

Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE DETENTION CENTER POLICY

Inmate Work Details

Distribution:	HCDC Employees	Index:	DCA 3500
Responsible Unit	Classification Unit	Rescinds:	A3.500
		MCCS:	.05A .05G .05H

Issued	11/20/20	Revised:	11/18/20	Reviewed:	09/21/20	Next Review:	09/21/21
---------------	-----------------	-----------------	-----------------	------------------	-----------------	---------------------	-----------------

1. Purpose

To establish guidelines for providing internal work assignments to inmates at the Harford County Detention Center (HCDC).

2. Policy

The HCDC will have a written inmate work assignment plan that provides for inmate employment subject to the number of work opportunities available, and the maintenance of HCDC security, and will not discriminate in inmate work assignments based upon gender, race, religion, or national origin.

3. Procedures

A. Protective Equipment

- Specified trustees will be provided protective clothing and equipment as needed for their work detail.

<u>Work Detail</u>	<u>Protective Clothing and Equipment</u>
Laundry	General Laundering: None. Contaminated Laundry: Plastic disposable gloves. *
Hall	Work boots.
Commissary	Work boots.
Maintenance	Protective eye wear when using power or hand tools or handling toxic materials. Protective chemical-resistant gloves when handling caustic and toxic materials. Work boots worn at all times. Coveralls when painting. Jacket or coat worn as required by weather conditions.
Food Service	White uniform including shirt, t-shirt, trousers, and work boots.
Meal Servers	Hair nets and plastic disposable gloves.
Exercise	Work Boots.

*Note: Laundry contaminated with blood, blood bi-products and/or vermin infested will be handled while wearing plastic disposable gloves.

B. Inmate Work Detail Plan

1. Inmates will be assigned to work details as needed.

<u>Work Detail</u>	<u>Number of Assigned Inmates</u>
Laundry	6-8
Hall	8-10
Commissary	2-3
Maintenance	2-4
Food Service	12 Males 4-6 Females
Meal Servers	18-20
Direct Supervision Unit (DSU)	6-10
Library	1
Exercise	1
Warden's Detail	2-4

C. Voluntary Participation in Work Details

1. Pre-trial inmates are not required to perform any work assignments, except personal housekeeping in the inmate's assigned housing area but may volunteer to participate in other work details.

D. Inmate Non-Discrimination

1. Inmate work details will not be based on gender, race, religion or national origin.
2. Work details will not have a mixed gender participating at any one time.
3. All work details will be made available to any inmate meeting the criteria for the work detail.

E. **Disabled** Inmates

1. Inmates will be utilized in a work detail restricted only by the nature of the inmate's **disability**.

F. Compensation for Work Performed

1. Inmates participating in a work detail will be compensated by a reduction in sentence with

special and industrial credits.

2. Upon approval of the Warden, inmates participating in special work detail may receive special program credits.

G. Medical Department Approval

1. Prior to an inmate's participation in a work detail, the Classification Counselor will contact the Medical Department to ascertain if the inmate can participate in the specified work detail.
2. The Medical Department will complete and forward a Work Detail Program Pre-Participation Medical Screening (DC-827) and Kitchen Trusty Program Rules and Regulations (DC-506) to the Classification Counselor.
3. The Classification Counselor will maintain completed Work Detail Program Pre-Participation Medical Screenings (DC-827) and Kitchen Trusty Program Rules and Regulations (DC-506) in the inmate's classification record.

H. Inmate Workday

1. Inmates assigned to a work detail may only work a maximum of eight hours per day, except when additional hours are required due to an emergency (e.g. snow removal, fire clean-up, etc.).
 - a. Warden, Assistant Warden, Operations Division Commander, or other command staff member (Lieutenant) may authorize additional hours.
2. Any inmate may voluntarily work additional hours beyond the eight-hour workday when approved.
3. No inmate will work in excess of 16 hours during any 24-hour period.

