



## SCDC POLICY/PROCEDURE

**NUMBER: ADM-16.13**

**TITLE: HORTICULTURE SERVICES**

**ISSUE DATE: *October 9, 2014***

**RESPONSIBLE AUTHORITY: DIVISION OF *SUPPORT SERVICES***

**OPERATIONS MANUAL: ADMINISTRATION**

**SUPERSEDES: ADM-16.13 (July 1, 2007); (June 1, 2002)**

**RELEVANT SCDC FORMS/SUPPLIES: 19-39, 19-42, 20-2**

**ACA/CAC STANDARDS: *4-4215, 4-4337***

**STATE/FEDERAL STATUTES: State Budget Proviso 37.18**

**PURPOSE:** To provide guidelines for the responsibilities and duties of Horticulture Services Branch staff, inmates, and other staff utilizing equipment.

**POLICY STATEMENT:** To maintain the professional appearance of the grounds of the SCDC, the Horticulture Services Branch will provide overall horticulture services in keeping with all applicable Agency policies/procedures, OSHA safety standards, state and federal statutes, and American Correctional Association standards. All inmates utilizing horticulture services' equipment will maintain such in accordance with this policy/procedure.

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**1. SPECIFIC PROCEDURES: (For facilities having a horticulture program, the following will apply)**

**1.1** Proper safety equipment, i.e., leather boots, safety glasses, earplugs, etc., will be used by Horticulture Services Branch personnel and any inmates when appropriate. **(4-4337)**

**1.2** Plants grown/produced through the horticulture program at an institution are the sole property of the SCDC. These plants may be placed in offices, living units (but not cells), other institutional buildings, i.e., medical,

education, etc., but are in no way the personal property of any employee or inmate. All plants will be maintained by the Horticulture Department who has the right to replace any plants as needed.

**1.3** Plant sales to employees and/or other governmental agencies may be held with the approval of the Warden and the **Chief, Horticulture Services Branch**.

**1.3.1** Monies from plant sales are deposited into an institutional revenue account and are used for purchase of supplies for greenhouse/grounds maintenance programs. The SCDC purchase order system will be utilized for these expenditures pending approval of the Warden and the Division Director of **Support Services or the Chief, Horticulture Services Branch**.

**1.4** Complaints and/or suggestions regarding the horticulture program should be made in writing to the Chief, Horticulture Services Branch.

**1.5** All horticulture maintenance tools and equipment will be used, stored, and maintained in accordance with SCDC Policy/Procedure OP-22.02, "Tool Control."

## **2. MAINTENANCE OF EQUIPMENT:**

**2.1** At institutions/Agency buildings that have an assigned Building/Horticulture Supervisor, s/he will be responsible for maintenance (preventive, routine, and corrective). At institutions/Agency buildings that do not have a dedicated Building/Horticulture Supervisor, the Warden or Division Director will be responsible for designating an individual to be responsible for and to supervise the maintenance (preventive, routine, and corrective) of all equipment. The Chief, Horticulture Services Branch, will be notified in writing of the designated person.

**2.2** Equipment and tools will be properly secured and stored when not in use. A current inventory will be maintained, as outlined in SCDC Policy/Procedure OP-22.02, "Tool Control."

**2.3** Each piece of equipment and each tool will be engraved with a unique abbreviation/identification in accordance with SCDC Policy/Procedure OP-22.02, "Tool Control." Lawnmowers will be marked on the deck, weed eaters on the shaft, and all other equipment on the front.

**NOTE:** The unique abbreviation/identification must include the name of the institution to which the equipment/tool belongs. This will ensure that the equipment/tool can be returned to the appropriate institution should it require maintenance or repair outside the institution. When equipment items or tools leave the institution for repair, an SCDC Form 19-42, "Report of Broken, Missing, Transferred, or Borrowed Tool," will be completed pursuant to OP-22.02.

**2.4** SCDC Form 20-2, "Equipment Log," will be maintained on all work performed for each piece of gasoline or diesel powered equipment.

**2.5** Inmates utilizing the ground maintenance equipment will perform routine daily maintenance before and after operation of the equipment and will document the same on SCDC Form 20-2 when required. Routine daily maintenance includes:

- All oil levels and air filters inspected, cleaned, and replaced as needed.
- (Lubrication, if applicable).
- Hoses, belts, and blades inspected.
- Cleaned daily after use.

