

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

CHAPTER:	5	Inmate Programs	5.4.8
SECTION:	4	Work Programs	EFFECTIVE DATE: 5 / 29 / 2020
SUBJECT:	8	COMMUNITY SERVICE WORK PROJECTS	
STANDARDS: ACA – 4 – ALDF: 7F-03			
APPROVED:			REVIEW DATE: 5 / 29 / 20
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 26 / 20
Rescinds: 5.4.4: 11/14/06 Cancel:			

I. POLICY

The Division of Corrections will provide work crews to not for profit organizations and city agencies whenever possible, based on the security and support needs of the facility and inmate availability.

II. RESPONSIBILITIES

All staff responsible for custodial management and caseload supervision of inmates/clients are responsible for adhering to the following procedures.

III. DEFINITIONS

Community Service Work Crew: A specific group of up to four minimum security level inmates assigned to provide services to the community and city agencies and not for profit organizations.

Community Service Hours: Amount of inmate work hours contributed to community service programs performed either on or off facility property.

Community Service Program Coordinator: Facility staff member designated by the Superintendent to coordinate, monitor, and report the monthly progress of all community services work crews assigned to the facility.

Community Service Programs: For the purpose of this policy, the provision of inmate workers to city agencies and not for profit organizations.

IV. PROCEDURES

A. General

1. The Superintendent will designate a staff member to coordinate community service/work crews and projects. The Community Service Program Coordinator shall be responsible for ensuring policy compliance, monitoring, and reporting of all community service programs to the Superintendent or designee.
2. The Medium Security Institution may operate community service programs for confined inmates. Probation and Parole may also operate community service programs for non-confined offenders.

B. Inmate Eligibility

1. Inmates with non-violent history with no state or federal warrants shall receive first consideration for placement on community service work crews.
2. Inmates classified as minimum custody, regardless of offense, must be within 120 days of release to be eligible for assignment to community services work crews.
3. Any inmate eligible for the Inmate Work Program may participate in in-house community service program.

C. Supervision

1. All inmates assigned to community service work crews will be given orientation by the Work Program Community Coordinator or Work Crew Supervisor prior to assignment to community services work crews.
2. The ratio of inmates to staff shall not exceed four (4) to one (1). The officer(s) supervising the crew will be armed and certified in the use of the issued weapon.
3. Inmate work supervisors will require appropriate training in regard to supervision requirements of inmates. The training shall include how to deal with emergency situations such as escape, medical emergencies, etc. involving inmate workers. A minimum of two hours of such training must be documented prior to supervising a crew, with in-service training as needed to be current.
4. Any situation concerning safety and security of the staff, community, inmate crews shall be reported in accordance with Policy # 3.1.10 – Incident Report Form and Policy #3.1.30 – Incident Reporting.

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5. Inmates will be kept away from the general public as much as possible. Inmate meals will generally be taken in areas not frequented by the general public. Inmates will not be taken to parks, interstate rest areas, etc., unless their work is in that area.
6. Inmates assigned to work on in-house community service activities will be supervised pursuant to Policy #5.4.1 – Inmate Work Program.

D. Job Sites

1. Non Division of Corrections agencies requesting community service crews shall submit a written request to the Superintendent specifying the following:
 - a. Type of work to be performed
 - b. Number of inmate workers needed, estimated time to complete job. The number of inmate workers participating on any work project will be left to the discretion of the Superintendent.
 - c. Location and contact person
 - d. Materials/equipment supplied by requesting agencies or organizations
 - e. Transportation and meal arrangements
2. Materials, supplies, and specialized equipment required for any project is the responsibility of the requesting agency or organization.
3. All potential job sites shall be visited and evaluated by the Community Services Program Coordinator prior to the Superintendent's decision to perform the requested work. Schools and agencies dealing with child care requesting inmate work crews shall only be considered when school/agencies are not in session (i.e., weekends, spring break, summer vacation, etc.).
4. The Superintendent/designee will notify the requesting agency or organization of intended participation, in writing, and a copy of the request and the decision shall be forwarded to the Community Services Program Coordinator and the Director of Public Safety.
5. Emergency request for services (i.e., natural disaster, clean-up, etc.) shall be handled on a case by case basis and shall require a follow-up letter providing detailed information and outcome to the Superintendent. The Superintendent shall forward copies to the Director of Public Safety.

E. Clothing and Safety Equipment

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1. Inmates will wear orange jumpsuits with Division of Corrections clearly printed on them. Safety shoes and vests will be issued as appropriate. The issuance of hardhats for inmates workers on construction sites will be left to the discretion of the Division, but must comply with OSHA mandates.
2. The Work Crew Supervisor shall ensure all equipment needed to complete the assigned task (i.e., lawn mowers, chain saws, etc.) is in proper working condition and all safety devices are attached and the inmate has been trained on the use of the equipment. Inmate workers will be provided a minimum of two (2) hours of safety instructions before operating any equipment. This training will be documented in the inmate's case file.

F. Jobs Assignments

1. Job assignments, terminations, etc. will be completed in accordance with Policy #5.4.1 – Inmate Work Program. Job titles shall reflect actual services provided according to the Inmate Work Program Work Plan.
2. Pay will be in accordance with the Inmate Work Plan (See Policy #5.4.1 Inmate Work Program).

G. Reporting Requirements

The Community Services Program Coordinator shall develop a format for reporting of community services activities. This report shall be submitted to the Superintendent by the 10th day of each month for the preceding month.

H. Monetary Reimbursement

1. City agencies and not for profit organization shall reimburse the Division for inmate labor as stipulated in the Inmate Work Plan.
2. Written agreements (see attached) shall specify any additional reimbursement for the following:
 - a. Meals
 - b. Transportation
 - c. Supplies