

DATE: MAY 8, 2013
NUMBER: S.3
SUBJECT: INMATE WORKER AND DISCIPLINE
RELATED SECTIONS: [O.1](#), [S.1](#), [S.5](#)

PURPOSE

To provide a uniform and consistent method of administering discipline, thereby providing a more efficient Inmate Work force.

POLICY

An Inmate Worker will not be removed from inmate worker status (rolled-up) without the Watch Commander or Inmate Worker Deputy having reviewed the Incident report.

PROCEDURE

- I. When an Inmate Worker commits any violation of Inmate Rules and Regulations, the deputy detecting, or observing the violation shall write an Incident report, detailing the circumstances surrounding the violation.
 - A. A progressive rate of discipline is recommended. An example of this is as follows:
 1. Removal from or change of work assignments
 2. Assignment of extra work detail
 3. Loss of commissary (1 week)
 4. Loss of social visits
 5. Loss of pay (inmate worker wages)
 6. Loss of good/work time
 7. Loss of Inmate Worker status
 8. Disciplinary isolation
 9. Disciplinary diet
 - B. Whenever the disciplinary Incident report is prepared and referred to the Inmate Worker Deputy, a copy shall be given to the Watch Commander, or Shift Sergeant, of the team that initiated the Incident report.
 - C. Any Inmate Worker “rolled-up” shall be immediately removed from the work site.

1. The Inmate Worker identification badge shall be confiscated, along with their Inmate Worker clothing.
 2. The Inmate Worker shall be dressed out in mainline clothing and removed from the Inmate Worker housing unit.
- II. Incident reports shall be written on ALL DISCIPLINE affecting Inmate Workers. They are to be processed and distributed according to policy.