**2.6** A record of operations/use will be kept on each piece of equipment using SCDC Form 19-39, "Tools/Utensil Equipment Log." This record will include the name of the inmate utilizing each piece of equipment.

**2.7** Only inmates who have been authorized by the appropriate institutional personnel will be permitted to perform assigned maintenance on equipment.

**2.8** The Horticulture Services Branch will be responsible for procuring all horticulture equipment and tools.

**2.9** Routine and preventive maintenance of equipment will be completed at the institutional level. Repairs and/or problems requiring technical assistance can be coordinated through the Headquarters complex (Building/Horticulture Supervisor II or designee.)

**2.10** All safety devices will be maintained and utilized. No equipment will be modified.

**2.11** Motor oil and two cycle oils are available through the Horticulture Services Branch. The designated employee (as per Procedure 2.1, above) will coordinate with the Chief, Horticulture Services Branch, for pickup.

### **3. RESPONSIBILITIES:**

**3.1 Chief, Horticulture Services Branch:** The Chief, Horticulture Services Branch, will be responsible for:

**3.1.1** supervising and coordinating all grounds maintenance activities and providing technical assistance to institutions and Building/Horticulture Supervisors;

**3.1.2** establishing, maintaining, and managing the Horticulture Services Branch annual budget, to include the allocation and approval of all expenditures;

**3.1.3** recruiting, interviewing, and selecting all Building/Horticulture Supervisors (in coordination with the appropriate Warden or designee);

**3.1.4** supervising the Headquarters Complex horticulture staff, to include monitoring the development and implementation of projects;

**3.1.5** completing performance appraisals of all Building/Horticulture Supervisors pursuant to SCDC Policy/Procedure ADM-11.36, "Dual Supervision," and policies/procedures related to the Employee Performance Management System;

**3.1.6** implementing, monitoring, and, when appropriate, recommending modifications to SCDC horticulture activities; and

**3.1.7** conducting Management Review Audits and submitting written reports to the Warden(s), the Division of **Support Services**, and the Division of Compliance, Standards, and Inspections.

### **4. BUILDING/HORTICULTURE SUPERVISOR:**

**4.1 Assigned to an Institution:** A Building/Horticulture Supervisor assigned to an institution will be responsible, as applicable, for:

**4.1.1** maintaining the grounds inside and outside of the fences, where applicable, to include mowing the grass; weeding flower beds; and edging, fertilizing, and watering, as necessary; (**NOTE:** Landscape projects will be implemented as time and budget permit.)

**4.1.2** implementing greenhouse operation practices in keeping with generally accepted horticultural methods and the needs of the program and institution (includes ensuring that appropriate crops are scheduled; propagating both herbaceous and woody plant materials; and spraying, fertilizing, and watering on a timely basis);

**4.1.3** vegetable gardening as directed by the Division Director of **Support Services** or designee;

**4.1.4** submitting a written monthly report detailing all grounds maintenance activities to the Chief, Horticulture Services Branch (with a copy to the institutional supervision);

**4.1.5** ensuring that all program tools and equipment are maintained, used, and accounted for in accordance with SCDC Policy/Procedure OP-22.02, "Tool Control";

**4.1.6** ensuring that all toxic, caustic, and flammable materials are handled in compliance with Occupational Safety and Health Administration (OSHA) regulations and SCDC Policy/Procedure ADM-16.03, "Occupational Safety and Health" **(4-4215)**;

**4.1.7** maintaining an updated fixed asset inventory with periodic inspection of the same pursuant to Agency policies related to fixed assets;

**4.1.8** maintaining program supplies according to the annual budget developed by the Chief, Horticulture Services Branch, and submitting written requests to the Chief for additional supplies and equipment as needed;

**4.1.9** utilizing, where feasible, outside resources to assist and support grounds maintenance programming;

**4.1.10** participating on institutional classification and/or other committees as required by the Chief, Horticulture Services Branch, and/or Warden;

**4.1.11** implementing, where appropriate, a nursery operation;

**4.1.12** managing a composting operation, where feasible;

**4.1.13** supervising inmate grounds maintenance workers and, on occasion, institutional personnel;

**4.1.14** ensuring that there is adequate inmate staff assigned to ensure coverage on weekends and holidays;

**4.1.15** obtaining South Carolina certified Pesticide Applicator's license within the first year; and

**4.1.16** updating the Warden on projects and needs and providing assistance as needed.

**4.2 Headquarters Complex:** A Building/Horticulture Supervisor assigned to the Headquarters Complex will be responsible for maintaining the Headquarters Complex grounds and supervising employees and inmates pursuant to ADM-13.09 "Maintenance of the Central Office Building Complex and Annex Building."

