



POLICIES AND PROCEDURES

Lycoming County Pre-Release Center
546 County Farm Road
Montoursville, PA 17754

Policy Title:		Policy Number:	
Community Work Crew Program		13.0	
Effective Date:	Approved by:	Revised:	Reviewed:
December 2003	Brad A. Shoemaker - Warden Christopher J. Ebner - Deputy Warden Inmate Services Robert J. Thompson - Pre-Release Center Manager	11/22; 11/24 1/25	11/21 ; 11/23;
Distribute to:			
All Manuals			
Reference to Standards:			
Title 37 Chapter 95.235 (1-5)			

I. AUTHORITY

Authority of the Warden of Lycoming County Prison to direct the operation of the resident work programs.

II. PURPOSE

Purpose of this policy is to establish guidelines and procedures for the Lycoming County Prison Services to operate Institutional and Community Work Programs within the County of Lycoming using supervised resident labor.

III. APPLICABILITY

This policy applies to: Lycoming County Prison and Pre-Release Center and any agencies and organizations that request to participate in the work crew programs involving male and female residents.

IV. DEFINITIONS

- A. Work Crew Program - A formal Program that allows County departments, outside agencies and nonprofit organizations to request the use of supervised resident labor to work on public service work projects.
- B. Institutional work program – all inside facility work assignments utilizing resident labor including Prison and Pre-Release Center food service workers, laundry workers, maintenance helpers, and other appropriate assignments.
- C. Outside Agencies - Agencies consisting of county, township, municipality or nonprofit organizations requesting services to be performed by community resident work detail.
- D. Municipality - A municipal corporation or quasi-municipal corporation, including counties.

- E. Work Site - A designated area where the resident work detail will be assigned to perform a public service work project or community service project.

V. POLICY

- A. Lycoming County Prison and Pre-Release Center may provide resident work programs and crews through the provision of resident labor.
- B. Resident labor will not be used for personal use or gain of any individual, nor will inmate labor be provided for use to any for profit organization, business, or corporation.
- C. Residents will not be used in work assignments that may be unreasonably dangerous nor which present an inherent risk to life or health.
- D. Residents will not be assigned to work for any individual, agency, organization, which is known to discriminate against any individual based on gender, race, age, religion or national origin.

VI. PROCEDURES

The following procedures and guidelines are not meant to be all-inclusive.

A. PROGRAM ADMINISTRATION:

- 1. Pre-Release Center Manager and Work Crew Supervisor will be responsible for the overall administration of the Pre-Release Center Work Crew Programs. Work Crew Correctional Counselor staff will be designated as the Work Crew Coordinators and schedule daily work crew assignments by communicating with relevant stakeholders.
- 2. The Deputy Warden/Security, Food Service Supervisor and Maintenance Supervisor shall coordinate all resident work assignments at the County Prison
- 3. Resident work details will be supervised by a Work Crew Foreman or designated security staff.

B. APPLICATION PROCESS PRE-RELEASE WORK PROJECT:

- 1. Requests made via email or phone will be considered from County departments, local governments and townships; school districts; and organizations for charitable and public interest purposes.
- 2. Outside County agencies will submit a request for work projects to the Work Crew Foreman Supervisor on via email or phone.
- 3. Before starting any project, the Work Crew Supervisor will advise the outside agency that the institution may withdraw from the project any time if it is in the best interests of the County, the public, and/or residents.

4. A memorandum of understanding may be initiated by the Work Crew Supervisor with the agency requesting services. This memorandum will include specific responsibilities of each party.
5. Work site to be considered will be inspected by the Work Crew Foreman Supervisor for safety assessment.
6. Requests for long-term projects will be given careful consideration with built-in reviews.
7. A Project Evaluation Sheet can be used for final approval of projects. This sheet documents all aspects of the proposed project.

C. INMATE ELIGIBILITY REQUIREMENTS:

1. Participation in Work Programs is **mandatory** for all sentenced inmates.
2. Participation in Work Programs will not interfere with other mandatory programs.
3. Residents must have Minimum Security classification.
4. Residents must be medically cleared to perform physical labor.
5. Resident's privilege to participate in Work Programs may be suspended or revoked for Administrative or Disciplinary reasons.

D. SUPERVISION OF INMATES:

1. Excluding the Landfill Crew, work crews will not exceed six residents unless approved by the Work Crew Foreman Supervisor or PRC Manager.
2. Any other release to the community must be approved by court order or transferred to Work Release.
3. Work Crew Foreman will provide orientation for all inmates assigned to the work detail regarding work required for the project, safety matters and security issues.
4. Pre-Release will ensure the Work Crew Foreman has appropriate communication equipment and will develop local policy for communications.
5. Residents must always wear blue uniforms along with HI-VIZ appropriate outdoor wear.
6. Residents must always use appropriate safety equipment. Training on use of safety equipment is mandatory.
7. Pre-Release Center Cook will ensure proper lunches and water are provided for staff and residents. Arrangements should be made to have toilet facilities on the work site.
8. Pre-Release will develop local policy for count procedures.

9. Any resident assigned to Work Programs, who fail to report to, or return from the assigned place of work or other authorized destination, will be deemed an escape under the provisions of 18 Pa. C.S.A. #5121.

E. INMATE COMPENSATION:

1. Residents participating in all Work Crew Programs will be compensated at the rate of \$.30 per hour.
2. The PRC Account Team will be responsible for submitting resident weekly payments.

F. TRANSPORTATION - PRC WORK CREWS ONLY:

1. Transportation of residents will be the responsibility of PRC and will be by County vehicle (van, etc.).

G. EQUIPMENT AND SUPPLIES:

1. Specialized equipment and supplies will be provided by outside agencies.
2. Basic protective and safety clothing, i.e., hats, gloves, vests, coveralls, footwear, etc., will be provided for all residents.
3. Resident work details will be equipped with first-aid kits and blood and body fluid spill cleanup kits.

- H. **TRAINING:** Work program supervisors will provide safety and equipment training to all residents. Outside agencies will provide any specialized training required for all residents assigned to a work assignment or work crew.

- I. **CLOTHING** All work crew workers shall be provided weather appropriate work clothing, steel toed work boots, winter coats, long underwear and headwear.

J. EMERGENCIES

Prison and Pre-Release will ensure policies and procedures are in place to handle emergencies.

Work Crew Supervisor or Foreman will contact their Control Desk for instruction should a situation arise that is not covered by policy.

K. SECURITY PROCEDURES:

Work Crew residents will be subject to daily strip searches upon returning to institution. Drug testing of residents will be conducted regularly as determined by shift supervisor/Control Desk Officer and PRC Manager.

Security staff will conduct regular vehicle and equipment searches and inventories.

PRC will give 24-hours prior notice to requesting agencies that the work details are scheduled to perform work at the established work site.