



STATE OF ALABAMA
DEPARTMENT OF CORRECTIONS

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COMMISSIONER

July 10, 1996

ADMINISTRATIVE REGULATION
NUMBER 439

OPR: INSTITUTIONS

INMATES WORKING ON COMMUNITY PROJECTS

I. GENERAL

This regulation establishes policy, responsibilities, rules and procedures for inmates working on community projects.

II. POLICY

It is departmental policy to utilize inmate labor to develop work ethics and to conserve funds for all government agencies within the State of Alabama.

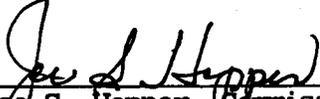
III. RESPONSIBILITIES

- A. The Deputy Commissioner for Institutions has the responsibility to ensure Institutional Wardens comply with the policies and procedures as outlined in this regulation.
- B. The respective Institutional Warden is responsible to ensure inmates who are selected to work on community projects are properly screened in accordance with departmental job board guidelines. Wardens will ensure staff members, inmate squad/detail supervisors, and inmates are familiar with their responsibilities as outlined in this regulation.
- C. Personnel designated as Check Out Officers will ensure that inmates are counted, checked out on time, and they meet the dress code specified in Annex A.

- D. Inmate Work Supervisor (Freeworld and Departmental) will be responsible to ensure the rules and procedures as outlined in this regulation are being complied with. (Department officials concerned will advise those freeworld personnel selected as supervisors accordingly).

IV. PROCEDURES

- A. The Institutional Warden has the authority to assign/allow inmates to work in the community. However, the Warden will ensure inmates work for City, County, State or Federal agencies only. Inmates will not be allowed to work for non-profit organizations or for the general public. If there is a question as to the status of an agency a legal opinion will be obtained.
- B. Supervisors at all levels are responsible to ensure inmate behavior is in compliance with Inmate Work Rules (Annex A). Any violation of these rules will be reported immediately to the Warden and appropriate disciplinary action will be taken.
- C. Inmate Work Supervisors (Freeworld) will read and sign Annex B stating they understand the work rules. If they cannot read, the Check Out Officer will give a verbal briefing to ensure their supervisor knows the rules.
- D. Prior to transporting an inmate to a community work site, the responsible supervisor will ensure each inmate is given a set of rules. He/she will be given a briefing explaining the rules and the inmate will be required to sign acknowledging receipt of rules.



Joe S. Hopper, Commissioner

ANNEXES

Annex A Inmate Work Rules
Annex B Inmate Supervisor Work Rules

INMATE WORK RULES

1. DRESS CODE
Inmates must wear white (DOC issued) clothing in accordance with inmate rule book. Only authorized clothing will be worn. The clothing will be clean, the buttons will be buttoned, and shirt tails will be tucked into trousers. No free world caps will be worn.
2. VISITORS
Inmates will not be allowed to have visitors at the job sites.
3. PHONE CALLS
Inmates will not make or receive phone calls at their job.
4. MAIL OR PACKAGES
Inmates will not be allowed to send or receive mail or packages at the job site.
5. HOBBY CRAFT ITEMS
Any freeworld person interested in purchasing a hobby craft item must have approval for the purchase from the Warden or his designee - (NO EXCEPTIONS). The money for the item will be placed on the inmate's account prior to the item leaving the institution.
6. GENERAL RULES
 - A. While riding on vehicles inmates will not sit or stand on the sides.
 - B. Inmates will not be allowed to drive vehicles unless authorized by the Warden or his designee.
 - C. Inmates are not allowed to work on personal property of any description while at the job site.
 - D. Inmates will not consume or have any drugs or alcoholic beverages in their possession - prescription drugs will be controlled by responsible supervisor.
 - E. Inmates are not allowed to work or be on private land at any time (except as established by Section 14-5-30 thru Section 14-5-34).
 - F. Radios will not be allowed at work site.

INMATE SUPERVISOR WORK RULES

1. Supervisor will ensure he/she is familiar with inmate work rules in accordance with Annex A. (Supervisor will be given a copy of inmate work rules).
2. If an inmate is injured or becomes ill at the work site, the supervisor will take appropriate action and notify the facility Warden as soon as possible (ASAP). The supervisor will also be required to prepare a report concerning the incident.
3. Supervisors will make visual contact with each inmate under their control at least once every fifteen (15) minutes. Any time a supervisor has reason to believe an inmate is missing or has escaped, he/she will report this immediately to Staton Communications (334-567-2221). After reporting to Staton, call the facility Warden and wait for further instructions.
4. Male and female inmates will not be allowed to work in the home area under normal conditions. However, if it becomes necessary, they will require constant supervision. They will not be left alone!
5. Supervisors are not to establish a personal relationship with inmates. The purpose of this rule is to prevent you from becoming a VICTIM of the oldest confidence game in the work force, A CON GAME. Remember, don't take anything from them or give anything to them.
6. Supervisors may purchase meals/lunches for inmates but in no case shall inmates be allowed inside establishments.

I HAVE READ AND UNDERSTAND THE INMATE AND SUPERVISOR RULES

Work Supervisor's Signature

Date

Correctional Employee Signature

Date