



INMATE WORK CREWS

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail to have inmate works crews, when possible, as a part of the inmate worker program. Inmate work crews will provide inmates the opportunity to work, so they may learn job skills, develop work habits and have less idle time. Inmate work crews may reduce labor costs for local public entities or governmental agencies.

PURPOSE.

The purpose of this policy is to provide guidelines for inmate work crews.

OREGON JAIL STANDARDS:

- I-401 Inmate Work Programs
- I-402 Pretrial Detainees
- I-403 Convicted Inmates
- I-404 Compensation for Inmates
- I-405 Work Credit
- I-406 Inmate Worker Safety
- I-407 Supervision

REFERENCES:

- ORS 169.120, Credit for Work
- ORS 169.170, Assignment of County Prisoners to Public Work
- ORS 169.190, Transfer of Prisoners to Another County For Public Work
- ORS 169.210, Contracts for Private Employment of Prisoners; Agencies having Power to Work Prisoners
- ORS 169.320, Control over Prisoners; Work by Prisoners

DEFINITIONS:

Work Center (WC). The WC is a medium security corrections facility, adjacent to the AJ, which houses sentenced inmates. Inmates at the WC may participate in the work program; inmate works crews, cognitive skills programs or treatment programs.

Inmate Worker Coordinator. The Inmate Worker Coordinator is an assigned supervisor or designee, responsible for programs in the AJ.

Inmate Work Crew. An inmate work crew is a group of sentenced inmates assigned to a work detail for a public entity or community service project, under direct supervision of a deputy.

PROCEDURES.

SECTION A: RESTRICTIONS ON OR REQUIREMENTS TO WORK

A-1. In accordance with AJ Policy *CD-11-5, Inmate Worker Program*, inmates do not have the right to work in an inmate worker position. An assignment to work is considered a privilege and may be revoked at any time. However, sentenced inmates may be required or assigned to work involuntarily.

SECTION B: RECOMMENDATION AND REQUIREMENTS

B-1. Programs deputies, supervisors and medical/behavioral health members may recommend a particular inmate for review for eligibility for the inmate worker program. See AJ Policy *CD-11-5, Inmate Worker Program*.

B-2. Inmates will receive work credit in accordance with AJ Policy *CD-11-5, Inmate Worker Program* and ORS 169.120. Time credit will be recorded on the *Work Credit Adjustment Form No. 614*. Inmates serving a parole sanction may work without receiving work credit, on a voluntary basis, provided they sign a *Hold Harmless Statement Form No. 630*. The Sheriff's Office will not provide monetary compensation, but inmates may receive extra privileges, such as extra recreation and/or expanded commissary privileges.

B-3. A work position is a privilege earned by good behavior. Inmates must meet the conditions as outlined in *Inmate Work Crew Review Form No. 690*.

B-4. A programs deputy will interview eligible inmates to evaluate their skills, goals and limitations. The inmate will be assigned a role that will best meet their abilities and needs, and the needs of the AJ.

B-5. High risk or maximum security inmates are not eligible. Known risk factors, such as convictions for escape or violent crimes, will be evaluated and may impact eligibility for the program.

B-6. Members will not discriminate based on sex, race, religion, disability, or national origin in the selection process, in accordance with AJ Policy *CD-11-5, Inmate Worker Program* and the Americans with Disabilities Act (ADA).

B-7. The Medical Unit will complete a health assessment on any inmate considered for a work assignment. Inmates will not be assigned to any work without this clearance. The *Inmate Worker Medical Authorization Form No. 628* is used to document the assessment.

B-8. See AJ Policy *CD-11-5, Inmate Worker Program*, for additional requirements.

SECTION C: ORIENTATION AND TRAINING

C-1. See *AJ Policy CD-11-5, Inmate Worker Program*.

SECTION D: WORK CREW SUPERVISION

- D-1.** Inmates will not supervise other inmates or have any authority over them. Deputies supervise inmate work crews. Supervision may be complimented by non-sworn members (public works officials may monitor work progress or proper procedures). The Sheriff or designee will authorize supervision by non-sworn members (Building Maintenance Unit (BMU) or the Automotive Unit).
- D-2.** Deputies must not compromise safety or security while supervising a work crew. The number of deputies an inmate work crew will need depends on where the work is taking place; the type of work; the type of tools, materials, and equipment accessible to the inmates; and the complexity of the work being performed. Male and female inmates shall not be on the same work crew.
- D-3.** Items found by inmates while on work crews, will be immediately turned over to a deputy. The items may be thrown away or otherwise be properly disposed of if they have no significant value. Discovered items that appear to have value may be surrendered to the public works agency having jurisdiction of the property on which it was found. Any other disposition must be approved by a supervisor. Inmates will not keep any items.
- D-4.** Inmates will eat lunches and beverages provided by the AJ. The Captain or designee will approve exceptions. No private citizen may provide any food item for inmate consumption.
- D-5.** Unnecessary contact between inmates and the general public will be avoided. This includes not allowing inmates to use public restrooms or enter buildings such as stores, offices, or any location contraband may be located. Any exception needs to be an emergency. Entering a public works warehouse, shop, barn, or facility may be allowed, if it is necessary to carry out the particular work project.
- D-6.** Schools in session will be notified prior to any work scheduled within a ¼ mile of the school.
- D-7.** See *AJ Policy CD-11-5, Inmate Worker Program* for further information.

