



## ADMINISTRATIVE DIRECTIVE

<p>Title: <b>Inmate Work Program</b> Issuing Department: Human Resources Department Effective Date: January 19, 2024 Approved: Terry Rozema, Town Manager Type of Action: Revision</p>
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### 1.0 PURPOSE

The Town of Marana has an agreement, the Inmate Work Contract, with the Arizona Department of Corrections, Rehabilitation and Reentry (ADCRR) to obtain use of inmate labor services from the Arizona State Prison Complex-Tucson (ASPC-Tucson). The purpose of this directive is to establish the policies and procedures for employees who supervise inmates or work in the presence of inmates in the performance of their job duties as a part of the Town's Inmate Work Program.

### 2.0 DEPARTMENTS AFFECTED

This directive shall apply to all Town of Marana departments and employees who participate in the Inmate Work Program or who work in the presence of inmates in the course of their duties.

### 3.0 REFERENCES

- 3.1 Town of Marana Personnel Policies and Procedures, Chapter 1: General Employment Rights and Responsibilities.
- 3.2 Town of Marana Personnel Policies and Procedures, Chapter 2: Employment Process
- 3.3 Town of Marana Personnel Policies and Procedures, Chapter 5: Work Rules
- 3.4 Town of Marana Personnel Policies and Procedures, Chapter 7: Safety and Health
- 3.5 A.R.S. § 13-1419 Unlawful Sexual Conduct; Correctional Facilities
- 3.6 A.R.S. § 13-2505 Promoting Prison Contraband
- 3.7 A.R.S. § 13-2513 Failure to Discharge Duties (Custodial Responsibility)
- 3.8 A.R.S. § 31-129 Taking Prohibited Articles into Jail
- 3.9 A.R.S. § 31-204 Gifts to or From Prisoner
- 3.10 A.R.S. § 31-231 Unauthorized Communication with Prisoner
- 3.11 A.R.S. § 31-221 Confidentiality of File

- 3.12 A.R.S. § 31-250 through 255 Labor by Prisoners
- 3.13 A.R.S. § 41-1602 State Department of Corrections
- 3.14 Inmate work contract between the Town of Marana and ADCRR
- 3.15 Occupational Safety and Health Act (OSHA), Safety and Health Standards for General and or Construction Industry, 29 CFR Part 1910 and 1926.
- 3.16 ADCRR Department Orders (DO's)
  - 3.16.1 501 – Employee Professionalism, Ethics, and Conduct
  - 3.16.2 527 – Sexual Harassment and Employee Discrimination
  - 3.16.3 708 – Searches
  - 3.16.4 809 – Earned Incentive Program
  - 3.16.5 903 - Inmate Programs and Services
- 3.17 Arizona Department of Corrections Director's Instructions (DI's)
- 3.18 Federal Prison Rape Elimination Act (PREA) of 2003, 28 C.F.R. Part § 115.

#### 4.0 DEFINITIONS

- 4.1 ADCRR: The department that encompasses the various institutions, facilities and programs which are now or may become a part of the correctional program of the state; provides the supervisory staff and administrative functions at the state level for all matters relating to the institutionalization, rehabilitation, and community supervision functions of all adult offenders.
- 4.2 ASPC-Tucson: Secure prison located in Tucson that provides housing and treatment to inmates committed to the Arizona Department of Corrections.
- 4.3 ASPC-Tucson Warden or Warden: The individual employed by ADCRR and charged with overall responsibility to manage and operate ASPC-Tucson.
- 4.4 ASPC-Tucson Procedures: Procedures based on DOC written instructions that have been approved by DOC relative to the operation, management, and maintenance of ASPC-Tucson location.
- 4.5 ASPC-Tucson Checker: ADCRR employee assigned to do periodic checks of inmate work crews in the field.
- 4.6 Contraband: Anything a prisoner is not allowed to possess.
- 4.7 Designated Liaison: Risk Manager for the Town who, as required by the inmate work contract, serves as a liaison between the Town and ASPC-Tucson in developing and coordinating work schedules, hours, and transportation; coordinates with Warden regarding incidents and accidents; oversees inmate training program for all Town employees.
- 4.8 Employee: For purposes of this directive, employee includes employees in regular classified and unclassified positions and employees in temporary positions.