**4.3 Inmate Grounds Maintenance Crew Workers:** (NOTE: If the inmate's custody level permits, s/he may be permitted by the Warden and the Building/Horticulture Supervisor to perform his/her duties without constant direct visual employee supervision if the Supervisor maintains accountability. However, it is the responsibility of the Supervisor to ensure proper work performance by the inmates, and to ensure that periodic checks are made. Inmates will not be permitted to enter the Central Office Building annex offices without the permission of the Supervisor.) Inmate workers assigned to the Horticulture Program will receive orientation from the Building/Horticulture Supervisor or designee regarding the duties relating to the program and adhere to the same. Orientation may include, but will not be limited to, the following:

- Security;
- Safety responsibilities for themselves and others;
- Attendance;
- Use of machinery, tools, and supplies;
- Safety and control of pesticides;
- Work assignment responsibilities;
- Accountability and storage of equipment, tools, and supplies; and
- Emergency procedures for greenhouse.

(NOTE: Each Building/Horticulture Supervisor will be responsible for developing an information sheet specific to the institution/area where the inmate will be assigned. This sheet will include the information given during the orientation. The inmate will be required to sign the information sheet to indicate his/her

understanding and acceptance of the requirements. A copy of the signed sheet will be maintained by the Building/Horticulture Supervisor.)

**5. HAZARDOUS WEATHER CONDITIONS:** Situations which would need immediate attention include, but are not limited to: wind, ice, snow, power loss, water loss, or other conditions which would affect the structure of greenhouses, the temperature within greenhouses, or other areas in horticulture. The Building/Horticulture Supervisor or designee assigned to Horticulture Services will:

**5.1** Prior to the hazardous weather/condition, if possible, coordinate with the Trades Supervisor to check on the conditions of greenhouses and other horticulture areas;

**5.2** Call the institution or physically inspect the greenhouse for damages; (**NOTE:** For emergencies, the Control Room will notify the Building/Horticulture Supervisor.)

**5.3** Designate inmate workers to accomplish emergency duties, when feasible; (**NOTE:** An updated list of the approved inmate workers who may be called will be maintained in the Control Room. The Building/Horticulture Services Supervisor II will be responsible for distributing any changes to this list.)

**5.4** Ensure that if there is a loss of power during the summer, the door and vents are propped open to avoid excess build up of heat in the greenhouse; (**NOTE:** The floor of the greenhouse may also be hosed down to aid in cooling. In excessively hot situations, the plants may be transferred to the adjacent shaded area outside the greenhouse or in the nursery.)

**5.5** Ensure that if there is a loss of power during the winter, the door and vents are closed to prevent the plants from freezing; (**NOTE:** If the gas heater is still operational but the fan is not blowing, there should be sufficient heat radiated for warmth. If the heater is not operating, a back-up kerosene heater may be used, if available. As a last resort, the plants may be moved to an adjacent heated building.)

**5.6** Ensure that, where feasible, the greenhouse is made secure in the event of high winds; (**NOTE:** In the event of substantial loss of structure, the plants may be moved to areas designated by the Building/Horticulture Services Supervisor II.)

**5.7** Ensure that excessive snow or ice on the greenhouse is removed; and

**5.8** Ensure that in the case of water loss due to either frozen or burst water lines, the greenhouse plants are watered daily. (**NOTE:** To prevent the water lines from freezing, the water will be left on at a slow rate or turned off at the main water valve.)

## **6. DEFINITIONS:**

**Equipment** refers to any equipment purchased through the Horticulture Services Branch which utilizes gasoline/diesel (e.g., lawn mowers, weed eaters, etc.).

**Headquarters Complex**, for the purpose of this policy/procedure, refers to Central Office Buildings, the SCDC Cemetery, the Training Academy, the *Palmetto Unified School District office*, and the Broad River Conference Center (Pavilion).

**SIGNATURE ON FILE**

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**s/Bryan P. Stirling, Director**

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