



Kern County Sheriff's Office

Policies and Procedures

TITLE: INMATE WORKERS-SHERIFF'S HEADQUARTERS		NO: O-100	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: February 1, 1992	REVIEWED: 05/11/2018	REVISED: 04/20/2005	UPDATED: 05/11/2018

POLICY

Use of inmate labor or Work Release workers at Sheriff's Headquarters shall be utilized in a manner that safeguards matters and materials of a confidential nature and in a manner consistent with officer safety and Sheriff's Office security.

PROCEDURE

The use of in-custody inmates or persons assigned to the Work Release Program at the Sheriff's Headquarters Facility requires approval of the Sheriff or appropriate Chief Deputy. Any employee desiring to use a Work Release person at the Sheriff's Headquarters Facility will submit a written request, including justification, through their chain-of-command to the Chief Deputy in charge of their Bureau. The memo shall designate the Sheriff's employee who will be assigned to supervise the worker(s).

Work Release:

While on the grounds of the Sheriff's Headquarters Facility, all Work Release persons will wear a Sheriff's Office identification card and Sheriff's-issued article of clothing clearly identifying the person as being assigned to the Work Release Program. Work Release inmates are to be assigned to a Sheriff's employee for supervision, but may be intermittently supervised if working in a non-sensitive assignment outside of private offices. Such assignments may include but not be limited to washing cars, cleaning the gym, cleaning classrooms, etc.

It is the responsibility of the Officer-in-Charge of the work unit to which the Work Release person(s) is assigned to ensure that the activities of the Work Release person(s) are properly supervised while on the grounds of the Sheriff's Headquarters Facility.

In-Custody Inmates:

In-custody inmates used to perform services at the Sheriff's Headquarters Facility are to remain under the direct supervision of the inmate's supervising Sheriff's employee at all times.

It is the responsibility of the Sheriff's employee assigned to supervise the inmate work crew to ensure that the inmates are properly supervised while on the grounds of the Sheriff's Headquarters Facility.