SECTION E: TOOLS AND EQUIPMENT

- E-1.** Inmates will be properly dressed in appropriate work clothing provided by the AJ. Clothing may include:
- a. T-shirts, socks, work coveralls, jackets and work boots.
 - b. Gloves will be available, and may be required depending on the work detail.

- c. Safety vests will be worn. Standard mesh vests are suitable for most situations except ANSI-type reflective vests will be worn by all inmates and members when working on or within 15 feet of a street or highway.
 - d. Eye protection will be worn by inmates using power equipment or when using striking tools such as hammers or picks.
 - e. Ear protection will be worn while around power equipment that makes significant noise according to supervising deputies' judgment.
 - f. Hard hats will be worn by inmates while working around large power equipment (such as towable chipper shredders), when lifting any item over the height of their heads, or in the opinion of a supervising deputy in any situation posing a threat of falling material.
- E-2.** At a minimum, each work crew vehicle will be equipped with the following:
- a. A work crew trailer that includes a self-contained restroom.
 - b. An emergency first aid kit.
 - c. An automated external defibrillator (AED).
 - d. A spare tire and tool kit.
 - e. A portable radio and a cell phone.
 - f. An amber light mounted on the vehicle roof.
 - g. A safety sign (at least 3 feet across) to inform others of the presence of an "INMATE WORK CREW."
 - h. Any other emergency equipment supplied in all Sheriff's Office vehicles.
- E-3.** Work crew vehicles or trailers will carry adequate food and beverages for the work crew and supervising work crew deputies. The trailer will have adequate hand washing equipment and the restroom will be emptied as needed, at an approved location, twice weekly or as needed as determined by work crew deputies.
- E-4.** Hand and power tools will receive a visual inspection by deputies at the beginning and end of each workday, whether or not they are property of the Sheriff's Office. Any damaged equipment will be noted and reported to the agency owning the tools, using the appropriate chain of command.
- E-5.** In an effort to comply with OSHA and any other industrial safety standards, the following precautions will be followed:
- a. All manufacturers' safety guards or devices will remain intact and operational on all Sheriff's Office power tools accessible to inmate work crews.
 - b. All Sheriff's Office fuel containers used by inmate work crews will be red in color and clearly labeled, "GASOLINE."
 - c. Supervising deputies will ensure inmates are trained or directed in the use of all power tools to ensure the operation is safe, appropriate and reasonable at all times.
 - b. Power cords will be visually inspected before and after each work assignment.

- c. Damaged or frayed electrical cords will not be used, will be reported immediately and replaced as soon as practical.

SECTION F: SECURITY MEASURES & EMERGENCIES

- F-1.** Inmate workers shall not be allowed to repair or work on Sheriff's Office owned security equipment, on or off the Sheriff's Office campus. This restriction includes locks, keypads, security cameras, security gates or fencing. Members will not place inmate workers in positions that would provide them with knowledge of any county security system or equipment.
- F-2.** Deputies will wear portable radios when supervising inmate work crews. When the work assignment is off site, the radio will be set to the main Sheriff's Office channel. Deputies will inform dispatch of their location, the number of deputies and inmates at that location and the nature of the detail (for example, a work crew). Deputies will contact dispatch whenever their crew location changes, when work at a particular location is complete and when they return to the AJ.
- F-3.** Inmates returning from outside work crew assignments will receive an unclothed search in accordance with AJ Policy *CD 8-7, Inmate Searches*. Unclothed searches are logged in the Jail Management System (JMS).
- F-4.** Deputies will immediately report suspicious incidents or circumstances to dispatch and a supervisor. This may include persons observed driving by a work site repeatedly; attempting to communicate with any inmate or anything observed that creates a security risk suspicion.
- F-5.** Any escape or attempted escape will be dealt with as per AJ Policy *CD-13-6, Escapes*. The first priority is the safety and security of the remaining inmates. After initial action and communication with dispatch, work crew deputies will suspend work crew activity, gather the remaining inmates, place them into the work crew vehicle and return them to the WC in an orderly, quick and safe manner. As soon as practical, the Captain will be notified through the chain of command. Work crews will resume at the direction of the Captain.
- F-6.** In the event of an emergency, supervising deputies will follow these steps:
 - a. Advise dispatch of the emergency. Notify the patrol supervisor and request additional members for assistance.
 - b. Assess the situation and if appropriate, render first aid when it is safe to do so.
 - c. Request Emergency Medical Service (EMS) when appropriate.
 - d. Place uninvolved inmate workers in the work crew vehicle.
 - e. Notify the Captain through the chain of command as soon as practical.
 - f. Transport any injured person(s) to the local emergency room or other appropriate health care facility (urgent care clinic, etc.).

- g. Return to the WC when appropriate.
- h. Submit necessary inmate worker injury/accident and/or incident reports.

F-7. In the event of extreme or inclement weather, such as a local thunderstorm, supervising deputies may temporarily suspend the work activity to seek cover in the work crew vehicle or under other appropriate cover (such as on-site public works shop or garage). If it appears the weather will not subside in a reasonable amount of time, the work crew will return to the WC. Notify a supervisor as soon as practicle.

FORMS USED:

- Incident Report Form (JMS)
- Inmate Worker Agreement Form No. 604
- Work Credit Adjustment Form No. 614
- Inmate Worker Medical Authorization Form No. 628
- Inmate Worker Hold Harmless Statement Form No. 630
- Work Crew Eligibility Requirements Criteria Form No. 690
- Inmate Worker Injury/Accident Report