

MDOC Community Work Centers  
Inmate Work Code

Madison County Library System employees in close contact with inmates must conduct themselves in a professional manner at all times. They should remain fair, firm and objective in dealings with inmates and establish limits of the relationship.

Intimate relationships with an inmate must be avoided. The best way to prevent forming an intimate relationship with inmates is by forming positive behavior patterns for yourself and the inmates as soon as possible and keep it on an objective and impersonal basis.

- Make certain you do not answer questions about your personal life at any time and do not discuss your personal life with inmates
- Do not be flattered by compliments made by inmates
- Do not be overly impressed by the work performance of inmates
- Do not show favoritism or prejudice toward an inmate
- MCLS employees are prohibited from engaging in any type of intimate relationship with a worksite inmate
- Do not buy anything from an inmate
- Do not buy anything for an inmate
- Do not give or lend inmates money or anything of value
- Do not transact any business for any inmate such as selling cans or metal

I verify that I have received, read and understood the Inmate Work Code. I understand that violations of the policy will result in serious discipline up to and including termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date