

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 5: Human Resource Management

POLICY: 5.016

SUBJECT: Inmate Work Force

POINT

PERSON: MIKE BROWN

APPROVED: GREG ROBERTS
SUPERINTENDENT



DATE: NOVEMBER 3, 2011

I. POLICY

- A. Inmate workers shall not be employed to substitute for state personnel.
- B. When no state positions are available, inmates may be used for special projects or to temporarily accomplish regularly needed work until requests for positions can be made through the budgetary process.
- C. At no time shall inmates be allowed:
 - 1. Unsupervised interaction with or association with patients.
 - 2. The use of FAX machines or telephones.
 - 3. Access to any staff or patient information beyond the names of people with whom they must deal in the course of their work.
 - 4. To perform reception duties.
 - 5. To leave the grounds of the OSH without a Correctional escort.
- D. Any program/department using inmates is required to have at the worksite an employee who has gone through the Department of Corrections inmate worker training.
- E. Employees having strong feelings about working in close proximity to an inmate worker shall be accommodated to the degree possible.

II. PROCEDURES

Approval of Inmate Positions:

- A. The Operations Department shall have the primary responsibility for the inmate work force. This responsibility includes general coordination with the Department of Corrections and approval of inmate positions, (in conjunction with the Superintendent or designee).
- B. Any program or department needing inmate assistance may request an inmate worker by memo through the Director of Operations. The memo should include a description of the duties, supervision, hours, skills required, duration, reason for not using assigned budgeted personnel, and alternatives considered.
- C. First, a determination shall be made as to whether or not a patient would be able to do the job. If a patient may be able to perform the job, the request shall be forwarded to the person in charge of patient pay programs (Director, RSD/VSD/Education Department).
- D. When an inmate worker is approved, the Director of Operations (or designee) shall contact the Department of Corrections and request an inmate worker.
- E. All inmate workers shall be required to sign a confidentiality statement before beginning work anywhere in the hospital.

Responsibilities of Departments and Programs:

- A. Any department or program employing inmates is responsible for:
 - 1. Assuring that a trained employee is present at the worksite.
 - 2. Following all Oregon State Hospital and Department of Corrections rules.
 - 3. Knowing the whereabouts of the inmate workers at all times and making visual contact once an hour.
- B. The Department of Corrections inmate worker training shall be coordinated and arranged for by the Operations Department.
- C. All employees in areas using inmate workers shall attend an in-service or be required to watch a videotape called "Offenders as Coworkers." This training and the training tape should be requested through the Education and Development Department.

- D. Each morning at 10:00 a.m., an hourly inmate worker count shall be completed by the assigned Corrections guard and reported to the Communications Center. The Communications Center shall contact the Mill Creek Correctional Facility and report that all inmates are present and accounted for.
- E. Emergency inmate counts may be requested by the Department of Corrections. In that case, the count is communicated to the Communications Center and in turn to the requesting Department of Corrections institution.
- F. Should programs/departments experience behavioral difficulties or other problems with inmate workers, the appropriate Department of Corrections institution should be contacted and a request for the inmate to be transported back. Written documentation of the problem shall be completed and copies provided to the Superintendent, Director of Operations, and the Director of Communication, Security and Transportation Services.
- G. If an inmate worker is unaccounted for, the appropriate Department of Corrections institution shall be contacted and that information reported.

Transportation of Inmates:

- A. Communication, Security and Transportation Services is responsible for the transportation of all inmates from their respective institutions to the various locations on the Oregon State Hospital campus, on weekdays, Monday through Friday.
- B. When arriving at the Department of Corrections institutions to transport the inmate workers, the transporting staff person secures an identification card for each inmate, as well as a roster of inmate workers and their assignments for the day.
- C. After transporting the inmate workers to Oregon State Hospital, the transporting staff shall escort inmates to their respective work areas and make contact with program/department staff to give them the identification cards and the inmate work roster.
- D. When transporting the inmate workers back to their Department of Corrections institution at the end of the work shift, the transporting staff shall return the inmates identification cards to the appropriate Department of Corrections staff.
- E. Corrections staff shall provide all (two way) transport of inmate workforce members on Saturdays and Sundays.

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III. REFERENCES

ORS 421.408

Replaces OSH Policy and Procedure 5.016, *Inmate Work Force*, dated 04/11/2006.