

	State of Indiana Indiana Department of Correction	Effective Date  4/1/2022	Page 1 of  2	Number  1.18A
<b>HEALTH CARE SERVICES          DIRECTIVE-ADULT          Manual of Policies and Procedures</b>				

Title <b>INCARCERATED WORKERS</b>
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Legal References (includes but is not limited to)  IC 11-8-2-5 IC 34-4-12.6	Related Policies/Procedures (includes but is not limited to)  01-02-101 02-01-106	Other References (includes but is not limited to)  National Correctional Healthcare Standards
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**I. PURPOSE:**

Incarcerated individuals assigned to work in Health Services areas must be trained appropriately and supervised closely.

**II. GUIDELINES:**

A. Incarcerated individuals, under staff supervision, may perform the following duties:

1. Delivery and retrieval of food and associated supplies and equipment;
2. Janitorial services;
3. Delivery of supplies and equipment provided the materials are not considered contraband or prohibited property under facility procedures.;
4. Peer Support and education.;
5. Hospice activities.;
6. Assisting impaired patients on a one-on-one basis with activities of daily living; and,
7. Suicide companion, if qualified and trained in a Department-approved program.

B. Supervision shall be the responsibility of unit Correctional Officers. At no time shall an incarcerated individual, or group of incarcerated individuals, be given control or authority over other incarcerated individuals.

C. Incarcerated workers performing authorized services shall not be permitted to be present without direct supervision near the following:

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1. Medications.;
2. Sharps/Tool/Medical Instruments.;
3. Offender Records/Medical Records.;
4. Scheduling materials.;
5. Personal possessions; and/or,
6. Other materials which may be dangerous contraband/prohibited property if in possession of the offender.

D. Incarcerated workers shall not:

1. Perform direct patient care services.;
2. Distribute or collect health care request forms.;
3. Schedule appointments.;
4. Determine access of other patients to health care services.;
5. Handling or having access to any medical records, paper or electronic.;
6. Handling or having access to any medications, sharps, or medical instruments; nor,
7. Operate diagnostic or therapeutic equipment except under direct supervision by specially trained staff, in a vocational training program.

E. Incarcerated workers shall not be a substitute for regular program staff but may be involved in appropriate peer health-related programs.

F. Medical Surveillance of IDP Workers

Contracted medical vendor shall keep a running list of all incarcerated workers. Incarcerated workers shall have an initial medical screening for contraindications to a work program, based on job risk factors and patient condition that is conducted prior to initiation of work that is handling biohazardous waste. Any incarcerated worker that handles biohazardous waste shall be offered a physical exam annually, as requested, and post exposure. Contracted medical vendor shall ensure all incarcerated workers working with biohazardous materials are vaccinated appropriately according to OSHA standards and CDC guidelines such as tetanus, Hepatitis A, and Hepatitis B vaccinations, etc. Contracted medical vendor shall offer behavioral health services for incarcerated workers that are exposed to biohazardous waste, compassionate care workers, infirmity aides, or suicide companions, pre assignment, post exposure, or as requested by the incarcerated worker, as they are made aware. Contracted medical vendor shall also ensure that any reported injuries or incidents related to incarcerated workers work assignments have appropriate medical follow up.

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- G. For safety and security reasons, incarcerated workers shall not be permitted to remain in their positions more than 180 days. Suicide companions are exempt from this time limit.

III. APPLICABILITY:

This HCSD is applicable to all facilities providing Health Services to incarcerated adults.

signature on file

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Kristen Dauss, MD  
Chief Medical Officer

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Date