




# FRANKLIN COUNTY JAIL

Chambersburg, PA

## Standard Operating Procedure

<b>Chapter:</b>	400	Activities and Support Services	<b>Number:</b>	400.15	<b>Pages:</b>	5
<b>Title:</b>	15	Inmate Work Programs	<b>Date Signed:</b>		8/18/2015	
<b>Approved By:</b>	 William Bechtold, Warden		<b>Effective Date:</b>		8/25/2015	

### POLICY

The Franklin County Jail will utilize an inmate work force to maintain the sanitation of the facility, provide laundry service, and assist kitchen staff in food preparation, service and cleanliness. Public works/community service programs may be available also a Jail Industries program will be offered when contracts exist.

### PURPOSE

These programs will provide inmates with marketable job skills and aid in developing responsible work habits.

### REFERENCES

ACA 4-ALDF-5C-06 through 5C-12  
 ACA 4-ALDF-5C-13 through 5C-16 (Industries)

### DEFINITIONS

None

### PROCEDURES

1. All jail staff are prohibited from using their official position to secure privileges for themselves or others in association with any inmate work program.
2. Sentenced inmates can and will be required to work.

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3. Unsentenced inmates cannot be forced to work with the exception of cleaning their housing and common areas. These inmates may be permitted to request Work Cadre positions.
4. Inmates assigned to specific work assignments may be compensated.
  - 4.1 Work Cadre inmates are compensated financially and will be paid bi-weekly. Work Cadre assignments will be compensated at the regular assignment rate. Current rate is 25 cents an hour (.25). The monies will be deposited to the inmate's account.
  - 4.2 Inmates will not be compensated for the cleaning of their housing units and common areas.
5. Inmates will be provided appropriate clothing, supplies, and tools for any work assignment program, industries program, or public works or community service program. The inmate must receive direction on the proper use of any equipment or tools to be used by the inmate during any work programs.
6. Inmates will be considered for Work Cadre positions regardless of race, color, creed, sex, religion, age, or disability.
7. A designee from the Treatment department will be responsible for assigning, maintaining and reviewing Work Cadre positions, the waiting list and other documentation deemed necessary.
8. Medical will be responsible for determining the inmate's status to ensure that they are cleared to work and/or cleared to work in the kitchen.
9. Inmate working conditions will comply with all applicable federal, state, or local work safety laws and regulations. Inmates will be issued protective clothing and equipment as required.
10. Consideration for placement of an inmate on the Work Cadre will encompass several factors that include but are not limited to:
  - Classification status
  - Willingness to work
  - Recommendation from Housing Unit Officer
  - Recommendation from Correctional Treatment Specialist
  - Overall attitude
  - Work experience
  - Mental stability
  - Disciplinary record
  - Nature of charges
  - Availability for Work Release
  - Length of time remaining on sentence or expected stay
  - Other factors that may affect the security and safety of the facility

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11. If an inmate is mandated to a Work Cadre assignment and the inmate refuses to work, a Misconduct Report will be issued.
12. Inmates who are mandated to a Work Cadre assignment and intentionally do not perform satisfactorily will be issued a Misconduct Report.
13. An inmate must receive medical clearance to work, before the inmate will be assigned to the Work Cadre.
14. Work assignments will be performed under the supervision and direction of staff. There are a variety of work assignments available to inmates. Types of Work Cadre assignments available:
  - Kitchen Cook
  - Kitchen Worker
  - Laundry Worker
  - Sanitation Worker
  - Grounds Keeper
  - Jail Industries
15. To qualify for a work assignment an inmate must:
  - Meet classification requirements
  - Be able to be medically cleared
  - Be eligible to move to the Work Cadre Unit (males)
  - Be attending or have completed programs that are court ordered or recommended by the Treatment Department
16. All Work Cadre members are also expected to practice good hygiene and present a clean and neat appearance. In addition, specific work assignments may have additional requirements.
  - 16.1 Additional Requirements for Kitchen Workers and Cooks:
    - Shower just prior to reporting for work
    - Wear white jail-issued kitchen uniform
    - Wear hair nets while in the kitchen
    - Wear beard nets (if applicable) while in the kitchen
    - Wear gloves whenever in contact with food
    - Be checked daily by appropriate jail staff
17. An inmate may be denied a position.
18. No inmate is entitled to receive a work position. The Warden or designee may, within his discretion, suspend, terminate or deny employment to any inmate for any reason.
19. Work Assignment Prohibitions
  - 19.1 Assigning one inmate in an authority position over another inmate

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- 19.2 Assigning duties that are for the personal benefit of a staff member or a private individual.
  - 19.3 Assigning work that is dangerous or hazardous to the inmate.
  - 19.4 Assignments that require access to drugs, narcotics, intoxicants, explosives, weapons, money, security equipment (keys etc), inmate records or other confidential information.
20. Work Cadre Compensation
- 20.1 Work Cadre inmates will be compensated per the pay schedule according to the position held.
21. Termination from the Work Cadre
- 21.1 In the event a Work Cadre member quits or is terminated, and leaves a work detail understaffed, the shift supervisor may assign another member of the Work Cadre to fill the position temporarily. The information will be forwarded to the Treatment Department.
  - 21.2 Reasons for termination correspond to reasons for termination while employed in the community. An inmate may be terminated for several reasons, including but not limited to:
    - Poor performance
    - Being late for work
    - Excessive absences
    - Disrespect
    - Poor attitude
    - Failure to take direction from staff
  - 21.3 Staff members may suspend a Work Cadre member. A supervisor may then terminate the inmate upon review.
  - 21.4 If an inmate is suspended, the staff member who suspended the inmate will submit an Incident Report and a Misconduct Report if necessary. Any other staff involved or who witnessed the event, will submit an Incident Report, with specific details of the unsatisfactory performance or inappropriate behavior. The shift supervisor will be notified when any inmate is suspended.
  - 21.5 A Misconduct Report may be issued for suspensions. An Informal Adjustment may be offered depending on the circumstances.
  - 21.6 If an inmate receives a Misconduct Report, not directly related to his work assignment, and is placed on Pre-Hearing DS status, the inmate will be suspended from his work assignment pending the decision of the Hearing Examiner. An inmate will receive no pay while suspended.

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- 21.7 If a member of the Work Cadre quits during a work assignment the shift supervisor will be notified immediately. The inmate will receive a Misconduct Report.
- 21.8 The Treatment Department designee will maintain discharge dates on all inmates in the Work Cadre Unit. Inmates can work, if scheduled, up until 0000 hours (midnight) the morning of their scheduled discharge. Replacement workers for these inmates should already be hired and ready to assume the position.

**ATTACHMENTS**

Pay Schedule