



Logistics Staff

FEDERAL PRISON CAMP LABOR AND SUPPORT

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This instruction establishes responsibilities for all organizations of Air University, 42d Air Base Wing, associate units, and non-appropriated activities utilizing inmate support from or providing services to the Federal Prison Camp (FPC), Maxwell AFB. It applies to all personnel who have contact with inmates.

SUMMARY OF REVISIONS

This revision reiterates use of inmate labor to complete work requirements (paragraph 2); changes coordination of inmate labor to Support Group FPC Liaison (paragraph 3); changes the request for temporary inmate labor to 3 days prior to the detail (paragraph 3.1); requires copies of the Work Performance Rating and Job Efficiency Training Report to be faxed to the FPC Liaison (paragraph 3.3); prohibits inmates from having money of any kind in their possession effective 1 Jul 01 (paragraph 3.5.5); places Special Investigation Supervisor in charge of inmate's custody and discipline (paragraph 4); requires written permission from the Warden before taking inmates off base (paragraph 3.6.3); requires all Gunter inmates be fed their lunch meal at the FPC (paragraph 3.8.2); provides safety guidance (paragraph 7); adds additional guidance on medical emergencies (paragraph 8) and minor injuries (paragraph 9); and adds guidance for inmate involved in accidents (paragraph 10). A star (é) indicates changes since previous edition.

1. General. The use of minimum-security inmates on Maxwell AFB and Gunter Annex provides an augmentation labor force for grounds and other miscellaneous details. Inmates are not an integral part of the work force and are not on equal footing with our proud DoD professionals.

é**2.** Use of Inmate Labor on Maxwell AFB and Gunter Annex. Inmate use requires careful consideration to morale and welfare of assigned Air Force personnel and their dependents. Inmate labor is used to complete work requirements that cannot be accomplished with available

work force and funding (over and beyond budget constraints). Inmate labor is not used to replace military or civilian workers. Inmate labor is used primarily to perform ground maintenance tasks such as mowing grass, trimming hedges, cleaning ditches, removing litter, etc. Inmates may be used to perform other tasks on a case-by-case basis when approved by the 42d Support Group Commander (42 SPTG/CC) and FPC Warden. All personnel will adhere to all inmate regulations regarding the use of inmate labor and conduct. To ensure proper use of inmate labor, an annual re-validation of permanent labor details is accomplished by the FPC Base Liaison and forwarded to the FPC Base Lieutenant for review and approval.

é **3. Coordination of Inmate Labor.** The Support Group's FPC Liaison (42 SPTG/FPCL) serves as the coordinator for the use of inmate labor force available to Maxwell and Gunter and is the liaison between the prison camp and the base. All support from the FPC is coordinated by the Liaison to determine appropriateness. This coordination includes requests for inmate labor details, special projects, weekend details, off-base details, etc.

é 3.1. Requests for Temporary Inmate Labor. Requests for day-to-day temporary labor support must be received by the FPC liaison a minimum of 3 duty days before the scheduled work. When extremely short notice requests for inmate labor and weekend details are required, all requests must be received in writing by the FPC Liaison and forwarded to the FPC for approval. Requests for temporary inmate labor must include supervisor's name, purpose of detail, number of inmates required, telephone and building number, and the number of days required.

3.2. Requests for Permanent Inmate Labor. Requests for permanent inmate labor must be in writing and include the following:

3.2.1. Description of tasks and duties to be performed.

3.2.2. Justification.

3.2.3. Number of inmates desired.

é 3.2.4. Supervisor's Name/Office Information.

é 3.3. Permanent Inmate Detail Supervisors. Inmate supervisors will be NCOs, officers, or equivalent civilians. The FPC Liaison must approve any deviation from this policy. Permanent inmate detail supervisors must attend an Annual Refresher Federal Bureau of Prison (FBOP) Supervisory Training Course. Initial Supervisory training is conducted the last Thursday of each month. Supervision of inmates is not delegated to base personnel who have not attended an initial or refresher FPC Supervisory Training Course. Any change to inmate detail supervision will be provided to the FPC Liaison in writing within 7 duty days. Supervisors are responsible for keeping the required safety training and evaluation records on each assigned inmate to his or her detail. Copies of the Work Performance Rating and Job Efficiency Training Report are completed and faxed (953-5151) to the FPC Liaison no later than the 5th calendar day of each month. All supervisors will conduct an accountability check no less than once an hour for both inside and outside details. This accountability check will ensure all inmates assigned to their detail are present. Details working inside of buildings or in housing areas must be closely

monitored at all times. It is imperative that supervisors have positive control of all inmates while working inside any facility. In order to improve supervisors' span of control, an inmate to supervisor ratio of 5 to 1 is recommended. Supervisors who fail to comply with FPC and Maxwell AFB policies are subject to having their detail discontinued.

