

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	5	Inmate Programs	5.4.1
SECTION:	4	Work Programs	EFFECTIVE DATE: 5 / 29 / 2020
SUBJECT:	1	Inmate Work Program	
STANDARDS: ACA – 4 – ALDF: 4A-12, 5C-06, 7, 8, 9, 10, 5C-11 (M), 5C-12, 6B-05			
APPROVED: _____			REVIEW DATE: 5 / 29 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 26 / 20
Rescind: 5.4.1 dated 12/5/12 Cancel:			

I. POLICY

The Division of Corrections Inmate Work Program complies with all Federal, State and local safety regulations and affords the appropriate inmates the opportunity to develop good work habits and attitudes that can be applied to jobs after their release.

Inmates are selected for work assignments within the facility without regard to their sex, race, religion, national origin, or disability.

II. RESPONSIBILITIES

All Division of Corrections staff members having direct contact with the inmate population and appropriate Business Office personnel are responsible for adhering to the following procedures.

III. DEFINITIONS

Classification Committee: Two or more correctional staff members designated to monitor and facilitate the placement of inmates into work assignments.

Contractor: A person or an organization that agrees to furnish materials or to perform services for the facility or jurisdiction at a specified price. Contractors operating in correctional facilities are subject to all applicable rules and regulations of the facility.

Division; Division of Corrections: Means the St. Louis City Division of Corrections (the City Justice Center and the Medium Security Institution).

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Inmate Work Plan: A schedule that must be approved by the Correctional Superintendent listing all inmate job classifications, a description of the duties for each job classification, the pay rate for each job classification and the number of authorized positions at each facility for each job classification.

Inmate Worker Roster: A work roster that inmates must sign for each day worked and that must be signed by the staff supervisor and submitted to the Business Office.

Work Area: The area inmates are assigned to perform their duties within the facility, i.e. food service, laundry, housekeeping, floor, housing units, and property room.

IV. PROCEDURES

A. General Information

1. Inmates are informed of the Inmate Work Program during orientation and in the Inmate Handbook.
2. Inmate workers are never allowed in Master Control.
3. Where statute permits, inmates are assigned to public works and community service projects.
4. Inmate workers must be classified as a Code I and have no holds to work outside of the secure perimeter. Workers with outside clearance will be supervised by a Correctional staff member at all times.
5. Inmate workers are never permitted to perform or assist in security details.
6. Inmate workers are never allowed to handle keys.
7. An inmate is never put in a position of authority over another inmate.
8. Inmates who have been sentenced or who have been found guilty and are waiting to be sentenced will be removed from their work assignment if the assignment is outside of the housing unit.
9. When Inmate Information learns that an inmate has been sentenced to the Division of Corrections, the staff member will inform the caseworker who will interview the inmate. At that time the inmate will be informed that Division policy requires sentenced inmates to obtain a work assignment.
10. Inmates on medical lay-in four (4) or more days will be reassigned to general population. Their work assignment will not be held for them. Upon termination of their medical lay-in, they may re-apply for their former position and receive priority on the Work Assignment Waiting List.

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11. An Inmate worker may be temporarily suspended from the Inmate Work Program at any time for misconduct, custody increase, or violation of rules. Conduct violations must be accompanied by a Disciplinary Report and submitted to the Shift Supervisor prior to the end of the shift.
12. If the inmate has been suspended due to a conduct violation, the Adjustment Committee and the Superintendent/designee determine if the inmate is terminated from the work assignment. The Classification Supervisor will remove an inmate from a work assignment if the removal is due to an increase or change in the offense classification.
13. Inmates are allowed to volunteer to work. However, if the task or work assignment is outside of the housing unit, the inmate who wishes to volunteer must be screened by the Work Program Coordinator or the inmate's caseworker for security risks. If the inmate is not eligible to participate in the Inmate Work Program, the inmate is ineligible to volunteer outside of the housing unit.
14. Inmates at the **City Justice Center** in the following categories are ineligible to work in the Laundry, Kitchen, as a Hall Man and on the Scrub Crew that moves to a floor other than the one on which they are assigned. The inmate's institutional adjustment will be considered when selecting the inmates charged under the categories listed below for Housing Unit Worker.
 - a. Murder 1st, Murder 2nd, Kidnapping,
 - b. Arson (barred from the kitchen only),
 - c. Attempted escape or escaped from a correctional facility (less than 5 years),
 - d. Major or minor assault of a police officer, correctional staff member, probation and/or parole officer
 - e. Parole Violators with a remaining parole time of more than 5 years.
 - f. Out of State Fugitives wanted for a felony
 - g. Forcible Rape, Rape, Attempted Rape, Sodomy
 - h. Federal & State Writs,
15. Inmates at **CJC or MSI** in the status listed below are ineligible to participate in the Inmate Work Program:
 - a. Pre-Hearing Detention,

