

**Governor's Office of Homeland Security
and Emergency Preparedness
State of Louisiana**

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

**Employee Interaction with Prison Inmates Policy
Policy Number: GEN-0016**

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Approval: 
James B. Waskom, Director

I. POLICY:

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) that all employees shall follow the procedures set out in this policy in all instances when interacting with prison inmates.

II. PURPOSE:

The GOHSEP utilizes prison inmates to perform certain functions in the buildings and on the grounds occupied by employees in order to preserve the State's financial resources. In buildings where these services are utilized, inmates can be readily identified by the uniforms they wear [males (dark green) & females (red)] with the appropriate correctional institute name.

To ensure a safe work environment for GOHSEP employees under these circumstances, the procedures contained in this policy have been developed.

III. APPLICABILITY:

This policy applies to all employees of the GOHSEP.

IV. PROCEDURE:

- The following applies to all employees during working hours, on State premises, and/or while utilizing State resources:
 1. Employees shall not engage in conversation with an inmate other than simple courtesies ("Good Morning/Afternoon", "Thank you", etc.). An employee should not respond to questions, interact in conversation, ask

work-related questions or give instructions to an inmate. If conversation is required other than simple courtesies, the GOHSEP Facility Manager or DPSS Officer must be contacted.

2. Employees shall not correspond with an inmate by letter, memorandum, note, telephone, mail, email or any other method.
3. Employees shall not mail letters or any other articles for inmates.
4. Employees shall not be affectionate with an inmate in any way, including casual touching, either alone or in the presence of others.
5. Employees shall not call or accept calls from an inmate, his family or friends.
6. If you receive a call either from an inmate or for an inmate, reject it and report it immediately to your supervisor and the GOHSEP Facility Manager. The GOHSEP Facility Manager will notify the DPSS Officer.
7. Employees shall not develop a non-professional relationship with an inmate, his family or friends. This includes, but is not limited to, the writing of personal letters and making personal calls to an inmate's family or friends, dating of an inmate who is on work release, probation or parole.
8. Employees shall not allow an inmate to use any telephone and should report any use of a telephone to their supervisor and the correctional officer immediately.
9. Employees shall not make a telephone call for an inmate.
10. Employees shall ensure that items of value are not accessible to inmates (i.e. jewelry, cell phones, postage stamps, etc.). These items should be placed in desk drawers or locked in a safe place while inmates are working.
11. Employees shall ensure that contraband (i.e. money, cigarettes, cigarette lighters, weapons, alcoholic beverages, drugs, medication, personal vehicle keys, etc.) are not accessible to inmates. (Note: Knives, other kitchen utensils, and tools are contraband.) Questions regarding what are considered contraband should be directed to the GOHSEP Facility Manager or DPSS Officer.
12. Employees shall not give anything to an inmate (i.e. money, tips, cigarettes, candy, pictures, telephone numbers), nor should an employee

accept anything from an inmate (i.e. painting, drawings, art of any form, poems, correspondence, etc.). Employees may purchase hobby crafts or receive other services of maintenance/repair nature (i.e., television/VCR repair) from inmates by completing the Inmate Hobby Craft Purchase Agreement, and submitting the agreement to the DPSS Physical Security Section for authorization. Approval must be received prior to the purchase or service being performed.

13. Employees shall not bribe, influence or coerce an inmate, his family or friends to violate institutional policies, procedures, rules, or State or Federal laws (or attempt to do so).
 14. Any employee who is related to or acquainted with an inmate assigned to the building in which the employee is domiciled, must report this to their supervisor and/or the GOHSEP Facility Manager immediately.
 15. Employees shall not leave on their desk or discard into garbage cans any materials containing personal information (i.e. home address, bills, social security number, bank information, credit cards, credit card receipts or statements).
 16. Employees should secure their personal computer when not in use and should not leave their password where an inmate has access to it. Employees shall not allow inmates any access to a work computer.
 17. Employees shall ensure that office supplies (i.e. scissors, letter openers, etc.) are not accessible to inmates.
 18. Employees shall not assign an inmate work outside their regular work area. All communications and/or jobs regarding an inmate must be directed to the GOHSEP Facility Manager.
 19. Employees shall not ride elevators alone with an inmate without a DPS officer present.
 20. Employees should not enter rest rooms while inmates are cleaning. There are other facilities that may be used.
 21. Employees should report any and all unusual occurrences concerning inmates immediately to their supervisor and the GOHSEP Facility Manager or the DPSS Officer.
- The following list provides some general guidelines on prohibited inmate behavior so that all employees may be aware of an inmate's limits in conduct:

