

DATE:	MAY 11, 2022
NUMBER:	S.3
SUBJECT:	INCARCERATED 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 incarcerated person work force.

POLICY

An incarcerated worker will not be removed from incarcerated worker status (rolled-up) without the watch commander or incarcerated worker deputy (IWD) having reviewed the incident report.

PROCEDURE

- I. When an incarcerated worker commits any violation of Incarcerated Person 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 (incarcerated worker wages)
 6. Loss of good/work time
 7. Loss of incarcerated worker status
 8. Disciplinary isolation
 9. Disciplinary diet
 - B. Whenever the disciplinary incident report is prepared and referred to the IWD, a copy shall be given to the watch commander, or shift sergeant, of the team that initiated the incident report.
 - C. Any incarcerated worker “rolled-up” shall be immediately removed from the work site.

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