



**Administrative Policies and Procedures: 18.27**

<b>Subject:</b>	<b>Use of Adult Inmate Labor at Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4 JCF-2A-26; <b>DCS Practice Standard:</b> 8-306;
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees

**Policy Statement:**

Youth Development Center (YDC) Superintendents have the discretion to utilize adult inmate labor for external grounds keeping outside the perimeter of the facility. Inmates must be under continuous supervision by YDC employees and may not have any contact with youth. Inmates may **not** be in sight of or heard by youth.

**Purpose:**

To establish procedures for requesting and monitoring adult inmates when they are permitted to perform work duties at a YDC.

**Procedures:**

<b>A. Written local procedures</b>	<ol style="list-style-type: none"> <li>1. YDC Superintendents choosing to use adult inmate labor at their facilities develop local procedures providing, at a minimum, the following:             <ol style="list-style-type: none"> <li>a) Job duties and staff supervision requirements;</li> <li>b) Provisions for meals/breaks;</li> <li>c) Clothing and/or safety equipment provisions;</li> <li>d) Property control and search procedures;</li> <li>e) Rules, regulations and disciplinary procedures;</li> <li>f) Adult inmate movement and count reporting; and</li> </ol> <ul style="list-style-type: none"> <li>◆ Adult inmates receive an orientation to the requirements listed in <i>Section A, 1</i> and other areas as determined by the Superintendent.</li> </ul> </li> </ol>
<b>B. Procedures for approval to use adult inmate labor</b>	<ol style="list-style-type: none"> <li>1. The DCS Deputy Commissioner of Juvenile Justice and the Department of Correction Assistant Commissioner of Prison Operations, or their designees, must approve in advance all requests for use of adult inmate labor at a YDC.</li> <li>2. Only inmates classified as "<b>minimum trustee</b>" are approved to work at YDCs.</li> </ol>
<b>C. Responsibilities of the Tennessee</b>	The Tennessee Department of Correction:

<b>Department of Correction (TDOC)</b>	<ul style="list-style-type: none"><li>a) Provides the YDC with inmate labor for external grounds keeping outside the perimeter, as needed;</li><li>b) Assigns a Security Coordinator at each applicable institution to monitor the DCS inmate work program;</li><li>c) The Security Coordinator conducts quarterly site-visits to the YDC to meet with the YDC Superintendent to discuss the job performance of the assigned inmate(s);</li><li>d) Provides transportation for inmates to and from their place of incarceration;</li><li>e) Provides specific instructions to the inmates about their behavior/conduct limitations;</li><li>f) Removes after notification from the YDC Superintendent or designee, within a reasonable time, any inmate from the work location who is presenting behavioral problems, refusing to work appropriately, or who is otherwise undesirable to the DCS Work Supervisor at the work location; and</li><li>g) Provides, within three working days, a substitute inmate, if one is reassigned or disciplined for any reason.</li></ul> <p>◆ Inmate work hours are monitored by TDOC and YDC personnel.</p>
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<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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