



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**PARKS RESERVE FORCES TRAINING AREA**  
**BUILDING 620, 6TH STREET**  
**DUBLIN, CA 94568-5201**

IMPR-PW

8 May 2012

MEMORANDUM FOR ALL Parks Reserve Forces Training Area Personnel

SUBJECT: PRFTA Policy #14, Contact with Inmate Workforce

1. REFERENCES.

a. AR 210-35, Civilian Inmate Labor Program, 14 January 2005.

b. Memorandum of Understanding between Federal Correction Institute (FCI) Dublin, California and Parks Reserve Forces Training Area (PRFTA), 11 March 2008.

2. PURPOSE. To provide guidance to Civilian and military personnel assigned to or under the command of the Parks Reserve Forces Training Area Commander regarding Contact with Inmate Workforce.

3. APPLICABILITY. These procedures are applicable to Civilians, contractors, and military personnel assigned to and under the operational control of the Parks Reserve Forces Training Area Commander.

4. POLICY.

a. Inmate labor provides a valuable labor enhancement to the installation workforce. Improper contact or actions with inmates jeopardizes the use of their labor, the work privileges of inmates and could result in criminal charges against government employees or service member. Interaction with Federal Correctional Institute (FCI) Inmates will be limited to actions within the official scope on the inmate's duties. Social contact with inmates outside of their official duties is prohibited. Below are examples of prohibited contacts:

(1) Non certified personnel being placed in an overseeing position over inmate labor. All supervisors must attend a certification class at FCI prior to having an inmate assigned.

(2) Transporting inmates in a Non-GSA vehicle.

(3) Furnishing illegal paraphernalia to inmates.

(4) Allowing outside access (telephone, computer) to inmates.

(5) Any type of social fraternization.


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(6) If approached in any form, by an inmate who seeks to violate the policy contact the PRFTA Inmate labor manager.

(7) All personnel must receive an inmate labor briefing and sign the Memorandum of Understanding (MOU) document which is kept on file in the office of the Inmate Labor Manager.

5. PROPONENT. The proponent of this policy is the PRFTA Directorate of Public Works, Inmate Labor Manager at (925)875-4342.

  
DAVID R. JAMES  
LTC, LG  
Commanding