



SHAWNEE COUNTY DEPARTMENT OF CORRECTIONS
ADULT DETENTION CENTER

POLICIES AND PROCEDURES

Inmate Programs
Section A: Work and Correctional Industries

Approved By: Brian Cole
Brian Cole, Director

Policy No.: IP-A-02 Title: Inmate Work Program

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Reference: 4-ALDF-2A-36; 4-ALDF-5B-16-17

General Use Employees Read Only Forms/Appendices

POLICY:

It shall be the policy of the Shawnee County Adult Detention Center (ADC) to develop and manage a voluntary Inmate Work Program for select inmates to participate in as recommended by the Municipal and State Judges after sentencing. The Inmate Work Program shall allow for select inmates to work off-site of the facility grounds. Inmates participating in the Inmate Work Program shall be housed in the Shawnee County Corrections Annex, which shall be separate from the inmates housed in the ADC. The Inmate Work Program shall be a mutually beneficial program for inmates as well as the public. Along with providing inmates with the opportunity to work, learn job skills, and earn a legitimate income, they can pay financial obligations, assist with personal and family finances, and develop budgeting skills.

PROCEDURES:

I. Inmate Work Program Authority

- A. The Director or his/her designee shall have the authority to establish a voluntary Inmate Work Program.
 1. The Special Services Division Manager shall directly oversee the establishment of management protocols for the Inmate Work Program.
- B. The Inmate Work Program shall be established in compliance with applicable local, state, and federal laws and professional correctional standards.
 1. Inmate Work Program assignments shall not be made on the basis of race, sex, religion, national origin, or any other protected class status, except to the extent the characteristic constitutes a legal occupational requirement.
 2. Inmates with disabilities, who would otherwise qualify for the Inmate Work Program, shall be considered for the program and be given an equal opportunity for placement with reasonable accommodation made for their disability.
- C. Proposals for changes in daily operation protocols shall be made to the Programs Unit Supervisor, who shall discuss them with the Special Services Division Manager and the Deputy Director over Special Services.

II. Inmate Selection Process

- A. The Programs Unit Supervisor shall oversee a process for identifying eligible inmates to be screened for the Inmate Work Program.
1. The Programs Unit Supervisor or his/her designee shall conduct an interview on each eligible inmate and complete an Inmate Work Program Screening Form (IP-A-02 Form 1), which shall include the following components:
 - a. Present criminal charges and additional cases, including holds;
 - 1) An inmate's criminal history and sentence status shall be considered in the screening process.
 - b. Risk of violence;
 - c. Potential to adjust to Work Release supervision;
 - d. Mental and physical status;
 - e. Substance abuse history;
 - f. Home/family status;
 - g. Work ethic/skills;
 - h. Disciplinary history;
 - i. Officer interview;
 - j. Education level;
 - k. State driver's license status; and
 - l. Drug screening.
- B. The Programs Unit Supervisor or his/her designee shall review each prospective inmate's present criminal charges and holds in the inmate management system.
1. An inmate must be sentenced to a minimum of 60 days in the facility for state and/or city time.
 - a. Inmates sentenced to less than 60 days shall be considered on a case-by-case basis.
 2. An inmate who is considered an Immigration and Customs Enforcement (ICE) detainee shall not be eligible for consideration.
 - a. An inmate shall not be eligible for the program if ICE has placed a hold on the inmate.
 3. A referral from the sentencing judge shall be required for consideration into the program.
 - a. The Programs Unit Supervisor or his/her designee shall initiate the referral if the inmate qualifies and does not already have a court ordered referral.
 4. Any holds on the inmate shall be reviewed prior to the inmate being considered for the program and shall require approval from the Special Services Division Manager and the Deputy Director over Special Services.
- C. The Programs Unit Supervisor or his/her designee shall review each prospective inmate's disciplinary history in the inmate management system.
1. An inmate with current disciplinary action(s) and awaiting a hearing shall not be eligible for consideration.
 2. An inmate who has been found guilty of a Category 1 rule infraction(s) shall not be eligible for consideration until he/she has been sanction free for 30-days.
 3. An inmate with recent repeated disciplinary violations and/or demonstrated behavior management problems may be eligible for consideration on a case-by-case basis.
 4. An inmate in any of the above categories who is not considered eligible for the program shall receive a written notice explaining why he/she has been denied to serve in the Inmate Work Program.