- 4.9 Employment discrimination: see Town of Marana Personnel Policies and Procedures Policy 1-1.
- 4.10 Equipment: For purposes of this directive, equipment includes any item listed on Attachment A: Inmate Safety Training-Tools and Equipment form.
- 4.11 Escape flyer: A document held by ASPC-Tucson Checkers that contains confidential information regarding charges, sentence length, photo, description (scars, tattoos) for each inmate participating in an inmate work crew.
- 4.12 Information Report: A form provided by ADCRR used to document injuries, anything unusual or out of the ordinary, or inmate concerns. See Attachment C.
- 4.13 Inmate Disciplinary Report: A form provided by ADCRR used to document when inmates commit serious violations. See Attachment D.
- 4.14 Inmate Work Crew Leader: A Town employee who is actively supervising inmate crews.
- 4.15 Inmate work contract: The contract entered into between the Town of Marana and ADCRR that authorizes the use of inmate work crews from ASPC-Tucson in the Town.
- 4.16 Inmate work crew: A group of inmates who possess the skills and training to participate in job assignments.
- 4.17 Non-ADC Personnel Annual Training: Annual training conducted by ADCRR to review ADCRR rules, policies and procedures that apply to contractors that have inmate contact.
- 4.18 Out Count sheet: A form provided by ASPC-Tucson to document inmates in work crews, pick-up and drop-off times, and locations. See Attachment E.
- 4.19 Personal Protective Equipment (PPE): Equipment worn to minimize exposure to a variety of hazards; includes, but is not limited to: chaps, dust masks, ear plugs, gloves, hard hats, knee pads, safety glasses, shoe caps, rain slickers, and vests.
- 4.20 Sexual harassment: see Town of Marana Personnel Policies and Procedures Policy 1-1.
- 4.21 Vicarious liability: Liability that occurs when one person is liable for the negligent actions of another person, even though the person was not directly responsible for the injury.

## 5.0 POLICIES AND PROCEDURES

### 5.1 General

- 5.1.1 Inmates working for the Town are screened by the Arizona Department of Corrections pursuant to Department Order 903 to determine the inmates' eligibility to serve on inmate work crews.
- 5.1.2 Employees shall communicate citizen complaints, concerns, or praise to the Designated Liaison as soon as possible.
- 5.1.3 Employees who do not supervise or work alongside inmates shall have minimal interactions with inmates.

### 5.2 Hiring and Employment Policies

- 5.2.1 As a condition of employment, all applicants for positions that include leading inmate work crews as an essential function shall complete and pass an Arizona DOC

Background Questionnaire (Attachment F) prior to employment. In subsequent years, these employees shall annually complete an Arizona DOC Criminal History Information Request (Attachment G).

- 5.2.2 There are positions in the Town that do not include leading inmate work crews as an essential function of the position, but the position may nonetheless include the responsibility of leading inmate work crews. Applicants for these positions shall complete an Arizona DOC Background Questionnaire (Attachment F) after employment is offered. If an employee fails the Arizona DOC Background Questionnaire, the employee cannot be an Inmate Work Crew Leader. If an employee who works as an Inmate Work Crew Leader subsequently fails the Arizona DOC Criminal History Information Request (Attachment G), the employee can no longer be an Inmate Work Crew Leader.
- 5.2.3 As soon as possible after being hired, potential Inmate Work Crew Leaders shall attend the Non-ADC Personnel Annual Training. Employees shall not perform the functions of an Inmate Work Crew Leader until this training is completed.
- 5.2.4 Inmate Work Crew Leaders shall complete First Aid, CPR, and AED training within one year of hire. No AEDs on vehicles provided.
- 5.2.5 Inmate Work Crew Leaders must, by their next working day, notify their immediate supervisor when they are arrested for any criminal offense, including misdemeanor traffic offenses such as driving under the influence (DUI) and reckless driving.
- 5.2.6 ADCRR has the right to revoke clearance for Inmate Work Crew Leaders and the Town has no administrative right to contest the decision.
- 5.2.7 If an employee's position includes as an essential function the leading of inmate work crews and the employee loses clearance or fails to pass one of the required background checks, or is otherwise unable to lead inmate work crews, the employee may be subject to disciplinary action, up to and including termination.

