

Inmate Institution Work Assignments

Revised 4/5/23

Overview:

The Division of Adult Institutions shall establish guidelines for facilities to maintain a process for placement, removal, or transfer of all compensated Person(s) in our care (PIOC) work assignments. Each facility shall review criteria for assigning, removing or continuing a PIOC work placement.

The criteria for assigning, removing or continuing a PIOC work placement includes:

1. Potential threat to security of the facility.
2. Security level of facility.
3. Assigned custody.
4. Institutional adjustment/conduct report/discipline.
5. Medical/clinical needs including any physical or mental disabilities, behavioral disorders or vulnerabilities.
6. Vocational and educational needs, interests and abilities.
7. Performance in primary programs or work assignment.
8. Refusal or termination of primary program or work assignment.
9. Attitude and motivation.
10. Limitations on participation due to work assignment availability.
11. Complexity of training requirements for the work assignment.
12. Needs of the facility.
13. Expiration of two-year time period within a department/area.

Each institution has a procedure for placement, evaluation and removal of PIOC from facility work assignments. PIOC who receive disciplinary separation from a conduct report disposition shall be eligible for a work assignment upon release from that status pending Warden/designee approval. The hiring staff is responsible for completing the DOC-1408 (Offender Work/Program Placement) and submitting to PIOC payroll staff for processing. They also track work placements, transfers, and removals for accurate PIOC compensation. A DOC-780/780S (Inmate Performance Evaluation) is to be completed a minimum of every six months or as needed. Facility work assignments shall be for no more than two years unless otherwise approved by the Warden/designee and then reviewed every six months or

more frequently if deemed necessary. PIOC removed from a facility work assignment as a result of the two-year limitations shall not be reassigned another work assignment in that department/area for two years.

Social Worker/Treatment Specialist Responsibilities:

Social Worker/Treatment Specialist shall provide input to staff when requested on PIOC's behavior and suitability for work assignments.

When completing Reclassification Pre-Hearings, per Documentation Standards, Social Worker/Treatment Specialist shall refer to DOC-780/780S Inmate Performance Evaluation and may consult with work/program or housing unit staff regarding behaviors, attitude and program performance.

References/Resources:

[DAI Policy Number: 309.00.01 Inmate Work Placement.](#)

[DOC-1408 Offender Work/Program Placement](#)

[DOC-780/780S Inmate Performance Evaluation](#)

DAI Inmate Classification Reports – Documentation Standards