

## **INMATE GUIDELINES AND RULES FOR PUBLIC WORKS PROGRAM**

Listed below are the guidelines and rules for the Public Works Program. Prior to working on any of these crews, each inmate must read and sign that they understand and accept the rules.

1. You may not leave your job site or assigned work area without approval of your crew supervisor. The job site or work area is the area that is defined by the crew supervisor for the work to be completed on any particular day. You may be required to work seven days a week and will report to your assigned work detail as specified by your supervisor. Failure to work or disruptive behavior will result in disciplinary action in accordance with Oklahoma Department of Corrections' policy, OP-060125 entitled "Inmate/Offender Disciplinary Procedures", and may warrant removal from the program.
2. You will not be allowed to supervise other inmates.
3. You may not solicit or receive gifts or anything of value, nor may you attempt to borrow money, even at the insistence of your supervisor or fellow workers. Inmates at minimum security cannot have any money in their possession at any time. Inmates assigned to community security, including contract facilities, may have \$5.00 in their possession.
4. You may not receive personal visits, use a telephone in any fashion for personal calls, use computers for personal use to include e-mail, nor may you send or receive mail while away from the facility.
5. You may not enter into any business.
6. You may not enter into any office unless you are accompanied and supervised by a crew supervisor.
7. You will not be permitted to enter into contractual agreements, including matrimony or charge accounts. You will not be authorized to operate private enterprises.
8. You may not enter into any private residence at any time, or under any circumstances. You may not do this even at the direction of your crew supervisor or owner of the residence.
9. You may not consume, or have in possession at any time, any intoxicating substance or illegal/prescribed drugs, with the exception of those prescriptions designated as "keep on person."
10. You may not take any personal property to your work site to include, but not limited to: radios, drinking cups or tumblers, hobby craft items, or photographs.

You may not bring any property back to or into the facility that was found on the work site. You may not receive any gifts of any type from your work supervisor or the public. This includes, but not limited to: hats, shoes, boots, or clothing.

11. You may not bring back into the facility any animals, reptiles, or birds. This includes, but is not limited to: snakes, lizards, turtles, spiders, rabbits, dogs, or cats.
12. You must comply with all rules established by your work supervisors.
13. If you are going to work overtime, or your work schedule changes, it is your responsibility to have your crew supervisor notify the facility immediately by telephone, if assigned to community corrections.
14. If you are sick or otherwise unable to work, you must notify the unit officer prior to your assigned checkout time for work so that the crew supervisor may be notified of the reason that you are not reporting to work.
15. In order to receive a lay-in for illness or medical appointments, you must have in your possession a valid copy of a medical appointment slip or medical lay-in slip with the date and time of your appointment on it. Prolonged (longer than ten working days) absences may result in termination from the program in good standing. Reinstatement will be considered when the problem is resolved.
16. You may only operate equipment and machinery (tractors, backhoe, riding lawn mowers, weed eaters, chain saws, power tools, etc.) that you have been trained to operate in accomplishment of assigned work details. You will not at anytime operate any vehicle that is street legal for the transportation of people or equipment. Prohibited vehicle operation includes, but is not limited to, cars, pickups, vans, trucks, motorcycles, or watercraft.
17. The conviction of any rule violation will be grounds for the automatic review of your assignment and continued placement in the program. Be advised that a job related misconduct will be considered the most serious type of misconduct with regard to your continued placement in the program and termination from the program may result.
18. PPW Program assignments are made so that you may work in the public sector. Your work performance will be monitored. Satisfactory work performance reports will be required in order for you to maintain your work assignment.
19. You will not be permitted to apply for public, private, or governmental assistance without prior approval of the case manager IV at the facility, if assigned to community corrections.
20. You will not be permitted to own, possess, or carry firearms or any other weapons.

21. No fighting or horseplay will be permitted.
22. You are not permitted to work on private property or privately owned vehicles.
23. You are prohibited from buying, selling, or trading anything of value or any services.
24. You are to be dressed in ODOC issued clothing. Such clothing will have “**CORRECTIONS**” stamped on the back. You will not remove outer garments to work in t-shirts. Community corrections inmates may wear their personal jeans while on a work crew.

Assignment to a PWP crew is a privilege, not a right. In order to keep your PWP assignment, you must continue to demonstrate positive work performance and positive conduct. Work crew supervisors will be periodically contacted and asked to provide an evaluation of your conduct and work performance. All Oklahoma Department of Corrections’ rules and regulations continue to apply to PWP inmates while off the facility grounds.

**VERIFICATION OF RECEIPT AND UNDERSTANDING  
OF INMATE GUIDELINES AND RULES OF THE  
PUBLIC WORKS PROGRAM**

I have read and understand the guidelines and rules of the Public Works Program and agree to abide by them.

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Inmate Signature & DOC Number

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Date

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Witness Signature

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Date

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Unit Manager/Designee Signature

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Date