



# HOPKINS COUNTY JAIL

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## **SUPERVISION REQUIREMENTS FOR STATE INMATES**

Government Agency: \_\_\_\_\_

CD and CC felons involved in community Services projects out of the Hopkins County Jail shall be supervised at all times. Any misconduct shall be reported immediately to the Jailer or his designee. The following actions by the inmate are considered to be misconduct by the Department of Corrections and shall be reported. These violations will result in the inmate's removal from the work site:

1. Leaving the work site without the supervisor.
2. Unauthorized contact with the public or family members.
3. Asking the employer for a loan.
4. Being under the influence of drugs or intoxicants.
5. Possession of contraband i.e.: tobacco, weapons, drugs/drug paraphernalia, and intoxicants.
6. Fighting with another inmate or using abusive language to a supervisor.
7. Stealing.
8. Refusing to work.
9. Using telephones outside the jail.
10. Mailing letter through any other means than through the jail.
11. Driving an automobile.
12. Bring contraband into the jail.
13. The facility will maintain a Zero tolerance policy for romantic, inappropriate or unprofessional personal relationships between; jail personal, outside supervisors, and/or any other kind of unauthorized communications between inmates and supervisory staff, non-supervisory staff, and general public while involved in Community Services Projects.

In addition, all work site supervisors must meet the following requirements and adhere to the guidelines listed below.

1. All supervisors must be 21 years of age and have proof of identification.
2. Under no circumstances shall any inmate be transported out of Hopkins County.
3. No inmate shall be allowed to perform any personal work for any supervisor or any other private individual or enterprise.
4. Supervisors shall not threaten or demean an inmate for any reason.
5. Inmates shall not be asked to perform work that threatens their safety.
6. Inmates must be allowed to take breaks when necessary, have adequate fluids and be able to eat lunch.
7. Supervisors must supervise the inmates at all times.
8. Supervisors shall not allow inmates to use the telephone for any reason. If contact to the jail is necessary, the supervisor may make the call.
9. No inmate shall be placed in a position of authority over other inmates.
10. No inmate shall have contact with minor aged volunteers or any youth while at the work site or while performing community service work.
11. Supervisors shall remove keys from vehicles not being used if community service inmates are present at the work site.
12. No Inmate shall have access or be able to gain access to firearms or weapons at the work site.

13. Inmates are not allowed to be in any place of business such as grocery stores, restaurants, department stores, etc. for any reason.
14. Inmates must be taught how to lift objects correctly and to use any and all safety equipments available to them.
15. Inmate must be properly trained on any equipment they use.
16. Inmate will not receive any money other than the pay provided to them by the Department of Corrections.
17. Inmates shall not be subjected to or make any racial comments.
18. Inmates shall not discriminate regarding race, sex or religion while under your agency's supervision.
19. At no time shall an authorized employee of the Hopkins County Jailer be denied access to a work site in which an inmate is being worked.
20. Supervisors shall not exchange a personal gift or favor with an inmate, his family, or friends.
21. Supervisors shall not accept any form of bribe or unlawful inducement.
22. Supervisors shall not subject an inmate to physical or mental abuse.
23. Supervisors shall not engage in critical discussion of staff or an inmate in the presence of another inmate.
24. Supervisors shall not withhold information which threatens the security of the jail, its staff, visitors, or the community.
25. Supervisors shall not engage in a business or profitable enterprise with an inmate.
26. Supervisors shall treat the inmates in a fair and impartial manner.
27. Inmates are considered to be in the custody of the Jailer regardless of their actual location.
28. The Jailer or his designee has the authority to enter any building, work site or other location to check on the inmate without permission of the property owner or custodian.
29. No supervisor, agency, or other person shall contact the Department of Correction, sentencing court, other agency, or person on behalf of the inmate.
30. All reports concerning the inmate's positive or negative behavior shall be made directly to the Jailer.
31. Supervisors shall inform the jail if the inmate is going to be late returning to the jail and justify the reason.
32. Supervisors shall inform the jail of any violation of the rules by the inmate.
33. Supervisors shall inform the jail if the inmate is injured in any way.
34. According to KRS 510.060 sexual relationships between supervisors and inmates is a Class D Felony.

Failure to comply with these rules and agreement shall result in the immediate removal of all community service inmates from your agency. All inmates are legally in the custody of the Hopkins Count Jailer at all times.

I have read these guidelines for supervising CD and CC inmates and understand that any misconduct shall be reported to the Jailer or his designee in his absence.

Department Head Signature	Date	Print Name
Worksite Supervisor Signature	Date	Print Name
Worksite Supervisor Signature	Date	Print Name
Worksite Supervisor Signature	Date	Print Name