

INMATE WORKERS

STANDARD NO(S):

NYSSA # 129

DATE:

October 12th, 2009
REVISED 06/28/2010

REFER TO:

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I. OBJECTIVE:

To establish inmate worker positions available to qualified inmates housed within the Seneca County Correctional Facility.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to utilize inmates in the completion of daily tasks and work programs within the secure sections of the facility.

III. DETAILS:

- A. Any sentenced inmate desiring to become an inmate worker must complete the inmate's section of [Form CF-010 \(Request for Worker Status\)](#) and resubmit it to the Housing Unit Officer. All such requests must then have the following signatures of approval before an inmate will be allowed to work:
 - 1. The Housing Unit Officer, with recommendations as to why the inmate should or should not be given such designation
 - 2. The Shift Supervisor
 - 3. The Facility Nurse
 - 4. The Correction Lieutenant or designee
- B. If at any time, the request is denied through the chain of command as outlined in [Form CF-010](#), it will continue through the chain of command to the next officer for their review. The Correction Lieutenant will have the authority to reverse any prior decision on the submitted form. Upon the forms completion a copy will be placed in the inmate's file at booking. The original will be retained in the Sergeant's Office.
- C. The Correction Lieutenant will assign worker duties. Worker duties can be changed and workers reassigned by the Lieutenant or designee at any time and without notice. It should be noted that under no circumstances will any inmate work or participate in any work detail within the medical unit.

1. Inmates will not be used as health care workers.
- D.** Workers assigned to food service must submit to a physical exam by medical staff to ensure the absence of any illness that could be transmitted by food or utensils. Such exam will be documented by using [Form CF-010A \(Inmate Food Service Health Clearance\)](#) and will be returned to the Correction Lieutenant upon completion. All officers, as well as the Head Cook, will monitor food service workers for any noticeable changes in health and cleanliness that may pose a threat to the facility.
- E.** Food service workers will use hairnets, hats and any other special clothing specified by the Head Cook.
- F.** Food service workers duties will be assigned by the Head Cook.
- G.** At no time will food service workers prepare, handle or serve food.
- H.** Food service workers will report to their designated areas within the kitchen at the following times:
1. 0530 hours – Breakfast
 2. 1015 hours – Lunch
 3. 1545 hours – Dinner

IV. WORKER STATUS

- A.** The facility will recognize the following inmate worker status levels which allow inmates to participate in certain work details and access certain areas of the facility.
1. Worker Status #2 - This status allows inmates to work in their housing unit, corridors, classrooms and visitation. Workers will always be under the direct supervision of an Escort Officer or the Housing Unit Officer.
 2. Worker Status #1 - This status allows inmates to work outside of their housing unit in an indirect supervision setting, with periodic checks made by an Escort Officer. Assignments available are:
 - a. Food Service
 - b. Laundry