

Humane Society – **Work Release Inmate Procedures**

On a daily basis we receive selected work release inmates from the County Jail to assist us in caring for our animals and maintaining our shelter. These inmates are not heinous criminals, but generally men who have made errors in judgment, failed to pay fines or appear at a court hearing. For them this is a privilege and much better than sitting in the jail. As such and while they are expected to work, they are to be treated as you would any other employee with certain restrictions. Staff needs to also keep in mind that we do not pay any kind of a wage for these inmates as do other employers who utilize work release inmates. It is incumbent on each of us to ensure these inmates abide by all of these rules and do nothing to jeopardize this program which is completely voluntary on the part of the County and the Sheriff's Department, all to our benefit.

Rules governing inmates:

1. Staff members or board members only are authorized to pick up and return inmates to and from the county jail located xxxxx.
 - a. To pick up inmates you must go inside the jail, press the button on the speaker at the door, identify yourself as an employee or board member of the shelter, and tell them you are there to get the inmates for the shelter. Be prepared to show identification, so have your driver's license or other ID with you.
 - b. You can pick up/return inmates in either a shelter vehicle or your private vehicle. No family member, friend or anyone not a staff or board member can pick up or return any inmate from/to the jail.
2. Upon arrival to the shelter, inmates will report to their designated work areas to begin cleaning the shelter and feeding the animals. As there is a constant turnover in inmates, kennel staff are responsible for ensuring the new inmate knows all of the proper cleaning procedures. Every new inmate should read the cleaning SOPs for both dogs and cats and ensure a hard copy is available at all times for their reference.
3. Staff will maintain a professional relationship with inmates at all times. Staff will not fraternize with inmates and will ensure that community service do not "hang out" with inmates either. All are here to work, not play or develop relationships.
4. Staff will report any incident by an inmate of disrespect, failure to do work as directed, mistreatment of animals, sexual harassment, inappropriate behavior, or anything the staff feels needs the attention of the Director to the Director immediately. Inmates who do not perform their work adequately, endanger the health and safety of our animals through sloppy practices, make a staff member uncomfortable, threaten anyone, etc will be sent back to the county jail immediately.
5. Inmates can work at our facility in civilian clothing. Inmates will wear long pants or acceptable longer shorts, closed toed shoes and shirts at all times. Inmates are responsible for laundering their own clothing.
6. Inmates are allowed to have tobacco products, drinks, and food at the shelter for their use and will use these products in the approved areas per shelter policy.

7. Inmates will not be taken to off-site shelter public events (fund raisers, adoption events, etc) without the explicit approval of the Shelter Director AND the County Jail Warden. The Shelter Director will get prior approval on a by name basis before taking any inmate to an off-shelter event involving the public.

8. Inmates can go off shelter property with staff and in a shelter vehicle to pick up pet food, donated items, etc with the approval of the Director.

9. It is authorized for family members or friends to bring food, drinks and cigarettes or tobacco to inmates as long as these items are brought ONLY through the front office and given to a staff member. The staff member will ensure there is nothing other than food, drinks or tobacco being brought in and then get those to the appropriate inmate. Visitation with an inmate by the person bringing the food/drinks is NOT allowed.

10. Inmates are prohibited from the following:

- a. Having visitors at the shelter.
- b. Receiving phone calls at the shelter or using anyone's cell phone.
- c. Any access to a computer, PDA or other telecommunication device.
- d. Receiving letters, money, gifts or anything other than food or drink at the shelter.
- e. Fraternizing with staff, board members, volunteers, community service or the public.
- f. Any kind of alcohol or drug use.

11. Staff is to pay particular attention to the interaction between inmates and community service workers. This is the one area fraught with temptation by either side to transfer illicit goods, use of a cell phone, transfer of mail or money, etc. Any transgression by a community service worker and inmate will result in dismissal of the community service worker and inmate who will be taken back to the county jail.

12. When returning inmates to the county jail it is not required that the staff or board member go inside the jail. The staff or board member will, however, wait long enough to ensure all the inmates are inside the jail before departing.

13. Inmate sickness/injury – if an inmate becomes ill or is injured at the shelter, contact the jail. They will come get a sick or injured inmate needing treatment and treat accordingly. In the event of a life, limb or eyesight threatening injury to an inmate, call 911 and then immediately call the jail to let them know. Chances are a deputy will arrive even before the ambulance so the deputy can take control of the inmate.

14. Any staff member knowingly aiding or abetting an inmate to violate these rules will be subject to disciplinary action up to and including dismissal.

15. For any issues with an inmate that cannot be resolved in the shelter, call the jail at xxx-xxxx. The Warden's Office number is xxx-xxxx