



## WV SCHOOLS OF DIVERSION AND TRANSITION ORGANIZATIONAL PROCEDURES

<b>HIRING &amp; SUPERVISION OF INMATE AIDES IN ADULT CORRECTIONAL FACILITIES</b>	<b>Section</b>	Organization and Management
	<b>Number</b>	2.12
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	<b>Approval:</b>	<i>James Green</i>

### **1.0. PURPOSE:**

To establish procedures for the hiring and supervision of inmate aides within the education department of all adult correctional facilities.

### **2.0 APPLICABILITY:**

Procedure applies to Diversion and Transition Programs located within adult state correctional facilities.

### **3.0 POLICY STATEMENT:**

Diversion and Transition Programs located within adult correctional facilities shall manage the use of inmate aides to ensure equal opportunity employment and that the highest level of confidentiality is maintained by the inmate aide and that rules governing the proper use of technology are not breached.

Education department inmate aides within adult state correctional facilities serve to assist the WVSOT to accomplish our mission by working directly with education staff as office clerks, teacher aides, student aides/tutor, and custodians.

### **4.0 DEFINITIONS:**

- 4.1 "AE" means Adult Education
- 4.2 "Custodial Worker" means inmate hired to perform janitorial services
- 4.3 "Office Clerk" means an inmate aide assisting education office staff
- 4.4 "Program Completer" means a student aide who has completed the class for which he/she applies to be an aide.
- 4.5 "Teacher Aide" means an inmate aide assisting the instructor in a classroom setting
- 4.6 "Student Aide/Tutor" means an inmate hired to aide/tutor students in a classroom setting
- 4.7 "Restricted Student Records" means student records not accessible by any inmate.
- 4.8 "High School Equivalency" means any diploma earned equivalent to a high school diploma.

## **5.0 PROCEDURES:**

- 5.1** The Principal shall establish a process for hiring inmate aides. This plan shall include, but is not limited to, the following:
- a. Use of a job vacancy posting
  - b. Use of a formal job description detailing the qualifications and duties of the position (see addendum)
  - c. Use of a formal employment interview process with the Principal and/or Lead Teacher and the Instructor requesting the aide
- 5.2** Qualifications for the inmate applicant shall, at a minimum, consist of:
- a. AE and/or Career Development Specialist Aide: possesses a High School Diploma or High School Equivalency Diploma
  - b. Career & Technical Teacher Aide: program Completer in-field or verifiable skills and/or credentials and possesses a High School Diploma or High School Equivalency Diploma or enrolled in AE classes
  - c. Custodian: possesses a High School Diploma or High School Equivalency Diploma or enrolled in AE classes
  - d. Office Clerk: possesses a High School Diploma or a High School Equivalency Diploma
- 5.3** Supervision of Inmate Aides shall, at a minimum, consist of the following:
- a. Inmates will always work under the supervision of an educational staff member. Should an inmate aide be working on a computer, they must be directly supervised by a staff member at all times.
  - b. Aides will have no-access to the internet or staff designated workstations.
  - c. Only job related software will be installed on the aides' computer workstations.
  - d. No personal documents, databases, photos, or music will be created or stored electronically.
  - e. Usernames or passwords will be created by the supervising education staff member.
  - f. Aides will have no access to restricted student records.
  - g. All inmate aides will sign a letter of confidentiality (see addendum). Any infraction of this agreement will result in immediate job termination and disciplinary action.
  - h. Staff shall inspect Inmate Aide's work station, computer, and all other technology issued to them at least once a month.

## **6.0 AUTHORITY**

Directive of the Coordinator of Career & Technical Education in Institutional Settings and Academic Programs in Regional Jail Settings.