

Index as:  
Off-Site Work Detail  
Road Crew

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OFF-SITE WORK DETAIL

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I. GENERAL INFORMATION

- A. Corrections Division will provide Off-Site Work Supervisors with a copy of the rules and regulations pertaining to Work Crews and make sure that they fully understand the responsibilities.

II. CORRECTIONS RESPONSIBILITIES:

- A. The Corrections Sergeant is responsible:
1. For determining, approving, and coordinating a request for off-site workers.
  2. To ensure that all civilians authorized to supervise on off-site inmate work detail reads and understands the "Inmate Civilian Supervisor Handout."
  3. To provide the Inmate Civilian Supervisor with the "Off-Site Supervisors Briefing" document and to ensure the civilian has read, understood, signed, and dated this document.
    - a. It is the responsibility of the Corrections Sergeant to maintain this document.

III. SUSPENDING THE OFF-SITE WORK DETAIL

- A. The Corrections Division Commander, Corrections Lieutenant or any Facility Supervisor may suspend the operation of any off-site work detail at any time.

IV. SECURITY CHECK OF INMATE CIVILIAN SUPERVISORS

- A. A security check will be completed by the Sheriff's Office on any person requesting to supervise an inmate work detail.
1. Once the determination has been made to either authorize or deny the civilian to supervise a work crew, the documentation will be logged and

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destroyed.

V. INMATE WORKER

- A. Eligibility for off-site inmate workers will be determined by Classification staff. See policy and procedure 501-00-*Inmate Classification*.

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