3.4. Temporary Inmate Supervisors. Supervisors for temporary inmate details must receive a compressed inmate supervisor's training/information review. The FPC Liaison provides this information. All temporary inmate supervisors complete and fax a copy of the Federal Prison Camp Labor #1 Supervisor's Quick Reference/Training Information Sheet to the FPC Liaison. The temporary inmate detail does not report for duty until the FPC Liaison has received this document.

3.5. Conduct With Inmates. Military and civilian personnel must adhere to the following rules when supervising or interacting with inmates:

3.5.1. Familiarity and fraternization are prohibited. Professional working relationships must be maintained at all times when dealing with inmates. The proper titles to address inmates are Mr. or Inmate.

3.5.2. Do not discuss personal affairs or sensitive information with inmates.

3.5.3. Inmates are not allowed to accept or give gratuities of any kind. Gratuities may be considered as a personal favor or service; for example, providing unauthorized meals or snacks at work, typing personal correspondence, unauthorized mail service, unauthorized computer or phone use, or unauthorized contact with the public, etc. Do not give anything to an inmate or accept anything from an inmate regardless of how trivial it may seem. To solicit or permit personal services of any nature by inmates is prohibited. Any violations of these rules are not only in violation of this directive, but federal law and are punishable as such.

3.5.4. Inmates' mail is subject to inspection by FPC authorities. Any attempt by inmates to have anyone mail or receive letters is a FPC violation.

3.5.5. Inmates working on base details are not to receive privileges or compensation not available to all inmates at the FPC; for example, inmates are not provided money, meals, or beverages and cannot attend office parties or other similar organizational social functions. Effective 1 Jul 01, it is prohibited for inmates to have money of any kind in their possession.

3.6. Transportation. Inmates are transported by bus from the camp directly to their work supervisor and returned to camp at the end of the workday. Privately owned vehicles are not used to transport inmates. When transporting inmates in government vehicles, exercise caution to ensure all inmates remain in fixed seats while the vehicle is in motion. All trucks carrying inmates must be covered and equipped with safety chains, tailgate, or equivalent, and fastened while the truck is in motion.

3.6.1. Prior FPC approval and signing-out of inmates through the FPC Staging Area are not required for permanent details that routinely transport inmates in the course of their daily duties (between Maxwell and Gunter). Those permanent details that do not routinely

(multiple times per week) transport inmates in the course of their daily duties between Maxwell and Gunter must have prior FPC approval. Inmates must be signed out and signed back in through the Staging Area.

3.6.2. Travel between Maxwell and Gunter is direct. No stops or travel deviations are permitted.

ε 3.6.3. Written approval from the Warden must be obtained before taking an inmate to an off-base business establishment to assist with official Air Force business; for example, picking up office supplies, tables, chairs, etc.

3.6.4. Inmate supervisors experiencing vehicle trouble or problems should immediately contact the FPC Control Center (293-2100).

3.6.5. Inmates are not allowed to drive DoD or Air Force vehicles on or off base if not properly licensed and approved by the FPC.

3.7. Work Details. Inmate work details are organized and closely supervised to maximize positive control of the inmate labor force. Inmate labor is not used in situations where an inmate would:

3.7.1. Deal directly with the base population such as a receptionist.

3.7.2. Set an example or be a role model.

3.7.3. Have contact with dependents such as child development or youth centers.

3.7.4. Have access to classified information.

3.7.5. Have access to funds, U.S. Mail or commercial (UPS, Federal Express, etc.) shipping and handling areas.

3.7.6. Replace volunteers in hospitals, clinics, or libraries.

3.7.7. Have contact with base personnel in MWR facilities such as clubs.

3.7.8. Perform details near or adjacent to the flightline or ramp area if the inmate has piloting skills or FAA Pilot Certification. The FPC identifies inmates with these skills or certification.

