

## **Inmate Workers**

### **2004.1 GENERAL**

- (a) Inmates in custody may volunteer and be considered for worker assignments.

### **2004.2 WORK TIME**

- (a) Any inmate who is eligible and willing to work, (regardless of whether they actually receive a work assignment) will receive one (1) day "work time" credit for each four (4) days in custody. These credits will be deducted from the inmate's sentence.

### **2004.3 WORKER SELECTION**

- (a) The Screening/Work Deputy has the primary responsibility for selecting and screening those inmates requesting worker status. Pre-sentenced and sentenced inmates may be screened for work opportunities. The inmate's classification, health status and the need for workers will be considered in the selection process.
- (b) An inmate shall not be discriminated against for worker assignments due to their gender, race, religion or national origin. In addition to receiving work time credit, working inmates are granted privileges not given to non-workers.
- (c) Screening/Work Deputy shall conduct a weekly audit of all pre-sentenced and sentenced inmate workers to see if their release status has changed.

### **2004.4 INMATE EVALUATION**

- (a) The Screening Deputy will evaluate each inmate on the basis of the booking charges, prior arrest record, comments from other Deputies, physical and mental capabilities, conduct and additional charges/holds.

### **2004.5 SELECTION OF INMATE WORKERS**

- (a) Inmate workers will be selected for work assignments on the basis of present need, physical and mental capabilities, as well as length of sentence.
  - 1. Present need: As openings occur in individual job assignments or work details, the vacancy will be filled as soon as possible.
  - 2. Capability: Every effort will be made to fill a vacant job assignment with an inmate who is both physically and mentally capable of satisfactory performance.
  - 3. Length of Sentence: An inmate with a reasonably long jail sentence will be given consideration for those job assignments which require some training in order to perform satisfactorily.

### **2004.6 HOUSING OF INMATE WORKERS**

- (a) Each jail facility will set aside a housing location to be designated as inmate worker housing.

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- (b) Inmates assigned to work details will be given a bunk assignment that correlates to their work assignment.

#### **2004.7 INMATES INELIGIBLE FOR WORK ASSIGNMENTS**

- (a) The Screening Deputy will disqualify or restrict work assignments for any inmate worker if the Deputy has knowledge of the following:
  - 1. Poor Conduct: Knowledge of prior conduct by the inmate which resulted in disciplinary action on major rule violations on three (3) or more occasions. This inmate may be reconsidered for work if they have thirty (30) days of time with no rule violations.
  - 2. Dangerous Person: A known deranged or dangerous inmate.
  - 3. Current Charge of Felony Assault against a Peace Officer: An inmate convicted of a felony assault against a Peace Officer (P.C. Sections 241, 243 and 243b).
  - 4. Classified as an Escape Risk: An inmate who is considered an escape risk due to reliable information having been received concerning prior escape attempts or escape plans.
  - 5. Incapacitated: An inmate physically or mentally incapable of performing any type of work (This inmate will not lose work time due to their disability).
  - 6. Unwilling to Work: An inmate who refuses to work as an inmate worker is indicated as a refusal per Work Status form (This inmate will not earn work time).

#### **2004.8 RE-SCREEN INMATES**

- (a) The Screening Deputy will maintain a file of all inmates requesting worker status who have yet to be assigned. All qualified inmates who were temporarily rejected will be re-screened for the purpose of meeting the needs of the facility.

#### **2004.9 WORK CREW ASSIGNMENTS**

- (a) An inmate selected to work will be assigned a work crew assignment by the Work/ Screening Deputy at the facility in which they are housed. Examples of work crew assignments include but are not limited to are:
  - 1. Kitchen Crew
  - 2. Laundry Crew
  - 3. Paint Crew
  - 4. Sewing Crew
  - 5. Barbers
  - 6. Runners
  - 7. Cleaning Crew
  - 8. Bus Washing Crew

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9. Clothing Exchange Crew
10. Module Worker
11. Shoe Shine Worker
12. Landscape Crew
13. Warehouse Worker
14. Each work crew will have a set schedule of hours and days worked. Inmates will be provided a reasonable amount of time off between work assignments to sleep, participate in Correctional Programs, dayroom or outdoor recreation.

