

Wyandotte County Sheriff's Office Detention Center Standard Operating Procedures			Number: F-170
Subject: Inmate Work Program		ACA Standards: ACA 5A-01, 5A-18	
Section: Detainee Rights, Privileges, Services, and Programs			
Effective Date: 10-01-99 Revised Date: 12-02-10		Date of Last Review: 12-02-10	
Approved By:	Sheriff of Wyandotte County		
Approved By:	Jail Administrator		

I. POLICY

The Detention Center will establish written criteria for the selection of Inmates to perform various work assignments in and around the Detention Center.

II. DEFINITIONS

Inmate Work Program: A work program established by the Detention Center to meet operational needs of the facility and the rehabilitative and vocational needs of the Inmate Population.

Inmate Worker: An Inmate who is voluntarily selected by designated Detention Center Staff from the written criteria to perform routine housekeeping, kitchen, laundry, and other functions

Inmate Work Coordinator: An Officer selected by Jail Administration to aid in the selection, and management of the Inmate Work program.

III. PROCEDURE

- A. Inmate Eligibility:** Any Inmate wishing to volunteer in the Inmate Work Program will submit an Inmate Communication Form (ICF) to the Inmate Worker Coordinator who will determine eligibility.
1. In order to be eligible for Inmate Worker Status, an inmate must adhere to the rules and regulations of the Detention Center and possess the physical and mental ability necessary to perform the required duties.
 2. Eligibility will also be based on inmate classification, adjustment to incarceration, social, medical, criminal history, and a personal interview.

3. Inmates who have health problems, are considered security risks, or inmates who constitute a threat to the orderly operations of the Detention Center are not eligible for Inmate Worker Status.
 4. Any Inmate who has a Level I, II, or III felony, or has been sentenced and is awaiting transport to Kansas Department of Corrections (KDOC) **is not eligible** for Inmate Worker Status. Charges added after the Inmate has been selected for Inmate Worker Status may alter the status eligibility.
- B. Detention Center Administration will appoint an Officer as a Inmate Worker Coordinator. The duties and responsibilities of the Inmate Work Coordinator will include the following:
1. Assist in the selection and or removal of Inmates for the Inmate Work Program.
 2. Provide orientation of newly selected Inmate Workers. This includes providing Inmate Worker with information about the duties and location of their assigned job, assigned work hours, rules governing breaks and meals, Rules and Regulations as applied to Inmate Workers, explanation of personal hygiene and sanitation standards.
 3. Coordinate all Inmate Worker assignments and activities. This includes establishing, maintaining, and distributing when necessary a list of Inmate Workers, work schedules and assignments including duty hours and location.
 4. Ensuring that all Inmate Worker positions are filled.
 5. Resolving problems between Inmate Workers and Staff.
 6. Coordinating with the Classification Unit to ensure that Inmate Workers are housed in designated quarters, and wearing assigned uniforms.
 7. Management of necessary paperwork, including Inmate Worker Application, Termination Forms, and Evaluations.

IV. INCENTIVES

- A. Inmate workers will receive the following incentives for work and services conducted in accordance with the program:
1. Each inmate worker will receive a commissary pay pack.

2. Each inmate worker will receive **TWO visitation sessions per WEEK** if visitation session is available and is conducted during non duty hours.
3. Inmates workers will be allowed to remain out in the day room except during full lock down periods.