

PPM #26

Policy Name: *Employee Interaction with Prison Inmates*
Effective Date: *January 1, 1993*
Revision Date: *December 1, 2011; May 1, 2018; June 5, 2023*

Authorization: 
Nancy Watkins, Undersecretary

POLICY

Employees shall follow the procedures set forth in this policy in all instances when interacting with prison inmates.

PURPOSE

The State utilizes prison inmates to perform certain functions in the buildings and on the grounds occupied by the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT), in order to preserve the State's financial resources.

To assure the safest work environment possible for OLG/DCRT employees under these circumstances, the procedures contained in this policy have been developed.

APPLICABILITY

This policy applies to all OLG/DCRT employees.

PROCEDURE:

- A. The following applies to all employees during working hours, on State premises, and/or while utilizing State resources:
1. No employee shall engage in conversation with an inmate other than simple courtesies ("Good morning/afternoon", "Thank you," etc.), to respond to questions, to ask work-related questions, or to give instructions. If conversation is required, other than the most simple and brief, the correctional officer must be consulted.
 2. Employees may not correspond with an inmate by letter, memo, note or any other method. Employees shall not mail letters or other articles for inmates.
 3. No employee may be affectionate with an inmate to include casual touching, either alone or in the presence of others.

4. No employee may call an inmate or accept a call from an inmate, his family or friends. If you receive a call either from an inmate or for an inmate, reject it and report it immediately to your supervisor and the correctional officer.
5. Employees shall not develop a non-professional relationship with an inmate, his family or friends. This includes, but is not limited to, the writing of personal letters and making personal calls to an inmate's family or friends, dating of an inmate who is on work release, probation or parole.
6. No employee shall allow an inmate to use any telephone or make a telephone call for an inmate. Employees should report any use of a telephone by an inmate to their supervisor and the correctional officer immediately.
7. Employees shall ensure that items of value are not accessible to inmates (i.e. jewelry, cell phones, postage stamps, etc.). These items should be placed in desk drawers or locked in a safe place while inmates are working.
8. Employees shall ensure that contraband (i.e. money, cigarettes, lighters, weapons, alcoholic beverages, drugs, medication, etc.) are not accessible to inmates. Questions regarding what is considered contraband should be directed to the correctional officer.
9. Employees shall not give anything to an inmate (i.e. money, tips, cigarettes, candy, pictures, telephone numbers), nor should an employee accept anything from an inmate (i.e. painting, drawings, art of any form, poems, correspondence, etc.)
10. No employee shall bribe, influence, or coerce an inmate, his family or friends to violate institutional policies, procedures, rules or State or Federal laws (or attempt to do so).
11. Any employee who is related to, or acquainted with, an inmate assigned to the building in which the employee is domiciled must report this to his/her Section Head immediately.
12. Employees shall not leave on their desk or discard into garbage cans any materials containing personal information (i.e. home address, bills, social security number, bank information, credit cards, credit card receipts or statements.)
13. Employees should secure their personal computer when not in use and should not leave their password where an inmate has access to it. Employees shall not allow inmates any access to a work computer.
14. Employees shall ensure that office supplies (i.e. scissors, letter openers, etc.) are not accessible to inmates.

15. Employees shall not assign an inmate work outside their regular work area. All communications and/or jobs regarding an inmate must be directed to a correctional officer.
 16. Employees shall not ride in elevators with an inmate without a correctional officer present.
 17. Employees should not enter a particular restroom while inmates are cleaning that restroom. Use other facilities until the cleaning of that particular restroom is completed.
 18. Employees should report any and all unusual occurrences concerning inmates immediately to their supervisor and the correctional officer or institution.
- B. The following list provides some general guidelines on prohibited inmate behavior so that all employees may be aware of an inmate's limits in conduct:
1. Inmates shall not possess contraband (i.e. alcoholic beverages, weapons, drugs, medication, money, syringes or any other item not permitted by institutional policy). Questions regarding what is considered contraband should be directed to the correctional officer.
 2. Inmates shall not commit, or threaten physically or verbally to commit, bodily harm upon any person.
 3. Inmates shall not engage in disruptive or boisterous behavior.
 4. Inmates shall not participate in or operate any type of game of chance involving bets or wagers.
 5. Inmates must be in the areas assigned to them at all times and must perform their tasks with reasonable speed and efficiency. Any inmate that refuses to work will be transferred back to the correctional institution.
 6. Inmates shall not make threatening or non-threatening, affectionate or sexual conversations, correspondence or phone calls; nor shall an inmate direct inappropriate conversation or comments toward an employee.
 7. Inmates shall address employees by their proper title or by "Mr., Mrs., Miss, or Ms." at all times.
 8. Inmates shall not bribe, attempt to bribe, influence or coerce anyone to violate institutional policies, procedures, rules or State and Federal laws (or attempt to do so).

9. Inmates shall exit the passenger elevator when an employee is entering the elevator and a correctional officer is not present in the elevator.
10. Inmates must ask a female correctional officer or female employee to search the women's restroom prior to entering it to clean.

REPORTING PROCEDURE

Employees should immediately notify their supervisor, the correctional officer, and contact Work Control with the Division of Administration at 225-219-4820 in the event an incident occurs pertaining to an inmate.

RESPONSIBILITY

Assistant Secretaries, Deputy Assistant Secretaries, and Undersecretary:

It shall be the responsibility of the Assistant Secretaries, Deputy Assistant Secretaries, and Undersecretary to hold accountable the Section Heads under his/her supervision for adhering to all aspects of this policy.

Section Head:

The Section Head shall be responsible for assuring that each employee, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.

Section Heads shall inform each employee that they must abide by the terms of the policy as a condition of employment and shall inform each employee, current and new, of the consequences of any violation of this policy.

If an employee reports to a Section Head that he/she is related to or acquainted with an inmate assigned to the building in which the employee is domiciled, the Section Head shall immediately report this to the Assistant Secretary, Deputy Assistant Secretary, or Undersecretary of the office and the correctional officer assigned to the building.

It is the responsibility of the Section Head to immediately bring violations to the attention of the Assistant Secretary, Deputy Assistant Secretary, or Undersecretary and to deal with violations in a fair and consistent manner.

Each Section Head shall be responsible for monitoring the effectiveness of and assuring compliance with this policy.

Supervisor:

The supervisor will be responsible for monitoring compliance with this policy for all employees under his/her supervision.

It is the responsibility of each supervisor to immediately bring violations to the attention of the Section Head.

Employee:

Each employee shall be responsible for adhering to the stipulations as outlined in this policy.

It is the responsibility of each employee to comply with all aspects of this policy and to immediately bring violations to the attention of a supervisor.

QUESTIONS

Questions regarding this policy should be directed to the Human Resources Division.

VIOLATIONS

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.

Summary of Changes: Added policy number (December 1, 2011). Added additional items under the procedures section and changed some wording in other sections (June 5, 2023).