- D. The Programs Unit Supervisor or his/her designee shall discuss the suitability for the potential inmate to serve in the Inmate Work Program with at least one department staff who interacts with the inmate.
 - 1. The input of the department staff shall be included on the Inmate Work Program Screening Form (IP-A-02 Form 1).
 - a. An inmate's eligibility shall not be denied solely on the basis of the department staff's input but shall be one factor considered in the selection process.
 - b. If the inmate is currently under any community supervision, input from the community supervision personnel shall be taken into consideration.
 - 2. The Programs Unit Supervisor or designee shall utilize the results of the interview to determine the most appropriate job search classification for the inmate.
 - a. The potential inmate may be placed in an Inmate Trusty position prior to placement in the Inmate Work Program to better evaluate his/her suitability.
 - 3. The inmate shall be required to complete and pass a urinalysis drug screening prior to placement in the Inmate Work Program.
- E. An inmate that wants to participate in the program but has not been referred to the program by a judge shall submit an Inmate Request to Staff Form (IO-D-02 Form 1) to the Programs Unit Supervisor or designee for consideration.
- F. Upon completion of the screening process, the Inmate Work Program Screening Form (IP-A-02 Form 1) shall be forwarded to the Special Services Division Manager for review.
 - 1. The Special Services Division Manager shall review the inmate's screening form and either recommend or deny the inmate's placement in the program.
 - 2. The Special Services Division Manager shall forward the form to the Deputy Director over Special Services for final approval.
- G. The Deputy Director over Special Services shall review the contents of the screening form and make any additional inquiries regarding the inmate's qualifications to serve in the Inmate Work Program.
 - 1. The Deputy Director over Special Services shall make the final decision to either approve or deny the inmate's placement in the Inmate Work Program and shall indicate on the Inmate Work Program Screening Form (IP-A-02 Form 1) if the inmate is approved or denied.
 - 2. The Programs Unit Supervisor or designee shall notify classification to relocate an approved candidate to the Annex.
- H. Inmates shall be identified, screened, and selected on a continuous basis to ensure a sufficient number of inmates are available to serve in the Inmate Work Program.
- I. Inmates who have a grievance regarding any aspect of the Inmate Work Program may submit a grievance form to the Special Services Division Manager for consideration.

III. Inmate Responsibility

- A. An inmate participating in the Inmate Work Program shall be expected to follow all active court orders pertaining to his/her court case.
- B. An inmate participating in the Inmate Work Program shall adhere to the department's Inmate Work Program Orientation and Supervision policy, IP-A-03.
- C. An inmate participating in the Inmate Work Program shall be required to participate in the department's Re-Entry Program in accordance with the department's Re-Entry Program policy, IP-A-04.

IV. Release Classification

- A. An inmate in the Inmate Work Program shall be discharged from the program with one of the following classifications:
 - 1. Successful release;

