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GOVERNOR

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COMMISSIONER

November 20, 2003

ADMINISTRATIVE REGULATION NUMBER 320

OPR: DEPUTY COMMISSIONER OF OPERATIONS

INMATE WORK SQUAD SAFETY NEAR ROADWAYS

I. GENERAL

This regulation establishes responsibilities, policies, and procedures for the safety of inmate workers performing tasks near a roadway.

II. POLICY

It is the policy of the Alabama Department of Corrections (ADOC) to promote and require certain safety measures to increase worker safety when assigned to perform work on the various roadways in the State. ADOC personnel and governmental agencies utilizing ADOC inmate labor are required to implement the contents of this regulation to minimize the opportunity for accidents and injuries near roadway work sites.

III. DEFINITION(S) AND ACRONYM(S)

A. Community Work Squads: A squad that works outside of the institutional property for another governmental agency other than the ADOC. These work squads may provide work for municipalities, cities, counties, state and federal governmental agencies.

B. Government Agency Inmate Supervisor/Representative: Personnel from a participating outside governmental agency that is approved and trained to supervise inmates.

C. Manual on Uniform Traffic Control Devices (MUTCD): A manual produced to meet the special demand for uniform standards for traffic control during construction and maintenance operations on all streets and highways in the United States. The American Traffic Safety Services Association (ATSSA) publishes MUTCD by special arrangement with the Federal Highway Administration.

D. Letter of Understanding: An agreement by a governmental agency with the ADOC, utilizing inmates for work squads near roadways, ensuring compliance with:

1. MUTCD guidelines.
2. Orientation requirements.
3. Quarterly training.
4. Applicable safety requirements.

E. Institutional Contact Person: The Warden or designee to whom the Governmental Agency Inmate Supervisor coordinates community work squads.

IV. RESPONSIBILITIES

A. Wardens are responsible for:

1. Approving governmental agencies requesting inmates for a community work squad.

2. Obtaining and maintaining the letter of understanding.

3. Ensuring orientation and training courses are provided to non-department and department Governmental Agency Inmate Supervisors.

4. Developing their institutional Standard Operating Procedures (SOPs) on AR 320, Inmate Work Squad Safety Near Roadways, as needed.

B. The governmental agency utilizing ADOC community work squads is responsible for:

1. Providing the required safety equipment for inmates.

2. Complying with the MUTCD guidelines.

3. Attending orientation and quarterly training sessions.

4. Training inmates on equipment operations safety.

C. The ADOC Training Division is responsible for developing the orientation and refresher course.

D. The Warden, or designee, is responsible for conducting the orientation and refresher course.

E. The institution providing the community work squad will maintain records of the letter of understanding, orientation and quarterly training sessions.

V. PROCEDURES

Work squad safety procedures are as follows:

1. The governmental agency utilizing ADOC community work squads will:

a. Submit a request to the Warden for assignment of inmates to an agency's work squad.
b. Provide the Warden with a letter of understanding.

2. The Governmental Agency Inmate Supervisor or Representative will:

a. Receive an orientation.
b. Attend a quarterly refresher training session and convey the information to the one not in attendance.
c. Enforce MUTCD guidelines.

3. All safety equipment/devices will be in compliance with MUTCD guidelines.

4. The minimum safety equipment required on roadways with speed limits 55 miles per hour and below are:

a. Advanced warning signs "Prisoners Working".
b. Strobe lights will be mounted on vehicle(s).
c. Reflective vests for each inmate.

5. Minimum safety equipment required on roadways with speed limits above 55 miles per hour are:

a. Advanced warning signs "Prisoners Working".
b. Four corner strobe lights will be mounted on vehicle(s).
c. Reflective vests for each inmate.
d. Panel warning device(s) are not required unless deemed appropriate by the supervisor.

VI. DISPOSITION

The form implemented by this regulation will be disposed of in accordance with the Departmental Records Disposition Authority.

