



CORRECTIONS CENTER OF NORTHWEST OHIO
STRYKER, OHIO

POLICY AND PROCEDURES

NUMBER: 4107	SECTION: Support Services	APPROVED BY: EXECUTIVE DIRECTOR		
POLICY: Community Public Works	PAGE: 1 of 14	SUPERSEDES NO: 4107 dated 8/27/01	DATE OF ISSUE: 2/21/03	EFFECTIVE DATE: 2/28/03

4107 - Community Public Works

State Standards: 5120:1-8-01(9)(c)

American Correctional Association Standards: 3-ALDF-5A-06; 3-ALDF-5A-07; 3-0ALDF-5A-09;
3-ALDF-5A-10; 3-ALDF-5A-12; 3-ALDF-5A-13

Policy:

The Corrections Center of Northwest Ohio (CCNO) provides a variety of work assignments that afford offenders an opportunity to learn job skills and develop good work habits and attitudes that they can apply to jobs after they are released. **(3-ALDF-5A-06)** The CCNO provides opportunities for offender employment in correctional industries, facility maintenance, operations, public works or community projects. **(3-ALDF-5A-07)**

The CCNO will provide offenders to participating organizations to be used for local public works projects. The Corrections Commission of Northwest Ohio recognizes the benefits of offenders of the CCNO performing public works. The Corrections Commission recognizes that these services must benefit the public. These services must be performed on public property except when that offender labor may be used on private property for a public purpose. The work shall be essentially public and for the general good of the inhabitants of the state or political subdivision. This may include the eradication of graffiti. These public works projects shall be to aid the federal government, state agencies, county agencies, municipal agencies and non-profit agencies. The Corrections Commission authorizes the Executive Director to sign agreements with the aforementioned agencies for offenders to perform public works projects. The offender labor performed may only supplement the existing public agency work force. It shall not replace the existing work force. If it is determined that offenders are replacing the existing work force, the Executive Director shall terminate the agreement. When applicable business, labor, and industrial organizations are consulted.

Procedures: Where statute permits, the offender work plan provides for offender work assignment in public works projects. **(3-ALDF-5A-09)** Where statute permits, the offender work plan includes provisions for offenders to work in various nonprofit and community service projects. **(3-ALDF-5A-10)**

I. Offender criteria

- A) Offenders must be classified community security for participation in a residential public works program. Minimum security or community work security offenders may be eligible for consideration to participate in non-residential public works. They will be convicted misdemeanants or non-violent convicted felons.
- B) Recommendation will be made by their Case Manager.
- C) Must successfully pass a background and LEADS check.
- D) Must successfully pass the COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) risk assessment.
 - 1) Offenders will be charged a minimal fee upon completion of the COMPAS assessment.
 - a) CCNO staff completing the COMPAS assessment will be responsible for filling out a COMPAS risk assessment charge slip and distributing copies to the appropriate location. (i.e. one copy each to: 1)offender 2) Account Clerk 3) offender file) (See Attachment 4107-A)
- E) Must be approved by the Community Corrections Supervisor.
 - 1) The Community Public Works (CPW) Case Manager will hold an orientation with newly assigned offenders. The offender will sign and receive a copy of the rules for the CPW program. (See Attachment 4107-B)

II. The following guidelines will keep an offender out of a work program in the following areas:

- A) Community Public Works
 - 1) No sex offenses.
Exceptions – none of these offenses in the past three (3) years, overrides are possible with Director approval.
 - a) Solicitation.
 - b) Voyeurism.
 - c) Public Indecency.
 - d) Importuning.
 - 2) No escapes from a secure detention facility in the last ten (10) years.
 - 3) No walk aways from a non-secure detention setting in the last five (5) years.
 - 4) No violent felonies in the last five (5) years.
 - 5) No current F1 or F2 charges.
 - 6) No failure to appear charges (overrides are possible with Director approval).
 - 7) No fleeing and eluding charges in the last three (3) years.
 - 8) No violent misdemeanors in the last three (3) years.
 - 9) No active contagious disease.
 - 10) Medical refuses them to work.
 - 11) Denied by the court.
 - 12) No pre-trial felon.

