

**TRUSTY**

**INMATE**

**HANDBOOK**

# WHITTIER TRUSTY PROGRAM

## *Rules and Regulations*

The Trusty rules and regulations are necessary to maintain good order, control and safety for the trusty as well as staff and detainees.

“Trusty- A person convicted of a crime who is considered to be trustworthy and allowed special privileges.”

Any trusty admitted to the Whittier Trusty Program does so willingly, and is expected to comply with all rules and regulations as follows:

### **GENERAL:**

- a. After you have been accepted into the program you **MUST** take a Mantoux TB test (with a negative result) and provide a copy of that document prior to your first day. (You are responsible for any cost associated with the testing; typically Health Departments provide this service for free).
- b. Remain in the jail area, unless assigned to a work detail outside of the jail area.
- c. Maintain professional contact with Whittier personnel and Jail contract staff. Friendly, businesslike, with no social fraternization.
- d. Address people, by their title if known, and surname, such as Sgt Smith; Mr.Jones, or Miss Solis. Not by first names. You will be addressed as Trusty, or by your last name
- e. Do not communicate or be in physical contact with prisoners held in this Jail, unless directed by Jail staff to do so.
- f. Do not use loud, boisterous or profane language.
- g. Trusty to use the restroom in any empty cell, without exception.
- h. Trusty is to conduct themselves in the facility as the guidelines specify. No special privileges.
- i. Obey orders.
- j. No loud, or unnecessary noise, or horseplay.
- k. You could be assigned a cell. Do not change cells without authorization.

### **OBEDIENCE TO LAWS:**

- a. You must abide by the same laws governing the community. Any violations will be charged as in the community. In addition, you must observe the rules as stated below. A violation of this list of rules will result in disciplinary action.
- b. Trusty shall not leave the station property unless accompanied by an officer or Jail staff. (PC4532)
- c. At dusk, trusty to be inside the building. If it is necessary to do otherwise, it must be with the knowledge/approval of the Jail staff.
- d. No gambling, alcohol, and narcotics. PC 4573.6 a felony. Breath or urine tests may be administered. Possession of tally sheets, point spreads are presumptive to gambling.

### **PERSONAL APPEARANCE - HYGIENE:**

- a. Trusty to be clean-neatly dressed. Hair to be maintained to reasonable length, neatly groomed. No long or unusual sideburns, or moustaches, reasonable styles, neatly groomed.

- b. You must be dressed in long pants, long sleeve or short sleeve shirts and/or tee shirt with no writing or pictures and closed toed shoes (ie: gym shoes). Orange vests are to be worn at all times.

## **MEDICATION:**

- a. Medications **WILL NOT BE ADMINISTERED**. If prescription medications are required, they must be taken prior to the Trusty's scheduled day(s).

## **CLOTHING and PERSONAL PROPERTY:**

- a. No personal items will be allowed in the jail.
- b. Trusties are to wear orange vest's or jumpsuits at all times.

## **WORK DUTIES AND RESPONSIBILITIES:**

- a. Trusty is to be responsible to perform basic duties, some on daily basis, others as necessary. In addition, Whittier civilian staff may give specific instructions.
- b. Inside Duties:
  - Empty waste baskets twice each day.
  - Clean Jail areas as necessary. Wipe down surfaces and clean inside of all glass windows and doors. Sweep, damp mop, and buff the floor as necessary.
  - Sweep jail rooms, tops, and surfaces as needed.
  - Clean all floors as necessary.
  - Clean walls, blinds, windows, light fixtures as needed.
  - Clean/dust tables, desks, as needed.
  - Clean Jail cells, security corridors, walls, and windows. Clean cells daily.
  - Pour water in each floor drain (1 gal) on a weekly basis (Mandatory).

## **SCHEDULE – 7:00 am- 3:00 pm or 3:00 pm- 11:00 pm**

Typically only one trusty will be scheduled at a time per shift, or two per day, Sunday-Saturday. The WPD Custody Manager or Wackenhut Jail Manager will arrange the schedule if special circumstances are deemed necessary.

## **PRIVILEGES:**

**The work opportunity is a privilege. Basic concept is that Trusty does not have any additional privilege than that provided any resident of the Jail facility. While on work status, the following are authorized activities:**

- a. No outside food is allowed in the jail facility. Meals will be the same as for any resident of the Jail facility.

## **BUSINESS TRANSACTIONS:**

- a. A trusty shall not enter into any agreement, transaction, or business deal with any G4S, Inc., or Whittier Police Department employee, or any citizen, without specific authorization of the WPD Custody Manager or Wackenhut Jail Manager.