2. Conditional release; or
 3. Revocation.
- B. An inmate shall be discharged from the program with a successful release if he/she meets one of the following criteria:
1. Phase completion, which means he/she has completed the program and is prepared to re-enter the community;
 2. Time served, which means he/she has completed the specified term of his/her sentence; or
 3. Sentence modification, which means the inmate has been released by the authority of his/her probation officer, parole officer, or the sentencing court.
- C. An inmate shall be discharged from the program with a conditional release if he/she meets one of the following criteria:
1. Jurisdictional detainer, which means the inmate has been served with a detainer from another jurisdiction;
 2. Prior charges, which means the inmate has been issued criminal charges for a crime committed prior to the inmate being admitted into the program;
 3. Maximum benefit, which means the inmate has reached the maximum benefit from the program or is no longer psychologically or physically able to continue in the program;
 4. Administrative discharge, which means the inmate is removed from the program to pursue placement in services more suitable for his/her needs; or
 5. The inmate is unable to obtain employment.
- D. An inmate shall be discharged from the program with a revocation release if he/she meets one of the following criteria:
1. Disciplinary revocation, which means the inmate violated a primary program rule or has demonstrated a pattern of secondary infractions and has been assessed as having no commitment to making personal changes necessary to remain crime free.
- E. When an inmate is removed from the Inmate Work Program, the Programs Unit Supervisor or his/her designee shall complete a Revocation Notification form (IP-A-05 Form 2).
- F. The Programs Unit Supervisor or his/her designee shall ensure the date the inmate is released from the Inmate Work Program and the inmate's release classification is documented in the inmate's work program file.
1. The Programs Unit Supervisor or his/her designee shall also notify the sentencing judge of the inmate's release from the Inmate Work Program.

REPORTS REQUIRED

IP-A-05 Form 2

APPENDICES

IP-A-02 Form 1

NOTE: The procedures set forth herein are intended to establish directives and guidelines for employees, inmates and those entities who are contractually bound to adhere to them. They are not intended to establish state-created liberty interests for employees, inmates, or an independent duty owed by the Shawnee County Department of Corrections to employees, inmates, or third parties. This policy is not intended to establish or create new constitutional rights or enlarge or expand existing constitutional rights or duties.

Shawnee County Adult Detention Center
Inmate Work Program Screening Form

Screener Name:

Inmate's Full Name:

Global Subject Number:

Item #1: Present Offense

- a. B Felony
- b. C Felony
- c. D Felony
- d. E Felony
- e. Misdemeanor

Explain:

Item #2: Risk of Violence

- a. High
- b. Medium
- c. Low

Explain:

Item #3: Potential to Adjust to Work Release Supervision

- a. Poor
- b. Medium
- c. High

Explain:

Item #4: Mental and Physical Status

- a. Serious and debilitating condition
- b. Moderate problem that seriously interferes with employability
- c. Moderate problem
- d. Mild problem
- e. No particular problem

Explain:

Item #5: Substance Abuse

- a. Serious problem that interferes with ability to interact in the community
- b. Moderate problem but substance was used on the job, not treated
- c. Moderate problem, treatment has been undertaken
- d. No problem

Explain:

Item #6: Home/Family Status

- a. History of abusing family members and is not in treatment
- b. Currently in treatment or has had treatment for abusing family members
- c. Offender is mistreated at home
- d. Home does not provide adequate behavioral controls
- e. No particular problem
- f. Stable home environment

Explain:

Item #7: Work Ethic/Skills

- a. Has demonstrated behaviors or convincingly expressed
 - b. Has demonstrated attitudes that makes maintenance of employment highly unlikely—not treated
 - c. Has attitude problems but can hold a job if monitored
 - d. Has vocation problems that stem from lack of job knowledge or skills
 - e. Good work history
- Explain:

Item #8: Disciplinary History

Item #9: Department Staff Interview

Item #10: Last completed level of education

Item #11: State driver's license

Yes No Issuing state/license #: _____

Item #12: Drug Screening

Pass Fail

Item #13: Other Considerations

Item #14: Recommended Placement

- a. The probationer will be recommended for the Inmate Work Program in the Pre-Sentence Investigation.
- b. The probationer was **NOT** recommended for the Inmate Work Program in the Pre-Sentence Investigation.

If the probationer is sentenced without benefit of a Pre-Sentence Investigation and is recommended for the Inmate Work Program, explain the basis of the recommendation:

Screeener

Date

Special Services Division Manager

Recommend

Deny

Deputy Director over Special Services

Recommend

Deny