



A guide for  
supervision of  
incarcerated  
work crews



# MoDOT

Incarcerated Personnel

## Work Release Program Manual



Fourth Edition

## **Important Contact Numbers**

**Correctional Center (s) :**

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**Missouri Highway Patrol :**

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**District Office:**

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**MoDOT Central Office:** (573) 522-9471 or (573) 690-4946

If no answer (573) 751-8647

Dial "0" and speak to the attendant

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## Purpose of the Program

The Incarcerated Personnel Work Release program is a joint effort between the Missouri Department of Corrections (MoDOC) and the Missouri Department of Transportation (MoDOT). This program allows offenders, who are nearing their release time, valuable job training, while also allowing MoDOT to accomplish tasks that otherwise may not be completed. However, it is not intended that incarcerated crews compete with work performed by MoDOT staff.

The purpose of this manual is to provide policies and guidelines for a successful work release program. Policies are defined where the words “shall” or “do not” are used, whereas guidelines are defined by the word “should.” This manual reflects a statewide baseline level of expectations for leading incarcerated crews. Districts may have additional policies their employees are expected to follow.

**Failure to follow one or more of these expectations may lead to disciplinary action up to and including termination. All employees are required to conduct themselves professionally when associating with offenders. Consequently, employees are prohibited from having any contact with an offender that is not authorized as a responsibility of the employee’s position. Prohibited contact includes, but is not limited to, unauthorized oral or written communication, business or social associations, giving unauthorized gifts of any nature, name calling, teasing, horseplay, joking with offenders, carrying messages for offenders or sharing personal information with offenders, and any other overly familiar act with an offender.**

## Prohibited Work Activities for Offenders

*The following work activities are prohibited for incarcerated personnel, unless prior written approval is obtained from the state Maintenance engineer.*

- Burning of any kind.
- Mingling of offenders and MoDOT crews except for task overview, necessary equipment operations and landscape projects.
- Operation of riding equipment without Central Office approval.
- Working on MoDOT vehicles (trucks & tractors) without Central Office approval
- Roadway, shoulder, bridge surface, striping, signing or signal operations
- Trash separation including aluminum cans

- Work in interstate rest areas. (Rest area may not be closed only to allow incarcerated crews access.)
- Work in roadside parks, scenic overlooks or pool parking lots unless the entrance or work area is physically blocked and closed to the public the entire time offenders are within the boundaries. If the area such as a large commuter parking lot cannot be closed, the crews should close off sections to perform work activities at that location or work in smaller areas or sections under close scrutiny.
- Do not expect or ask the work crews to perform tasks we do not expect MoDOT crew members to perform within the guidelines of this handbook. Work conditions or situations will not be different than those of MoDOT employees.
- Painting structures or facility of any kind. Painting operations are limited to moveable implements only, such as snow plows.
- Any activity outside the State of Missouri



## Who is Eligible to Oversee Incarcerated Crews

**Only employees who have attended the Missouri Department of Corrections (MoDOC) annual training and certification program will be allowed to oversee incarcerated crews. Employees must submit to and pass an annual background investigation.** In addition to required MoDOC training, the following guidelines will be followed in determining who is eligible to oversee incarcerated crews.

- Employees assigned to oversee incarcerated crews must be an intermediate maintenance worker or above.
- Maintenance workers, permanent part-time employees and temporary part-time retirees, who are MoDOC trained may, under the direct guidance of a trained, experienced intermediate maintenance worker or above, oversee incarcerated crews for the purposes of cross-training and employee development. In these instances, the intermediate maintenance worker or above should regularly visit the work site. Seasonal and other wage employees will not be allowed to oversee incarcerated crews.
- Employees on modified duty assignment may oversee incarcerated crews provided they are MoDOC trained and intermediate maintenance worker or above job title. Suitability of an employee for this type of modified duty assignment will be determined on a case-by-case basis with District Engineer approval.

