

POLICY AND PROCEDURES

NUMBER: 1602

SUBJECT: Inmate Work Programs

ACA STANDARDS: 4-ALDF-5C-06, 07, 08, 10, 11, 12

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 11/00, 8/02, 5/05,
10/08, 10/12



I. POLICY

The St. Louis County Department of Justice Services shall establish internal facility work assignments for inmates, consistent with the security status and the needs of the facility, and to provide inmates with the opportunity to develop good work habits and attitudes.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. Pre-trial and sentenced inmates may volunteer for the Inmate Work Program, although sentenced inmates will be required to participate as part of their individual treatment plan.
2. Inmates will not be denied participation in work programs because of their sex, race, national origin, religion or physical disabilities.
3. [Inmates shall not perform any work details outside the secure perimeter *unless authorized by the Director or his/her designee.*]
4. Inmates will not be required to perform any work detail beyond their physical ability.

5. Inmates will be informed about the inmate work program during the orientation process and the inmate handbook will also contain information regarding the program.
6. Inmates may volunteer for the inmate work program by submitting a written request to the Corrections Case Manager.
7. The Corrections Case Manager on the housing unit floor shall forward the request to the Corrections Case Manager in charge of inmate work assignments.
8. Inmate working conditions comply with all applicable federal, state or local work safety laws and regulations.

B. Inmate Eligibility

1. The Corrections Case Manager will conduct an interview with the inmate to include but not be limited to, past employment, work assignment, ability to take orders and to work with other inmates.
2. The inmate's eligibility for the inmate work program will also be determined by their custody classification. A Corrections Case Manager will review the inmate's file for charges of escape, attempted escape, violent behavior, institutional rule violations and medical status, prior to assigning or recommending an inmate for work duties.
3. The Corrections Case Manager responsible for assigning institutional workers will maintain files on all inmate workers and an eligibility list for future inmate workers.

C. Guidelines for Inmate Workers

1. Inmate workers will comply with good grooming standards and will shower daily.
2. Workers will comply with the rules and regulations governing all inmates. ([See Policy #1804 Rules and Discipline](#))
3. Workers will not leave their housing units unless authorized by the Housing Unit Officer.
4. Workers will be ready to leave for work **Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe**

and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

5. When moving through the facility, workers will not communicate with other inmates unless their job requires it.
6. Inmate workers will not pass messages, contraband or do favors for other inmates.
7. Workers will be courteous and cooperative with staff at all times.
8. Failure to complete a task will be reason for disciplinary action.

D. Facility Work Assignments

1. The Corrections Case Manager will assign inmates to an area that is most compatible with his/her skills, experience, work preference or physical limitations.]
2. Facility work assignments are Food Service, Laundry and Facility Maintenance. Food Service workers must be screened by Corrections Medicine staff. ([See Policy #1004 Food Service Employee Health/Safety Standards](#))
3. Inmate workers will wear clothing that is distinctive from other inmates (e.g., orange uniforms).
4. Inmate workers who are given special work assignments, (e.g., paint details, special cleaning assignments) will be issued protective clothing and equipment as prescribed by health and safety regulations. Such clothing may include:
 - a. Latex or heavy rubber gloves
 - b. Protective eye and respiratory gear
 - c. Rubber boots and aprons.
5. Male inmate workers will be housed in a separate direct supervision housing unit.
6. Female inmate workers will be housed in a female housing unit. However, if a large number of inmate workers are female, they may be moved to a separate housing unit.

7. Before an inmate is assigned duties, the supervising staff member will ensure that the worker is properly trained to use all tools, equipment and supplies required for that assignment. Verification of training shall be documented and kept on file by supervising staff. (See Attachment #1)
8. While on duty, certain inmate workers may travel unescorted within the secure confines of the facility. They will only be allowed access to areas where they are working. ([See Policy #834 Inmate Movement](#))
9. Inmate workers will not supervise other inmates on any projects or work assignments.
10. Inmate workers may work up to eight (8) hours per day except in the case of facility emergencies. The shift an inmate works will be based on the needs of the facility.
11. Inmate workers will earn 'good time' as compensation for successful work participation and additional privileges as determined by the Unit Manager and Corrections Case Manager. Inmates may also earn "Certificates of Achievement" for successfully completing training and for working a set amount of hours.

E. Housing Unit Work Assignments

1. Inmates who volunteer to become facility workers but do not qualify for the program will be placed on an eligibility list to be used as housing unit workers.
2. Pre-trial inmates who participate in the work program and cannot earn 'good time' will also be afforded additional privileges to be determined by the Unit Manager and Corrections Case Manager.
3. The housing unit duties will consist of the following:
 - a. Housekeeping
 - b. Distribution of meals
 - c. Laundry duties.
4. Housing unit workers will work up to eight (8) hours per day except in the case of a facility emergency.

5. Housing unit workers will wear the same uniform as the rest of the inmates within the housing unit, (i.e., Khaki shirt/pants).
6. Housing unit workers will comply with the rules and regulations governing all inmates.
7. Housing unit workers will be trained as necessary by the Housing Unit Officer.
8. Housing unit workers will be closely supervised during distribution of meals and linen/clothing exchange. The Housing Unit Officer will observe workers and ensure that all items are distributed appropriately.
9. Workers assigned to the Medical/Mental Health Infirmary and Disciplinary/Administrative Segregation units will assist the Housing Unit Officer with serving meals and issuing linens and clothing.

F. Removal from Work Program

1. Inmate workers who receive a major rule violation or several minor rule violations can be removed from the Inmate Work Program in accordance with Department policy. ([See Policy #1804 Rules and Discipline](#))