### 5.3 Employee Training Requirements

- 5.3.1 All Town employees shall complete at least one online training session addressing inmate safety issues annually.
- 5.3.2 Employees who work as Inmate Work Crew Leaders shall complete all of the following:
  - 5.3.2.1 The Non-ADC Personnel Annual Training at least once per year
  - 5.3.2.2 A minimum of two additional online training sessions addressing inmate interaction and safety issues each year
  - 5.3.2.3 Any additional assigned training sessions
  - 5.3.2.4 First Aid, CPR, and AED training

### 5.4 Custodial Responsibility

- 5.4.1 Inmate Work Crew Leaders have custodial responsibility over the inmates assigned to their inmate work crews. Custodial responsibility is the responsibility for the care, management, or control of an inmate who is committed to ADCRR.

- 5.4.1.1 As employees with custodial responsibility, Inmate Work Crew Leaders potentially subject themselves and the Town to vicarious liability due to the actions of the inmates on their inmate work crews.
- 5.4.1.2 A person who has custodial responsibility and who intentionally fails to discharge those duties can be charged with a class 1 misdemeanor if that failure results in either escape of the inmate or serious physical injury to, or the death of, any other person or inmate.
- 5.4.2 Custodial responsibility requires that Inmate Work Crew Leaders must comply with all of the following rules:
  - 5.4.2.1 Inmate Work Crew Leaders must ensure inmates on their work crews have access to health care and basic first aid.
  - 5.4.2.2 If instances of sexual harassment or employment discrimination are brought to the attention of Inmate Work Crew Leaders, they shall report the situation to the Designated Liaison.
  - 5.4.2.3 Inmate Work Crew Leaders are responsible for knowing the whereabouts of inmates on their inmate work crews at all times.

## 5.5 Work Locations

- 5.5.1 Inmate work crews are permitted to work in only the following locations in the Town without notice and pre-approval:
  - 5.5.1.1 I-10 from Orange Grove Road north to Pinal County Line
  - 5.5.1.2 Streets and rights-of-way within the Town limits and the Marana Water service area
  - 5.5.1.3 Town parks, paths, trails, and trailheads
  - 5.5.1.4 Marana Operations Center (MOC)
  - 5.5.1.5 Fleet shop
  - 5.5.1.6 Town shops and yards
  - 5.5.1.7 Marana Municipal Complex (MMC) and surrounding property, with restrictions as listed in 5.5.2 below
  - 5.5.1.8 Marana Senior Center
  - 5.5.1.9 Marana Regional Airport and Airfield
  - 5.5.1.10 Marana Wastewater Reclamation Facility
  - 5.5.1.11 El Rio Preserve
- 5.5.2 Inmate work crews may work in the following locations with advance notice and approval from the applicable Department Heads:
  - 5.5.2.1 Reception area of Marana Municipal Complex with notice and approval from the Town Manager's office
  - 5.5.2.2 Marana Municipal Complex Third Floor with notice and approval from the Department Head in the area where inmates will be working

5.5.2.3 Marana Municipal Court facilities with notice and approval from the Town Magistrate

5.5.2.4 Police facilities with notice and approval from the Chief of Police

5.5.3 Inmate works crews are not permitted to work in the following locations:

5.5.3.1 Within 300 feet of a public or private school building currently in session with any grades K-12, or a fenced recreational area adjacent to a school building, or a licensed childcare facility as defined by A.R.S. § 36-881 during business hours.

5.5.3.2 On private property, unless the private property owner gives written permission, in a form approved by the Legal Department, for the inmate work crews to work on the owner's property.

## 5.6 Inmate Training

5.6.1 All inmates shall complete an initial safety training session conducted by the Town prior to beginning work. Inmate Work Crew Leaders shall document completion of inmate safety training on the Inmate Safety Training – Tools & Equipment form.

5.6.2 Inmate Work Crew Leaders must know the types of work tasks to be accomplished and the correct way to complete each task, and must teach assigned inmates how to complete their job assignments correctly.