#### **2004.10 WORKER PRIVILEGES**

- (a) In addition to good-time and work-time, inmate workers may receive certain privileges that are not afforded to other inmates. Examples may include:
  1. Extra Dayroom/Outdoor Recreation
  2. Daily Clothing Exchange
  3. Extra Meal Portions

#### **2004.11 INMATE WORKER STANDARDS**

- (a) Inmates assigned to a work detail and housed in worker areas have been given a position of responsibility. They are expected to perform their assignment in a proper manner and set an example for non-working inmates. Inmate workers receive extra privileges which include work status and work time credits. In order to receive these extra privileges, inmate workers must comply with the following work standards:
  1. Inmate Worker Grooming
  2. Workers will maintain proper personal hygiene by showering daily.
  3. All workers, regardless of gender, will wear hairnets to cover long hair and/or long beards when handling food. Workers with short-trimmed hair or beards may use a disposable worker hat in place of a hairnet.
- (b) Satisfactory Work Performance
  1. Follow the directives given by the work supervisor.
  2. Perform assigned duties to the specifications of the work supervisor.
  3. Inmate workers will work their assigned position. A request for a change of work assignment must be directed to the work Deputy.
  4. If volunteers are needed for a work assignment, the Deputy will select the inmates needed for work. This will be done in an orderly manner to allow all workers an equal opportunity.
- (c) Jail Rules
  1. Inmate workers shall adhere to all the jail rules.

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(d) Work Assignment Changes

1. The Screening Deputy may make work assignment changes, as deemed necessary, in order to fill all needed positions on the roster.
2. Inmates who have failed the medical screening for specific job assignments and/or have restricted worker status, will be restricted from working in assignments such as the kitchen and dining room areas.
3. If an inmate changes work assignments, it is the responsibility of the Work/Screening Deputy to update the inmate's bunk assignment to coincide with their work assignment.

(e) Inmate Request for Change of Work Assignment

1. An inmate worker may request a job change after they have worked at his assigned detail for a minimum of thirty days. They must submit an inmate message slip to the work Deputy detailing the work assignment desired and the reason why they should be considered for the change.

#### **2004.12 WORK STATUS FORM**

- (a) All inmates who are screened and meet eligibility requirements will be required to sign a Work Status Form. The Work Status Form requires that each inmate complies with the jail rules and worker standards. The completed form will be forwarded to Inmate Records for inclusion in the inmate's file.

#### **2004.13 REMOVAL FROM WORK STATUS**

(a) Refusals

1. Inmates may sign a work refusal on the work status form when first asked to work or at any time as a worker.
2. The Deputy/SSO/CSA will ensure the inmate understands signing a work refusal excludes them from receiving work time credits. The Deputy/SSO/CSA will write the work refusal reason at the bottom of the work status form. The work status form refusal will be placed in the inmate's file.
3. Inmates refusing to work due to religious beliefs or a medical condition will be referred to Inmate Services or Correctional Health Services, respectively, for determination. The work status form will be stamped by the screening/work Deputy, "Hold for Verification." During the determination process, inmates shall not be denied work time credits. Once a determination has been made by Inmate Services or Correctional Health Services, the work status form shall be annotated to reflect the determination and sent to the appropriate Classification Sergeant for review who will send the completed form to Inmate Records immediately.

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#### **2004.14 PERMANENT LOSS OF WORK STATUS**

- (a) An inmate will only be given three (3) chances to return to a new work assignment. If on the third chance the inmate remains unfit, uncooperative, or fails to adhere to jail/worker rules they will be removed permanently from Work Status.
- (b) When an inmate worker permanently loses work status, he will be assigned another housing location. They will lose work time credit for the entire period off work status and will not be reconsidered for another work assignment only if they signed a work refusal or lost work status due to jail/worker rule violations.

#### **2004.15 SUPERVISION OF INMATE WORKERS**

- (a) Inmate workers shall be supervised by custody staff whenever they are not secured in a cell or locked down. For purposes of this subsection, supervision means:
  - 1. Maintaining direct observation of the inmate workers,
  - 2. Providing clear directions to the inmate workers, with consideration for safety and best practices (e.g., handling of cleaning supplies, use of equipment, etc.); and
  - 3. Monitoring the quality of work performed and making necessary inmate worker rotations consistent with CCOM Section 2004 - Inmate Workers.