

GUIDELINES AND RULES FOR SUPERVISORS OF OHIO COUNTY DETENTION INMATES

Listed below are the guidelines and rules for the supervisors of Ohio County Detention Inmates. These guidelines and rules will provide you with the basic tools and information to accomplish the common goals of the parties involved. Prior to supervising any Ohio County Detention Inmates, each supervisor must read the guidelines, rules, post orders, and sign that they understand and accept them.

1. Inmates assigned to your work crew may not leave your job site or assigned work area without your and Detention Center approval. The job site or work area is the area that is defined by you, the crew supervisor, for the work to be accomplished on any particular day. All supervisors will remain in the area with their inmates at all times.

2. Crew supervisors will immediately report any reportable incident, (i.e. vehicle accident, inmate injury, or escape) to the Ohio County Jailer along with any emergency, medical and/or law enforcement agency.

3. Inmates may not solicit or receive gifts or anything of value, nor may they attempt to borrow money even at the insistence of you or fellow workers. This includes, but is not limited to hats, shoes, boots, or clothing.

4. Inmates may not have money in their possession at any time.

5. Crew supervisors may not solicit, receive, borrow, or give anything of the above listed items for or to your assigned inmates.

6. Inmates may not receive personal visits, use a telephone in any fashion for personal calls, use a computer for personal use to include sending or receiving e-mail, nor may they send or receive mail while away from the facility. The supervisor(s) will not receive or send any mail for inmates assigned to their supervision.

7. Inmates may not enter into any private business.

8. Inmates may not enter into any office unless they are accompanied and supervised by a crew supervisor.

9. Inmates may not enter into any residence at any time or under any circumstances.

10. Inmates may not consume or have in their possessions at any time intoxicating substance or illegal/prescribed drugs, with the exception of those prescriptions designated as "keep on person." Inmates may not be in possession of tobacco or tobacco-like products at any time.

11. Inmates may not take personal property to the work site. This includes, but is not limited to, radios, drinking cups or tumblers, hobby craft items, and photographs.

12. Inmates may not bring any property into the facility that was found or obtained at the work site.

13. Inmates may not bring back into the facility any animals, reptiles, or birds. This includes, but is not limited to, snakes, lizards, turtles, spiders, rabbits, cats, or dogs.

14. Inmates must comply with all rules established by work supervisors.

15. If you need to work inmates overtime, or your work schedule changes, it is your responsibility, as the crew supervisor to notify the Ohio County Detention Center immediately. This can be done in person or by telephone.

16. Each facility will maintain a roster of all crew supervisors' names, contact persons, phone numbers, and the name and number of each inmate assigned to each crew.

17. Ohio County Detention Center inmates may only work on projects that are in the public domain and only on public property or right of ways.

18. If inmates assigned to your crew are sick, or otherwise unable to work, you must notify the Ohio County Detention Center immediately.

19. Ohio County Detention Center inmates may only operate equipment and machinery (e.g., tractors, backhoe, riding lawn mowers, weed eaters, chain saws, power tools, etc.) in the performance of their assigned work detail, provided that they have been trained to safely operate this equipment or machinery by a crew supervisor.

20. Inmates may not at any time operate any vehicle that is street legal for the transportation of people or equipment. Prohibited vehicle operation includes, but not limited to, cars, pickups, vans, trucks, motorcycles, or watercraft.

21. Under no circumstances may an inmate be placed in authority over another inmate or group of inmates.

22. It is the responsibility of the crew supervisor to report and submit an offense report for any rule violation that any inmate commits. Incident reports and offense reports must be submitted at the end of the workday in which a violation occurred.

23. Supervisors must ensure proper tools/equipment are provided and for the daily accountability of tools and equipment.

24. Appropriate safety procedures are to be followed. Failure to use required safety equipment may be grounds for termination from the work crew.

**VERIFICATION OF RECEIPT AND UNDERSTANDING
OF GUIDELINES AND RULES FOR
PRISONER PUBLIC WORKS PROGRAM SUPERVISORS**

I have read and understand the guidelines of the Ohio County Detention Center and agree to abide by them. I have received a copy of the guidelines and rules for supervisors and inmates.

EACH CITY OF HARTFORD CREW MEMBER MUST SIGN

Crew Supervisor Signature

Date

Facility Staff Signature

Date