## **RESTRICTED/SENSITIVE AREAS:**

- a. Trusty shall not open any file cabinet, drawer, storage area, boxes or similar descriptive areas without prior authorization. Opening, reviewing or removal of items from the above areas is forbidden. Use of Trusty privilege within the Police Department to obtain items or information, specifically police reports, report forms, or other police matters, may be grounds for termination of the Trusty program at Whittier City Jail.

## **SUPERVISION:**

- a. The Whittier Police Department staff will make acceptance into the Whittier Trusty Program. Initial briefing and explanation of Trusty privileges and responsibilities will be made by the WPD Custody Manager (Administrator), and others, as outlined by the Police Department.
- b. Supervision will be primarily by the Jail staff, under the direction of the Wackenhut Jail Manager. Any police department staff, either civilian or sworn, may at times supervises the Trusty in specific or general duties assigned to them. Requests for specific duty for a Trusty will be made to the Jail Commander, (or on duty Jailer). Requests will normally be honored immediately, unless Trusty is on visit, other assignments with priority, or while eating.
- c. Trusty will obey the orders of any Jail personnel, police department staff, both civilian and sworn. If obeying such order will cause previous orders to be violated, the trusty will inform the person of the conflict including whom ordered, and what the specific order was the person stating the conflicting order will then advise the trusty which order to obey. For any situation not covered by the above, supervisory personnel are to be contacted for a decision.

## **DISCIPLINARY ACTION:**

- a. Conduct in violation of rules, regulations or orders, by any Trusty shall result in removal from the Trusty Program. The trusty will be escorted from the property immediately after the violation incident and notified of the results by mail. The Whittier Chief of Police or his designate will review the recommendation of the WPD Custody Manager or Wackenhut Jail Manager for final approval. If removed, documentation of Trusty's termination from the program will be forwarded to the Court they will not be allowed to continue to serve the remainder of their sentence at the Whittier Police Department facility.

## **MISCELLANEOUS:**

- a. Relationship between Trusties:
  1. Typically there will be only one trusty at a time. However, a trusty who cannot work harmoniously with another trusty shall not be retained. Each trusty is expected to perform his fair share of duties. A trusty who fails to share equally the workload shall not be retained. If an issue arises between trusties it will be settled by supervisory

personnel. A trusty shall not become involved in any argument or unfriendly discussion with another trusty. No trusty will be placed in authority over another. The explanation of duties does not indicate authority over the person being trained.

b. Vehicles:

1. At no time shall a trusty drive or have in their possession, keys to any city or privately owned vehicle. Trusty shall not be utilized to perform mechanical repairs on any vehicle. This does not include routine cleaning, washing, or waxing of city owned vehicles. Personal service for any civilian or sworn staff such as car wash, or wax is forbidden.

c. Found Property:

1. Any item of property found by a trusty shall be immediately turned over to proper supervision. Material found in wastebaskets is to be considered waste only. Rummaging or removal of material from trash is not acceptable.

d. Telephones:

1. Trusty shall not use any telephone without the specific authorization of supervision. This includes incoming calls as well.

# ORIENTATION

\_\_\_\_\_  
LAST NAME, First, Middle

\_\_\_\_\_  
Date and Time of Orientation

Included in the orientation, the following handouts were given, and signature below indicates receipt and understanding.

## Trusty Program

- a. Personal Appearance/hygiene
- b. Medication
- c. Appropriate clothing
- d. Work duties/responsibilities
- e. Scheduled work hours
- f. Business Transactions
- g. Restricted/sensitive areas
- h. Supervision
- i. Miscellaneous

## Mantoux TB Test REQUIRED

You have agreed to serve your Court Ordered Jail time at the Whittier City Jail. Though you will have limited privileges you are in custody and will not be released early from your scheduled time(s) (3:00 pm or 11:00 pm).

You are required to arrive on time, pay the appropriate fees and follow the direction of the staff at all times. If at any time you do not comply with the rules of this program your remaining time will be cancelled and the Court will be notified of your violation of the agreement.

\_\_\_\_\_  
You signature is acknowledgement that you understand the rules and regulations of the Whittier Police Department Trusty Program.

\_\_\_\_\_  
Date and time

\_\_\_\_\_  
Signature of staff providing orientation

\_\_\_\_\_  
Title

# TRUSTY

## THINGS TO DO

AREA	DUTIES	PRIORITY