- 13) No pre-trial misdemeanor.
Exceptions:
 - a) Fishing violations.
 - b) Minor misdemeanors (to include traffic violations).
 - c) Loitering.
 - d) Trespassing.
- 14) No current or pending CCNO rule violations.
- 15) No current CCNO discipline.
- 16) No loggable codes.
- 17) No keep separates in the same unit.
- 18) The offender refuses to work.
- 19) No current rule violations for tobacco/drug charges in the past 60 days (1st offense only). Any additional offenses for tobacco/drugs will not be considered during the same incarceration.
- 20) Holders from outside participating jurisdictions will be considered on an individual basis.
- 21) Deemed to be a threat to public safety.

III. Prohibited activities for offenders

- A) Visitors are not allowed at the job site.
- B) Offenders may not supervise other offenders.
- C) Lunch or breaks can only be taken at the job site.
- D) Leaving the job site without supervision and authorization will result in CCNO disciplinary charges, which may include escape.
- E) Trading, selling or buying any personal possession or anything of value.
- F) Giving, receiving or loaning money or anything of value, for any purpose.
- G) Using, giving or providing personal services such as washing personal vehicles.
- H) Driving vehicles anywhere that requires a valid Ohio driver's license.
- I) Offenders are not to remove their CCNO issued clothing.
- J) Receive or place phone calls, mail or receive any type of correspondence at the job site.
- K) Possess or consume any type of intoxicating substance.
- L) Engage in any type of disruptive behavior such as fighting, shouting, or whistling at civilians or staff, horseplay, playing loud music, or otherwise disturbing the public or the civilian or offender work force.
- M) Enter any type of business establishment without supervision and permission of the civilian employee.
- N) Smoke without permission of the civilian employee.
- O) No fraternization, intimate, personal or sexual relationships with work supervisors, citizens, family members or other offenders in the community.

IV. Offenders are expected to

- A) Obey all rules and expectations of the CCNO and the agency for which they work, they are to provide a fair day's labor in whatever job they are given.
- B) Wherever possible, take rest breaks away from public view.
- C) Wear safety and protective clothing and eye covering as appropriate while working.
- D) Place safety and warning signs (i.e. "INMATE WORK CREW AHEAD") where and when appropriate.
- E) Not smoke around hazardous material.
- F) Stay away from hazardous equipment while it is in operation.
- G) Not ride on vehicles or equipment in an unsafe manner.
- H) Obey all instructions given by Supervisors.
- I) Be courteous and respectful towards staff/civilian employees and members of the public at all times.

- J) Offenders may not have their picture taken in a manner, which will make them identifiable or consent to a media interview without first obtaining permission and signing a consent or release form (Refer to policy #1045). Questions regarding pictures and interviews should be referred to and coordinated by the CCNO Public Information Officer.

V. Program removal

- A) Any violation of CCNO rules, failure to perform to the standards of the civilian employee or refusal to work, may result in removal from the program.
- B) The CCNO may remove any offender from any project for any reason.
- C) The following guidelines will be utilized when removing an offender from M-building for a rule violation.
 - 1) All residents/offenders charged with a 300 rule violation will be suspended and may be removed and placed in the main facility if their actions compromise the safety and security of the facility.
 - 2) All residents/offenders charged with a tobacco or alcohol violation will be removed and placed in the main facility.
 - 3) Residents/offenders with a refusal to work will remain in M-building until their hearing findings unless the resident/offender is determined to be uncooperative/disruptive by the Commander/OIC.
 - a) Residents/offenders removed from M-building will not be allowed to return to M-building pending the decision of the Disciplinary Chairperson.

