

|                                     |                   |
|-------------------------------------|-------------------|
| Index as:                           | Revised: 04/22/96 |
| Inmate Supervisor; Off-Site         | Revised: 10/2004  |
| Inmate Workers; Supervisor Briefing | Reviewed: 05/08   |
| Off-Site Inmate Supervisor Briefing | Revised: 05/11    |
| Road Crew, Supervisor Briefing      |                   |

---

## OFF-SITE INMATE SUPERVISOR BRIEFING

---

I. **POLICY:** The information included in this Policy and Procedure is provided to all persons who supervise inmate workers off of the Mendocino County Sheriff's Office corrections facility site. It is required that all such persons read, or have read to them, this information and sign a statement acknowledging their understanding of its contents and their agreement to abide by the rules and regulations set forth. Also included in this briefing is a copy of the Mendocino County Sheriff's Office General Order 214.1 - Sexual Harassment, which will also be read by, or read to, the prospective off-site supervisor.

### II. PROCEDURE

A. All members shall sign a statement on the form "OFF-SITE SUPERVISORS BRIEFING - Rules, Responsibilities and Guidelines" which will be provided by the Sheriff's Office to the effect acknowledgment of the rules, responsibilities and guidelines of the off-site supervisors.

1. Sections III.-RULES through Section V.-GUIDELINES will be the information that is included in the "OFF-SITE SUPERVISORS BRIEFING - Rules, Responsibilities and Guidelines" added to the form will be the agreement section that states the employee has read and understands the form.

2. These signed statements shall be retained in an off-site supervisors file, located in the Corrections Lieutenants' office.

### III. RULES

A. Inmates have to be aware of the following rules and have to sign an agreement before being allowed to work off-site.

1. Inmates must obey all orders from off-site supervisors and perform work as directed unless such work poses a threat of immediate injury or death. Disputes concerning what and how work is performed shall be resolved by the Facility Supervisor after the inmate is returned to the corrections facility. The off-site supervisor will not argue with any inmates to

---

OFF-SITE INMATE SUPERVISOR BRIEFING

---

preclude any escalation of the dispute.

2. Inmates shall not be allowed to operate any heavy equipment or motor vehicles unless there is an immediate threat of injury or death.
3. Inmates shall not be allowed to possess or use any alcoholic beverages, drugs, or tobacco while on off-site work details. Inmates who are found in possession of any such items shall be immediately returned to the Mendocino County Jail and the supervisor shall brief the receiving Corrections Deputy on why the inmate was returned.
4. Inmates shall not be allowed to communicate in any form, to include personal visits, telephonically, or in writing, while on off-site work details.
5. Inmates shall not be allowed to purchase any items, to include food and drinks, while on off-site work details. Inmates may take food items from their commissary with them on these details, but may not bring such items at the end of the workday back into the facility. Inmates are strictly prohibited from possessing any currency while on off-site work details. Bag lunches and drinks are provided to all off-site inmate workers by this facility. Arrangements for all meals are the concern of the Mendocino County Jail and the off-site supervisor has no responsibility for providing food or drinks to the inmates. Off-site supervisors are, in fact, discouraged from providing other beverages or food to inmate workers.
6. Inmates are not allowed to take any letter, writing, literature, or reading materials from the Mendocino County Jail. Such items also are forbidden to be brought back into the Mendocino County Jail unless prior authorization is given by the Facility Supervisor.
7. Inmates are prohibited from making derogatory, lewd, profane, sexual remarks or gestures to members of the general public, or any other person, while working off-site. Failure to abide by this rule shall be grounds for immediate removal from the off-site work detail and returned to the corrections facility. As above, inmates are not allowed to converse with any persons other than the supervisor(s) when engaged in off-site work details unless for reasons to facilitate completion of the work detail.
8. Inmate workers shall abide by all Mendocino County Jail rules and regulations. Any questions concerning these rules shall be brought to the attention of a Corrections Deputy as soon as possible for resolution.

#### IV. RESPONSIBILITIES OF OFF-SITE SUPERVISORS

---

OFF-SITE INMATE SUPERVISOR BRIEFING

---

- A. Responsibilities of off-site supervisors shall be as follows:
1. Off-site supervisors SHALL maintain DIRECT supervision over off-site inmate workers assigned to him/her.
  2. If an inmate injury is severe, outside assistance shall be immediately summoned, or the supervisor shall transport the inmate worker to the nearest medical facility for immediate treatment.
    - a. If deemed appropriate by competent medical authority, the inmate worker shall be immediately transferred back to the Mendocino County Jail after release from the medical facility.
    - b. While at the medical facility, the supervisor SHALL telephonically contact the Mendocino County Jail to inform them of the problem and may gain further guidance from Corrections staff at that time.
    - c. After return to the Mendocino County Jail, the off-site supervisor shall make him/herself available for interview so the Facility Supervisor may complete an incident report.
      - (1) Off-site supervisors will be responsible for completing a County Accident Report and Worker's Compensation Claim form on all inmate injuries that occur while the inmates are under their supervision.
  3. Off-site supervisors shall ensure that safety and/or protective equipment is issued to, and used by, inmates when working with possibly hazardous equipment or items. This equipment shall include eye, ear, and head protection, as well as protective clothing and footwear that would be normal in the civilian community.
  4. Inmates shall receive instructions in the proper use on any equipment with which they are asked to work. Inmates shall demonstrate to the supervisor their understanding and ability to use such equipment prior to actual implementation. Inmate workers SHALL NOT be utilized as "flag men" unless there is an immediate threat of injury or death due to an accident or incident at the job site.
  5. Inmate workers shall not be directed to perform any work, which would violate any existing laws, county rules, or ordinances.

---

OFF-SITE INMATE SUPERVISOR BRIEFING

---

6. Off-site supervisors shall not discuss personal information with inmate workers, nor shall they reveal any information about any of the Corrections Division staff to which they might be privy.

V. GUIDELINES

- A. Although off-site supervisors will be working in close proximity with the inmate workers, it is suggested that they establish their perimeters of behavior at the outset of the work detail. Some supervisors want to be called by their last name and Mr./Mrs./Miss, etc. Others prefer to maintain their association on a first name basis. Either is acceptable, however, the inmates must know that the supervisors are in charge and their orders must be followed. Too much familiarity breeds contempt. Be discreet.
  1. Inmates are masters at conning people into doing what they want. A common ploy in jails is to establish a friendship with an untrained individual and gain their sympathy through a "hardship" story in order to gain special favors or help. Do not allow yourself to be drawn into such a trap. If you have any questions about what an inmate asks you to do, even under the most innocent of circumstances, beware and report to a Corrections Deputy for guidance. In all cases, if the inmate was allowed to have such a favor it would be granted by the Corrections Division staff.
  2. When in doubt about any rule or regulation, as a Corrections Deputy or Facility Supervisor, follow the rules of the facility for the inmates, do not make up your own.
  3. If you know something which may affect the security of the facility, or constitutes a danger to the inmate, staff member, or others, you MUST pass such information on to the Facility Supervisor, either directly or through one of the Corrections Deputies.
  4. Support the administration. Please do not voice or discuss destructive criticism with the inmates.
  5. Writing or telephoning any court personnel or probation officer is forbidden. If you feel you have comments, either positive or negative, please refer them to the Corrections Division Commander. They will be considered in appropriate circumstances. Do not promise an inmate anything that you cannot provide. You are not a legal advisor; do not attempt to provide legal advice, however well-meaning.
  6. Dress appropriately.

\_\_\_\_\_ OFF-SITE INMATE SUPERVISOR BRIEFING \_\_\_\_\_

///