

# MANAGING INMATE WORKERS

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# POLICY

## Detention P&P S.1

It shall be the responsibility of the Inmate Worker Deputy to perform the majority of the supervision and assignment of inmate workers, and the general responsibility of each deputy to functionally supervise Inmate Workers.

All prospective inmate workers shall complete and sign an inmate worker application, form J114A and a medical questionnaire, form J235.

# MEDICAL SCREENING

All inmate workers shall be screened and cleared by the facility medical staff prior to being assigned to any work assignments.

# MEDICAL SCREENING

Food service workers (Kitchen 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 shall be completed to screen for infectious diseases including, but not limited to food borne illnesses and skin lesions.

Do you have any of the following?	Yes	No	Do you have any of the following?	Yes	No
Difficulty with vision			Current open areas of the skin		
Dizziness			Diagnosed with Hepatitis		
Difficulty hearing			Loss of an extremity or fingers		
A history of back injury			Loss of an eye		
Back pain			Psychiatric illnesses		
Epilepsy or seizures			Other medical problems (please list)		
Diagnosed with a hernia					
Diarrhea in the past month					
Skin problems (rashes, eczema)					

I certify that the above information is true and correct.

Inmate Signature \_\_\_\_\_ Booking No. \_\_\_\_\_ Date: \_\_\_\_\_

Referred to Medical Yes  No

Reviewed by Medical (Name/ARJIS #) \_\_\_\_\_

WT: \_\_\_\_\_ HT: \_\_\_\_\_ BP: \_\_\_\_\_ (sitting) \_\_\_\_\_ (standing) Pulse: \_\_\_\_\_

Eye Exam: Snellen \_\_\_\_\_ (near) \_\_\_\_\_ (far) Evidence of icterus?  Yes  No

Gait and Balance:  Stable  Unsteady

Test of Physical Activity: 3 Jumping jacks without physical difficulty.  Yes  No

Joints/Mobility/Strength: Range of motion within normal limits.

Back

Knees

Arms

Hands

Date of last CXR (within 6 months) \_\_\_\_\_

Skin: Evidence of open lesions, cuts or draining wounds?  Yes  No

Inmate instructed on Standard Precautions and Hand Washing Techniques \_\_\_\_\_

Nurse (Print) \_\_\_\_\_ Signature \_\_\_\_\_ ARJIS # \_\_\_\_\_

Disposition:

Cleared for the following:  Vocational Program  Food Handling  Non-Kitchen Assignment

Denied Clearance



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All prospective inmate workers to be assigned to a vocational program will be medically screened prior to the assignment.

Inmates currently taking psychiatric medication shall not be assigned to the following vocational programs:

GBDF-Landscaping

EMRF-Construction and print shop

LCDF- Construction and landscaping

# PROCEDURE

The Inmate Worker Deputy will:

- Evaluate inmates' current charges
- Run CII records check (SDlaw)
- Incidents record check (JIMS)



# CRITERIA FOR INMATE WORKER STATUS

Inmates may be sentenced or un-sentenced, as detention facility needs dictate.

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, ALONE, DISQUALIFIES AN INMATE FROM INMATE WORKER STATUS.**

# CRITERIA FOR INMATE WORKER STATUS (Continued)

THE BAIL AMOUNT

THE TYPE OF OFFENSE

PRIOR RECORD

LEVEL OF CRIMINAL SOPHISTICATION

PRIOR CUSTODY JIMS INCIDENTS

# DISQUALIFIERS FROM INMATE WORKER STATUS

INMATES WITH PAROLE HOLDS

RETURNING TO PRISON

HISTORY OF EXCESS VIOLENCE

INMATES WHO HAVE BEEN CONVICTED, CIVILLY,  
ADMINISTRATIVELY ADJUDICATED TO HAVE ENGAGED IN  
SEXUAL ABUSE IN PRISON/JAIL OR ANY OTHER  
CONFINEMENT FACILITY.

1551.1 PC- FUGITIVES.

INMATES WITH ESCAPE RECORDS (HOWEVER, AN  
INDIVIDUAL CASE MAY BE REVIEWED AND APPROVED BY  
WC.)

