
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 10.5	Effective Date 10/22/15	Page 1 of 3
	Supersedes Public Service Work, dated 12/15/2006		
Approved By  Commissioner Scott Semple	Title Public Service Work		

1. Policy. The Department of Correction shall encourage each unit to identify and implement projects and services which benefit the public welfare through inmate participation.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-5A-01.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4452 and 4-4453.
 - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-5C-09 and 4-ALDF-5C-10.
 - E. Administrative Directive 9.2, Offender Classification.
3. Eligibility. An inmate may be approved for participation in public service work in accordance with Administrative Directive 9.2, Offender Classification.
4. Public Service Work. Activities and services to state, municipal, local government agencies or to community and/or private non-profit organizations may include, but shall not be limited to:
 - A. Volunteer projects related to maintaining or elevating the quality of the environment, including the enhancement and beautification of hiking trails, camp areas, beaches and parks.
 - B. Labor and maintenance in building restoration projects, soup kitchens and churches.
 - C. Participation in humanitarian endeavors, at nursing homes and community shelters.
 - D. Involvement in public speaking for schools and community groups.
 - E. Construction of goods to be donated to state, municipal, local government agencies, or to community and/or private non-profit organizations.
5. Prohibition. Service to a private individual or to an individual's private property shall be prohibited.
6. Work Proposal. A staff member, inmate or citizen may propose a public service activity to the Unit Administrator. The proposal shall include:
 - A. The nature, structure, and type of organization involved;
 - B. The types of services or activities to be provided;
 - C. A system to monitor participation of inmates;
 - D. Frequency, location and duration of activities;

Directive Number 10.5	Effective Date 10/22/15	Page 2 of 3
Title Public Service Work		

- E. Number of persons necessary to coordinate activities, including community volunteers or non-correctional staff involved in the activity;
 - F. Transportation required; and,
 - G. A process for reporting and documentation of activities.
7. Public Service Agreement. Towns, municipalities, state agencies, and non-profit organizations, may be provided work crews, whenever possible, to perform work of a public service nature. The requesting agency shall support and administer all aspects of this Directive in accordance with Department standards and shall sign a memorandum of agreement between the Department and the requesting agency, which shall be tailored to the specific agency requesting public service work. In return for these services, each agency shall agree to comply with the following guidelines:
- A. Supervision of assigned inmates. Where constant supervision is not provided, frequent, random checks shall be conducted.
 - B. When transportation is not provided by the Department, transportation of inmates shall be by:
 - 1. State or municipal vehicles, (private vehicles shall not be permitted);
 - 2. Drivers with valid driver's licenses, (inmates shall not be permitted to drive);
 - 3. Vehicles which allow inmates to be seated in passenger seats and seat belted at all times.
 - C. During the course of the workday, inmates shall not be allowed access to telephones or any other device capable of two-way communication, or receive personal visits at the work site.
 - D. Inmates shall not receive gifts or any other items from public service program personnel.
 - E. Individuals who work with inmates shall not communicate with another person in any manner (Including, but not limited to: phone calls, text messages, e-mails, in person, etc...) on behalf of inmates, mail or receive letters for them, obtain, purchase or transfer items to/from an inmate or provide any other personal services prohibited by DOC policy.
 - F. Under no circumstances shall inmates be interviewed, photographed, or questioned by members of the media without prior approval of the Unit Administrator.
 - G. During lunch breaks, inmates shall not be allowed access to the community without supervision, or be permitted to visit establishments where alcoholic beverages are sold or served.
 - H. Inmates shall not be unsupervised in any area where dangerous substances, weapons, chemicals, alcohol, or drugs are stored.
 - I. If the job being performed requires use of safety equipment (e.g., steel-toe shoes, goggles, ear plugs, respirator masks, hard hats, etc.), this equipment shall be provided by the program sponsor. The inmate shall be required to use the safety equipment.

Directive Number 10.5	Effective Date 10/22/15	Page 3 of 3
Title Public Service Work		

- J. Under no circumstances shall inmates be allowed access to drugs, weapons or items capable of being used as weapons, unauthorized tools, wireless communication devices, unauthorized computers, cameras, recording devices, keys, tobacco products, alcohol or money.
- K. Notification shall be made by the work supervisor as appropriate for the following incidents:
1. Escape. Contact the Unit Administrator immediately at the facility.
 2. Medical Emergency. Call 911, then notify the Shift Commander or designee at the facility.
 3. Illness or Injury (Non-Emergency). Any injury, however minor, shall be reported to the Shift Commander or designee upon return to the facility.
 4. Problem Behavior. Contact the Shift Commander or designee immediately at the facility.
 5. Poor Work Performance. Notify the Shift Commander or designee upon return to the facility, the facility shall conduct an investigation and the individual may be replaced.
- L. Any unusual event or circumstances shall be reported to the Shift Commander or designee upon return to the facility. The filing of an incident report may be required in some cases.
8. Exceptions. Any exceptions to the provisions of this Administrative Directive shall require prior written approval from the Commissioner.