5.6.3 An inmate shall not perform any work task requiring tools and equipment, including driving equipment, until the inmate has been trained on the use of the tools and equipment. Any training regarding tools and equipment must be documented on the Inmate Safety Training – Tools & Equipment form.

5.6.3.1 A copy of the Inmate Safety Training – Tools & Equipment form must be provided to ASPC-Tucson. The department using the inmate work crew shall also maintain a copy of the form for the duration of time that the inmate is working on the crew.

5.6.3.2 All equipment, machinery, or tools that may be used to accomplish work activities shall be inspected in order to ensure that all items are in good repair and proper working order.

5.6.4 Prior authorization from ASPC-Tucson is required for inmate use of driving equipment, including, but not limited to, asphalt steel drum roller, backhoe, forklift, gannon box, Gator, Kubota, Bobcat, or Workman. The Inmate Work Crew Leader shall use the Driving Equipment Authorization form (Attachment B) to document authorization.

## 5.7 Work Rules

5.7.1 When an inmate work crew consists of four or less inmates, Inmate Work Crew Leaders are expected to work alongside the inmates.

5.7.2 Inmate Work Crew Leaders shall establish a lunch and break schedule for inmates. Inmates are allowed to smoke on break as long as they are in compliance with Town policy. Inmate Work Crew Leaders may give an inmate a lighter for a cigarette but must ensure it is immediately returned.

5.7.3 Lunch time is compensable time for Inmate Work Crew Leaders if they are responsible for watching inmates during their lunch.

- 5.7.4 When an Inmate Work Crew Leader has personal employment business to address, such as a meeting with Human Resources, he/she shall conduct this business after check-in of inmates or when relieved from duty by another Inmate Work Crew Leader.
- 5.7.5 Inmates are not allowed to be alone inside a vehicle that is running. If the vehicle is not locked and secured, there should be a club lock on the steering wheel of a vehicle. Vehicles should be searched while inmates are present to reduce the possibility of contraband stashes in vehicles.
- 5.7.6 Inmate Work Crew Leaders shall ensure that vehicles used to transport inmates are safe and that Town employees use safe driving habits while transporting inmates. Inmates must use seat belts and are prohibited from riding in vehicles not designed for passengers.
- 5.7.7 Whenever practicable, the Inmate Work Crew Leader shall put up temporary signs indicating that an inmate work crew is working at a particular location. All inmate work crew vehicles should have signs that state "Inmates Working".
  - 5.7.7.1 Signs are required on I-10 if inmates are working on blacktop. Law enforcement/traffic control must also be present if inmate steps on active portion (blacktop) of I-10.
  - 5.7.7.2 Signs are required if inmates are working in parks or preserves or within 500 feet of a public or private school building with any grades K-12, or a fenced recreational area adjacent to a school building, or a licensed childcare facility as defined by A.R.S. § 36-881.
- 5.7.8 Inmate Work Crew Leaders shall account for all personal and Town property around inmates, including, but not limited to, tools, equipment, keys, and cell phones. If any personal or Town property is missing, the Inmate Work Crew Leader shall notify the Designated Liaison and the ASPC-Tucson Checker.
  - 5.7.8.1 The Inmate Work Crew Leader should be prepared to identify the missing item, and to describe the circumstances surrounding its disappearance and all the measures taken to investigate and search for the missing item.
  - 5.7.8.2 The Inmate Work Crew Leader shall complete an Information Report and provide it to ASPC-Tucson and the Designated Liaison.
- 5.7.9 Inmate Work Crew Leaders shall outline expectations for inmates on inmate work crews.
  - 5.7.9.1 When inmates are not meeting expectations, due to either unacceptable behavior or poor work performance, Inmate Work Crew Leaders shall give inmates a verbal warning and contact their immediate supervisor.
  - 5.7.9.2 If an inmate continues to fall below behavior or performance expectations, the Inmate Work Crew Leader shall document the behavior or performance issue in an Information Report and provide it to ASPC-Tucson Checker and the Designated Liaison.
  - 5.7.9.3 For more serious violations, including, but not limited to, behavior that raises safety concerns or that is aggressive or assaultive, the Inmate Work Crew Leader shall

document the behavior in an Inmate Disciplinary Report and provide it to ASPC-Tucson Checker and the Designated Liaison.