# COMMON SENSE!

INMATES PREVIOUSLY HOUSED IN  
MAXIMUM SECURITY, AD. SEG. OR  
PSYCHIATRIC HOUSING UNITS ARE  
NOT ELIGIBLE FOR INMATE WORKER.

Classification Code:  ←

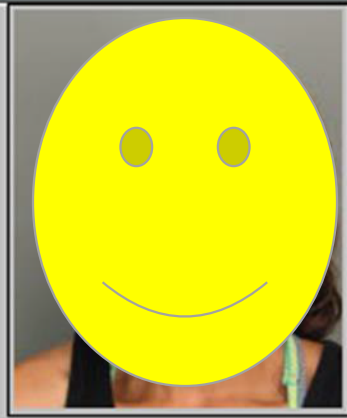
Hazards & Instructions:

High Risk Indicators:

Special Conditions:

Medical Instructions:  ←

Admin Alert:



PICTURE for Book

Enemy List

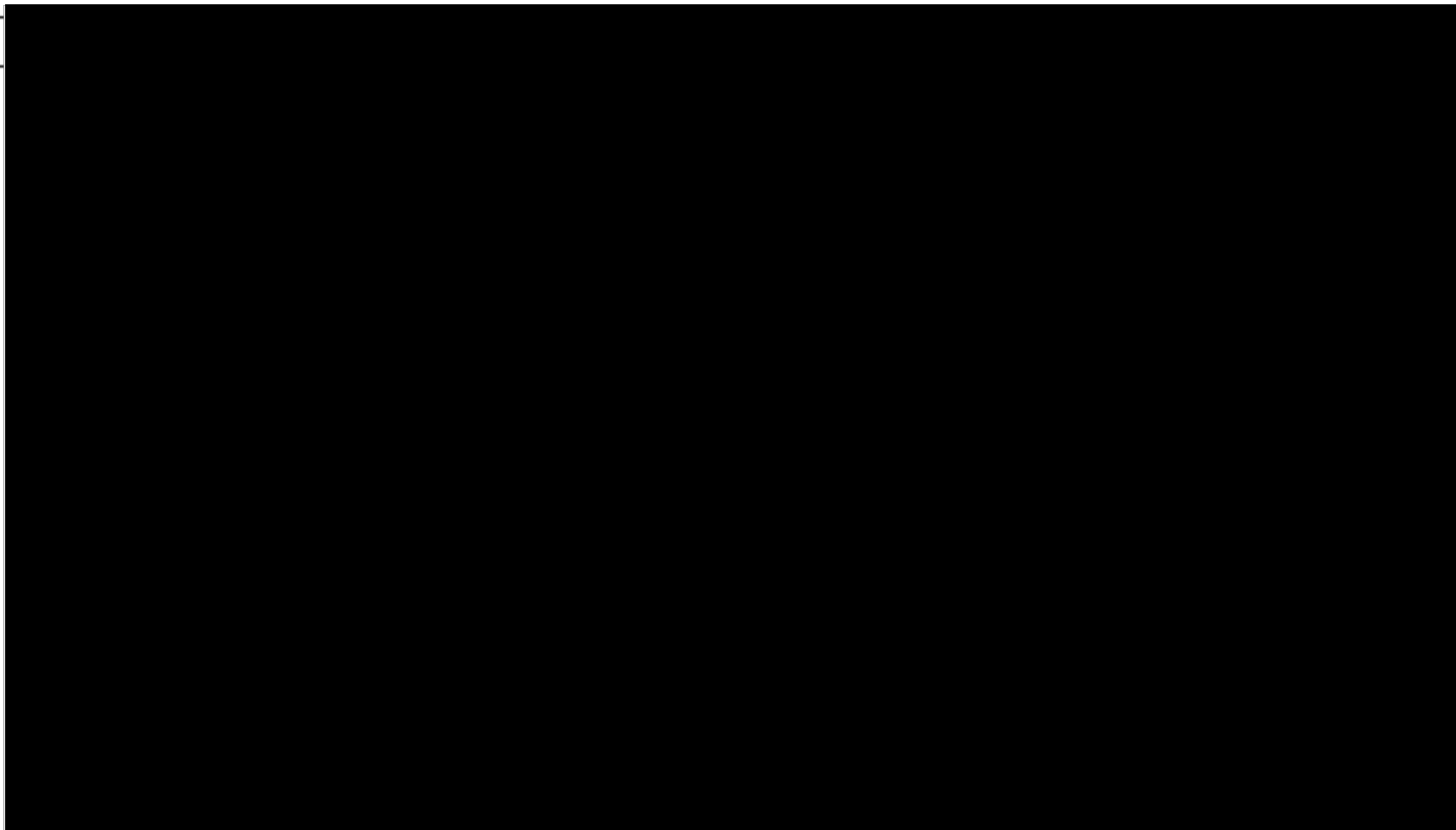
Last Name	First Name	Book#	FAC	Area
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Active Gang List