- Responsibility for overseeing incarcerated crews will be a voluntary assignment, except when there are not enough volunteers available within the area. In the case of a mandatory job assignment, all maintenance employees in the particular area, who are MoDOC certified and an intermediate maintenance worker or above (Grade 7 – 10), will be assigned the task of overseeing incarcerated crews on a rotating basis.
- At their discretion, districts may designate certain maintenance positions (i.e., intermediate maintenance worker) as being primarily assigned to overseeing incarcerated crews.
- The State Maintenance Engineer must approve waivers of these guidelines.

## Role of MoDOT Trained Employee

*The role of the MoDOT trained employee in this program is crucial to its success. A good trained employee should be firm, but fair, consistent and objective. The following are lists of things every employee should and should not do. Please read this information carefully.*

### Trained MoDOT Employees Shall...

- Treat all offenders equally, fairly and with respect; show no favoritism or prejudice. Remember – **FIRM-FAIR-CONSISTENT**
- Respect offenders' civil rights.
- Regularly review the offender handbook and other rules.
- Ensure all MoDOT employees working around the offenders are informed of the offender guidelines.
- **Do everything possible to ensure the safety of all members of the work team.**
- Seek help, if needed.
- Cooperate with MoDOC officials who stop by the work site for inspections, ask for proper identification from the MoDOC officials.
- Receive proper MoDOC training, and be re-certified at least every year. Training should be listed in LMS under the proper Course Code. (currently 24589-XX[dist. designation] i.e. NW, NE, CD, etc.)
- Keep offenders separated from the public.
- Keep your personal items separate from offender items. If you are not using the items, remove them from the work vehicle before the day begins.
- Keep up-to-date law enforcement, emergency, MoDOT and MoDOC phone numbers handy.
- Ensure the offenders follow the rules in the MoDOC offender handbook and in this guide. Any infraction of these rules shall be reported on an inter-office communication (IOC) and turned in to the institution. A copy should be retained for documentation purposes.

- Monitor any offender using equipment to ensure the equipment is operated safely.
- Ensure you are not separated from the group with an offender.
- Expect offenders to follow all your orders.
- Keep a daily log with out count sheets, work activities, any unusual events such as offenders who do not follow orders, etc.
- Report any offenders who do not follow orders.
- Report accidents requiring hospitalization, escape, weapons found by crew, or other **critical unusual** events to Central Office Maintenance Division. Please be certain to reach someone starting with the numbers at the front of this handbook.
- Report accurate and specific work locations to MoDOC as required.
- Keep detailed daily documentation of the following:
 

1. Accidents	5. Time in and out
2. Anything unusual	6. Training given to offenders
3. Disciplinary actions	7. Van checks and cleaning
4. Head counts	8. Work locations/times/activities



### **Trained MoDOT Employees Should...**

- Be cautious of offenders trying to take advantage of MoDOT employees. Remember, these individuals are convicted felons.
- Expect the MoDOC program coordinators to make occasional unannounced visits to the worksite.
- Rotate crews whenever possible, or change MoDOT employee; change work locations frequently, if possible. **Routines lead to problems.** Don't let your daily activities become too predictable.
- Be trained in CPR and First Aid. Always use barriers to protect yourself.
- Keep the group in close proximity; the MoDOT employee should always be able to verbally address all offenders.
- Make sure your orders are within reason, and do not compromise the safety of the offender crew.
- Periodically check personal vehicles while working on MoDOT lots to be certain they are secured.
- Keep work activities a safe distance from MoDOT equipment with moving parts, i.e. PTO's, hydraulic lifts, mowers, etc.



