

**PPM #26**

**Policy Name:** *Employee Interaction with Prison Inmates*

**Effective Date:** *January 1, 1993*

**Revision Date:** *December 1, 2011, May 1, 2018*

**Authorization:**

  
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*Nancy Watkins, Undersecretary*

**POLICY**

Employees shall follow the procedures set forth in this policy in all instances when interacting with prison inmates.

**PURPOSE**

The State utilizes prison inmates to perform certain functions in the buildings and on the grounds occupied by the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT), in order to preserve the State's financial resources.

To assure the safest work environment possible for OLG/DCRT employees under these circumstances, the procedures contained in this policy have been developed.

**APPLICABILITY**

This policy applies to all OLG/DCRT employees.

**PROCEDURE:**

The following applies to all employees during working hours, on State premises, and/or while utilizing State resources:

1. No employee shall engage in conversation with an inmate other than simple courtesies ("Good morning/afternoon," "Thank you," etc.), to respond to questions, to ask work-related questions, or to give instructions. If conversation is required, other than the most simple and brief, the Dixon Correctional Institute (DCI) Guard must be consulted.
2. Employees may not correspond with an inmate by letter, memo, note or any other method. Employees shall not mail letters or other articles for inmates.
3. No employee may be affectionate with an inmate to include casual touching, either alone or in the presence of others.

4. No employee may call an inmate or accept a call from an inmate.
5. No employee shall allow an inmate to use any telephone or make a telephone call for an inmate.
6. No employee may make accessible to any inmate any item considered contraband for inmates to include illegal or legal drugs; alcoholic beverages; cigarettes; weapons; money; etc. These types of items should be locked and not available to inmates.

(Questions regarding what is considered contraband should be directed to the DCI guard.)

7. Employees shall not give inmates anything to include cigarettes, candy, pictures, etc., nor accept from inmates anything to include paintings, drawings, art of other forms, poems, correspondence, etc.
8. No employee shall bribe, influence, or coerce an inmate to violate institutional policies, procedures, rules or State or federal laws (or attempt to do so).
9. 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 his/her Section Head immediately.

## **RESPONSIBILITY**

Assistant Secretaries, Deputy Assistant Secretaries, and Undersecretary:

It shall be the responsibility of the Assistant Secretaries, Deputy Assistant Secretaries, and Undersecretary to hold accountable the Section Heads under his/her supervision for adhering to all aspects of this policy.

Section Head:

The Section Head shall be responsible for assuring that each employee, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.

Section Heads shall inform each employee that they must abide by the terms of the policy as a condition of employment and shall inform each employee, current and new, of the consequences of any violation of this policy.

If an employee reports to a Section Head that he/she is related to or acquainted with an inmate assigned to the building in which the employee is domiciled, the Section Head shall immediately report this to the Assistant Secretary, Deputy Assistant Secretary, or Undersecretary of the office and the Guard assigned to the building.

It is the responsibility of the Section Head to immediately bring violations to the attention of the Assistant Secretary, Deputy Assistant Secretary, or Undersecretary and to deal with violations in a fair and consistent manner.

Each Section Head shall be responsible for monitoring the effectiveness of and assuring compliance with this policy.

Supervisor:

The supervisor will be responsible for monitoring compliance with this policy by employees under his/her supervision.

It is the responsibility of each supervisor to immediately bring violations to the attention of the Section Head.

Employee:

Each employee shall be responsible for adhering to the stipulations as outlined in this policy.

It is the responsibility of each employee to comply with all aspects of this policy and to immediately bring violations to the attention of a supervisor.

## **QUESTIONS**

Questions regarding this policy should be directed to the Human Resources Division.

## **VIOLATIONS**

Employees found to have violated this policy may be subject to disciplinary action.

*Summary of Changes: Added policy number (December 1, 2011).*