

INMATE GUIDELINES AND RULES FOR OHIO COUNTY DETENTION CENTER WORK CREWS

Listed below are the guidelines and rules for the Ohio County Detention Center Work Crews. Prior to working on any of the crew, each inmate must read and sign that they understand and accept the rules.

1. You may not leave your job site or assigned work area without approval of your crew supervisor. The job site or work area is the area that is defined by the supervising crew supervisor for the work to be completed on any particular day.
2. You will report to your assigned work detail as specified by your supervisor.
3. Failure to work or disruptive behavior will result in disciplinary action and may warrant removal from the work program.
4. You will not be allowed to supervise other inmates.
5. You may not solicit or receive gifts or anything of value, including, but not limited to, hats, shoes, boots, or clothing, even at the insistence of your supervisor or fellow workers.
6. You may not attempt to borrow money, even at the insistence of your supervisor or fellow workers.
7. You may not receive personal visits, use a telephone in any fashion for personal calls, use computers for personal use to include e-mail, nor may you send or receive mail while away from the facility.
8. You may not enter into any private business.
9. You may not enter into any office unless you are accompanied and supervised by a crew supervisor.
10. You will not be permitted to enter into contractual agreements, including matrimony or charge accounts. You will not be authorized to operate private enterprises and/or endeavors.
11. You may not enter into any private residence at any time, or under any circumstances. You may not do this even at the direction of your crew supervisor or owner of the residence.
12. You may not consume, or have in possession at any time, any intoxicating substance or illegal/prescribed drugs, with the exception of those prescriptions designated as "keep on person."
13. You may not take any personal property to your work site including, but not limited to, radios, drinking cups or tumblers, hobby craft items, or photographs. You may not bring any property back to or into the facility that was found on the work site.

14. You may not bring back into the facility any animals, reptiles, or birds. This includes, but is not limited to, snakes, lizards, turtles, spiders, rabbits, dogs, or cats.
15. You must comply with all rules established by your crew supervisors.
16. If you are going to work overtime, or your work schedule changes, it is your responsibility to have your crew supervisor notify the Ohio County Detention Center immediately by telephone.
17. If you are sick or otherwise unable to work, you must notify the Ohio County Detention Center prior to your assigned checkout time for work so that the crew supervisor may be notified of the reason that you are not reporting to work.
18. You may only operate equipment and machinery (tractors, backhoe, riding lawn mowers, weed eaters, chain saws, power tools, etc.) that you have been trained to operate in accomplishment of assigned work details and approved to do so by crew supervisor.
19. You will not at any time operate any vehicle that is street legal for the transportation of people or equipment. Prohibited vehicle operation includes, but is not limited to, cars, pickups, vans, trucks, motorcycles, or watercraft.
20. The conviction of any rule violation will be grounds for the automatic review of your assignment and continued placement in the program. Be advised that a job-related misconduct will be considered the most serious type of misconduct with regard to your continued placement in the program and termination from the program may result.
21. You will not be permitted to own, possess, or carry firearms or any other weapons.
22. No fighting or horseplay will be permitted.
23. You are not permitted to work on private property or privately-owned vehicles.
24. You are prohibited from buying, selling, or trading anything of value or any services.
25. OCDC uniform shirt must be worn at all times.
26. IF you are injured or become ill at any point during your work assignment, you must immediately notify your crew supervisor.

Assignment to a work crew is a privilege, not a right. In order to keep your work assignment, you must continue to demonstrate positive work performance and positive conduct. Work crew supervisors will be periodically contacted and asked to provide an evaluation of your conduct and work performance. All OCDC rules and regulations continue to apply to work inmates while off the facility grounds.

**VERIFICATION OF RECEIPT AND UNDERSTANDING
OF INMATE GUIDELINES AND RULES OF THE
OHIO COUNTY DETENTION CENTER WORK CREWS**

I have read and understand the guidelines and rules of the Ohio County Detention Center Work Crews and agree to abide by them.

Inmate Signature and OCDC Number

Date

Jail Deputy

Date