

INMATE PUBLIC SAFETY WORKS

SAMPLE STANDARD OPERATING PROCEDURES FOR A LANDSCAPING DETAIL

I. APPLICABLE TO:

This Standard Operating Procedure (SOP) is applicable to all units of the Department of Public Safety and Correctional Services (DPSCS) responsible for the custody and security of an inmate and Partner Agencies with a fully executed Memorandum of Understanding (MOU) that are participating in the Public Safety Works Program (PSW).

II. PROCEDURES:

A. Inmate to Officer Ratio.

1. An inmate landscaping crew consists of a minimum of four (4) to a maximum of six (6) pre-release or minimum-security inmates.
2. One landscaping crew detail officer is required to supervise a minimum-security inmate work crew.
3. A DPSCS facility may provide fewer inmates on a regular basis, if mutually agreed upon by the *Partner Agency* and PSW Director or Assistant Director.

B. Work Hours and Scheduling.

1. The inmate landscaping crew shall work during normal business hours on weekdays as determined by the *Partner Agency*, excluding State holidays.
2. The *Partner Agency* shall advise the PSW Facility Project Coordinator (FPC) of the start time, which shall occur between 7:00am – 5:00pm.
3. A cancellation by either the *Partner Agency* or DPSCS shall be made at least 24 hours in advance of the normal start time, except in emergencies.
4. DPSCS shall receive compensation from the *Partner Agency* for travel time, if the *Partner Agency* cancellation is not provided prior to the inmate landscaping crew departing the DPSCS facility, this compensation shall not exceed the rate of pay for an inmate crew for three (3) hours.
5. The normal workday for an inmate landscaping crew is eight (8) hours. The eight (8) hour time-period will include a 30-minute break for lunch.
6. A shorter workday (less than 8 hours) may be allowed if there is a mutual agreement between the *Partner Agency* and the DPSCS managing official.

7. Travel time to and from the DPSCS facility and the designated work site/meeting point will be included in the workday time-period for the inmate landscaping crew.
8. The *Partner Agency's* supervisor shall document the inmate landscaping crew's workday hours on the Work Detail Daily Report.
9. If weather related conditions (e.g. temperature, storms) become an issue, the landscaping crew detail officer or *Partner Agency's* supervisor shall contact the appropriate DPSCS facility prior to leaving the work site.
10. The *Partner Agency's* supervisor shall document on the Work Detail Daily Report an early dismissal of the landscaping crew, the reason for the dismissal, and who initiated the request.

C. Transportation.

1. Unless the *Partner Agency* has made other arrangements to provide transportation for the pre-release inmates, the inmate landscaping crew shall be transported to the work site in a State vehicle provided by a DPSCS facility and driven by a correctional officer.
2. When pre-release inmates are supervised by an individual from the *Partner Agency*, the person transporting the inmates shall deliver the inmates directly to the work site and *Partner Agency* supervisor or administrative staff.
3. The *Partner Agency* upon departure from the work site shall transport the landscaping crew directly to the DPSCS facility.
4. Under no circumstances shall an inmate be transported across State lines.

D. Safety and Training.

1. The *Partner Agency*, when utilizing inmate landscaping services, shall provide the inmate landscaping crew with the necessary safety supplies, tools, and equipment to perform their work tasks. This equipment includes, but is not limited to, proper eye protection equipment, work gloves, and weather clothing for each inmate.
2. When present, the landscaping crew detail officer will be responsible for returning the inmate landscaping crew's safety equipment and weather gear for the inmates at the end of each day.
3. The *Partner Agency* utilizing inmate landscaping services and DPSCS shall provide safety training to the landscaping detail officer and inmates prior to performing work detail assignments.

4. Inmate landscaping training may include the viewing of safety videotapes and/or material provided by the *Partner Agency*.

5. Inmates regardless of training or skill are not permitted to operate any type of motor vehicle.

E. Inmate Landscaping Crew Supervision—General.

1. The inmate landscaping crew may not enter any residence unless specifically identified as part of the work project.

2. Inmates are not permitted to perform work on private property unless proper approval is obtained from the PSW Director or Assistant Director.

3. Inmates are prohibited from working on school grounds when students are present.

4. Inmates are not permitted to supervise other inmates.

5. Inmates are prohibited at all times from using any telephone or having possession of a cell phone.

6. The inmate landscaping crew and the landscaping detail officer shall use the portable restrooms when provided by the *Partner Agency*.

7. The portable restrooms shall be maintained daily by the inmate landscaping crew to ensure a clean environment for the next user.

8. The *Partner Agency* and the landscaping crew detail officer shall inspect the portable restrooms for contraband prior to leaving and upon returning to the *Partner Agency* work site.

9. Bag lunches, ice, and water shall be provided by the DPSCS facility. Bag lunches may be consumed at the work site and/or within the DPSCS State vehicle (with the exception of all State Highway Administration facilities).

10. Special approval for alternative eating arrangements shall be requested from the facility's shift supervisor.

F. Inmate Landscaping Crew Supervision—Correctional Officer.

1. DPSCS landscaping crew detail officer shall read and sign off on the SOP and Post Order(s) when supervising an inmate landscaping crew.

2. The landscaping crew work detail officer shall obtain a recent photograph or a clear photocopy of the "E" card, as well as a physical description, (e.g. height, weight) for each inmate assigned to the crew.

