

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 6 - INMATE WORKERS

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DATE
05-31-95

INMATE WORKERS SELECTION PROCESS

POLICY

All inmate workers will be cleared by the medical staff prior to any work assignments. Inmate workers are assigned at the discretion of Deputies and can be removed from their position for any reason. An inmate worker who has been removed from their work assignment by a disciplinary action must wait a minimum of 30 days to apply for another position.

PROCEDURE

Inmate workers selected to work in their own pods will be selected by the Pod Deputy. The Pod Deputy or MRD will review the inmates Jail File, management notes for disciplinaries and/or out of county holds. The Pod Deputy will check the medical tab in the RMS/Tiburon system to verify the inmate is medically cleared to work.

In the Special Housing Pod, only Protective Custody inmates are eligible for inmate worker status. No Special Housing inmates are eligible for out of Pod work assignments. In the Female Pod, only General Population inmates are eligible for inmate worker status.

Kitchen inmate workers will be selected and monitored by Classification Deputies. Kitchen workers are assigned at the discretion of Deputies and can be removed from their position for any reason. The Classification Deputies will check the medical tab in the RMS/Tiburon system to verify the inmate is medically cleared to work. Classification Deputies will notify the Deputy assigned to the inmate's pod and update the Tiburon System when an inmate is assigned or removed from inmate worker status. If there are no Classification Deputies on duty, the Housing Sergeant will evaluate and approve worker status.

Those inmates who were denied inmate worker status due to medical issues may re-apply once the medical problems are resolved. Those inmates who are denied due to excessive disciplinary action may re-apply in 30 days.

When a Pod inmate worker is needed, the Deputy will find an inmate who has been cleared by medical staff to become a pod worker. The Pod Deputy explains to the new inmate worker their duties and shows them where supplies are kept.

When a new kitchen worker is needed, the Pod Deputy will check other male pods for eligible workers. The new worker will be moved to the appropriate Pod according to their work assignment (Pod C= AM kitchen workers, Pod B= PM kitchen workers). Female laundry workers will be chosen from Pod F depending on eligibility. Preference will be given to county sentenced inmates and non-gang-affiliates for the kitchen, laundry and out of Pod work assignments.

The Pod Deputy of the new kitchen, laundry or pod worker will give the inmate the appropriate uniform. (white-kitchen worker; tan-laundry/pod worker.) The Deputy tells the inmate their job duties and work assignment times. The additional rules are reviewed with the inmate workers.

The additional rules for inmate workers are:

1. Violations of any major rule will be automatic loss of inmate worker status.
2. If an inmate is removed from inmate worker status they must wait 30 days before re-applying.
4. Inmate worker status is a privilege and there is no appeal process if removed.
5. Inmate workers will abide by a high standard of personal hygiene.
6. Change of clothes daily, if needed

When an inmate is removed from inmate worker status, the Deputy will provide notes in the tab in the RMS/Tiburon system giving reason(s) for removal. The inmate will be moved to a non-inmate worker cell.

RELATED STANDARDS:

Chapter 6, Section 2

Chapter 6, Section 3

DATE REVISED

01-01-13

By order of

Doug Endy
BUREAU COMMANDER