### **Trained MoDOT Employees Shall Not...**

- Have any intentional physical contact with the offenders and ensure there is none between offenders.
- Stretch out work detail too far.
- Get personally involved with an offender that is currently working, or has worked, on an incarcerated crew; this is a conflict of interest and leads to problems.
- Discuss family, personal/ private matters, wages, other MoDOT employees, or MoDOC employees and their families with offenders.
- Get involved with the offenders' personal stories.
- Accept phone calls or personal contact from offenders **at any time**. If an offender contacts you, contact your supervisor and the institution.
- Place phone calls or initiate any form of unauthorized communication with offenders, their families, or other acquaintances at any time.
- Leave anything personal like cell phone, billfold, driver's license, etc. where offenders can see or take it.
- Accept anything or solicit any item or service from the offenders.
- Purchase anything for offenders.
- Give offenders anything, even as minor as a piece of gum or a cigarette.
- Allow offenders to not perform their assigned work tasks. If they don't want to work, they go back to the institution.
- Allow offenders to stay in the transport vehicle, for any reason other than illness or injury.
- Give sick or hurt offenders anything other than what is in the first aid kit.
- Allow offenders to give orders to other offenders.
- Permit horseplay -- horseplay is a safety hazard and violators will be reported to the institution immediately and picked up by MoDOC personnel.
- Leave offenders unattended to enter a public place.
- Conduct MoDOT or personal phone calls to the point you are inattentive to the crew's operation.

### **Trained MoDOT Employees Should Not...**

- Tell offenders where they will be working on following days.
- Work across traffic lanes from the transport vehicle.
- Become distracted from your primary task of watching the crew.
- Let a situation get out of control; trained employees must deal with any problems when they occur and keep their supervisor informed.

- Leave the boundaries of the district without approval.
- Leave the scheduled worksite as reported to MoDOC without notification.
- Oversee more than eight offenders, and no less than two, on a work crew.

## Using Inter-Office Communications

Trained employees should use IOCs to report anything to the institution. IOC's can be used to document both positive and negative information about an offender.

They may be on a standard form or letterhead or may simply be written on a piece of paper. A copy of the IOC should be kept for the MoDOT trained employee's records. IOCs should be addressed to the functional unit manager at the institution.

Let the investigator determine if the incident reported is a concern or not. Refer any requests for recommendations or other documentation pertaining to individual offenders to the institution. Clearly and briefly state the incident being reported.

Sign the IOC at bottom of statement.

## Dealing with Certain Situations

*No matter how prepared a supervisor may be, there still may be certain situations that will need to be immediately dealt with. This section will help inform and prepare the trained employee for these types of situations.*

### Accidents

Care for the injured first! If bodily fluids are involved, MoDOT employees or offenders assisting the injured shall wear gloves or have a suitable barrier to keep from coming in contact with body fluids. In life-threatening circumstances, contact your supervisor, the institution, and the district office and call for ambulance to transport offender to medical facility. In the event an ambulance is called, the MoDOT employee and crew are to stay with the injured offender, explaining the situation to EMT and law enforcement officials, remaining with the offender until relieved of their responsibility by the institution. If the injury is not life or limb-threatening, the institution may elect to care for the offender with in-house medical resources. If this might be the case, contact the institution through your supervisor or district office.

For minor injuries, the MoDOT employee may elect to continue the work detail until the conclusion of the day. However, if the offender requests additional medical attention, the MoDOT employee shall contact their supervisor, MoDOC, or district office for assistance. The MoDOT employee shall fill out a Department Of Corrections Accident Report Form (MO 931-0426) for all injuries witnessed or reported to the MoDOT employee. This form shall be turned in when dropping offenders off, unless requested earlier by the institution. The information on the sample report (SharePoint) highlighted in blue will be filled in by the MoDOT employee.

Those items highlighted in pink are for the institutions use. Only persons who visually witnessed the accident shall sign as a witness. **Do not sign your name as a witness unless you actually saw the accident.**

### **Disruptive Offenders**

Offenders who won't work, are too personal or disruptive, use offensive language, won't take orders, or that violate any of the offender rules shall be reported to the institution using an IOC or any other written note. Document any verbal warnings to offenders. Problem offenders **will not be tolerated**. Communicate with the Functional Unit Manager (FUM) i.e. work release coordinator at the institution, regarding offenders that do not cooperate, requesting replacement if needed.