VI. Civilian employers are essential to the success of the program

- A) Civilian employers are best protected and offenders most benefited from being busy and involved in productive, supervised work activity at all times. The more leisure time an offender has, the more likely they are to have or cause problems. The CCNO may reject civilian employers as work supervisors because of criminal history or failure to comply with this policy. The CCNO policy, procedure, and practice provide that the offender workday approximates the workday in the community. **(3-ALDF-5A-12)**
- B) Civilian employers are responsible to
 - 1) Immediately report all injuries, safety hazards and broken or malfunctioning equipment to their supervisor.
 - 2) Receive proper orientation prior to assuming supervision of the offender and participate in subsequent training as required by your agency and the CCNO. Training will include but not be limited to offender rules and regulations, selection of offenders, transporting offenders, reporting problems, requesting removal, food and sexual misconduct.
 - a) Sign and receive copy of agreement for supervision of offenders. (See Attachment 4107-C)
 - 3) Notify the CCNO immediately any time you have reason to believe an escape or serious infraction has or may occur (Note: in case of an escape, do not attempt to apprehend an escapee; immediately notify the CCNO and/or the appropriate local law enforcement agency).
 - 4) Transport offenders to, from and around work sites in a safe and secure manner.
 - 5) Provide consistent and reasonable supervision of offenders based on realistic work expectations and mutual respect.
 - 6) Provide proper tools for the job along with instruction in their care and use necessary for successful completion of assigned tasks.
 - 7) Conduct formal offender counts at least twice daily and informal counts on an ongoing basis.

- 8) Notify your Supervisor and the CCNO of all conflicts (potential or actual) among offenders, as well as providing both with any information regarding offenders, which might be of a useful nature.
- 9) Protect the confidentiality of assigned offenders.
- 10) Never leave keys in vehicles or vehicle unlocked or unattended around offenders.
- 11) Employers are responsible for providing warm clothing during the winter months and any other clothing appropriate to do the job (i.e. gloves, boots).
- 12) Offender working conditions comply with all applicable federal, state, or local work safety laws and regulations. **(3-ALDF-5A-13)**

VII. Employers/civilian employees may not

- A) Give, trade, or receive favors or gifts from offenders, their families and/or friends.
- B) Leave offenders without supervision or allow offenders to directly supervise one another.
- C) Allow offenders to have visitors, receive mail, make or receive phone calls at the work site.
- D) Tolerate unprofessional, disrespectful or overly familiar behavior by offenders towards the public or staff/supervisors.
- E) Knowingly conceal any information, which might be critical or detrimental to the accomplishment of the mission of the CCNO.
- F) Flirt, correspond, talk intimately or sexually or engage in sexual misconduct with offenders.
- G) Must report any offender allegations of misconduct concerning CCNO staff.

VIII. Medical

- A) The CCNO is responsible for medical treatment of assigned offenders. The participating agency will report all serious injuries and illnesses to the CCNO for instructions. Life and death emergencies should immediately be taken to the nearest hospital. The participating agency will contact the CCNO as soon as possible thereafter.
- B) A worker's compensation claim will be maintained by the participating agency/jurisdiction for injuries attained while at the job site that they are assigned.
- C) Medication required while out of the facility.
 - 1) CCNO medical staff will provide the recommended dosage for the offender to take to the job site.

IV. Alcohol, drugs, tobacco, weapons

- A) All offenders are advised they are not to purchase, use, sell, distribute or bring any beer, wine, liquor, alcoholic substance, controlled substance, drug paraphernalia or any other articles deemed contraband or illegal. All offenders participating in the CPW program are subject to random drug and /or alcohol testing. (Refer to policy #4405, Offender Substance Abuse Testing)
- B) The CCNO is a "NO SMOKING" facility. Offenders are NOT permitted to smoke on the grounds of the facility. Offenders are permitted to smoke in designated areas while out at their job site, if approved by their civilian employer. Smoking materials (i.e. lighter, matches, cigarettes, chewing tobacco) are not to be brought back to the facility. Offenders found guilty of the disciplinary rule violations for tobacco will be removed from the program and NOT permitted to return to ANY worker status for the 60 days.

