

DATE:	MAY 20, 2022
NUMBER:	S.1.S
SUBJECT:	SUPERVISION AND ASSIGNMENT OF INCARCERATED WORKERS

PROCEDURE

I. INCARCERATED WORKER LIMITS

- A. SBDF currently carries 48 inmate worker positions of which the percentage of sentenced and un-sentenced incarcerated individuals may vary as detention facility needs dictate.
- B. In individual cases, the bail amount may be waived.
- C. Sentenced incarcerated individuals becoming incarcerated workers assume an obligation to serve as an incarcerated worker for a period of time, which is determined by the Incarcerated Worker Deputy and the Correctional Counselor. This obligation is currently a 90 day period.

II. INCARCERATED WORKER ASSISGNMENT

- A. Only sentenced incarcerated workers will be allowed to work in security sensitive areas.
- B. Incarcerated workers working outside of the facility shall be sentenced and have 270 days or less remaining on their sentence and be thoroughly screened by the Incarcerated Worker Deputy.
- C. All hired incarcerated workers will watch a Bloodborne Pathogen Exposure Video and will complete a written test on the material covered. The written test along with the application for incarcerated worker will be filed in the incarcerated worker's Booking Jacket.
- D. Incarcerated workers assigned to "Janitorial Crew" will be fitted for N95 Respirator masks in order to avoid exposure to potentially hazardous clean-ups throughout the facility.

III. MAINLINE MODULE WORKERS

- A. Mainline module workers can be selected by any deputy on duty.
- B. A maximum total of nine mainline module workers are allowed per module.
- C. Selection criteria of mainline module workers will be based on a review of the incarcerated individual's charges, criminal history and disciplinary/incident history in JIMS.

1. Incarcerated individuals with violent charges towards law enforcement officers, extensive disciplinary history, or convictions of jail related crimes, will not be made mainline module workers.
 2. An incarcerated individual being prosecuted for their third strike will not be made a mainline module worker.
 3. Level 5 incarcerated individuals may be used as module workers, if deemed to fit the criteria in Section C.1 and 2. All level five module workers will be reviewed and approved by the watch commander. Upon approval by the watch commander, an Incarcerated Individual Status Report (ISR) will be documented for the chosen module worker.
- D. All incarcerated individuals work only under the authority and functional supervision of facility staff. No incarcerated individual has supervisory authority of responsibility nor may such authority or responsibility be delegated to an incarcerated individual.