### **Escape**

Under no circumstances shall a MoDOT employee try to stop an escape attempt. The offender may be verbally discouraged from leaving, but no physical action shall be taken by the MoDOT employee. The MoDOT employee shall direct their attention to the remaining offenders, keeping them assembled. The MoDOT employee shall contact the institution, local law enforcement, or the MoDOT contact (supervisor or district office) and report the escape attempt. The chain of notification should be mutually agreed upon by the institution and the district. The MoDOT employee will give the following information: location of the crew at the time of the escape attempt, number of offenders involved, registration numbers of the offenders involved, method and direction of travel. The MoDOT employee will monitor communications and provide additional information as requested.

### **Sick Offenders**

If at all possible, sick offenders should remain with the crew for the day. If an offender becomes too sick and is not able to work, the MoDOT employee shall contact their supervisor, or phone the institution directly so the offender can be picked up by the institution. If the offender can continue to work, but at a reduced pace, the MoDOT employee may use discretion as to whether to work the offender or have the offender picked up.



### **How to obtain assistance**

A cellular telephone should be included for outfitting a work-release crew. Cell phone (s) need to be stored out of sight and used only for official business. If you need assistance and need to use the radio, try these radio-procedures. Simply state what you need. The work-release supervisor should contact their immediate supervisor, or appropriate contact, who will then contact the investigator at the institution to convey the situation.

The supervisor acts as communicator between the institution and the MoDOT employee with the offender crew. If the supervisor cannot be contacted, the district office should be contacted. Discretion should be used when talking on the radio about offender concerns. Remember that citizens have scanners that monitor our radios.

Following the MoDOT Radio Operations Guide will provide a consistent performance.

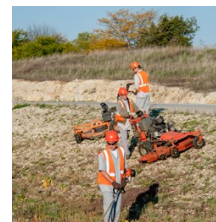
<b>Situation</b>	<b>Transmission</b>	<b>Meaning</b>
<b>Escape:</b>	I have an emergency	Urgent, Rush
	Contact (institution)	Call (institution) by telephone
	Law Enforcement is needed	Law officer needed
	Worker has left the site	One offender trying to escape
	Registration XXXX	XXXX=registration no. of offender
	Be specific	Await response
	<i>Give specific information such as method of travel and direction.</i>	
<b>Accident/ Injury :</b>	Worker injured; Minor    Serious    Fatal	Accident, worker injured
	Request necessary assistance	
	Call (institution)	Call institution by telephone
	Be specific	Await response
	<i>Give additional information as requested .</i>	
<b>Late Returning:</b>	Call (institution), time	Advise <u>(institution)</u> I will arrive at <u>time</u>

## General Rules for Offenders

*Now that the trained employee understand what is expected of them in this program, there are some general rules for all offenders that MoDOT employees should be aware of.*

- If the institution does not allow it, neither does MoDOT.
- Offenders are not allowed to converse with the general public, or with any MoDOT staff not directly involved with the work detail.
- Offender crews from different institutions shall not work on the same detail. Be aware of other crews in the area.

- Offenders are not permitted in MoDOT offices.
- Offenders shall be closely supervised at all times while working in buildings. Work and time in the buildings should be very limited.
- If the facility does not allow offenders to carry personal items, (lighters etc.) back into the prison, MoDOT will not store any items for them.
- Offenders are not allowed to make telephone calls or to talk to the public.
- Offenders are not allowed to go into public places, including drive-through windows; and they are not allowed to purchase anything.
- Offenders are not to have money of any kind.
- Offenders should only minimally be allowed in or around the buildings.
- Offenders are not allowed to operate any licensed vehicles or farm tractor at any time.
- Offenders are not allowed to leave the institution with anything, or bring anything back. This is contraband and will cause the offender to be reprimanded.
- Offenders are not to alter, deface, damage or destroy any private or state property at any time
- Offenders shall not operate equipment until they have been shown how to properly operate the equipment. Documentation should be retained on a safety training checklist for equipment.
- Each offender shall sign the safety rules form (MO 931-1294) prior to operating any powered equipment.
- Offenders should review and sign the institution's safety checklist (if required) before operating a chainsaw, line trimmer, mowers, or any other equipment.
- All clothing and PPE must be worn correctly.