Any additional offenses for tobacco/drugs will not be considered during the same incarceration. 1st time offenses will be re-considered after 60 days. (Refer to policy #4610, Offender Disciplinary Procedures).

X. Banking Procedures

- A) Offenders participating in the CPW program are permitted to have \$60.00 total, at any one time, for their personal use while out at their job assignments. **(5120:1-8-01(9)(c))**
 - 1) A request to release funds must be completed by the offender and returned to the CPW Case Manager for processing no later than Monday morning at 1000 hours.
 - a) The Case Manager will cut a check for the amount specified (up to \$60.00) on the release of funds provided there is funds available in the offenders account.
 - b) The check will be returned to the offender for their endorsement, and returned to the Unit Officer.
 - c) The Unit Officer will ensure that the offender has properly endorsed their check.
 - d) The Unit Officer will secure the check in the unit safe or in the unit's gray cabinet if a safe is not located in the unit.
 - 2) Banking will be completed on Tuesday; Wednesday if Monday was a holiday.
 - a) Offenders not following proper procedure for their banking requests may lose their banking privileges for that banking period, at the discretion of the Community Corrections Supervisor or designated staff member.

XI. Job Assignments

- A) Job assignments are updated on a daily basis.
 - 1) Worker names are placed on the roster sheet in conjunction with their job assignments. (See Attachment 4107-E)
 - 2) Transfer Authorization Sheets are provided for each department receiving offenders for work. (See Attachment 4107-F)
- B) Staff will use the Transfer Authorization Sheets as the primary reference, with the roster sheet as a backup reference when releasing offenders out of the facility for their job assignments.
- C) The third shift Unit Officer will update the offender's time card, and issue new time cards as needed. The first shift and second shift Officer will act as backup for this process.

XII. Transportation

- A) Job site supervisors will receive a letter of explanation regarding proper procedure for transporting CPW workers. (See Attachment 4107-D)
 - 1) Picking up CPW workers
 - a) The driver will come into the south foyer, push the intercom button and identify themselves and what agency they are from.
 - b) The Unit Officer will ensure the driver is on the approved list to transport the CPW workers.

- c) There are two (2) copies of blue transfer authorization sheets for each agency. Both sheets must be accurate at the time of offender departure (i.e. how many offenders do they have, and what are their names). The Unit Officer will have the driver sign one copy of the blue transfer authorization sheet. The signed transfer authorization sheet will be placed into the Case Manager's folder behind the Unit Officer's desk, and the second copy of the blue Transfer Authorization Sheet will be given to the driver for their records.
- 2) Dropping off CPW offenders
 - a) When dropping offenders off after the completion of their day, please ensure that they are secure inside the south door before exiting the premises.
 - B) If a CPW worker is returned to the CCNO at an unscheduled time by an outside agency, the Unit Officer will notify Intake Staff, who will update the CCNO Transportation Officer.
 - C) The Unit Officer will update the 8 1/2 X 14 offender roster sheet to reflect the correct number and names of offenders going out to work that day. Please note why the offender did not go out to work (i.e. doctor, court, release, etc.). This offender roster will also be placed in the Case Manager's file for accurate records.
 - D) Documentation will be maintained at the CCNO regarding the agencies transporting personnel. This information will be updated on a continual basis. (See Attachment 4107-G)

XIII. Offender Property

- A) When an offender is removed from the CPW program and placed in another unit during the time the Case Manager is scheduled to work, it will be the responsibility of the Case Manager to take care of excess property (i.e. shoes and property from offender lockers). It will be the responsibility of the Supervisor to take care of excess property at all other times when the Case Manager is not scheduled to work.

XIV. Miscellaneous Items

- A) Offenders will not be assigned to job sites in the same county as they are convicted from or residing in, unless specifically requested by the agency.
- B) Program staff will conduct random job site checks.
- C) CPW workers will never be allowed to wear gym shorts under their uniforms when going out to work.