VII. FORMS

This regulation implements ADOC Form 320, Training Completion Documentation.

VIII. SUPERCEDES

This regulation is a new regulation developed for inmate safety.

IX. PERFORMANCE

The standards contained herein are applicable to all public roads regardless of type or class or agency having jurisdiction in accordance with Title 23, U.S. Code, Sections 109

(b), 109 (d), and 402 (a) and highways Safety Program Standard 13, "Traffic Engineering Services".

ANNEXES:

A. Sample Letter of Understanding
B. Rules and Key Issues for Supervising Inmates by Departmental and Non-Departmental Supervisors

Donal Campbell, Commissioner

ALABAMA DEPARTMENT OF CORRECTIONS

TRAINING DOCUMENTATION

COURSE: Supervision of Inmate Work Squads Near Roadways

HOURS: 2 Hours

DATE: _____

Participant's **Printed Name**	**Title**	**Agency**	**Signature**	**Date**

I certify that the above participants have successfully completed the designated training on this _____ day of _____, 20___.

_____ _____

Trainer's Printed Name Trainer's Signature Date

LETTER OF UNDERSTANDING

This entity is committed to ensuring that compliance with the Manual on Uniform Traffic Control (MUTCD) will be accomplished as a requirement for assignment of an inmate work squad to perform tasks near a roadway. In addition, entities will commit to the Alabama Department of Corrections requirements to provide the required safety equipment to inmate work squads, provide safety training to inmates operating equipment, attend inmate work squad supervisor orientation and have a representative attend quarterly training sessions.

_____	_____
Government Agency	Address
_____	_____
Government Official	City, State, Zip Code
_____	_____
Date	Telephone
_____	_____
Authorized Institutional Official	Institution
_____	_____
Date	Approved/Denied

Annex A to AR 320 – November 20, 2003

RULES AND KEY ISSUES FOR DEPARTMENTAL AND NON-DEPARTMENTAL SUPERVISORS

1. Supervisors shall keep inmates under supervision at all times and shall ensure all inmates are present and accounted for at all times.

2. An inmate is not allowed in any business, private building (house), or private vehicle at any time. Supervisors shall not allow inmates in stores to make purchases.

3. Do not buy, sell or give anything to an inmate or give an inmate anything from someone else. Do not receive, take, or sell anything for an inmate. Do not lend money to or borrow money from an inmate. Except for tools, equipment, materials and supplies issued the inmate that are returned to you or contraband the inmate finds and turns over to you, do not accept any item(s) the inmate may want to give you.

4. Supervisors shall not allow an inmate to receive any visits, make telephone calls, mail anything, possess money orders, nor carry on conversations with civilians while away from the institution.

5. Remember "Safety at all Times." Orient each inmate in the use of issued equipment regardless of the inmate's claim of having had prior experience. Specifically, orientation should be conducted in the use of gasoline or electrically powered equipment before allowing him/her to use it.

6. Supervisors shall not allow an inmate to stand up in a vehicle while the vehicle is in motion. The supervisor shall not operate vehicles or equipment in an unsafe or reckless manner, nor allow an inmate to do so. Seatbelts, as provided, will be used at all times when the vehicle is in motion.

7. If an inmate declares a medical emergency or has a minor injury, contact the institutional contact person. If the injury is life threatening, you will need to call for medical aid (ambulance) and make the institution aware immediately. Remember, in all instances, use "Good Judgment."

8. If you think you are missing an inmate, do not send another inmate to look for him/her. Cease work and gather all inmates on your squad into one location. Without leaving the remaining inmates unattended, determine whether the missing inmate can be located. If you are unable to locate the missing inmate, do not leave the remaining inmates alone. Notify your institution contact person immediately and then notify your supervisor.

