

ADMINISTRATIVE POLICY: 99-01

SUBJECT: CORRECTIONAL WORK CREW PROGRAM

DATE ISSUED: 7/21/99

DATE EFFECTIVE: 7/21/99

APPROVED: 
Janice B. Vassar, City Manager

SECTION ONE: CONDITIONS

The City of Lewiston has a Collective Bargaining Agreement which limits seasonal and temporary employment to six months. Additionally, existing employment conditions in Lewiston have made it difficult and occasionally impossible to hire the number of seasonal and temporary employees needed to maintain facilities and services at authorized levels. Because of these findings, Correctional Work Crews may be used to supplement staffing and accomplish projects when done in accordance with the program parameters outlined below. This program shall not be used to replace the hiring of seasonal, part-time employees when said employees are available and qualified for employment.

SECTION TWO: CORRECTIONAL WORK CREW PROGRAM QUALIFICATIONS

All members of the Correctional Work Crew are under community custody, have not committed a violent crime or house rule violation while institutionalized, and are in the last few months of their original sentence. They currently do not reside behind bars and are made available by the State of Idaho to work for public entity employers. Crewmembers must request the work assignment and be accompanied by a supervisor. The cost to the employer is a lower hourly rate than available in the market plus a mileage charge. This charge covers all benefits, work boots, rain gear, protective eyeglasses, gloves, and other personal safety equipment.

SECTION THREE: PROGRAM STRUCTURE/RESPONSIBILITIES

Correctional Work Crews are authorized for employment by the City of Lewiston for the following programs and projects:

- ▶ Facilities or infrastructure repair or upgrade;
- ▶ Grounds and turf maintenance projects;
- ▶ Code enforcement assistance;
- ▶ Weed abatement; and
- ▶ Other.

SECTION FOUR: FUNDING

It is the responsibility of the responsible official to budget funds for the use of correctional labor. For example:

- ▶ Cemetery Fund for cemetery maintenance;
- ▶ Transportation Fund for street and stormwater upgrades; and
- ▶ Building Maintenance for General Government facilities and capital upgrades.

SECTION FIVE: DISTRIBUTION

City Manager
Department Managers
Division Managers