## 5.8 Inmate Check-out Process

5.8.1 Inmate pick-up hours are regularly between 6:00 AM and 6:45 AM.

5.8.1.1 If the Town needs to check-out an inmate work crew outside of regular hours, the Town must provide 24 hours advance notice to ASPC-Tucson and obtain approval from ASPC-Tucson for the check-out time.

5.8.2 ASPC-Tucson will hold inmates at the gate and identification cards, and yellow carbon copies of Out Count sheets will be given to Inmate Work Crew Leaders. Information contained on identifications cards is confidential and shall not be shared with any other person.

5.8.3 Inmate Work Crew Leaders will collect identification cards, verify pictures, and keep all documents in their possession until the inmates are checked back in at ASPC-Tucson. Inmate Work Crew Leaders will verify, sign, and return one copy of the Out Count sheet to the ASPC-Tucson Checker. Inmate Work Crew Leaders will keep possession of the other copy of the Out Count sheet until the inmates are checked back in at ASPC-Tucson.

5.8.4 Following check-out, when inmate work crews are distributed to additional Inmate Work Crew Leaders, each Inmate Work Crew Leader must contact the Checker and provide an update on members of inmate work crews and job sites. Inmate Work Crew Leaders shall take identification cards, and the copy of the Out Count sheets for every member of the inmate work crew he/she is supervising.

## 5.9 Inmate Check-in Process

5.9.1 Inmate check-in hours are regularly any time before 2:30 PM.

5.9.1.1 If the Town needs to have an inmate work crew work later than 2:30 PM, the Town must provide 24 hours advance notice to ASPC-Tucson and obtain approval from ASPC-Tucson for the late return.

5.9.2 Inmate Work Crew Leaders will check-in inmates at the gate and give ASPC-Tucson the identification cards for verification by ASPC-Tucson. Inmate Work Crew Leaders shall verify and return yellow carbon copies of Out Count sheets to the ASPC-Tucson Checker.

5.9.3 Inmate Work Crew Leaders shall not leave the ASPC-Tucson premises until the documents are returned and inmates are secured inside the gate.

5.10 Inmate Crew Checks. Inmate Work Crew Leaders shall call ASPC-Tucson Checker after each location change each day to provide the location of the inmate work crews working under their direction and supervision.

5.11 Interactions with Inmates. All employees shall abide by the following rules when interacting with inmates.

5.11.1 Employees shall not physically or verbally harass inmates.



- 5.11.2 Employees shall not use vulgar, abusive, instigative, or profane language, or allow inmates to use this type of language.
  - 5.11.3 Employees shall be objective, firm, fair, and consistent, and treat inmates with respect while maintaining professional distance.
  - 5.11.4 Employees shall not ask inmates about the crime they committed.
  - 5.11.5 Employees shall not allow inmates to have authority over other inmates.
  - 5.11.6 Employees shall not discipline inmates in front of other inmates.
  - 5.11.7 Employees shall not attempt to resolve conflicts (negative interactions on the yard, assaults, name-calling) between inmates. Employees should contact the Designated Liaison and the ASPC-Tucson Checker regarding conflict between inmates.
  - 5.11.8 Employees shall not discuss anything an inmate has told the employee with anyone other than the employee's immediate supervisor, the Designated Liaison, and ASPC-Tucson staff.
  - 5.11.9 Employees shall not make promises or grant favors to inmates.
  - 5.11.10 Employees shall not single out one inmate for praise.
  - 5.11.11 Employees shall not allow inmates to engage in horseplay.
  - 5.11.12 Employees shall avoid being caught in situations that could lead to manipulation by inmates.
  - 5.11.13 Employees shall be friendly to inmates, but not overly familiar.
  - 5.11.14 Employees shall not make any business deals with inmates.
  - 5.11.15 Except when required by their supervisor, employees should avoid being alone one-on-one with an inmate outside public view.
- 5.12 Prohibited Employee Conduct. Employees shall not do any of the following:
- 5.12.1 Barter with inmates or give or take anything from an inmate, including, but not limited to food, drinks, cigarettes, and money. This conduct is a violation of A.R.S. § 31-204.
  - 5.12.2 Handle mail, notes, packages, or verbal messages for inmates; allow inmates to make or receive phone calls; or allow any unauthorized person to communicate with or visit an inmate.
    - 5.12.2.1 If an inmate asks an employee to take any of the above actions or to facilitate unauthorized communication, the employee must notify both the ASPC-Tucson Checker and the Designated Liaison using an Information Report. Unauthorized communication with a prisoner is a violation of A.R.S. § 31-231 and can be prosecuted as a class 2 misdemeanor.
  - 5.12.3 Transport inmates in personally owned vehicles.
  - 5.12.4 Allow inmates to work in areas where there are alcoholic beverages or drugs.