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- b. Disciplinary Segregation,
 - c. Close Observation,
 - d. Suicide Watch,
16. Inmates at the **Medium Security Institution** in the following categories are ineligible to work outside of the housing unit:
- a. Inmates charged under one of the Dangerous Felonies (For D.O.C. Classification purposes, **Arson** is not considered a Dangerous Felony)
 - b. Coded at a custody level of III or above.
 - c. Out of State Fugitives
 - d. attempted escape or escaped from custody (less than 5 years),
 - e. Major or minor assault of a police officer, correctional or contracted staff members, probation and/or parole officer
 - f. Federal and State Writs,
 - g. Certified Juveniles
17. If an inmate is a Code III and/or has an escape history greater than 5 years and has not received a major Disciplinary Report within the past 90 days that person's custody level may be reassessed by the Caseworker for a possible custody level reduction.
18. If an inmate is a Code III and has not received a major Disciplinary Report within the past 90 days and is a parole violator or has an escape history greater than 5 years that person's custody level may be reassessed by the Caseworker for a possible custody level reduction.
19. An inmate diagnosed with a contagious disease is not permitted to be an inmate worker, until cleared by the Medical Department.
20. Pre-trial inmates are not required or coerced to participate in the Inmate Work Program. These inmates may volunteer for work in accordance with procedures outlined in this policy.
21. The Correctional staff member assigned to the Inmate Work Program activities will ensure that the inmate's worker identification badge or the inmate's housing unit card clearly marks whether or not the inmate is pre-trial or sentenced to the Division of Corrections.

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22. Male inmate workers working outside the units are housed separately from female inmate workers and from inmates in the general population to the degree allowable.
23. A community service worker is not considered an inmate and is not allowed to work in areas where inmate workers are assigned for duty. (See 5.4.4 Community Service)
24. Food service workers are under the supervision of the food service officer and/or the food service staff.
25. Laundry, floor and housing unit workers are under the supervision of the correctional officer.
26. Inmates may hold more than one assignment within a pay period but may not be paid for both assignments performed on the same day. For example, a housing unit worker will be paid appropriate pay rate on the days the worker functioned as a housing unit worker. On the days that the inmate functions as the housing unit barber, this inmate will be paid the rate of a barber only for that day. On the days that the inmate is performing the barber's duties and has worked at least 4 hour work day, this inmate will not be required to work as a housing unit worker on the same day.
27. An inmate can not be both a student and a tutor. And, no overtime is authorized or paid to an inmate.
28. Discrimination on the basis of disability is prohibited in the provision of services, programs, and activities.
29. Inmate workers, who have special work assignments, (e.g., paint details, special cleaning assignments) will be issued protective clothing and equipment as prescribed by health and safety regulations.
30. Before an inmate is assigned duties, the supervising staff member will ensure that the worker is properly trained to use all tools, equipment, and supplies required for that assignment. Verification of training will be documented and kept on file by supervising staff.

B. Work Plan Development

1. The Unit Manager will consult with appropriate authority when there is need for new inmate job classification or re-classification.

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2. The Commissioner of Corrections approves inmate work assignment plan, the pay rate, job classification, job description and number of workers that may be hired under that job classification at each facility.
3. Recommendations for revisions to the Inmate Work Plan will be submitted to the Chair person of the Division Policy Committee who will review the request and if the request is approved by the committee, submit the revised work plan to the appointing authority for signature. If the revised work plan is approved, it is distributed to the Inmate Payroll Account Clerk, caseworkers, Shift Supervisors and the inmate population at each facility.