9. The limits of confinement will simply be extended if an inmate is lawfully incarcerated while outside the institution. An inmate shall not depart the place where he/she is assigned to work, except with the specific authorization of his/her immediate supervisor. However, being in an unauthorized area or unauthorized absence from his/her squad or assignment constitutes an escape. At any given time in the course of supervising inmates, an escape may occur. Should you experience an escape (or missing inmate) the below procedures are to be followed.

a. If an inmate escapes, cease work and gather all of your remaining inmates into one location. Do not leave them alone. Notify your institutional contact person immediately and then notify your supervisor.

b. Give a verbal command to "Stop". Do not try to physically stop the inmate.

c. Note the direction in which the escapee was headed if known, or last known location.

d. If a vehicle is used in an escape, note:

(1) Color, make, and model
(2) Tag number
(3) Description
(4) Number of occupants
(5) Any other pertinent information.

e. Immediately report the situation to your supervisor and the institutional contact person. If you cannot reach the institution, contact 911 and then resume your efforts to reach the Institution.

f. Secure the area by grouping the inmate(s) in a designated area/vehicle and stay with your squad.

g. Avoid contaminating the area (i.e., walking around wooded areas and lots and possibly disturbing tracks which may be able to be picked up by the canine dog tracking team).

h. If it becomes necessary to leave the area prior to the arrival of correctional supervisor, mark the area.

i. Record events accurately in writing as soon as possible.

10. The following is a simple guide to report writing on the information usually needed:

a. **WHO**- inmate name/number and/or person(s) involved.
b. **WHAT**- what took place, what did you do?
c. **WHEN**- date and time
d. **WHERE**- location of the event or situation.
e. HOW- how did the incident take place.

11. Inmate supervisors shall remain alert and observant of any unusual occurrence. Any unusual occurrence, incident, emergency or disciplinary situation shall be immediately reported to the correctional institution contact person and your supervisor. If your supervisor is contacted first, the institution contact person must still be notified. Initial reporting of an unusual incident is verbal. Required paperwork should be completed by the end of that day. Disciplinary Reports, Incident Reports, and Reports of Injury are examples of reports that must be written and turned in the date of occurrence to your facility contact person. Questions concerning whether an incident requires documenting should be discussed with

your immediate supervisor and if further review is necessary obtain assistance from your institutional contact person.

12. Supervisors shall not allow inmates to pickup or obtain contraband and/or introduce contraband on State property. Contraband is defined as any item(s) not issued or approved by the institution. As the inmate supervisor, you may not give or provide an item(s) to an inmate that is not work-related without authorization from the Department of Corrections. Any item of contraband found by an inmate during the course of the workday shall be immediately turned over to the inmate supervisor.

13. Supervisors shall not be disrespectful, harass, curse, or physically abuse an inmate. A supervisor shall not show favoritism between inmates, fraternize with inmates or play one inmate against another.

14. Supervisors shall not allow inmates to be disrespectful or threaten them or other civilians. Inmates will be prohibited from committing obscene acts, stealing, talking back, making slurred remarks or horseplay. Inmates are to address supervisors appropriately.

15. Supervisors shall manage inmates in such a manner as to induce good work habits, command the respect of inmates, and cause each inmate to complete the same amount of work.

16. Each inmate is expected to be properly dressed at all times in clothing (shirts, pants, underwear, Socks and shoes) that is issued to the inmate by the Department of Corrections. Other clothing shall not be given to the inmate, except required safety items such as hard hats, raincoats, safety vests and other specialized clothing required for work. Inmates shall work with their State uniform shirt on.

17. Supervisors shall check out inmates at the institution at the agreed upon time. Supervisors shall return to the institution at the agreed upon time with the assigned number of inmates.

18. The supervisor shall not allow an inmate to operate a vehicle or equipment, which requires a driver's license.

19. Gambling of any kind by staff and/or inmates is strictly prohibited.

20. Drugs and/or alcoholic beverages are strictly prohibited.

21. Ensure all safety requirements are followed.

22. Inmate work squads shall not be permitted to work at a school, community center or any site where minors are usually present, unless the minors are not on the premises.