3. Inmates shall be frisk searched when leaving the facility and strip-searched upon their return to the facility. Inmates may be also be randomly searched by a correctional officer while on the work site.
4. The landscaping crew detail officer shall possess a state cell phone and emergency contact numbers to notify appropriate agencies in the event of an emergency.
5. The landscaping crew detail officer, or when agreed upon by the PSW Director or Assistant Director, the *Partner Agency* shall ensure all inmates are accounted for and within their sight or hearing at all times. The exceptions to this are for emergencies or extenuating circumstances.
6. In cases where the work project requires an inmate to enter a residence the inmate shall at all times, be under the direct observation of the landscaping crew detail officer.
7. In the event that portable restrooms are not made available by the *Partner Agency*, breaks may be taken at the nearest Maryland State Police Barracks or rest area. The landscaping crew detail officer will contact the appropriate *Partner Agency* supervisor before leaving the work site with the inmate landscaping crew.

G. Inmate Landscaping Crew Supervision—*Partner Agency*.

1. When the pre-release inmate landscaping crew is working only under the supervision of a *Partner Agency*, the *Partner Agency* supervisor shall read and sign a copy of the SOP.
2. The *Partner Agency* shall ensure the inmate landscaping crew has a clear photocopy of the inmate's "E" card.
3. If the *Partner Agency* plans to include assistance from any volunteer group which includes a child under the age of 18, the *Partner Agency* shall obtain a signed acknowledgement from the minor's legal guardian giving permission for the minor to participate in the project while inmates are present.
4. The *Partner Agency* employees and those acting in an official capacity for the *Partner Agency* are prohibited from engaging in personal relationships with inmates, such relationships include the offering of gifts of any kind e.g. food or cigarettes, accepting and placing telephone calls involving inmates, and sending or receiving any form of written communication involving an inmate.
5. In cases were the work project requires an inmate to enter a residence the inmate shall at all times, be under the direct observation of the *Partner Agency's* supervisor.
6. The *Partner Agency* shall provide sanitary seat covers and daily cleaning supplies (i.e., non-alcohol based hand sanitizer) for the portable restrooms.

7. If the *Partner Agency's* supervisor finds questionable items, such as contraband in the portable restroom or on the grounds of the work site, the supervisor shall release the found item(s) to DPSCS for appropriate processing and document the details of the situation on the Work Detail Daily Report.

H. Inmate Walk-Off.

1. In the event an inmate leaves the work site without authorization, or gets in a vehicle and drives or is driven away from the work site, all remaining inmates shall be secured by a landscaping detail officer in the DPSCS State vehicle or secured by the *Partner Agency* as agreed upon with the facility administration.

2. The landscaping detail officer or *Partner Agency's* staff shall notify the sending facility of the inmate landscaping crew's status and contact the police (911) to report the incident.

3. The remaining inmate landscaping detail workers shall remain secured until DPSCS staff arrives and assumes custody.

4. The landscaping detail officer shall write a Matter of Record (MOR) before leaving the scene and forward the MOR to the PSW Director or assistant Director and the shift supervisor.

I. Facility Program Coordinator (FPC).

1. The FPC shall ensure the Work Detail Daily Report is properly completed (either by the landscape crew detail officer or the *Partner Agency*) and submitted to the PSW Director or Assistant Director.

2. The FPC shall ensure that the working location of the landscaping crew is known at all times by the DPSCS facility administration.

3. The *Partner Agency* and the DPSCS facility shift supervisor shall discuss and resolve problems concerning the quality and/or quantity of work performed by the inmate landscaping crew. If the problem is not resolved or continues, the *Partner Agency* shall notify the FPC and document any discrepancies on the Work Detail Daily Report.

4. The FPC and shift supervisor shall ensure that any serious incidents are documented and reported in accordance with OPS.020.0003 – Reporting Serious Incidents, as well as forwarded to the PSW Director or Assistant Director.

J. Minor Injuries.

1. If the inmate receives a minor injury while working on the work site, the landscaping work detail officer shall provide first aid treatment to the inmate on site. If there is no

landscaping work detail officer on site the *Partner Agency* staff, provided they are first aid certified, may treat an inmate for the minor injury on site.

2. If certified staff are not available or the injury requires treatment that exceeds the ability of the certified staff, the inmate shall be transported to the nearest DPSCS facility for treatment. The *Partner Agency* shall notify the maintaining facility immediately.

3. Following a minor injury the landscaping crew detail officer shall write a MOR and forward the MOR to the appropriate DPSCS facility’s medical department and the PSW Director or Assistant Director.

K. Serious Injuries.

1. The landscaping crew detail officer or *Partner Agency* staff shall provide first aid if they are properly certified and request 911 assistance to be dispatched to the work site.

2. When present, the landscaping crew detail officer shall secure all other inmates into the DPSCS vehicle, notify the maintaining DPSCS facility of the serious injury, and request further instruction from the shift supervisor.

3. If a landscaping crew detail officer is not present, the *Partner Agency* staff shall maintain control over the remaining inmate landscaping crew, notify the maintaining DPSCS facility, and request further instruction from the shift supervisor.

4. DPSCS shall dispatch assistance as needed and provide further instructions.

5. Following a serious injury the landscaping crew detail officer shall write a MOR and forward the MOR to the appropriate DPSCS facility’s medical department and the PSW Director or assistant Director.

Print Name of landscaping crew supervisor

Signature of landscaping crew supervisor

Date

Print Name of Correctional Officer

Signature of Correctional Officer

Date

Initial _____