I. POLICY

The Pennington County Jail provides a variety of work assignments that afford inmates an opportunity to learn job skills and develop good work habits and attitudes that they can apply to jobs after their release.

II. DEFINITIONS

A. In-House Trustee- An inmate worker that will not perform any duties outside of the secure perimeter of the Pennington County Jail.

B. Outside Trustee- An inmate worker that will perform duties outside of the secure perimeter of the Pennington County Jail.

III. GENERAL INFORMATION

A. Trustee Assignment is a privilege not a right; therefore, any inmate may be disapproved for patterns of bad behavior, negative leadership, and/or inappropriate communications with staff, inmates, visitors or volunteers.

B. Inmates may be removed from trustee status for documented rule violations, poor work performance, or by the Lieutenant, Captain or Jail Commander for safety and security reasons.

C. Outside trustees will be housed at the Work Release housing unit.

D. Inside trustees will be housed in the Main Jail.

E. Any trustee with access to the outside will be strip searched prior to returning to the secure perimeter.

NOTE: The PCSO Policies and Procedures are updated and maintained on the PCSO intranet site. The intranet site is the only updated policy manual. Any printed versions are to be considered outdated.
F. All trustees will be supervised, either by the jail staff they are assigned to, or by the staff of the agency they are working for.

G. Sentenced inmates may be eligible for good time.

H. Pre-trial and un-sentenced inmates may volunteer for work detail.

I. Federal inmates are not eligible.

J. Inmates will be cleared by medical.
   1. Mental and physical clearance will be reviewed.
   2. Some assignments may require a tuberculosis (TB) test.

K. Inmates will be assigned to trustee duties according to the needs of the jail.
   1. Possible details:
      a) Kitchen,
      b) Laundry,
      c) Maintenance,
      d) Library,
      e) Grounds,
      f) Station,
      g) Humane Society,
      h) Garden; and/or,
      i) Community service.

L. Inmate working conditions comply with applicable federal, state and local work safety regulations.

M. The required workday approximates the workday worked within the community.

N. Trustees may receive written recognition of the competencies that they may have acquired.

IV. PROCEDURAL GUIDELINES

A. Inmates submit a trustee application by using the kiosk on the cellblock.

B. The Programs/Trustee Officer reviews the request:
1. Eligibility:
   
   a) Sentenced inmates take precedence over non-sentenced inmates.

   b) Unsentenced inmates cannot have a bond higher than $5,000.00 unless approved by the Support Captain.

   c) Automatic not eligible:
      
      (1) Parole Holds;
      
      (2) United States Marshal (USM) Holds;
      
      (3) Immigrations and Customs Enforcement (ICE) Holds;
      
      (4) South Dakota State Penitentiary (SDSP) Hold-Writs; and,

      (5) Disapproval from the Medical Department

   d) Inmates who have probation violations with or without bond may be considered depending on current charge and sentence on original charge (i.e., whatever charge put them on probation).

      (1) If the inmate had no South Dakota State Penitentiary (SDSP) time suspended or their original charge was a misdemeanor and they will not be sent to the South Dakota State Penitentiary; they are eligible for trustee.

      (2) Probation violations/holds are reviewed by the Support Captain when the bond and original charge do not meet the established eligibility.

      (3) 24/7 probation violations are eligible for inside trustee duties without approval by Support Captain.

   e) Inmates classified to Administrative Segregation during this incarceration or during a previous incarceration within the last 5 years, need approval from the Support Captain.

   f) Inmates with Major Rule Violations within the last 30-60 days are ineligible for trustee status until they have a minimum of 30 days good behavior.

C. All applications are reviewed by medical staff for any medical issues both mental and physical that may prevent the inmate from performing trustee duties.

D. Once the trustee is assigned, the Classification Officer is notified if the inmate’s classification requires an override to minimum security.

E. The Programs/Trustee Officer:
1. Documents the detail assigned and the hours to be worked in the records management system;

2. Adds the inmate name, booking number, charge, trustee start date, stop date (sentence end), date to medical and trustee assignment on the "Work Release Eligibility Roster."

F. The Programs Officer calculates any good time and adjusts the inmate’s out date accordingly.

1. The out date is calculated from the date of trustee assignment when an inmate is sentenced;

2. Inmates sentenced at a later time are given credit for time accrued prior to sentencing.

Kevin Thom, Sheriff  
11-18-14  Date