

**CITY OF NEW BERN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMISTRATIVE ORDER 5.5
INMATE SUPERVISION POLICY
To All City Employees
From Mark Stephens, City Manager
Maintained By Public Works
Date December 2016
New Policy

Purpose

The purpose of this policy is to identify basic rules associated with the City's Inmate Work Program. While the items listed in Appendix A are not all-inclusive, they are representative of the City's expectations for employees who work with inmates.

Policy

Each City employee who participates in the inmate program as an inmate supervisor must sign the acknowledgment "Don'ts of Inmate Supervision" (Appendix A) each year their Correctional Agent card is received. The acknowledgment will be on file with Human Resources and the Public Works Department.



Mark A. Stephens
City Manager

12/23/16

Date

DON'TS OF INMATE SUPERVISION

1. DO NOT give anything to an inmate that he is not entitled to or that is not necessary for him to complete his assigned job responsibilities. All inmate needs are met at the NC DPS facility and any insistence of the opposite should be a warning that the inmate is trying to do something illegal.
2. DO NOT do favors for an inmate such as mailing letters, picking up money orders or money transfers, or passing messages to others outside of the job environment.
3. DO NOT allow inmates to make or receive telephone calls while under your supervision. Giving an inmate a cellphone is punishable as a felony in North Carolina. DO NOT leave your cellphone in an unattended vehicle to which inmates have access. As an added precaution, DO NOT carry a cell phone that has no lock code or other sign-on protection.
4. DO NOT leave inmates out your direct presence and observation for more than 15 minutes.
5. DO NOT expect inmates to work alone on jobs where you are not immediately accessible to them. Inmates are to be in your general area at all times, usually within the immediate job site or work area. If you are unable to shout and gain their attention easily, you are too far away. Inmates can work out of your immediate sight to complete assigned tasks but they cannot be allowed to leave the work site.
6. DO NOT leave inmates unsupervised at job locations where there is not a Correctional Agent present at all times.
7. DO NOT allow inmates to enter public restaurants or stores.
8. DO NOT engage in any physical contact with an inmate beyond that which is absolutely necessary to complete your job and assist him in his. Even harmless physical contact and touching on your part can unintentionally arouse emotions in an inmate and may cause others to become suspicious of your relationship.
9. DO NOT engage in undue familiarity or sexual dealings with inmates. Sex with an inmate, even if consensual, is a felony and you will be prosecuted if discovered. As long as inmates are a ward of the state, they are not allowed to give anyone permission to have sexual relations with them. You have a duty to report any suspected or known sexual relationships as soon as you become aware of them.
10. DO NOT give to or allow inmates access to alcohol, tobacco, firearms, drugs, money or anything that could be used to intoxicate, assault others or violate prison rules. Although tobacco is seen as harmless by many, it is a valuable and illegal commodity that is banned in all North Carolina's correctional facilities. Giving an inmate a tobacco product is punishable under NC Law as a misdemeanor. If you find that an inmate has come into possession of any of these items, contact the facility immediately.
11. DO NOT allow an inmate to operate a tool that they have not been trained to operate. Document that inmate has been trained on tool.
12. DO NOT allow inmate to be outside of Leaf & Limb yard, Street lot, and/or Park & Rec maintenance yard without their inmate vest on.

This is not a complete and all-inclusive list of things that inmates should not be allowed to do. A more comprehensive discussion on the topic is available during the Correctional Agent class you attended prior to supervising inmates.

I have been made aware of this basic list of "don'ts" and understand that any violation of this policy could result in disciplinary action up to and including termination.

Name (Print) _____ Signature/Date _____

City of New Bern, Department/Division _____

Witness: Name _____ Signature/Date _____