

The usage of inmates from the Department of Corrections has enabled us to keep our District grounds maintained much better than before. We have fielded a few complaints that might need clarification concerning where and when these individuals will be used in various locations throughout the district. As agreed upon at the governing board meeting during the summer concerning their usage, I list the following from that discussion with the board along with additional information found in the requirements of the Department of Corrections.

- Principals and Supervisors in areas and buildings need to review with their building or work staff the basic usage of inmates in the various areas of each campus. From time to time one may be in, on or near your campus/area of work.
- If and when it is necessary to use inmates in a building the ratio of inmates to District supervisory personnel will be 1/1.
- Within the fenced area around the schools this ratio may vary and be undetermined as long as they are within sight. The DOC does not specify exactly what the ratio shall be.
- We expect our maintenance personnel to use good judgment in using inmates in and around the school setting.
- At the ball fields the ratio could be 7/1. The number we have working is seven.
- DOC has insured us that we will not receive any hard core persons such as child molesters, murders, etc. while using the work release program. This type of individual is not generally housed at the San Jose State Prison or other prisons in our area. Also any offenders who used any weapon during a crime, or committed a crime using a vehicle will not qualify for the program.
- Discussions with inmates by staff members is NOT to take place. They are under very strict rules as to communication with persons around where they work.
- It is unlawful for anyone to give, take or in any manner barter with inmates.
- Supplying of any goods, including food and soft drinks or monies, constitutes a felony for which individuals can be prosecuted.
- District personnel shall not handle any mail, notes, packages, or verbal messages for assigned inmates in the work release program.
- No inmate shall be permitted to make or receive telephone calls unless the call is made to or received from the prison facility in which the inmate is incarcerated.
- The visiting of an inmate by any unauthorized person shall not be permitted.
- If any person is found visiting with an inmate, his or her name and description shall be given to Department authorities.
- Any allegations of non-compliance with Department written instructions or other Contractor misconduct shall be subject to investigation by the Department of Corrections.
- If District personnel happen to witness what they feel is inappropriate behavior or actions by an inmate working in the release program they need to report this information to their immediate supervisor.

If we violate the rules supplied to us for using the inmates, DOC will pull the plug on the program. DOC has given us a comprehensive list of guidelines which our maintenance personnel have had training on and must follow in using inmate labor