COMPAS RISK ASSESSMENT CHARGE SLIP

Offender Name: _____

Offender #: _____ DOB: _____

Staff completing the assessment: _____
(Please print)

I understand that I am subject to a fee of \$_____ to cover the cost of my assessment/screening for subsequent placement in a CCNO Community Corrections Program. The fee may be drawn from my offender account, any of my Community Corrections Accounts or payable by me in person.

Offender Signature: _____

Staff Signature: _____

1 Copy to Offender

1 copy to Accounting

1 copy to Offender File

Community Public Works Program

The following is a list of **PROHIBITED** activities and a list of what is expected of an offender in the Community Public Works Program.

PROHIBITED ACTIVITIES FOR OFFENDERS:

- 1) Visitors are **NOT** allowed at the job site.
- 2) Offenders may **NOT** supervise other offenders.
- 3) Lunch or breaks can only be taken at the job site.
- 4) Leaving the job site without supervision and authorization will result in CCNO disciplinary charges, which may include **ESCAPE**.
- 5) **NO** trading, selling or buying any personal possessions or anything of value.
- 6) **NO** giving, receiving or loaning money or anything of value for any purpose.
- 7) **NO** using, giving or providing personal services such as washing personal vehicles.
- 8) **NO** driving vehicles anywhere that requires a valid Ohio driver's license.
- 9) Offenders are **NOT** to remove their CCNO issued clothing.
- 10) **NO** receiving or placing telephone calls, mail, or receiving any type of correspondence at the job site.
- 11) **DO NOT** possess or consume any type of intoxicating substance.
- 12) **DO NOT** engage in any type of disruptive behavior such as fighting, shouting, or disturbing the public or the civilian or offender work force.
- 13) **DO NOT** enter any type of business establishment without supervision and permission of the civilian employee.
- 14) **DO NOT** smoke without permission of the civilian employee.
- 15) **DO NOT** smoke around hazardous material.
- 16) **DO NOT** ride on vehicles or equipment in an unsafe manner.
- 17) Offenders **MAY NOT** have their picture taken in a manner which will make them identifiable **OR** consent to a media interview without **FIRST** obtaining permission and signing a media interview release form. (See policy #1045 attachment 1045-B) Questions regarding pictures and interview **MUST** be referred to and coordinated by CCNO.
- 18) Offenders **MAY NOT** engage in any fraternization, sexual conduct or sexual contact.

OFFENDERS ARE EXPECTED TO:

- 1) Obey **ALL** rules and expectations of the CCNO and the agency for which they work. They are to provide a fair days labor in whatever job they are given.
- 2) Wherever possible, take rest breaks away from public view.
- 3) Wear safety and protective clothing and eye covering as appropriate while working.
- 4) Stay away from hazardous equipment while it is in operation.
- 5) Obey all instructions given by supervisors.
- 6) Be courteous and respectful towards staff/civilian employees and members of the public at all times.

IF ANY of the above rules are violated, you may be removed from the program and have disciplinary action against you.

Offender signature

Offender Booking number

Date

CCNO Witness

Title

Date

CORRECTIONS CENTER OF NORTHWEST OHIO

COMMUNITY PUBLIC WORKS PROGRAM

AGREEMENT FOR SUPERVISION OF OFFENDERS

I, _____, hereby state that on, _____
(Please print your name) (Date)

I attended the Corrections Center of Northwest Ohio (CCNO) orientation for supervision of offenders utilized through the Community Public Works Program. I understand that I must abide by the policies and procedures for the Community Public Works Program. I also understand that my supervision of offenders can be revoked for actions of prejudice or failure to follow the procedures of the Community Public Works Program. I realize that offender records are confidential and will respect the confidentiality.

If I have any questions or complaints pertaining to the operations of the CCNO, I will follow the departmental chain of command in order to satisfy my question or complaint.

