

Town of Atkinson Police Department Trustee Program Policy

1. Introduction

Historically, the utilization of prison inmate labor was limited to those activities that directly supported the correctional facility. Today, nationwide, thousands of inmates are employed in community service work. Inmates not only work side-by-side with state and local employees on the day-to-day activities, but also are working in communities, with non-profit agencies and with state and federal government agencies. Through these work activities, inmates are gaining a work ethic, a sense of value and self worth, and are learning the skills that will enable them to be productive members of the community when they are released.

The trustee program has allowed state and local agencies to accomplish more with less. Using inmate labor has saved significant tax dollars and allowed projects that would have been deferred due to budget restrictions to be completed. This program takes advantage of valuable resources that would otherwise not be utilized.

The Town of Atkinson (Town), through this policy, will take advantage of resources available through the Rockingham County Department of Corrections (DOC) Municipality Trustee Program to perform skilled and unskilled labor as defined in section 3, below. This program's stated mission is "to provide Municipalities within Rockingham County with inmate labor to perform various custodial and maintenance tasks in and around the Police Department and/or Town buildings/grounds."

2. Responsibilities

- **Program Responsibility** – This Town wide program will be under the responsibility of, and overseen by, the Atkinson Town Administrator.
- **Program Direction** – The Police Department program will be under the direction of, and overseen by, the Police Department Executive Officer
- **Liability** - Title LXII Chapter 651:36-a Uncompensated Public Service by Prisoners -uncompensated public service at municipality-owned grounds or property and 651:70 – Liability – No person or organization..... shall be held liable for any damages sustained while performing such services
- **Insurance** – Atkinson must provide the Department of Corrections (DOC) proof of insurance to cover the Trustee for liability purposes
- **Transportation** – The Municipality must transport the Trustee to and from the County complex. Pickup and drop-off to be provided by the Police Department, pickup to be after 7:30 AM and return to be no later than 5:00 PM.
- **Clothing** - to be supplied by the DOC
- **Supervision** – The Trustee must be supervised at all times. At no time should the Trustee be left alone while working for the municipality. The Trustee is not allowed to have visitors, receive gifts or money. He is prohibited from using the telephone, computer or any other communications device.
- **Safety Issues** – All job assignments will be operated in accordance with applicable federal, state and local health and safety standards.
- **Work week** – The municipality may utilize the Trustee Monday – Friday. Any exception will require approval and may be allowed on a case-by-case basis.
- **Photographs** – No photographs of the Trustee will be allowed without the expressed permission of the Superintendent, and appropriate waivers must be signed in advance.

- **Emergencies** – in the event of a medical emergency or any other emergency involving the Trustee, the municipality shall notify the DOC immediately. If it becomes necessary to transport the Trustee to a local hospital, a police officer will accompany the inmate worker to the hospital.

3. The Process

- **Trustee Acquisition:** The Police Department has sole responsibility for requesting a Trustee from the DOC for the Town. The request may take two forms – a trustee that will perform regular maintenance activities and may be assigned for a longer term or a Trustee with specific skills (a painter or a carpenter) for a specific length of time. The request may be for a Trustee for a few days per week, for full weeks or multiple Trustees for longer time durations. Trustee work hours are approximately from 8:30 AM until 4:00 PM. Trustee’s may be able to work on Saturday’s by special request. The Trustee will be vetted by the DOC and the Atkinson Police Department APD Executive Officer for appropriateness to the Town. All requests for the use of a Trustee from outside the (APD) will be made through the Town Administrator.
- **Trustee Orientation:** The APD Executive Officer will have an orientation session with each new Trustee. This session will include a review of the Rockingham County DOC rules and criteria and rules specific to the Town.
- **Trustee Transportation:** The APD will transport the Trustee to and from the corrections facility. The APD will also have responsibility to transport the Trustee to “other jobs” within the Town provided the Department using the trustee cannot provide transportation.
- **Trustee Use:** The use of the Trustee is only limited by the availability of skills of inmates within the DOC program, the Brentwood House of Correction rules and the DOC rules. These skills include, but are not limited to, automobile detailing, janitorial skills, carpentry skills, wall repair and painting skills, general maintenance skills, etc. Work that the Trustee performs must be approved by the APD and/or the Town Administrator.
- **Trustee Supervision/Monitoring:** The Trustee must be supervised/monitored at all times, either directly by a representative of the APD or indirectly by a Town Department Head or other identified and responsible Town employee. The supervisor of the Trustee will establish contact with the Trustee at least once per hour. Each morning the Trustee will be informed of whom his immediate supervisor is and a secondary point of contact. In most cases the primary contact will be the APD Executive Officer and the secondary contact will be the APD Dispatcher. Areas that the Trustee is not allowed access to without direct supervision will be marked “Authorized Personal Only”. If the Trustee is to perform his work at another facility in Town, he will be transported to that facility and introduced to the individual who is to be his supervisor. Upon arrival at the facility, the Trustee will be escorted around the facility and shown what his work will be and what areas, if any, are off limits.
- **Trustee Meals:** The noon meal is to be provided to the Trustee by the Town. Arrangements will be made through the APD for the Trustees lunch. On days that the trustee is not working for the Police Department, that department that is utilizing the trustee will be responsible for ordering his lunch and having it delivered. The trustee must have access to water at all times, especially when working outdoors.

