or the housing deputy in order to ensure the inmate worker is dismissed of their duties and removed from the module in a timely manner.

VIII. INMATE WORKERS PARTICIPATING IN VOCATIONAL PROGRAMS

- A. All prospective inmate workers to be assigned to a vocational program will be medically screened prior to the assignment.
- B. Inmate workers currently taking psychiatric medications shall not be assigned to the following vocational programs:
 - 1. EMRF - Construction, Landscaping and Civics
 - 2. LCDRF - Landscaping

IX. INMATE WORKER CLOTHING

All food handlers shall wear clean, washable "kitchen white" outer garments, keep their hands clean, confine their hair and use appropriate serving devices (e.g., tongs, gloves, ladles, etc.). The kitchen specific outer clothing shall not be worn outside of their work assignment unless they are in route to or from their work assignment. Kitchen specific outer clothing is issued in addition to the regular tan worker outer clothing.

X. RESTRICTIONS

The IWDs at the San Diego Central Jail, South Bay Detention Facility and Vista Detention Facility will limit the number of sentenced level 1 and 2 inmate workers to fifteen percent (15%) of the total number of inmate workers authorized. In addition, the above-mentioned facilities shall hire inmate workers based on the following priority order:

- A. Sentenced Level 3 inmates
- B. Unsented Level 1 and 2 inmates
- C. Unsented Level 3 inmates
- D. Sentenced Level 1 and 2 inmates

XI. LENGTH OF ASSIGNMENT

Inmate workers will only be allowed an assignment for a period of one year at any one facility. After one year has been completed, the inmate will be transferred to another facility as an inmate worker. The IWD at each facility will be responsible for tracking and coordinating the movement. The facility commander has the option of extending an inmate worker's time for a period of 6 months for the purpose of completing programs not provided at other facilities.

Exceptions to the one-year term will be allowed for the following facilities:

- A. The Las Colinas Detention and Reentry Facility due to the limitations of female housing.
- B. The East Mesa Reentry Facility due to re-entry programs that will not be available at other facilities.