I agree to the above conditions:

Signature

Date

Agency

Witness Signature

Title

Date

PROCEDURE FOR TRANSPORTING COMMUNITY PUBLIC WORKERS

Dear Community Public Works Supervisor:

The following is information provided to you and your agency. We hope to improve on the supervision and accountability of our Community Public Workers.

- 1) If you pick up the workers at the CCNO, you are expected to return them to CCNO at the end of the day. Community Public Workers are currently housed in the Work Release building; (M building) located on the second floor in M-200. When picking up the workers, enter the building through the south door. Push the intercom button downstairs and identify yourself by name and agency. Inform the officer that you are there to pick up your workers. The officer will respond and send the workers out the door to you. Please remember to sign and receive a copy of the transfer authorization form releasing the workers to your supervision. When dropping off the workers at the end of the day, please ensure that they are secure inside the south door before exiting the premises.

** Avoid the following specific times when picking up or dropping off workers. This is shift change at the facility and you may be detained temporarily.

6:45 a.m. to 7:15 a.m. ; 2:45 p.m. to 3:15 p.m. ; 10:45 p.m. to 11:15 p.m.

- 2) If you pick up the workers from your county agency's designated pick up/drop off point, you are expected to return them to the designated drop off point at the designated time for return to CCNO.

Williams County Sheriff Dept.	2:45 p.m.
Defiance County Municipal Building	3:15 p.m.
Henry County Courthouse/Sheriff Dept.	3:45 p.m.
Fulton County Sheriff Dept.	4:30 p.m.

- 3) Community Public Workers are expected to be supervised until a CCNO Transportation Officer takes custody of them at the drop off point. Please ensure that at least one job site supervisor remains with the workers at the drop off point until the CCNO Officer arrives.
- 4) You must notify CCNO staff of any changes, for prior authorization. It is of utmost importance that our transportation department be updated with any deviations to this schedule. Please contact one of the following person/s for prior authorization.

CPW Case Manager	428-3800 Ext. 430
Program Supervisor	428-3800 Ext. 445
Intake/Booking Officer	428-3800 Ext. 211/212

We appreciate your cooperation with this request. Please feel free to contact myself if you have additional questions. Thank you.

Sincerely,

Polly Albright
Community Corrections Supervisor
Corrections Center of Northwest Ohio

Date:

COMMUNITY PUBLIC WORKS OFFENDER ROSTER

PICKED UP AT CCNO	RIDES THE BUS
DEFIANCE COUNTY (8)	HENRY COUNTY
	COURTHOUSE (2)
	SHERIFF DEPT. (1)
DEFIANCE SENIOR CENTER (4)	
	LITTER CONTROL (1)
EDGERTON (3)	
	NAPOLEON CITY (1)
BRYAN PARKS (4)	
	NAPOLEON ELECTRIC (1)
DEFIANCE CITY	
PARKS AND REC. (10)	
	SUSPENDED
	DORM WORKERS
DEFIANCE P.D. (1)	
RIDES THE BUS	
WILLIAMS COUNTY SHERIFF (2)	
CASE MANAGER OF COMMUNITY PUBLIC WORKS. EXTENSION 430	

Transportation Information
(Effective November 1, 2000)

Please provide the following information for all personnel who may transport Community Public Workers. This information will be placed on file. The Corrections Officer will ensure the individual transporting Community Public Workers has **AUTHORIZATION** prior to releasing the workers from the facility for work. Community Public Workers will **NOT** be released for work to **unauthorized** personnel.

Agency: _____

Contact Person: _____ Business Phone: _____

Driver #1: _____ Driver #2: _____ Driver #3: _____

Address: _____ Address: _____ Address: _____

Home Phone: _____ Home Phone: _____ Home Phone: _____

Vehicle Information

Year: _____ Year: _____ Year: _____

Model: _____ Model: _____ Model: _____

Make: _____ Make: _____ Make: _____

Color: _____ Color: _____ Color: _____

License Plate #: _____ License Plate #: _____ License Plate #: _____