

## GUIDELINES AND RULES FOR SUPERVISORS OF PUBLIC WORKS PROGRAMS

The mission of the Oklahoma Department of Corrections is to ***“Protect the Public, Protect the Employee, and Protect the Offender.”*** In addition to the mission of the department, state laws govern the Public Works Program. Listed below are the guidelines and rules for the supervisors of PWP crews. These guidelines and rules will provide you with the basic tools and information to accomplish the department's mission. Prior to supervising any PWP crew, each supervisor must attend PWP supervisor's training, read the guidelines, rules, and post orders and sign that they understand and accept them.

These guidelines and rules will be included in the post orders for public works program supervisors.

1. Offenders assigned to your work crew may not leave your job site or assigned work area without your approval. The job site or work area is the area that is defined by you, the crew supervisor, for the work to be accomplished on any particular day. All supervisors will remain in the area with their offenders at all times. **PPW supervisors will immediately report any serious incident, (i.e. vehicle accident, offender injury, or escape to the host facility and the nearest facility for assistance). Local law enforcement will be notified for any assistance.**
2. Offenders may not solicit or receive gifts or anything of value, nor may they attempt to borrow money even at the insistence of you or fellow workers. Minimum security offenders may not have money in their possession at anytime. Community custody offenders may have no more than \$5.00 in their possession. Nor may you, their supervisor, solicit, receive, borrow, or give any thing of the above listed items for or to your assigned offenders.
3. Offenders may not receive personal visits, use a telephone in any fashion for personal calls, use a computer for personal use to include sending or receiving e-mail, nor may they send or receive mail while away from the facility. The supervisor will not receive or send any mail for offenders assigned to their supervision.
4. Offenders may not enter into any business.
5. Offenders may not enter into any office unless they are accompanied and supervised by a crew supervisor.
6. Offenders may not enter into any residence at any time or under any circumstances. Offenders may not do this at the direction of a crew supervisor or owner of the residence.

7. Offenders may not consume or have in their possessions at any time intoxicating substance or illegal/prescribed drugs, with the exception of those prescriptions designated as “keep on person.” With the exception of offenders assigned to a community corrections work crew, offenders may not be in possession of tobacco or tobacco like products at any time.
8. Offenders may not take personal property to your work site. This includes, but is not limited to: radios, drinking cups or tumblers, hobby craft items, and photographs.  
  
Offenders may not bring any property into the facility that was found or obtained at the work site. Offenders may not receive any gifts of any type from a work supervisor or the public. This includes, but is not limited to hats, shoes, boots, or clothing.
9. Offenders may not bring back into the facility any animals, reptiles, or birds. This includes, but is not limited to snakes, lizards, turtles, spiders, rabbits, cats, or dogs.
10. Offenders must comply with all rules established by work supervisors.
11. If you need to work offenders overtime, or your work schedule changes, it is your responsibility, as the crew supervisor to notify the facility immediately. This can be done in person or by telephone. The crew supervisor must make prior arrangements, if at all possible, at least two days in advance or one day in advance for emergency situations.
12. Each facility will maintain a roster of all crew supervisors’ names, contact persons, phone numbers, and the name and number of each offender assigned to each crew.
13. Minimum security offenders may be unescorted but will be visually observed at least every half hour by staff or the civilian supervisor. Formal counts will be conducted every 2 hours and documented in a log book.
14. PWP offenders may only work on projects that are in the public domain and only on public property or right of ways. Some projects on private property, which will benefit the public (i.e., tornado or flood clean-up, etc.) may be allowed. All projects on private property will be requested in writing by the agency head to the designated facility head for approval, prior to any work starting on the project. Any questions with regard to the propriety of a work assignment will be immediately referred to designated facility head.
15. If offenders assigned to your crew are sick, or otherwise unable to work, they must notify the supervising officer prior to their assigned checkout time for work so that the crew supervisor may be notified of the reason that the offender is not reporting for work.

16. PWP offenders may only operate equipment and machinery (e.g., tractors, backhoe, riding lawn mowers, weed eaters, chain saws, power tools, etc.) in the performance of their assigned work detail, provided that they have been trained to safely operate this equipment or machinery by a crew supervisor. Documentation of safety training will be provided to the appropriate DOC staff. Offenders may not at any time operate any vehicle that is street legal for the transportation of people or equipment. Prohibited vehicle operation includes, but not limited to, cars, pickups, vans, trucks, motorcycles, or watercraft.
17. Under no circumstances may an offender be placed in authority over another offender or group of offenders.
18. PWP assignments are made so that offenders may work in the public sector. Offender work performance will be monitored by the crew supervisor and satisfactory work performance reports will be required for each offender to maintain PWP status. Crew supervisors are required to submit monthly work evaluations on each offender assigned to their crew. These evaluations are due by the fifth calendar day of each month.
19. It is the responsibility of the crew supervisor to report and submit an offense report for any rule violation that any offender commits. Incident reports and offense reports will be submitted at the end of the workday in which a violation occurred.
20. Offenders who work away from the facility will be provided a sack lunch for the meal they will miss at the facility in accordance with OP-070202 entitled "Food Preparation, Service and Delivery."
21. Supervisors must ensure proper tools/equipment are provided and for the daily accountability of tools and equipment.
22. Appropriate safety procedures are to be followed. Failure to use required safety equipment may be grounds for termination from the work crew.
23. Offenders are to be properly clothed for appropriateness of their job assignment (e.g., gray uniform, gray coat, or orange coveralls/insulated orange coveralls). All clothing must have "**CORRECTIONS**" stamped on the back. Offenders will not remove outer garments to work in t-shirts. Safety vests will be worn as required.
24. Supervisors will maintain confidentiality of offender information.

### **GUIDELINES FOR PUBLIC WORKS PROGRAM SUPERVISORS**

I have read and understand the guidelines of the Public Works Program and agree to abide by them. I have received a copy of the guidelines and rules for PWP supervisors and offenders. I have also been informed about the institution's policies on confidentiality of information and agree to abide by them.

\_\_\_\_\_  
Crew Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Staff Signature

\_\_\_\_\_  
Date

(R 5/12)