

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.00 Inmate Workers Policies and Procedures

Support Services shall be responsible for inmate worker management. Assignments, job classifications, work schedules, and all other matters pertaining to an inmate's work time and status are the responsibility of Support Services. Support Services shall consult with the Bridge Fugitive/USM liaison, the Centralized Classification Unit (CCU), Health Services, Transportation, and other department entities as needed.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.05 Inmate Worker Supervision

Inmate workers shall be supervised by facility safety and professional staff.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.10 Inmate Worker Eligibility

Inmate worker candidates shall:

- Be sentenced to 60 days or more
- Inmate candidates shall only have a General Population (GP) Level of 4, 5, 6, or 7
- Disciplines shall be minor and infrequent based on the totality of an inmate's record

Current medical inmates may be considered for inmate worker positions on a case by case basis in consultation with Centralized Classification Unit (CCU) and Health Services

Disqualifying factors include but are not limited to the following:

- Excessive (more than 2 minor disciplines during the current stay), felonious, or violent discipline records
- Any arrest for PC187, PC261, or similar crimes
- Prior arrests for the following crimes and any subsections shall be considered on a case by case basis and approved by the Support Services sergeant: PC241, PC242, PC243, PC244, PC245, PC246, PC247, PC248 and any other violent crimes
- Current GP Level 1, 2, 3, AH, PC, PCAH, SMI, and SMIL inmates shall not be considered for inmate worker positions (Past bookings in this class may be considered)
- The totality of circumstances of any inmate's arrest and/or criminal history may be deemed disqualifying with the approval of the Support Services sergeant
- The totality of circumstances of any inmate's institutional behavior in this or any other facility, including in-county, out-of-county, state prison, out-of-state, federal, foreign, or private facility, may be deemed disqualifying with the approval of the Support Services sergeant

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.15 Criteria for Job Assignment

Support Services staff shall determine the acceptance of a potential inmate worker and the inmate worker's assignment based on criteria including, but not limited to the following:

- Security classification
- Classification of crime
- Criminal history
- Conduct and behavior
- Disciplinary record
- Gang affiliation
- Length of sentence
- Prior classification
- Suicide attempts
- Health
- Pending holds
- Language barriers
- Current address
- Education level
- Prior inmate worker history
- Special training or skills
- Willingness to work
- Ability to work with others

Support Services staff may consider an inmate worker's work experience but will generally, fill vacant positions first. Inmate workers who have holds or are High Profile inmates shall only be allowed to work inside the secure areas of the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.20 Inmate Worker Selection

Upon being identified as an eligible worker, the inmate shall successfully complete the following process:

- The inmate shall be cleared by Health Services staff
- The inmate shall be interviewed by Support Services staff

Inmate workers shall comply with all bureau and facility rules and the Inmate Worker Standards Agreement (ASU#100415). Inmate workers shall not report to a work assignment until the Inmate Worker Standards Agreement is signed. Inmate workers shall not receive special privileges.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.25 Inmate Worker Assignments

Inmate jobs include but are not limited to crews for:

- Administration
- Bridge
- Clothing exchange
- Intake
- Kitchen
- Laundry
- Law library
- Floor
- Officer's Dining Room (ODR)
- Receiving
- Special projects
- Warehouse

Support Services may create additional duties and job classifications based on the needs of the facility. Additions shall be approved by the Support Services sergeant prior to implementation.

Inmates may request specific assignments but shall not be permitted to select their own assignments. Assigning relatives to work together may also create conflict; and therefore, is not recommended. Staff shall consider the following before granting an inmate an assignment request:

- Potential for contact with inmates of the opposite sex
- Potential for escape
- Potential for passing contraband
- Potential for theft
- Potential for violence

Support Services shall make and/or consider necessary or requested changes to inmate workers' job assignments, hours, and shifts. Any changes shall be approved by the Support Services sergeant.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.00 Inmate Workers Policies and Procedures

Support Services shall be responsible for inmate worker management. Assignments, job classifications, work schedules, and all other matters pertaining to an inmate's work time and status are the responsibility of Support Services. Support Services shall consult with the Bridge Fugitive/USM liaison, the Centralized Classification Unit (CCU), Health Services, Transportation, and other department entities as needed.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.50 Inmate Worker Sleep Periods

Housing unit staff may use discretion to extend lights out to 0200 hours to accommodate the schedules of late workers for showers, television time, day room, etc.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.15 Criteria for Job Assignment

Support Services staff shall determine the acceptance of a potential inmate worker and the inmate worker's assignment based on criteria including, but not limited to the following:

- Security classification
- Classification of crime
- Criminal history
- Conduct and behavior
- Disciplinary record
- Gang affiliation
- Length of sentence
- Prior classification
- Suicide attempts
- Health
- Pending holds
- Language barriers
- Current address
- Education level
- Prior inmate worker history
- Special training or skills
- Willingness to work
- Ability to work with others