C. Application, Screening & Selection of Inmate Workers - CJC

1. Those inmates desirous of participation in the Inmate Work Program must submit an Inmate Request Form to the caseworker.
2. The caseworker provides the inmate with a work assignment application. Once the application is completed, the caseworker conducts a custody file review and checks for previous reports concerning institutional adjustment on the inmate and submits the application to the Inmate Work Program Coordinator.
3. The Inmate Work Program Coordinator conducts an IJMS wants/warrants check on those inmates being considered for a work assignment. Applications from inmates applying for security sensitive jobs such as the kitchen, laundry, and second floor workers warrant close scrutiny for information on history of escapes and assaults.
4. The work applications are taken to the weekly Classification Committee meeting. The committee reviews the applications and screens the REJIS criminal background checks.
5. If the inmate has no disqualifying information on record as a prospective inmate job applicant, the Work Program Coordinator adds the inmate's name and work assignment choices to the Inmate Worker's Waiting List. An inmate's job preferences may be added to no more than three different work assignment categories.
6. The applications of the eligible candidates on the waiting list are maintained in a designated file cabinet. The waiting list of eligible applicants will be maintained on "H" Drive. Changes to the list will be made by authorized personnel only.
7. If new information about inmate job applicant becomes available via the Hit Notification System to Processing, the Processing Supervisor will notify Inmate Information Unit, Classification, and Social Services Departments. Should this information impact the inmate's suitability to work, a review of the inmate's

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- classification will be conducted. The inmate will be removed immediately from the work assignment pending the outcome of the classification review.
8. When a work assignment vacancy arises, the Work Program Coordinator reviews the Inmate Work Application of the next inmate on the waiting list under the vacant job classification and interviews the inmate, if appropriate.
 9. The Work Assignment Wait List will be organized by application date. Inmates on the wait list may be passed over based on their poor institutional adjustment. Preference for work assignments may be given to those inmates on the wait list who have not presented any behavior problems.
 10. The Work Program Coordinator selects the inmate for the Inmate Work Program and forwards the approved application to the correctional staff member assigned to the inmate work program activities.
 11. Following the selection of the inmate worker, the correctional staff member assigned to the inmate work program activities makes a notation on the inmate worker's housing unit card. This identifies the selected inmate worker and the work site.
 12. When the inmate is terminated from the work assignment, the correctional staff member assigned to the housing unit ensures that the inmate's work assignment is deleted from the inmate's housing unit card.

D. Application, Screening & Selection of Inmate Workers - MSI

1. The Correctional caseworker informs each inmate during the orientation process that:
 - a. All sentenced inmates are required to work if they are not assigned to programs.
 - b. Sentenced inmates will get job priority on the Work Assignment Waiting List.
 - c. Male inmates designated as Code III or above will not be allowed to work at MSI outside of the housing unit.
 - d. Male inmates designated as Code III who are also sentenced will be immediately reviewed by Classification to determine if they are eligible for a custody level reduction.
 - e. If a male inmate is not eligible for a reduction in custody level that inmate may be transferred to the City Justice Center for a work assignment.

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- f. After 60 days of admission and every 60 days thereafter, caseworkers will conduct a re-assessment on every inmate assigned to their caseload by completing a Custody Assessment Scale. (see 3.6.1 – Classification)
2. Those inmates desirous of and those inmates required to participate in the Inmate Work Program must submit an Inmate Request Form to the caseworker.
3. The caseworker provides the inmate with a work assignment application. Once the application is completed, the caseworker conducts a custody file review and checks for previous reports concerning institutional adjustment on the inmate and submits the application to the Social Service Clerk.
4. The Work Program Committee member conducts an IJMS criminal records check; prints and attaches the pages to the inmate’s work application.
5. These documents are taken to the weekly Work Program Committee meeting where the committee reviews the applications and screens the IJMS criminal background checks.
6. If the inmate has no disqualifying information on record that bars further job application consideration of the inmate, the paperwork of the eligible applicants are given to the clerk assigned to the Classification Committee’s clerical duties who records the names of the applicants and their requested work assignments on the Work Assignment Waiting list. An inmate’s job preferences may be added to no more than three different work assignment categories.
7. Of the eligible applicants the names of inmates requesting a kitchen assignment are sent to the Health Care Unit for a medical screening. Their names are maintained on a pending medical approval section of the Inmate Waiting List.
8. The applications of the eligible candidates on the waiting list are maintained in a designated file cabinet. The wait list of eligible applicants will be maintained on “H” Drive. Changes to the list will be made by an authorized personnel only.
9. When a work assignment vacancy arises, the work area supervisor notifies the Social Service Clerk who pulls the Inmate Work Application of the next inmate on the waiting list under the vacant job classification. The inmate’s application is reviewed at the next work committee meeting.
10. The Work Program Committee member will ensure that the inmate’s worker identification badge is made and clearly notes the inmate’s name, inmate master number, age, race, work site and whether or not the inmate is pre-trial or sentenced to MSI.
11. When the inmate is terminated from the work assignment, the caseworker assigned to the Worker’s Quarters ensures that the inmate is moved out of the Worker’s Quarters.