3.7.9. Have access to telephones, beepers, or computers outside of the FPC.

3.8. Meals. All meals for inmates are provided by the FPC. The following policy governs the feeding of inmates at Maxwell AFB and Gunter Annex:

3.8.1. All inmates are fed all meals at the Montgomery FPC at Maxwell Air Force Base.

ε 3.8.2. Inmates working at Gunter Annex will be rotated between the AM and PM shifts to accommodate the FPC feeding process.

3.8.3. The AM inmate shift works from 0630 to 1030 and is returned to the FPC at 1045.

3.8.4. The PM inmate shift works from 1200 to 1430 and is returned to the institution at 1445 by Maxwell Transportation Flight.

3.8.5. The inmates are prohibited from bringing any food items to the worksite from the FPC.

é **4. Inmate Custody and Discipline.** The FPC is in charge of inmate's custody and discipline at all times. Maxwell/Gunter detail supervisors are in charge of work supervision. Matters of conduct (misbehavior, suspicious behavior, suspected illegal activity, fraternization with the base populace, etc.) are referred to the SIS (293-2177 or 293-2100) or the FPC Liaison (953-4066). It is imperative that base detail supervisors, as well as other military and civilian personnel working around inmates, understand that questionable behavior needs to be reported immediately. The immediate reporting of these activities is of the utmost importance to the FPC to ensure that inmates are held accountable for misbehavior on base.

5. Clothing. Inmates must wear distinctive clothing at all times that can be readily identified from the rest of the work force. Safety shoes and clothing other than for safety purposes is the FPC's responsibility. It is the responsibility of the detail supervisor to supply and ensure the use of safety clothing and equipment required for the job. The installation commander, in conjunction with the FPC Warden, may vary the uniform to meet any special requirements.

6. Weapons, Ammunitions, Intoxicants, Drugs, or Contraband. Unless authorized by Bureau of Prisons Regulation, it is a federal crime to introduce into or bring weapons, ammunitions, intoxicants, drugs, or contraband upon the grounds of the FPC. All persons and packages are subject to search.

é **7. Safety.** All newly-assigned inmates receive Initial Job Orientation and Safety Training within the first 8 hours of being assigned in accordance with FPC Inmate Supervisor's Reference Guide (Attachment 7). The primary detail supervisor keeps the original of the Initial Job Orientation and Safety Training document on file up until 1 year after the inmate has been removed from the detail. The primary inmate detail supervisor also ensures each inmate receives a monthly job efficiency training briefing (Safety Talks) in accordance with the FPC Supervisor's Reference Guide (Attachment 9). A copy of the safety talks is faxed to the FPC Liaison (953-5151) before close of business (COB) the 5th of each month. Keep the safety talk on file up until 1 year after the inmate has been removed from the detail.

é **8. Medical Emergencies.** Any injuries to an inmate must be dealt with promptly. If an inmate is severely injured or if you have any doubt about the seriousness of the injury, dial 911 for an ambulance. After you have taken this step, contact the FPC Control Center (293-2100). Finalize the process by contacting the FPC Liaison (953-4066 or 462-4399). You are required to fax an incident report to the FPC Liaison (953-5151) before COB the day of the incident.

é **9. Minor Injuries.** Call the FPC Control Center (293-2100). Explain the situation and follow their instructions. Transport the inmate to the FPC Staging Area or call the Control Center (293-2100) to request FPC transportation. Finalize the process by contacting the FPC Liaison

(953-4066 or 462-4399). You are required to fax an incident report to the FPC Liaison (953-5151) before COB the day of the incident.

é **10. Accidents.** If an inmate is in an accident that involves any kind of equipment/property, the following actions must be taken:

é 10.1. Dial 911 if severe injuries have occurred.

é 10.2. Do not move or tamper with property or equipment that was involved in or where the accident occurred. The equipment remains in place until released by the military police, FPC safety officer and the 42 ABW Safety Officer/NCO.

é 10.3. Contact the Base Security Police (953-7222 or 953-2765).

é 10.4. Notify the FPC Safety Officer (293-2250). If no answer, contact Control Center (293-2100).

é 10.5. Contact the 42 ABW Safety Officer (953-2001).

é 10.6. Call the FPC Liaison (953-4066 or 462-4399).

é 10.7. Fax an incident report to the FPC Liaison (953-5151) before COB the day of the incident. A copy of an incident report can be found in your FPC Inmate Supervisor's Reference Guide (Attachment 1).

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