I. Laundry Work Detail

1. Any inmate who is sentenced or sentenced with a detainer meeting the following criteria may participate in the Laundry Work Detail:
 - a. Sentence and detainer will not be for a violent felony;
 - b. Detainer bond amount will be at the discretion of the Classification Counselor;
 - c. Not considered an escape or security risk as determined by the Classification Counselor; and
 - d. Must have a positive institutional adjustment with no infractions within four weeks.
2. Inmates assigned to this work detail will be responsible for sorting and placing laundry into washer and dryer; sorting, folding according to type and size, if applicable; placing clean laundry in the appropriate storage area or assist in distribution to appropriate inmates.
3. **After the work detail is complete, the inmates will clean the laundry area and equipment.**

4. After the inmate has shown appropriate adjustment as determined by the Classification Counselor, the inmate may be placed into a work detail with greater responsibility provided a work detail vacancy exists.

J. Hall Trusty Work Detail

1. Any inmate who is sentenced or sentenced with a detainer meeting the following criteria may participate in the Main Level Hall Trusty Detail:
 - a. Sentence and detainer will not be for a violent felony;
 - b. Detainer bond amount will be at the discretion of the Classification Counselor;
 - c. Not considered an escape or security risk as determined by the Classification Counselor; and
 - d. Must have a positive institutional adjustment with no infractions within four weeks.
2. Inmates assigned to this work detail will be responsible for cleaning the main corridor, administrative offices, public lobby, restrooms, visiting area, deputy restroom; preparing cleaning gear and supplies for placement in inmate housing areas; empty refuse receptacles and remove refuse to the dumpster; and any other job related duties as assigned.

K. Commissary Work Detail

1. Any inmate who is sentenced or sentenced with a detainer meeting the following criteria may participate in the Commissary Work Detail:
 - a. Sentence and detainer will not be for a violent felony;
 - b. Detainer bond amount will be at the discretion of the Classification Counselor;
 - c. Not considered an escape risk or security risk as determined by the Classification Counselor; and
 - d. Must have a positive institutional adjustment with no infractions within four weeks.
2. Inmates assigned to this work detail will be responsible for assisting the Commissary Coordinator in commissary order processing; assisting the Commissary Coordinator on commissary order delivery days or any other time as deemed necessary by the Commissary Coordinator; and assisting the Commissary Coordinator with HCDC inventory as deemed necessary by the Commissary Coordinator.

L. Food Service Work Detail

1. Any inmate who is sentenced or sentenced with a detainer meeting the following criteria may participate in the Food Service Work Detail:
 - a. Misdemeanor Detainer or non-serious felony;
 - b. Detainer bond amount will be at the discretion of Classification Counselor;

- c. Inmate's length of sentence;
- d. Not sentenced for a serious felony, escape or a lesser charge pertaining to domestic violence;
- e. Not considered an escape risk or security risk as determined by the Classification Counselor;
- f. No obvious psychological problems;
- g. Have an annual physical examination, TB Tine and blood test;
- h. Not have had any disciplinary infractions within four weeks prior to placement on the work detail; and
- i. Read and signed the Kitchen Trusty Program Rules and Regulations (DC-506) and agree to abide by the rules and regulations.

M. Meal Server Work Detail

1. Any inmate meeting the following criteria may participate in the Meal Server Work Detail:
 - a. Not considered an escape risk or security risk as determined by the Classification Counselor;
 - b. Not be on the High-Risk List Phase I;
 - c. Have passed an annual physical examination, TB Tine and blood test; and
 - d. Not have any disciplinary infractions within four weeks prior to placement on the work detail.
2. Inmates assigned to this work detail will be responsible for assisting deputies serving meals into the housing areas, assisting deputies with pick-up of meal trays from the housing areas, and assisting with any other job-related duties as deemed necessary by deputies during meal service.