E. Inmate Worker Schedule

1. The staff supervisor assigns inmates to a work schedule on an as needed basis in accordance with the Inmate Work assignment Plan. Inmate workers are not required to work more than 40 hours a week except in the case of facility emergencies.
2. The staff supervisor places the inmate on a schedule specifying work days and days off, and posts the inmate workers' assignment in the Workers' Quarters, each work site, the Floor Supervisor's office and the Shift Supervisor's Office.

F. Inmate Evaluation and Recognition

1. Inmates' work performance is regularly evaluated and recorded on the Inmate Work Roster under the column Evaluation Rating.
2. Inmates will earn a written statement of recognition for their competencies and contributions upon release.
3. The supervisor conducting the evaluation will forward a copy of the certificate of recognition to the inmates' custody file. The supervisor will make a copy available upon the inmate's request.

G. Housing Unit Assignments

1. Inmates who volunteer to become facility workers but do not qualify for assignments outside the housing unit will be placed on an eligibility list to be used as housing unit workers. The eligibility list will be maintained by the correctional caseworker assigned to the housing unit or dormitory.
2. The housing unit officer and the caseworker assigned to the unit decide who may be selected to work in the following areas.
 - a. Housekeeping
 - b. Hair care
 - c. Housing unit workers
 - d. Laundry duties
3. With the exception of the housing unit workers, the inmate workers selected for the above areas will be chosen from the waiting list by the Work Assignment Committee or Work Program Coordinator.

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4. The housing unit workers, who also serve as housing unit representatives, are selected by the majority of the inmates in the unit.

H. Inmate Worker Training

1. Correctional staff members will orient and train the inmate workers assigned to their area.
2. The correctional or contracted staff member trains the inmate workers in the use of any equipment and/or supplies they may need to use while performing their duties.
3. Prior to assignment in Food Service, the Work Program Coordinator or the Work Program Committee member has the inmate kitchen workers medically screened to work in the kitchen in accordance with the health and safety policy.
4. Inmate Workers will be trained prior to operating mechanical equipment. The training will be conducted by the contractor or correctional staff member responsible for the area.
 - a. Upon completion of the training the staff member conducting the training will instruct the inmate to read and sign the Acknowledgement of Receipt of Safety/Training Rules. This form will be forwarded to the inmate's custody file.
 - b. The Work Program Coordinator or the Work Program Committee member ensures that the Safety Rules form is forwarded to the inmate's custody file.

I. Inmate Worker Supervision

1. The housing unit correctional officer contacts the inmate workers at least 30 minutes before their scheduled reporting time, advises the workers when to report for work and conducts a personal hygiene inspection on the inmate prior to the inmate leaving for work.
2. The inmate worker's assigned supervisor may alter the inmate worker's assignment to meet the safe, secure, and efficient operation of the facility.
3. The inmate worker's assigned supervisor provides inmate workers with appropriate equipment, supplies and procedures on how to complete the assigned task.
4. All staff members monitor inmate workers to see that they are properly performing their tasks. When an inmate worker is not performing satisfactorily, the Correctional staff member attempts to modify the inmate's behavior by giving

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- the inmate a direct order to comply with the supervisor's instruction. If the inmate fails to comply, the supervising correctional staff member initiates a Disciplinary Report. The report is processed in accordance with the inmate discipline policy.
5. All staff members visually monitor inmate worker's movement seeing that they remain within their assigned work area performing their work details. When doubt exists as to whether an inmate worker is outside of an assigned work area, the Correctional staff member contacts the appropriate Correctional staff member for verification.
 6. The food service staff conducts daily checks of the food service worker's personal hygiene and general job performance, seeing that the Food Service Workers are following applicable health standards.
 7. The laundry officer conducts daily checks of the laundry workers' personal hygiene and general job performance.
 8. The assigned housing unit officer conducts daily checks of the housing workers' personal hygiene and general job performance to include showering before reporting to any work assignment.
 9. The inmate worker's assigned supervisor who finds deficiencies in an inmate worker's performance directs the inmate worker verbally to make necessary improvements and/or modifications. If the inmate fails to comply, the supervising correctional staff member initiates a Disciplinary Report. The report is processed in accordance with the inmate discipline policy.
 10. If the inmate worker complies with the directives to make changes but fails to perform at the expected level of improvements, the supervising Correctional Officer initiates a Disciplinary Report and recommends removing the inmate from inmate worker status and returning the inmate to the housing unit pending the results of the Adjustment Committee Hearing.
 11. After 90 days of continuous assignment in the same work area, the inmate may request to be placed on the waiting list of another work assignment area. The inmate's name will be placed at the bottom of the waiting list and remain in the current assignment while awaiting a vacancy.
 12. When an inmate worker's assigned supervisor recommends removing an inmate worker from the work program due to the inmate refusing to work, the staff member completes an Incident Report if the inmate is pretrial. If the inmate is sentenced to the Division of Corrections a Disciplinary Report is written.