Support Services staff may consider an inmate worker's work experience but will generally, fill vacant positions first. Inmate workers who have holds or are High Profile inmates shall only be allowed to work inside the secure areas of the facility.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.10 Inmate Worker Eligibility

Inmate worker candidates shall:

- Be sentenced to 60 days or more
- Inmate candidates shall only have a General Population (GP) Level of 4, 5, 6, or 7
- Disciplines shall be minor and infrequent based on the totality of an inmate's record

Current medical inmates may be considered for inmate worker positions on a case by case basis in consultation with Centralized Classification Unit (CCU) and Health Services

Disqualifying factors include but are not limited to the following:

- Excessive (more than 2 minor disciplines during the current stay), felonious, or violent discipline records
- Any arrest for PC187, PC261, or similar crimes
- Prior arrests for the following crimes and any subsections shall be considered on a case by case basis and approved by the Support Services sergeant: PC241, PC242, PC243, PC244, PC245, PC246, PC247, PC248 and any other violent crimes
- Current GP Level 1, 2, 3, AH, PC, PCAH, SMI, and SMIL inmates shall not be considered for inmate worker positions (Past bookings in this class may be considered)
- The totality of circumstances of any inmate's arrest and/or criminal history may be deemed disqualifying with the approval of the Support Services sergeant
- The totality of circumstances of any inmate's institutional behavior in this or any other facility, including in-county, out-of-county, state prison, out-of-state, federal, foreign, or private facility, may be deemed disqualifying with the approval of the Support Services sergeant

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.25 Inmate Worker Assignments

Inmate jobs include but are not limited to crews for:

- Administration
- Bridge
- Clothing exchange
- Intake
- Kitchen
- Laundry
- Law library
- Floor
- Officer's Dining Room (ODR)
- Receiving
- Special projects
- Warehouse

Support Services may create additional duties and job classifications based on the needs of the facility. Additions shall be approved by the Support Services sergeant prior to implementation.

Inmates may request specific assignments but shall not be permitted to select their own assignments. Assigning relatives to work together may also create conflict; and therefore, is not recommended. Staff shall consider the following before granting an inmate an assignment request:

- Potential for contact with inmates of the opposite sex
- Potential for escape
- Potential for passing contraband
- Potential for theft
- Potential for violence

Support Services shall make and/or consider necessary or requested changes to inmate workers' job assignments, hours, and shifts. Any changes shall be approved by the Support Services sergeant.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.55 GBTI Inmate Workers

Gay, Bisexual, Transgender, and Intersex (GBTI) inmates shall be allowed to participate in inmate worker programs. Under no circumstances shall an GBTI inmate be denied a position as an inmate worker solely due to GBTI status. GBTI inmate workers shall be housed separately from other non-inmate workers in accordance with Bureau Policy 11.200.00.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.40 Inmate Workers and Discipline

Inmate workers are required to follow the same facility rules as other inmates. Inmate workers who violate rules are subject to the same discipline and discipline process as other inmates. Inmate workers shall be returned to the inmate worker housing unit pending the discipline review.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.05 Inmate Worker Supervision

Inmate workers shall be supervised by facility safety and professional staff.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.30 Job Tasks Prohibited to Inmate Workers

Inmate workers shall not be assigned job tasks allowing them access to sensitive information, supervision of other inmates, or weapons. The following are examples of tasks inmate workers shall not be assigned:

- Answering telephones
- Copying inmate booking jackets
- Distributing medication to inmates
- Filing medical records
- Fingerprinting
- Packaging inmate property
- Position of authority over other inmates
- Working on department computers

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.35 Inmate Worker Reporting for Work

Inmate workers shall report to the following supervisory personnel:

Job Location	Supervisory Personnel
Administration	Administrative secretary
Bridge	Duty officer
Clothing exchange	Clothing exchange SCS
Floor crew	Floor crew SCS
Intake	Intake deputies
Kitchen	Supervising cook
Officer's Dining Room	Supervising cook
Laundry	Laundry SCS
Library	Library SCS
Receiving	Receiving SCS
Fire safety	Fire safety SCS
Special projects	Special projects SCS
Transportation	Transportation deputies
Warehouse	Stores specialist

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.20 Inmate Worker Selection

Upon being identified as an eligible worker, the inmate shall successfully complete the following process:

- The inmate shall be cleared by Health Services staff
- The inmate shall be interviewed by Support Services staff

Inmate workers shall comply with all bureau and facility rules and the Inmate Worker Standards Agreement (ASU#100415). Inmate workers shall not report to a work assignment until the Inmate Worker Standards Agreement is signed. Inmate workers shall not receive special privileges.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Workers

Bureau Policy: 13.105.00 Inmate Worker Policies and Procedures

Facility Policy: (34)13.105.60 ADA Inmate Workers

Support Services staff shall make reasonable accommodations to ensure inmate workers with disabilities shall receive assignments based on the inmate worker criteria. Inmates with disabilities who do not work because of their disability shall receive full good and work time credit unless placed on discipline.