N. Direct Supervision Unit Work Detail

1. Any inmate who is sentenced or awaiting trial and is housed in a DSU may participate in the DSU Work Detail.
2. One DSU trusty in each DSU will be responsible for cleaning the main and mezzanine level common area floors, including dining area, multi-purpose room, storage room, main and emergency exit sally ports, and stairs on a daily basis or more often as deemed necessary by the DSU Deputy.
 - a. This trusty will ensure water is poured into each main level common area floor drain minimally on a weekly basis.
3. The second DSU trusty will be responsible for cleaning main and mezzanine level showers and gear closets, windows, and deputy restroom daily or more often as deemed necessary by the DSU Deputy.
4. The inmate must have a positive institutional adjustment with no infractions within four weeks.

O. Outside Work Details

1. Outside Work Details include any detail which requires an inmate to perform work outside the confines of the HCDC.
2. Assignment to these work details will be based upon the inmate's length of sentence and specific charges.
 - a. Inmates who have work release eligibility will be given priority.
 - b. Inmates with less than one year to serve are preferred as a guide only.
 - c. Inmates with a sentence of 180 days or less may be considered for an outside detail without first working within the HCDC.
3. The inmate will be sentenced without a detainer for participation in an outside work detail with priority assignment established by the inmate's length of sentence, and must meet the following criteria:
 - a. Not considered an escape risk or security risk as determined by the Classification Counselor;
 - b. Have no obvious psychological problems;
 - c. Not have had any disciplinary infractions within the previous four weeks prior to placement on the work detail; and
 - d. Not be a juvenile.
4. The inmate will not be sentenced for rape, murder, escape, armed robbery, manslaughter, first degree assault, robbery, use of a handgun in the commission of a crime, burglary or daytime housebreaking, arson, child abuse, first, second or third degree sexual offense, kidnapping or abduction, carjacking, violation of ex parte, sexual offense involving a minor, attempt to commit any of these offenses, or any other serious felony offense which could be deemed a security risk if the inmate is permitted outside the HCDC.
5. The inmate's name, charge and assignment date will be documented on the detail roster by the Classification Counselor.

P. Maintenance Work Detail

1. Any inmate who is sentenced without a detainer meeting the following criteria may participate in the Maintenance Work Detail:
 - a. Sentence and detainer will not be for a violent felony;
 - b. Detainer bond amount will be at the discretion of the Classification Counselor;
 - c. Not considered an escape risk or security risk as determined by the Classification Counselor; and
 - d. Must have a positive institutional adjustment with no infractions within four weeks.

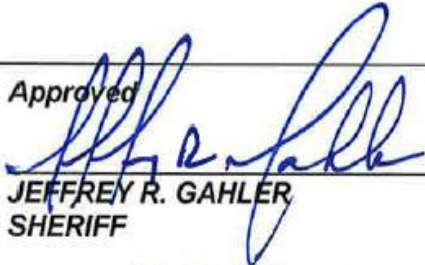
2. Inmates assigned to this work detail will be responsible for shoveling snow, HCDC maintenance, and any other job-related duties deemed necessary by the Maintenance personnel.

T. Warden's Special Detail

1. Any inmate who is sentenced with or without a detainer and meets the following criteria may participate in the Warden's Special Detail:
 - a. Sentence and detainer will not be for a violent felony;
 - b. Detainer bond amount will be at the discretion of the Classification Counselor;
 - c. Not considered an escape risk or security risk as determined by the Classification Counselor; and
 - d. Must have a positive institutional adjustment with no infractions within four weeks.
2. Inmates assigned to this work detail will be responsible for any special details for the Sheriff's Office and any assigned duties deemed necessary by the Warden.

U. Exercise Detail

1. Any inmate who is sentenced or sentenced with a detainer meeting the following criteria may participate in the Exercise Detail:
 - a. Sentence and detainer will not be for a violent felony;
 - b. Detainer bond amount will be at the discretion of the Classification Counselor;
 - c. Not considered an escape risk or security risk as determined by the Classification Counselor; and
 - d. Must have a positive institutional adjustment with no infractions within four weeks.

Approved

JEFFREY R. GAHLER
SHERIFF
DATE 11-25-2020