

Section 3: Classification

Subject: Inmate Workers

Minimum Standard: 5120:1-8-02(B)(5) / 5120:1-8-03(B)(13)(14)

Revised:

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall have written policies and procedures, and practices which evidences compliance showing inmate workers are evaluated and selected based on established criteria. Only sentenced inmates who meet the criteria will be eligible to be classified as an inmate worker. No inmate, including inmate workers, will be given any responsibility that permits them to direct or control the activities of other inmates. Inmates are not allowed to supervise other inmates, use keys, or perform any security post duties. Staff shall search all inmate workers and the areas where they are working. No inmate shall be given control of or authority over any other inmate, security function, or service activity.

PROCEDURE

- A. **Definition:** Any inmate who is sentenced to serve time in the Erie County Jail and is assigned to perform certain work duties. This will include, but not limited to, kitchen, laundry, and/or general cleaning duties.
- B. **Criteria:** The following criteria will be taken into consideration in assigning an inmate work:
1. Classification Status
 2. Nature of Offense
 3. Sentence
 4. Inmate's ability to understand directions
 5. Inmate's behavior
 6. Physical limitations
- C. **Assignment:** Any inmate sentenced to the Erie County Jail and is interested in becoming an inmate worker should submit an Inmate Request indicating so. The booking officer will receive and review the request. If it is determined that the inmate meets the criteria and a position is available the booking officer will:
1. Reclassify the inmate to Inmate Worker
 2. Assign a specific job
 3. Review and explain the appropriate Inmate Worker Duties and Responsibilities Form
 4. Have the inmate sign and date the form indicating they understand it
 5. Change the inmate into the appropriate color uniform
 - i. Tan Uniform – Cleaning and Laundry Inmate Workers
 - ii. White Uniform – Kitchen Inmate Workers
 6. Move the inmate in the Jail Management System to Dorm 042
 7. Physically move the inmate to Dorm 042

Section 3: Classification

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Revised:

- D. **Community Service:** Any inmate that is assigned to work outside the security perimeter of the jail will be directly supervised by whom they were assigned to.

- E. **Searches:** The Erie County Jail staff shall search all inmate workers prior to them returning to their housing unit from their job assignment. Contraband should not be allowed in housing areas.

- F. **Authority:** No inmates, including inmate workers, are to be given any responsibility that permits them to direct or control activities of other inmates. Inmates shall not be able to regulate other inmates' access to telephones, food, jobs, or other jail services. Inmates shall not be allowed to supervise other inmates, use keys to security doors or areas, or perform any security post duties. Inmates cannot be used to supplement or replace jail staff in maintaining jail security.