Last Name	First Name	Book #	FAC	Area	Gang
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# SAN DIEGO SHERIFFS DEPARTMENT

## History of Inmate



# INMATE WORKER BADGE COLOR INFORMATION



# PROCEDURE

The inmate worker deputy will determine inmate work assignments, this will prevent family members, friends, members of same criminal organizations or gangs selecting work assignments to ease the movement of contraband, drugs or information within the facilities.



# PROCEDURE

DEPUTIES AND PROFESSIONAL STAFF HAVE THE FUNCTIONAL RESPONSIBILITY OF SUPERVISING AND DIRECTING THE WORK AND CONDUCT OF THE INMATE WORKERS.

STAFF SUPERVISING INMATE WORKERS SHALL DILIGENTLY OBSERVE INMATE WORKERS DURING THE PERFORMANCE OF THEIR ASSIGNED DUTIES TO PREVENT:

BREACHES OF SECURITY (ESCAPE, DRUG DROPS, ETC.)  
MOVEMENT OF CONTRABAND (DRUGS, WEAPONS, ETC.)  
COMMUNICATION DISTRIBUTION (KITES, WILAS, ETC.)

# PROCEDURE

When personality issues or poor work standard develop with inmate workers, the inmate worker deputy will:

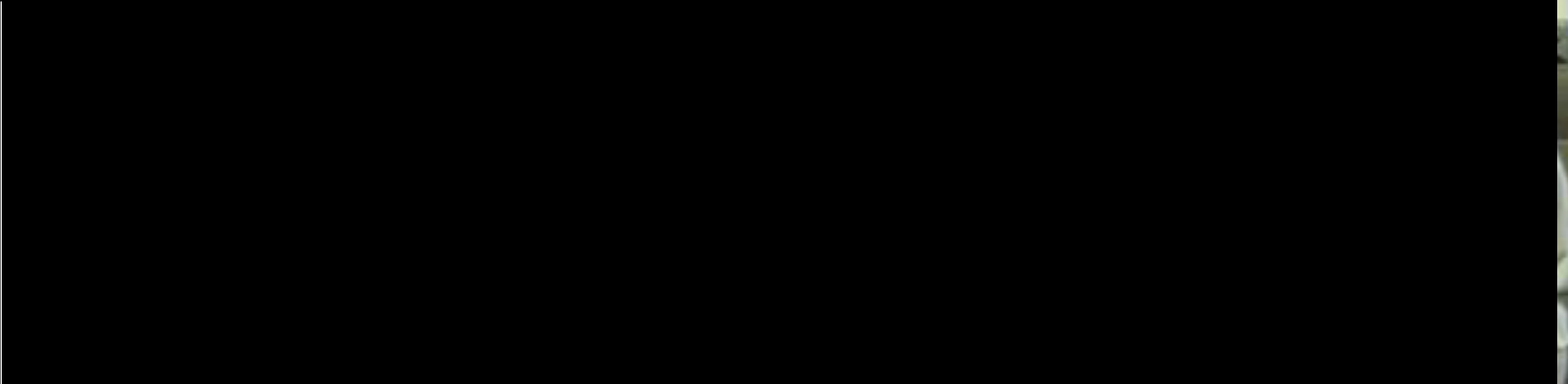
CHANGE INMATE WORK ASSIGNMENT

TAKE REMEDIAL ACTION (REMOVE INMATE WORKER STATUS).

