

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures

DATE:	MAY 11, 2022
NUMBER:	S.1
SUBJECT:	SUPERVISION AND ASSIGNMENT OF INCARCERATED WORKERS
RELATED SECTIONS:	M.37 ; O.1 ; S.3 ; S.5 ; R.3 ; MSD B.4.1; Prison Rape Elimination Act

PURPOSE

To standardize the supervision and assignment of incarcerated workers within the Detention Services Bureau (DSB).

POLICY

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

PROCEDURE

- I. THE IWD DETERMINES INCARCERATED WORKER SUPERVISION AND ASSIGNMENTS
 - A. The IWD will review the current charges, run a criminal history records check and review incidents for all prospective incarcerated workers. The IWD will ensure the Incarcerated Worker Application (J-114A) form is completed and filed in the incarcerated person's custody record on all incarcerated workers. All incarcerated workers shall complete and sign an Incarcerated Person Medical Questionnaire (J-235) form to be reviewed by the IWD. The IWD is also responsible for enrolling incarcerated worker information into custody programs and conducting a weekly audit of all incarcerated workers to monitor their legal status and make appropriate changes. At the time an incarcerated person is selected as an incarcerated worker, the IWD will enter a 'W' in the Management Plan in the Jail Information Management System (JIMS). All incarcerated workers will be informed of the department's zero tolerance policy on sexual abuse and harassment and sign the Incarcerated Worker Contract (J-114) form as acknowledgment of the information. The IWD will ensure all incarcerated workers receive training on standard precautions and exposure to infectious agents, communicable diseases and/ or bloodborne pathogens. In addition, all incarcerated workers will receive annual refresher training in compliance with DSB Policies and Procedures (DSB P&P) section M.37. All incarcerated workers must have both the J-114 and J-114A forms filed in their custody record.
 - B. Deputies and other detention facility staff members using incarcerated workers have the functional responsibility of supervising and directing the work and conduct of the incarcerated workers during their shift. Incarcerated 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 incarcerated 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 incarcerated worker.
- D. Deputies requesting an incarcerated 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 incarcerated worker’s status will be referred to the IWD.

II. GENERAL CRITERIA FOR ASSIGNMENT OF INCARCERATED PERSONS TO INCARCERATED WORKER STATUS

- A. Incarcerated persons may either be sentenced or unsentenced, as detention facility needs dictate.
- B. The incarcerated person's bail amount should be one of several considerations evaluated during the incarcerated worker selection process. As such, there is no specific bail amount that by itself disqualifies an incarcerated person from incarcerated 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 incarcerated worker candidates.
- C. Incarcerated persons 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 incarcerated worker.
- D. No history of excessive violence.
- E. No incarcerated persons who have 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 facilitated by force while in the community.
- F. No California Penal Code section 1551.1 fugitives.
- G. Generally, incarcerated persons with escape records are unacceptable; however, an individual case may be reviewed and approved by the watch commander.
- H. No incarcerated persons with state prison commitments.

III. INITIAL INCARCERATED WORKER MEDICAL SCREENING

- A. All prospective incarcerated workers shall complete and sign a J-235 form. The completed form will be reviewed by health staff prior to being selected. Incarcerated persons will be cleared on a case by case basis and may be limited in work assignments based on established medical criteria.
- B. All prospective incarcerated workers will have a current chest x-ray on file (i.e., within the last six months).

IV. INCARCERATED WORKERS ASSIGNED TO FOOD HANDLING - HEALTH SCREENING

All food service incarcerated workers shall be screened and cleared by the facility health 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 incarcerated workers will receive or provide documentation of completing a Hepatitis A vaccination series.

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

VI. INCARCERATED WORKERS GOING TO COURT

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

VII. INCARCERATED 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 incarcerated person'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 incarcerated worker is dismissed from their duties and removed from the module in a timely manner.

VIII. INCARCERATED WORKERS PARTICIPATING IN VOCATIONAL PROGRAMS

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

IX. INCARCERATED 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.).

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 IWD's at the San Diego Central Jail, South Bay Detention Facility and Vista Detention Facility will limit the number of sentenced level 1 and 2 incarcerated workers to 15 percent of the total number of incarcerated workers authorized. In addition, the above-mentioned facilities shall hire incarcerated workers based on the following priority order:

- A. Sentenced Level 3 incarcerated persons
- B. Unsentenced Level 2 and 3 incarcerated persons
- C. Sentenced Level 1 and 2 incarcerated persons

XI. LENGTH OF ASSIGNMENT

Incarcerated workers will only be allowed an assignment for a period of one year at any one facility. After one year has been completed, the incarcerated will be transferred to another facility as an incarcerated worker. The IWD at each facility will be responsible for tracking and coordinating the movement. The facility commander has the option of extending an incarcerated worker's time for a period of six 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.