

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 14.16	PAGE NUMBER 1 of 2
	RELATED STANDARDS:	
CHAPTER: 14 – FOOD SERVICES	SUBJECT: OFFENDER SECURITY	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 3/14/2016		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 29 *Del. C.* § 8903 (4)(5)(7)
- II. **PURPOSE:** To establish policy and procedures for the Central Supply Warehouse (CSW) to ensure worksite security is maintained at all times.
- III. **APPLICABILITY:** All CSW and security employees working within CSW.
- IV. **POLICY:** CSW will conduct all warehouse activities in a manner that complies with policies and Security requirements set forth and/or directed by the Bureau of Management Services (BMS), the Bureau of Prisons (BOP), James T. Vaughn Correctional Center (JTVCC) or as directed by the CSW supervisor.
- V. **PROCEDURES:**
- A. The following procedures will be followed in order to maintain worksite security at all times during transport to, from and while working at CSW.
- B. All offender workers at CSW will receive an initial briefing on their first day of work as to administrative support functions, work expectations, and assignments of a specific job. In addition, offender workers will be informed that they are subject to all institutional and CSW security policies and procedures while under CSW supervision. Security related topics that will be covered during the initial briefing will include:
1. Off limit areas;
 2. Rules of conduct;
 3. Uniform/authorized attire;
 4. CSW policies and procedures; and
 5. Emergency Action Plan.
- C. Offender workers will be picked up, counted and checked for uniform and contraband prior to leaving the housing unit. Workers not in their authorized clothing, sick, or who have appointments will not be transported for work. Work passes will be secured from the housing unit security staff for all offender workers reporting for work. Passes will remain in the primary receiving office throughout the workday and will be returned to the housing unit security staff with the worker.

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D. Offender workers will be closely monitored by CSW staff throughout the workday with special attention to any time they are working in the vicinity of outside vendors or delivery personnel. Conversations will be limited to the task at hand and at no time will the exchange of information, written or otherwise, be permitted. Violation will result in immediate termination.

E. Offender counts will be conducted and reported as per JTVCC policies. The CSW staff serving as the primary receiving officer or as designated by the CSW supervisor will be responsible for ensuring offender counts are conducted, reported and documented as required.

F. With the exception of items previously approved by CSW/JTVCC staff, offender workers are to bring nothing to or from JTVCC/CSW. Approved items may include things such as pay slips, medical notes/clearance, gloves and medications.

G. Violation of any security related rule, policy, directive, or procedure will result in immediate termination. All disciplinary action taken will be in accordance with the JTVCC guidelines and/or CSW policies.

H. Offender workers will be counted, verified, and transported with their work passes to the sally port at the end of their workday. They will be strip searched by designated correctional staff prior to re-entering JTVCC and are subject to any amendments, directives, or memorandums in reference to offender re-entry into the institution.

I. Unauthorized items found on any offender workers will be confiscated, the incident will be reported as per JTVCC procedures, and the worker will be disciplined accordingly.