



POLICIES AND PROCEDURES

Lycoming County Prison
277 West Third Street
Williamsport, PA 17701

Policy Title:

Inmate Work Programs

Policy Number:

18.7

Effective Date:

October 2009

Approved by:

**Brad A. Shoemaker, Warden
Chris Ebner, DW Inmate Services**

Revised:

03/2016

Distribute to:

All Primary Manuals

Reference to Standards:

Title 37, Chapter 95.235

AUTHORITY

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

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 inmate labor.

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 inmates.

DEFINITIONS

Work Crew Program:

A formal Program that allows County departments, outside agencies and nonprofit organizations to request the use of supervised inmate labor to work on public service work projects.

Work Crew Project:

A project undertaken or carried out by the state or a municipality that will include repair, maintenance, or cleanup work projects in any state or local park, recreational area, or any public road or any other work project in a public facility that does not replace the jobs of existing workers.

Institutional Work Program:

All inside facility work assignments utilizing inmate labor including Prison and Pre-Release Center food service workers, maintenance helpers and other appropriate assignments.

Outside Agencies:

Agencies consisting of county, township, municipality or nonprofit organizations requesting services to be performed by community inmate work detail.

Municipality:

A municipal corporation or quasi-municipal corporation including counties.

Work Site

A designated area where the inmate work detail will be assigned to perform a public service work project or community service project.

Work Crew Caseworker

Coordinates the operation of the Community Work Program under the direction of the Deputy Warden of Inmate Services.

ADMINISTRATIVE DIRECTIVE

All inmate workers will be oriented on their job duties. This orientation shall be documented and provided to our correctional counselors.

POLICY

- Lycoming County Prison and Pre-Release Center may provide inmate work programs and crews through the provision of inmate labor.

- Inmate 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.
- Inmates will not be used in work assignments that may be unreasonably dangerous nor which present an inherent risk to life or health.
- Inmates will not be used in work assignments where it would be required to handle or have contact with alcoholic beverages, drugs/medication, weapons, or any other items considered inappropriate in the presence of an inmate.
- Inmates 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.

PROCEDURES

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

- **PROGRAM ADMINISTRATION:**
 1. Deputy Warden of Inmate Services will be responsible for the overall administration of the Pre-Release Center Work Crew Programs. Work Crew Caseworker will be designated as the Program Coordinator.
 2. The Deputy Warden of Security & Operations through the Food Service Supervisor and Maintenance Supervisor shall coordinate all inmate work assignments at the County Prison.
 3. Inmate work details will be supervised by a Work Crew Foreman or designated security staff.
- **APPLICATION PROCESS PRE-RELEASE WORK PROJECT:**
 1. Applications 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 Deputy Warden of Inmate Services on a standardized form (See Attachment A).
 3. Before starting any project, the Deputy Warden of Inmate Services 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 inmates.

4. A memorandum of understanding may be initiated by the Deputy Warden of Inmate Services with the agency requesting services. This memorandum will include specific responsibilities of each party.
5. Work site will be inspected by the Pre-Release Work Crew Foreman and PRC Manager assigned for safety assessment.
6. Requests for long-term projects will be given careful consideration by the committee 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.

▪ INMATE ELIGIBILITY REQUIREMENTS:

1. Participation in Work Programs is mandatory for all sentenced inmates. Pretrial inmates who are Court approved for Pretrial Pre-Release shall be considered upon receipt of inmate's written request.
2. Participation in Work Programs will not interfere with other mandatory programs.
3. Inmates must not have any pending misconducts within the past two months or current /pending DLU time.
4. Inmates must have Minimum Security clearance.
5. Inmates shall not be assigned to work in the community where their residence is close to the worksite.
6. Inmates must be medically cleared to perform physical labor.
7. Inmates with the following offenses will be reviewed for possible exclusion from Work Crew Programs:
 - a. Criminal Homicide
 - b. Kidnapping
 - c. Involuntary Deviate Sexual Intercourse
 - d. Sexual Assault
 - e. Aggravated Indecent Assault
 - f. Escape
8. Previous criminal history will be carefully reviewed.
9. Inmate's privilege to participate in Work Programs may be suspended or revoked for Administrative or Disciplinary reasons.

▪ SUPERVISION OF INMATES:

1. Inmates assigned to Work Programs will be directly supervised by a Work Crew Foreman or maintenance supervisor.
2. Each detail will not exceed ten inmates. Work Crew foreman shall perform random head counts of inmates assigned to the crew.

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 e.g. County cell phone or mobile radio.
5. Inmates must always wear brown uniforms with appropriate outdoor wear.
6. Inmates must always use appropriate safety equipment. Training on use of safety equipment is mandatory.
7. Pre-Release Center Cook will ensure proper meals and beverages are provided for staff and inmates. Arrangements should be made to have toilet facilities on the work site.
8. Failure of any inmate assigned to Work Programs 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.

▪ INMATE COMPENSATION:

1. Inmates participating in all Work Programs will be compensated at the rate of \$.30 per hour for 38 – 40 hours a week.
2. Second Shift Supervisor or the PRC Account Team will be responsible for submitting inmate payments for their respective inmates.

▪ TRANSPORTATION - PRC WORK CREWS ONLY:

1. Transportation of inmates will be the responsibility of PRC and will be by County vehicle.

▪ EQUIPMENT AND SUPPLIES:

1. Staff shall purchase basic hand tools to equip work details.
2. Specialized equipment and supplies will be provided by outside agencies.
3. Basic protective and safety clothing, i.e., hats, gloves, vests, coveralls, footwear, etc., will be provided for all inmates.
4. Inmate work details will be equipped with first-aid kits and blood and body fluid spill cleanup kits.

▪ TRAINING:

Work program supervisors will provide safety and equipment training to all inmates. Outside agencies will provide any specialized training required for all inmates assigned to a work assignment or work crew.

- CLOTHING:
All work crew workers shall be provided weather appropriate work clothing, steel-toed work boots, winter coats, long underwear and headwear.
- EMERGENCIES
 - Prison and Pre-Release will ensure policies and procedures are in place to handle emergencies.
 - Work Program supervisor and Foreman will contact their Control Desk for instruction should a situation arise that is not covered by policy.
- SECURITY PROCEDURES:
 - Work program inmates will be subject to daily strip searched upon returning to institution. Drug testing of inmates will be conducted regularly as determined by shift supervisor/Control Desk Officer.
 - 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.
- SAFETY MANUAL
 - All work program participants assigned to a work program or PRC work crew shall undergo a safety training orientation submit an acknowledgement of training. The safety manual is part of Resident Guidebook. The safety manual will be reviewed annually.

RIGHTS UNDER THIS POLICY

This directive sets our policy and procedure. It does not create rights in any individual, nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. The directive should be interpreted to have sufficient flexibility so as to be consistent with law and to permit the accomplishment of the purpose of the directives and policies of the Lycoming County Prison/Pre-Release. There will be no discrimination regarding access or assignment to a work program or work crew based upon the inmate's race, religion, national origin, gender or disability.