1. Inmates shall not possess contraband (i.e., alcoholic beverages, weapons, drugs, medication, cash money, syringes or any other item not permitted by institutional policy). Questions regarding what are considered contraband should be directed to the DPSS Officer.
2. Inmates shall not commit or threaten physically or verbally to commit bodily harm upon any person.
3. Inmates shall not engage in disruptive and/or boisterous behavior.
4. Inmates shall not participate in and/or operate any type of game of chance involving bets and wagers.
5. Inmates must be in the areas assigned to them at all times and must perform their tasks with reasonable speed and efficiency. Any inmate that refuses to work will be transferred back to the LSP Barracks.
6. Inmates shall not make threatening or non-threatening, affectionate or overtly sexual conversations, correspondence or phone calls; nor shall an inmate direct inappropriate conversation or comments toward an employee.
7. Inmates shall address employees by their proper title or by "Mr., Mrs., Miss, or Ms.", at all times.
8. Inmates shall not bribe, attempt to bribe, influence or coerce anyone to violate institutional policies, procedures, rules or State and Federal laws (or attempt to do so).
9. Inmates shall exit the passenger elevator when an employee is entering the elevator. (Note: Employees should not use freight elevators.)
10. Inmates shall, prior to entering a woman's restroom to clean:
 - place bathroom closed sign in doorway
 - knock three times loudly, say "MAINTENANCE",
 - listen for response,
 - open door two inches, repeat "MAINTENANCE",
 - move cart into doorway,
 - prop door open with doorstop, and
 - enter restroom with large trash bags and dispenser key.

V. REPORTING PROCEDURE:

Employees should immediately notify their supervisor, and the GOHSEP Facility Manager or DPSS Officer, in the event an incident occurs pertaining to an inmate.

Emergency Contact Information:

GOHSEP Facility Manager: (225) 925-7500

Department of Public Safety Services Officer: (225) 925-6337

Louisiana State Police (LSP) Barracks: (225) 658-2150

VI. RESPONSIBILITY:

All employees are responsible for complying with all aspects of this policy.

Facility Manager Is Responsible For:

Complying with all aspects of this policy.

Assuring that all designated GOHSEP Offender Supervisors comply and Offender Labor and Supervision / Offender Operations.

Assuring that all designated GOHSEP Offender Supervisors comply with approved GOHSEP Offender Labor & Supervision Procedures.

Designated GOHSEP Offender Supervisors Are Responsible For:

Complying with all aspects of this policy.

Complying with all aspects of DPS Offender Policy Manual 05-01/Offender Labor and Supervision/Offender Operations.

Complying with DPS approved GOHSEP Offender Labor & Supervision Procedures.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Human Resource Office.

VIII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination.

IX. ATTACHMENT

Facility Management: Offender Labor and Supervision Procedures

Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)

OFFENDER LABOR & SUPERVISION PROCEDURES Ref. DPS Offender Policy Manual 05-01 dated 06/21/2011

GOHSEP Work Site Offender Supervisor (Facility Manager or his designee) is responsible to manage, supervise, and/or control the activity of Offenders. GOHSEP Work Site Offender Supervisor or designee, and trained front desk personnel will be responsible for Offenders' work time and accountability while on job site.

GOHSEP Work Site Offender Supervisor or designee and trained front desk personnel shall not allow unauthorized employees to supervise Offenders. In the event GOHSEP is unable to provide a properly approved supervisor, GOHSEP shall notify Physical Security to have the Offender transported back to State Police Barracks.

05-01.04 ACCOUNTING FOR OFFENDERS

- A. GOHSEP supervision shall be present at the time Offenders off load the bus in the morning and board the bus in the afternoon for their return to the Barracks.
- B. GOHSEP supervision shall verify the presence of Offender, which shall include the Offender's identity and well being, a minimum of every sixty (60) minutes. (See attached check-in log for scheduled times)
- C. Approved accountability form is to be kept to verify, by signature every sixty (60) minutes. The attached form (check-in log) has been approved by Lt. Tim Ortiz on 6/28/11, and must be retained by GOHSEP for a period of one (1) year.
- D. ***If an Offender is determined to be absent from his assigned work site, the front desk personnel will immediately notify GOHSEP Facility Manager or his designee and conduct a hasty search of normal working area. If the Offender is not located within five (5) minutes, the GOHSEP front desk personnel shall immediately call **DPS Communications Desk at (225) 925-6536** and report the Offender is missing from his duty assignment area.***
- E. GOHSEP supervision shall ensure that Offender reports to the cafeteria by 10:00 a.m. each workday. Once the count and mealtime is completed, the Offender shall report back to his assigned work area no later than 10:45 a.m. and confirm his return.

05-01.05 EMERGENCY COUNTS

DPS Police may initiate an emergency count when it is deemed necessary. DPS Security will make immediate contact and notify GOHSEP of the emergency count.

Phase 1 – GOHSEP will be directed to have the Offender assemble in facility lobby under constant supervision until an all clear is given by DPS Police or notice to proceed to Phase 2.

Phase 2 – DPS Police will direct GOHSEP representative to have Facility Manager or his designee to escort Offender to a designated area and assemble within eight (8) minutes of notification to conduct a secondary emergency count.