- 5.12.5 Have physical contact with inmates, unless reasonable force is necessary or for purposes of basic medical care.
- 5.12.6 Discuss personal issues or professional/work-related problems with inmates.
- 5.12.7 Address inmates by their first names. All inmates shall be addressed by their last names only.
- 5.13 Safety Rules. Inmate Work Crew Leaders shall:
  - 5.13.1 Ensure that work environments meet the requirements of OSHA as adopted by the state of Arizona.
    - 5.13.1.1 Work areas shall be inspected to determine if the areas are safe and consistent with OSHA standards, and that work areas are secure or that proper security can be provided for a work crew.
  - 5.13.2 Ensure that inmates are wearing distinctive clothing approved by ADCRR at all times.
  - 5.13.3 Provide inmates access to sanitary facilities and water. If the Town purchases Gatorade or a similar type sports drink, it can be provided to inmates.
  - 5.13.4 Make efforts to be in a position to visually observe all inmates on their crews.
    - 5.13.4.1 Inmate Work Crew Leaders should count inmates regularly.
      - 5.13.4.1.1 If an Inmate Work Crew Leader has occasion to not be in a position to visually observe the inmate work crew, the Inmate Work Crew Leader should count the inmates on the work crew once there is an opportunity to visually observe the crew again.
      - 5.13.4.2 Inmate Work Crew Leaders must maintain proximity to inmate work crews so that all inmates are within line of sight. For example, if an inmate work crew is working on a roadway, all inmates must be either ahead of or behind the Inmate Work Crew Leader.
  - 5.13.5 Ensure that each inmate work crew vehicle has an Emergency First Aid Kit.
  - 5.13.6 Provide PPE when required for work tasks. Any issuance of PPE must be documented on the Inmate Safety Training – Tools & Equipment form. A copy of the form must be provided to ASPC-Tucson Work Crew Sergeant.
- 5.14 Failure to Remain at Site. If an inmate fails to remain at a work site, the Inmate Work Crew Leader shall:
  - 5.14.1 Immediately contact the Checker and 9-1-1.
  - 5.14.2 Contact his/her immediate supervisor to ensure supervision of other inmates.
  - 5.14.3 Secure the area.
  - 5.14.4 Move any vehicles in the area because exhaust fumes can interfere with a canine search.
  - 5.14.5 Complete an Information Report documenting the incident with copies provided to ASPC-Tucson and the Designated Liaison.
- 5.15 Security Concerns. If there are security concerns about an inmate or an unlawful visitor to a job site, the Inmate Work Crew Leader shall:

