



Department of Public Safety and Correctional Services (DPSCS)

Office of the Secretary

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PUBLIC SAFETY WORKS PROJECTS/PROGRAMS

Rules, Duties, and Regulations for Inmates Assigned to Landscaping Crews – (Sample)

1. You shall conduct yourself in a respectable manner at all times, inside and outside of the correctional facility. Failure to comply may result in a notice of infraction.
2. You shall prepare to leave for your work assignment in a timely manner.
3. You shall work and remain in your assigned work area unless told otherwise by the attending landscaping work site supervisor.
4. You shall adhere to the instructions of your landscaping work site supervisor and maintain a steady pace of work so as not to interfere with the work performance of your crew.
5. You shall turn over common items found during the performance of your work assignment to the landscaping work site supervisor, e.g. driver's licenses, documents. Items that resemble a weapon, contain alcohol, or an illegal substance should not be touched or discarded, you shall immediately notify the landscaping crew detail officer on duty or the landscaping work site supervisor.
6. You are prohibited from remaining in the housing unit on a workday except for illness, parole hearings, or request of the housing unit staff. If you are unable to work, you shall report to the housing unit control office at least one hour prior to the normal departure time and notify the housing unit Officer in Charge that you are unable to work and explain the reason for your absence. If you are absent more than two (2) days in a calendar month, you may be considered for reassignment.
7. You are prohibited from taking any items from the correctional facility to the landscaping work site that have not been previously approved by Public Safety Works (PSW) Director/Assistant Director and landscaping work site supervisor.

8. You are prohibited from engaging in personal relationships with any employees, contractors, and those acting in an official capacity for that agency or non-profit organization. Examples of prohibited relations, include, the acceptance of gifts of any kind (food, cigarettes, etc.), accepting or placing telephone calls, and sending or receiving any form of correspondence.
9. You are prohibited from receiving any visits from anyone other than DPSCS officials and you may not engage in conversation with civilians other than those directly involved in your work assignment. You may not transmit or attempt to transmit any written communication to any civilians.
10. You may not possess or consume alcohol, drugs, or any item not approved by the PSW Director/Assistant Director or site supervisor.
11. You are prohibited from operating a motor vehicle.
12. You are prohibited from urinating in public.
13. You are prohibited from operating any equipment without proper training and approval from your landscaping work site supervisor.
14. You are prohibited from possessing or bringing items back to the correctional facility without the approval of the facility administration and work site supervisor.
15. You are prohibited from taking or bringing items into the housing unit unrelated to the landscaping work detail.
16. Failure to perform work assignments may result in your removal from the detail or other disciplinary actions.

By signing this document, you acknowledge that you have received, read, understand, and will abide by the rules and guidelines outlined in this form. Violation of the above-mentioned rules may result in disciplinary action.

Inmate's Signature SID # Date

Staff Witness Date