## **All in a Day's Work – Handling the Crew**

### **Cancellations**

The institution should be given as much notice as possible, if the crew cannot be picked up as scheduled.

### **Crew Size Change Notice**

The institution should be given 24-hours notice, whenever possible, on the change of the crew size to allow the institution to make arrangements.

## **Drop Off**

Drop-off time and location will be mutually agreed upon by MoDOT and the institution. Care should be used to avoid drop off during a count if this creates a difficulty for the institution. If the pre-arranged drop-off time cannot be met for any reason, the MoDOT employee shall notify the institution and give an estimated time of arrival and reason for the late arrival. In the event of a major disaster such as an earthquake that results in the crew not being able to be delivered back to the institution, the crew may be rerouted to another institution in the DOC system at the institution's recommendation. If the communication to the local institution is not available, contact both the MoDOT and MoDOC Central Office phone numbers listed inside the front cover. Prior to drop off each day, the offenders should be asked to empty pockets and check themselves for any tools, etc. which would be construed as contraband. This is for the offenders benefit. Any IOCs, mail, or other pertinent information should be turned in at the end of each day. Refer to IOCs for additional information. MoDOT provided equipment or apparel is considered contraband and shall not be carried into the institution. This includes sunglasses, safety glasses or hats.

## **Items Found Along Roadway**

Offenders shall not be allowed to collect items picked up along the roadside. Properly dispose of all items picked up. Any suspicious items found shall be left in place and the supervisor contacted. If an offender has picked up the object, have the offender set it back down. Objects are to be handled as little as possible.

Offenders shall not drink or handle any alcoholic products found on the roadsides. Dispose of alcohol immediately. Any money found by an offender shall be turned in to the road fund per MoDOT policy. Money that is found shall not be used to provide "treats" or food items for the crew. In no case shall the offender be allowed to keep this contraband. No exchange of money will be allowed between offenders or MoDOT employee. The MoDOT employee **shall not** accept or hold money, valuables, or personal items for offenders.

## **Mail**

Offenders shall not mail anything, under any circumstances. The MoDOT employee shall not mail anything for, or receive mail for, an offender. Any mail given to a MoDOT employee by an offender to mail, or mail that is received by a MoDOT employee for an offender, shall be retained and turned in at drop off to the institution. However, if the offender becomes hostile in an attempt to retrieve the mail, the MoDOT employee is to return the mail. The offender shall then be reported using an IOC.

### **Offender Meals**

Offender meals are provided by the institution at tax payer's expense. Any complaints are to be handled by the offenders, through the institution's internal grievance procedure. Lunch will be 30 minutes. The trained MoDOT employee must continue to watch the offenders and they will be paid for their lunch time. Do not share your lunch, or purchase snacks for offenders. The institution shall provide any drink other than water, however MoDOT may provide Gatorade or equivalent in the event of hot weather. Food rewards generate problems. Special arrangements regarding feeding of an offender crew during emergency operations such as sandbagging during a flood, can be made if the crew is to return to the institution after their normal mealtime has passed. If this situation occurs, all offenders should get the same meal and approval from the institution should be obtained if at all possible.

### **Photographs**

All requests from the media to interview or photograph offenders shall be cleared with the Department of Corrections before the media is allowed to have contact. Photographs should not allow offenders to be identified. The MoDOT employee must convey this to photographers. It is recommended that written approval be obtained from the institution for MoDOT records.

### **Pick Up**

The pick-up point and time will be mutually agreed upon by the institution and MoDOT. Give as much notice as possible, preferably at least 24 hours, to change pick-up time. The MoDOT employee will be given an out count order list of offenders for the day, when picking up the offenders. A copy of the offender ID card will also be given to the MoDOT employee. All offenders shall be dressed in appropriate attire. Appropriate gloves and footwear shall be worn and supplied by the institution or MoDOT. Work details as to location are often required either weekly sent to the FUM or dropped off at time of pick up. These details will be specific to the institution.