- 5.15.1 Immediately contact the Checker.
  - 5.15.2 Contact his/her immediate supervisor to ensure supervision of other inmates.
  - 5.15.3 Complete an Information Report documenting the incident with copies provided to ASPC-Tucson and the Designated Liaison.
- 5.16 Alcohol and Drugs. If an inmate appears to be under the influence of an intoxicant or drug, or is in possession of intoxicants or drugs, the Inmate Work Crew Leader shall:
- 5.16.1 Immediately contact the ASPC-Tucson Checker.
  - 5.16.2 Contact his/her immediate supervisor to ensure supervision of other inmates.
  - 5.16.3 Complete an Information Report documenting the incident with copies provided to ASPC-Tucson and the Designated Liaison.
- 5.17 Sexual Assault. If an inmate reports a sexual assault, the Inmate Work Crew Leader has the responsibility to ensure the safety of the inmate. The Inmate Work Crew Leader shall:
- 5.17.1 Immediately contact the ASPC-Tucson Checker and 9-1-1.
  - 5.17.2 Contact his/her immediate supervisor to ensure supervision of other inmates.
  - 5.17.3 Isolate the inmate and remain with the inmate; the inmate must see a mental health expert before the inmate can be left alone.
  - 5.17.4 Instruct the inmate not to shower or brush his teeth.
  - 5.17.5 Complete an Information Report documenting the incident with copies provided to ASPC-Tucson and the Designated Liaison.
- 5.18 Safety Concerns. If an inmate makes statements that he is suicidal or wants to hurt himself, or if an inmate reports concerns for his safety, the Inmate Work Crew Leader has the responsibility to ensure the safety of the inmate. The Inmate Work Crew Leader shall:
- 5.18.1 Immediately contact the ASPC-Tucson Checker.
  - 5.18.2 Contact his/her immediate supervisor to ensure supervision of other inmates.
  - 5.18.3 Isolate the inmate and remain with the inmate; the inmate must see a mental health expert before the inmate can be left alone.
  - 5.18.4 Instruct the inmate not to shower or brush his teeth.
  - 5.18.5 Complete an Information Report documenting the incident with copies provided to ASPC-Tucson and the Designated Liaison.
- 5.19 Aggressive Inmates. If an inmate is aggressive towards an employee, the employee shall:
- 5.19.1 Allow the inmate to vent and blow off steam.
  - 5.19.2 Keep his/her hands low.
  - 5.19.3 Keep his/her voice low and allow the inmate to keep speaking.
  - 5.19.4 Stay out of the inmate's personal space.
  - 5.19.5 Keep his/her body language neutral and face blank; do not smile.

- 5.19.6 Notify his/her immediate supervisor, the Designated Liaison, and the ASPC-Tucson Checker.
- 5.20 Information Reports. An Information Report must be completed and provided to ASPC-Tucson and the Designated Liaison in all of the following instances:
  - 5.20.1 Lost identification card (either employee or inmate)
  - 5.20.2 Lost property (personal or otherwise)
  - 5.20.3 Broken/lost keys or tools
  - 5.20.4 Unusual inmate behavior observation
  - 5.20.5 Any security device that needs maintenance
  - 5.20.6 Any information that may affect security
  - 5.20.7 Vehicle accidents
  - 5.20.8 Arrest of Inmate Crew Leader
  - 5.20.9 Contact with former inmate or inmate's family outside of prison
  - 5.20.10 When required by ADCRR written instruction
  - 5.20.11 When directed by a supervisor
- 5.21 Hazardous Materials
  - 5.21.1 Inmates are not allowed to work with hazardous materials, except for gasoline, diesel, oil, brake cleaner, WD-40, cleaning materials, paint, or grease.
  - 5.21.2 Inmates shall not be present while any other hazardous materials, inclusive of pesticides, are being used or applied.
  - 5.21.3 Pursuant to the Arizona Office of Pest Management, no inmate shall be allowed to handle or apply pesticides.
  - 5.21.4 If inmates are present where hazardous materials, inclusive of pesticides, are stored and/or used, Inmate Work Crew Leaders shall ensure that inmates are trained to recognize hazardous materials and relative adverse medical signs and symptoms associated with the chemical, in accordance with the federal chemical "Right-to-Know Act" (SARA Title III).
- 5.22 Injuries/Accidents/Serious Illness
  - 5.22.1 Inmate Work Crew Leaders should know the emergency medical center closest to their job site.
  - 5.22.2 In the event of a minor injury to an inmate, the Inmate Work Crew Leader may administer basic medical care using assigned Emergency First Aid Kit. Inmate Work Crew Leaders shall contact their immediate supervisor before administration of care to ensure proper supervision of other inmates. Following administration of basic medical care, the Inmate Work Crew Leader shall notify the ASPC-Tucson Checker and the Designated Liaison regarding injury and treatment. In addition, the Inmate Work Crew Leader shall complete an Information Report documenting injury and any treatment administered with copies provided to ASPC-Tucson and the Designated Liaison.