# PROCEDURE

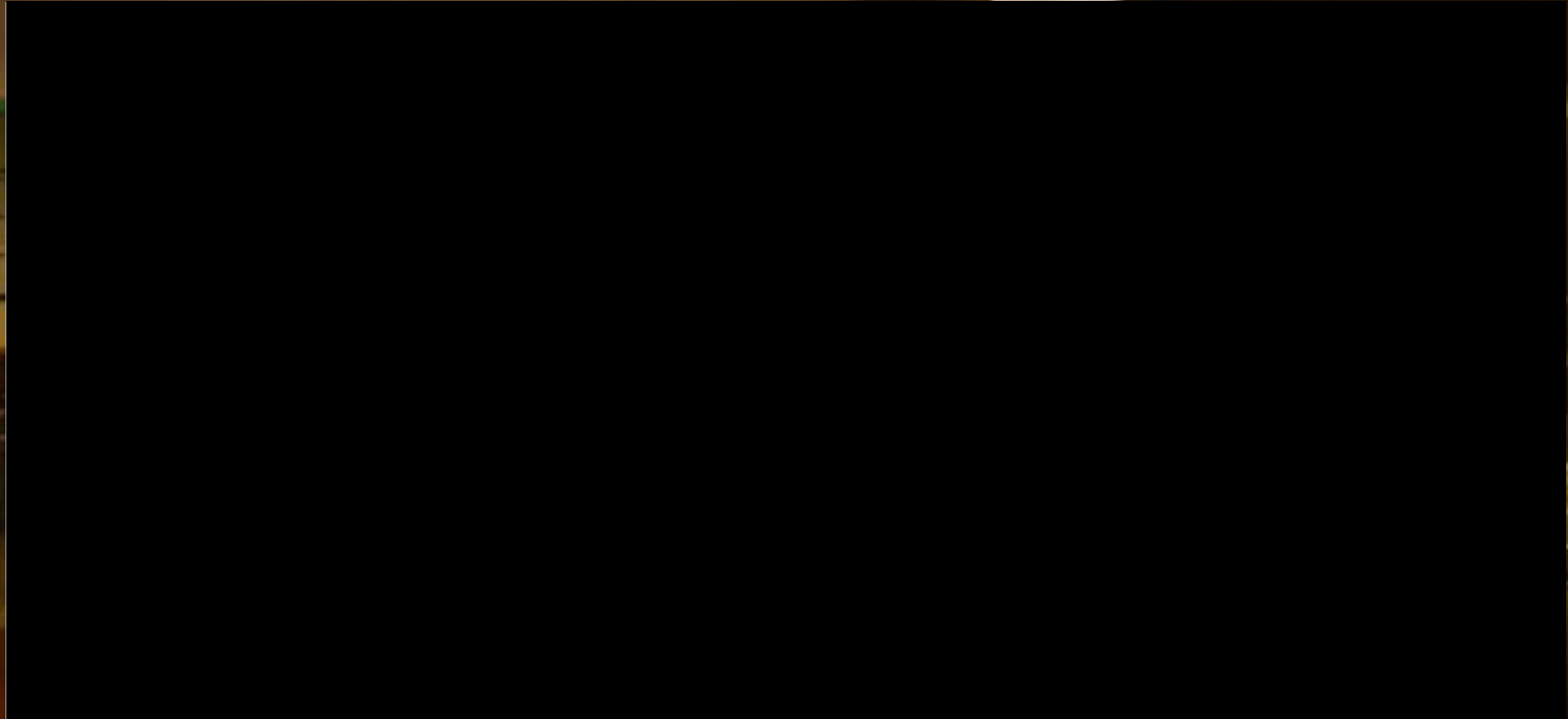
Deputies requesting that an Inmate Worker be “rolled up” (removed from inmate worker status) should refer the incident report (ISR) to the Inmate Worker Deputy for handling.

The Watch Commander must approve the incident report when an immediate “roll up” is requested.

















QUESTIONS?