### **Port-A-Potty**

Each district **must** provide a port-a-potty for the offender crew (s) on the work site. The offender supervisor shall ensure the person servicing the port-a-potty does not come in contact with the offender crew at any time. Keep them separated, as with any other member of the public. The port-a-potty will be serviced once weekly. The offender supervisor shall check the port-a-potty after it has been serviced. Random and frequent inspections shall be made for contraband in and around the port-a-potty. Offenders shall not use public restrooms at anytime, or restrooms in MoDOT facilities, since a port-a-potty is provided by the district. The port-a-potty should be secure at night.

### **PREA**

The Prison Rape Elimination Act (PREA) is Federal Law which must be followed when leading incarcerated personnel. The annual training conducted by each of the institutions for work release trained employees will be in much more detail than will be offered here. This is zero tolerance for any sexual abuse, harassment or misconduct.

You must know and enforce the rules regarding the sexual conduct of offenders. Be professional at all times. Do not laugh or joke about sexual abuse with or around offenders, staff, co-workers volunteers or contractors. Treat every allegation of sexual assault seriously and it is very important to report any such activity to the appropriate authorities.

### **Rest Breaks**

Offenders will be allowed a 15-minute break every two hours of work. Use judgment concerning break frequency and duration in extreme weather. Crews should be provided with water and bar soap for hand washing utilizing a water cooler marked for hand washing only.

### **Searches**

There shall be no searches of offenders by MoDOT employees or by other offenders. If the MoDOT employee feels that an offender is hiding something, contact the institution for their assistance. Use of Missouri State Highway Patrol dogs for periodic inspections of vans is permitted, and recommended.

### **Security of Personal Vehicles Parked at MoDOT Facilities**

All personal vehicles parked at MoDOT facilities where MoDOC offender crews are or may be working shall be locked with the keys removed and any weapons or ammunition stored out of sight. This information must be shared with all people assigned to the MoDOT facility in question. Offender crews should not be working around or near personal vehicles except for short periods of time completing other maintenance activities such as mowing or litter control.

### **Suspicious Vehicles**

The MoDOT employee should record the license plate of any vehicle that frequents the work site or is suspicious in some manner. Frequent passes by the same pedestrian should also be regarded as suspicious. These incidents should be documented and reported to your immediate supervisor. If necessary, the supervisor will contact the institution and report the incident and license number of the suspicious vehicle.

### **Transport Vehicle**

The transport vehicle shall be cleaned out daily and thoroughly washed out with disinfectant weekly. Random inspections for contraband shall be made, and documented. Contraband is any non-MoDOT property. No deadly weapons, dangerous instruments, unauthorized drugs or controlled substances are allowed in the offender's possession or in the offender vehicle at any time. No smoking will be permitted in the transport vehicle under the same guidelines as for MoDOT personnel i.e. Personnel Policy Manual Section 2504 - **All employees and visitors are prohibited from the use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes in all department-owned, leased, and occupied offices, buildings, and facilities.** Offenders shall provide their own cigarettes. Lighters provided by the institution but cannot be taken back into the institution and are contraband.



### Work Coding

The crews will be performing a wide variety of work activities and many of the offenders may not be totally familiar with the job task at hand. It is the responsibility of the MoDOT employee to explain the expectations of the crew and stress the importance in performing the task. Risk based assessments (RBA) have been established for the large majority of activities and should be used to increase safety awareness.

**The MoDOT person will be paid for their lunch time as watching the crew is a requirement of the assignment.** The offender's time is charged to the function for the work performed. The MoDOT employee is responsible for reporting offender coding and reporting equipment coding and mileage hours to assigned area on a daily basis. Use the appropriate function code for the work being performed. One of the following codes should be used:

<u>Activity</u>	<u>Description</u>	<u>Job Project #</u>	<u>Performance Units</u>
R22B	Welcome Centers	Yes	NONE
R227	Roadway and Bridge		
	Safety Features	Yes	NONE (fence only)
R316	Drainage	Yes	NONE
R318	Maintain Materials on Lots	Yes	NONE (Limited)
R411	Litter Pick-up	Yes	NONE
R412	Landscaping	Yes	NONE
R413	Mowing	Yes	Shoulder Miles
R414	Brush Cutting & Tree		
	Removal	Yes	NONE
R416	Parks and Commuter Lots	Yes	NONE
R41A	Support-Improve		
	Roadside Appearance	No	NONE (Limited)
R41B	Brush Control Yes		Acres
R41P	Plant Growth Regulator app	Yes	Acres
R41T	Total Vegetation Control	Yes	Acres
R41W	Noxious and Broadleaf		
	Weed Control	Yes	Acres
R854	Operate Facilities	Yes	NONE (Limited)
R85F	Fleet Purchases and Expenses	Yes	NONE (Limited)
R85N	Consumable Inventory/Non		
	Fleet Purchases	Yes	NONE
R911	Flood Response and Cleanup	Yes	NONE
R914	Snow and Ice Storm Cleanup	Yes	NONE
R915	Windstorm/Tornado		
	Response and Cleanup	Yes	NONE
R917	Other Natural Disaster		
	Response and Cleanup	Yes	NONE

Remember coding to R227 involves fence repair only and R318, R41A, R854 and R85F should be used very little.

## Work Supplies

*The following items will be provided by MoDOT.*

- All materials for the task assigned
- Ear plugs
- First Aid kit and supplies
- Insect repellent
- Rain gear (if required)
- Personal protective equipment
- Rubber boots, as required
- Port-a-potty and toilet paper
- Transport vehicle
- Tools and equipment
- Safety glasses
- Safety hats -bright orange (see cleaning instructions at end of handbook)
- Safety vests (may be a different color and quality than MoDOT employees such as AAH vest)
- Water cooler and cups
- Work gloves
- Hand washing supplies  
(limited to soap and water-no alcohol based hand cleaner)
- MoDOT may provide hard hat liners or coveralls as needed for extreme cold temperatures.



*The following items will be provided by the institution or offender. Any of these items brought out of the institution and then left in the transport vehicle overnight are considered contraband.*

- Approved outerwear and coats
- Outcount list
- Sack lunches
- Shots, current immunizations  
(MoDOT employees are encouraged to use their preventative care resources to address their immunization concerns)
- Sunscreen (can be provided by MoDOT if small packets are used)

### **Cleaning and Disinfecting Hard Hats of Incarcerated Crews**

1. Remove suspension and disassemble any additional equipment (shields, ear muffs, eye protection, etc...) attached to the helmet.
2. Remove and discard sweatband.
3. Remove most surface dirt and residue. Wash with mild soap and lukewarm water to assist with the removal.
4. Disinfecting - There are many options available for disinfecting the non-porous surface of the hard hat. A couple options include:
  - a. Alcohol wipes
  - b. Hibistat wipes



Note: Many disinfectants are flammable and should be kept away from open flames or spark producing equipment.

## STATEWIDE PHONE NUMBERS

State Maintenance Engineer

573-751-2785

Northwest District (NW)

St. Joseph Missouri

816-387-2350

Northeast District (NE)

Hannibal Missouri

573-248-2490

Kansas City District (KC)

Lee's Summit Missouri

816-607-0699

Central District (CD)

Jefferson City Missouri

573-751-3322

St. Louis District (SL)

Chesterfield Missouri

314-275-1500

Southwest District (SW)

Springfield Missouri

417-895-7600

Southeast District (SE)

Sikeston Missouri

573-472-5333

**888 - ASK – MODOT**

**888 – 275 – 6638**

**Rev. 10/16**



**Missouri Department of Transportation**

**ACKNOWLEDGEMENT**

I hereby acknowledge having received my personal copy of the Missouri Department of Transportation Incarcerated Personnel Work Release Program Manual, and fully realize that I am obligated to read it and become familiar with it as a condition of my employment. Further, I understand that failure to comply with the rules and regulations set forth in this publication may result in disciplinary action or dismissal.

Employee Signature:

\_\_\_\_\_

District: \_\_\_\_\_ Division: \_\_\_\_\_

Date: \_\_\_\_\_