- 5.22.3 If more extensive first aid treatment is required, the Inmate Work Crew Leader shall contact the Checker and the Department Liaison. The inmate should be transported from the job site by the Checker for additional treatment at ASPC-Tucson. The Inmate Work Crew Leader shall complete an Information Report documenting the injury and any treatment administered with copies provided to ASPC-Tucson and the Designated Liaison.
- 5.22.4 In the event of inmate illness, the Inmate Work Crew Leader shall notify the Checker and the Designated Liaison so that the inmate can be transported for treatment at ASPC-Tucson. The Inmate Work Crew Leader shall complete an Information Report documenting the illness with copies provided to ASPC-Tucson and the Designated Liaison.
- 5.22.5 In the event of a medical emergency, the Inmate Work Crew Leader shall immediately notify the ASPC-Tucson Checker and call 9-1-1. If necessary, in the interest of life or limb, the inmate may be transported to the nearest hospital. Inmate workers shall not be transported in privately owned vehicles at any time. The Inmate Work Crew Leader shall contact his/her immediate supervisor for support to ensure proper supervision of other inmates. The Inmate Work Crew Leader shall complete an Information Report documenting the emergency and any treatment administered with copies provided to ASPC-Tucson and the Designated Liaison.

- 5.22.5.1 Inmate Work Crew Leaders should be aware that a medical emergency may be a distraction for an escape; therefore, the ASPC-Tucson Checker should be contacted immediately.

5.23 Expectations of Departments that Use Inmate Work Program. Town Departments that use the Inmate Work Program shall:

- 5.23.1 Ensure that the number of inmates assigned to each inmate work crew allows for adequate visibility of each member on the crew.
- 5.23.2 Monitor the inmates assigned to crews and notify the Designated Liaison if an inmate is assigned to the same Inmate Crew Leader for more than six months. When the same inmates work on the same crews for a period of time, employees may be subject to manipulation tactics employed by those inmates. Thus, inmates are subject to being moved to another work crew as deemed necessary by the Town.
- 5.23.3 Ensure that Inmate Work Crew Leaders who are actively supervising an inmate work crew are issued cell phones. Each cell phone shall have pre-programmed numbers for ASPC-Tucson Checkers, the Designated Liaison, and the Inmate Work Crew Leader's immediate supervisor.

## 6.0 RESPONSIBILITIES

- 6.1 All employees who supervise or work in the presence of inmates are responsible for compliance with the provisions of this directive.
- 6.2 Department heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas.

- 6.3 Inmate Work Crew Leaders are responsible for the overall management of their own work crews and shall ensure compliance at all times with the provisions of this directive, the inmate work contract, ADCRR Department Orders (DO's) and ADCRR Director's Instructions (DI's).
- 6.4 The Designated Liaison shall work with Town departments to enforce the provisions of this directive and to develop and coordinate work schedules, work hours, and transportation. The Designated Liaison shall:
  - 6.4.1 Develop a training program for the Town's online training platform to address inmate safety issues.
  - 6.4.2 Ensure department compliance with employee training requirements and maintain training documentation.
  - 6.4.3 Act as the primary point of contact for communications between the Town, ADCRR, and ASPC-Tucson.
    - 6.4.3.1 When issues arise that might affect check-out or check-in of inmates (for example: riot, health issues, lockdown), the Designated Liaison shall contact all affected Town departments.
    - 6.4.3.2 The Designated Liaison shall provide ADCRR/ASPC-Tucson a list of Inmate Work Crew Leaders.
  - 6.4.4 Maintain records regarding inmate discipline and performance issues, and Information Reports.

## 7.0 ATTACHMENTS

- 7.1 Attachment A – Inmate Safety Training – Tools & Equipment Form
- 7.2 Attachment B – Driving Equipment Authorization
- 7.3 Attachment C – Information Report
- 7.4 Attachment D – Inmate Disciplinary Report
- 7.5 Attachment E – Out Count Sheet
- 7.6 Attachment F – DOC Background Questionnaire
- 7.7 Attachment G – Criminal History Information Request

**REVISION HISTORY**

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
<b>OR</b>	Original Release	1/11/19
<b>REV</b>	Revision	1/19/24

**Caution:** A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.