- Trustee Work Restrictions: The Trustee is only to be used for activities directly related to Town business. The Trustee will not be allowed to do any task or do any work on what is considered to be personal property. Any use of power equipment must be approved through the APD with advanced notice required.
- Trustee Unavailability: If the Trustee is sick and not able to work, a substitute Trustee will not be assigned to the Town on that day
- Trustee Non-performance: If at any time the Trustee does not perform to expectations or does not conform to the rules of the Town, the Brentwood House of Correction or the DOC, he will be returned to the House of Corrections and not be allowed further participation in the Town's Trustee Program.
- Injury to the Trustee: Any injury to the Trustee must be immediately reported to the APD and the Town Administrator.
- Concerns: All concerns and issues with regards to this program of an individual Trustee should be brought to the attention of the Town Administrator and the APD Executive Officer

4. Addenda

- Rockingham County Trustee Policy

TRUSTEE

ROCKINGHAM COUNTY
DEPARTMENT OF CORRECTIONS

Municipality Trustee Program

MISSION

To provide the Municipalities within Rockingham County with Inmate Labor to perform various custodial tasks in and around the Police Department and/or Safety Complex.

GOAL

To provide this service as an attempt to save the Municipality the cost of employing someone to perform these custodial tasks, and, provide the inmate with the opportunity for self improvement through job performance and positive interaction with persons outside of a correctional setting.

RESPONSIBILITIES

Insurance- The Municipality shall provide to the Department of Corrections, proof of insurance to cover the inmate worker for liability purposes.

TRANSPORTATION- The Municipality shall transport the inmate worker to and from the County Complex. The inmate worker may be picked up, following breakfast, approximately 0730 hrs. The inmate worker shall be returned to the County Complex no later than 1700 hrs (5:00 p.m.).

CLOTHING- The Department of Corrections will provide clothing for the inmate worker. This clothing is not to be altered and shall be worn at all times. Removal or altering of any clothing may be considered a mechanism for an attempt to escape. A baseball type cap is permissible during the summer months for work performed outside. This cap should be left with the Municipality daily and not returned to the County Complex.

COPY

SUPERVISION- The inmate worker must be supervised at all times. At no time should the inmate worker be left alone while working for the Municipality. The inmate worker is not permitted to have visitors or receive gifts or money while working for the Municipality. The inmate worker is prohibited from using the telephone, computer or any other communication device.

SAFETY ISSUES- All job assignments will be operated in accordance with applicable federal, state and local Health and Safety standards. The Municipality will provide equipment necessary to accomplish this. The equipment used to perform the various tasks will be non-electric or power hand tools, with the exception of lawnmowers and vacuum cleaners. The inmate worker shall not operate a motor vehicle at any time.

The inmate worker shall not be exposed to any hazardous waste areas or any environment where there may be a health concern or safety issue.

Painting of buildings exceeding one(1) story in height will require prior approval. The Municipality will provide all necessary safety equipment.

WORK WEEK- The Municipality may utilize the inmate worker Mon-Fri. Any exception will require prior approval and may be allowed on a case-by case basis.

PHOTOGRAPHS-No photographs of the inmate worker will be allowed without the expressed permission of the Superintendent, and, appropriate waivers must be signed in advance.

EMERGENCIES-In the event of a medical emergency or, other emergency involving the inmate worker, the Municipality shall notify the Department of Corrections immediately. If it becomes necessary to transport an inmate worker to a local hospital, a police officer from the Municipality shall accompany the inmate worker to the hospital.

Superintendent

Date

Town Official

J. MIGLIO

