

Persons in our Care Institution Work Assignments

Revised 8/27/22

Overview:

The Division of Adult Institutions shall establish guidelines for facilities to maintain a process for placement, removal, or transfer of all compensated inmate work assignments. Each facility shall review criteria for assigning, removing or continuing an inmate work placement.

The criteria for assigning, removing or continuing an inmate work placement includes:

1. Potential threat to security of the facility.
2. Security level of facility.
3. Assigned custody.
4. Institutional adjustment.
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.

Each institution has a procedure for placement, evaluation and removal of inmates from facility work assignments. Inmates who receive disciplinary separation from a conduct report disposition shall be eligible for a work assignment upon release from that status but not less than (90) ninety days from the disposition. The hiring staff is responsible for completing the DOC-1408 (Offender Work/Program Placement) and submitting to inmate payroll staff for processing. They also track work placements, transfers, and removals for accurate inmate compensation. A DOC-0780 (Offender 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.

Social Worker/Treatment Specialist Responsibilities:

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

When completing Reclassification Pre-Hearings, per Documentation Standards, Social Worker/Treatment Specialist shall refer to DOC-0780/Offender 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-0780 (Offender Performance Evaluation)

DAI Inmate Classification Reports – Documentation Standards