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13. Incident & Disciplinary Reports will be forwarded to the housing officer, area supervisor and caseworker before the end of the shift. The caseworker will forward the reports for filing in the inmate's custody file.
14. Disciplinary Reports will be forwarded in accordance with Division Policy 3.3.6 - Major Rule Violations/disciplinary Hearings.
15. The Disciplinary Committee with the Superintendent/designee's approval will decide if the inmate is to be removed from the Inmate Work Program or assigned to another job. The staff supervisor will be notified of the decision.
16. Inmates found guilty of a major rule violation or an inmate refusing to work and is relieved of their work assignment, must wait 30 days before being considered for assignment to another job.

J. Disabled Inmates

1. Prior to any work assignment, the Work Program Coordinator or caseworker will determine the degree of an inmate's disability. This will be accomplished by:
 - a. Collecting information from the inmate in reference to the disability.
 - b. Results obtained from the medical staff after completion of physical exam and evaluation regarding the extent of the disability.
2. The Work Program Coordinator or caseworker will recommend an appropriate work assignment based on the information collected.
3. If the disability is temporary, the inmate will be evaluated for other work assignments at a later date.

K. Inmate Worker Compensation

1. Inmates are compensated for work performed with incentives such as, but not limited to:
 - Monetary compensation
 - Special housing
 - Extra privileges
 - Sentence reduction (when allowed by statute)
2. At the end of the workweek the staff supervisor reviews the Inmate Worker Roster to ensure that all inmates that worked that week initialed the roster, that all job classifications were accurately reported on the roster, and that the roster was

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- only initialed by inmates who worked that week. After reviewing and ensuring that all rosters were accurately completed, the staff supervisor signs the rosters. No Inmate Work Roster will be initialed by the inmate workers nor approved and submitted by staff supervisors for payment prior to the actual day worked.
3. If the inmate worker is in court on the day the Inmate Work Roster's are to be submitted, the inmate's supervisor may approve the inmate's pay for the days that the inmate worked by initialing for the inmate.
 4. The staff supervisor reviews all rosters to ensure that only approved job classifications are recorded on the roster and that the rosters were fully and accurately completed and submits them to their area supervisor.
 5. The immediate custody staff member supervising the approved inmate workers on their designate work assignment (laundry, barber shop, hall-man, etc.) will personally complete the Inmate work Roster as appropriate, have the inmates initial their names in the appropriate column, and the staff reviews it for correctness.
 6. The custody staff member will verify that the approved inmate reported and actually worked on each day recorded on the roster, by initialing underneath each of the work day recorded on the roster.
 7. After the end of the inmate work week period, the immediate custody staff will submit the work roster to the Area Supervisor who reviews it for accuracy and correctness; and will correct any discrepancies. The Area Supervisor signs the roster and forwards it to the Shift Supervisor for review and submission to the Unit Manager.
 8. The Shift Supervisor or Area Supervisor forwards the roster to the Unit Manager by placing it in the Unit Manager's administrative Mail Box at the start of the day on Monday of each week.
 9. The Unit Manager reviews the rosters, and if no discrepancy, signs them and authorizes payment to inmates.
 10. The Unit Manager or a designated administrative staff forwards the rosters to reach the Business Office Clerk by 12:00 p. m. on the first Monday at CJC and Tuesday at MSI following the work week. No inmate work roster will be submitted to the Business Office prior to the end of the work week.
 11. The Business Office Clerk reviews the roster. If no discrepancy, arranges for the payments into inmate's account in accordance with policy; and signs the Rosters. If there is discrepancy, the Business Office Clerk returns the roster to the Unit Manager/designee to see to the correction of the discrepancy.

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12. The improperly completed roster will be sent back to the Shift Supervisor, for correction. No payment will be made until form is corrected and returned.
13. All approved payments to inmates will be posted to their account within 5 working days after the work roster has been approved.
14. Unless otherwise authorized, it will be a violation of this procedures and work rule for custody staff members to forward completed inmate work roster directly to the Business Office to cause payment to be made to inmates for completed work assignments.