



**DEPARTMENT OF CORRECTIONS  
Inmate Work Programs**



<b>Title:</b>	<b>Inmate Work Programs Operating Within Institutions</b>	<b>DOC Policy: 80.1.1</b>
<b>Supersedes:</b>	<b>Procedure #51, dated 5/27/97</b>	
<b>Applicability:</b>	<b>All functional units</b>	
<b>Directives Cross-Reference:</b>	<b>Rule: Prohibited Inmate Conduct and Processing Disciplinary Actions – DIV 105</b>	

**I. PURPOSE**

To provide guidelines and define responsibilities for operation of Inmate Work Programs within Department of Corrections facilities.

**II. POLICY**

- A. It is the policy of the Department of Corrections to create and maintain work opportunities for inmates by engaging in self-sustaining enterprises which maximize return on investments. Inmate Work Programs will seek to replicate a free world work environment to the greatest extent possible, giving consideration to the security needs and available resources within the correctional facility.
- B. Responsibility for the development of policies and procedures governing production operations, production schedules, use of man-power resources assigned to Inmate Work Programs, and the products and services produced will rest with the Inmate Work Programs Administrator, subject to the approval of the Director or Deputy Director.
- C. Responsibility for the development of policies and procedures governing security, classification, assignment of inmates to a labor pool and utilization of other institutional resources will rest with the Assistant Director for Institutions, subject to the approval of the Director or Deputy Director.
- D. Fiscal management will rest with the Inmate Work Programs Administrator (subject to departmental policies and procedures).
- E. It is the policy of the Department of Corrections that the purchase of Inmate Work Program products by employees enhances overall employee commitment of the program and promotes an environment of success. In that light, goods, services, and products produced in part or whole by inmates in Inmate Work Programs shall be made available for purchase by department employees in a manner that does not provide the employees with inappropriate financial benefit due to their employment status. Such items must be sold in a manner that is competitive with public pricing; ensures that the transaction is a private transaction by the employee, and only in a manner approved by the Director or Deputy Director. In selected circumstances, contract employees may be designated by the Director or Deputy Director as employees for the purpose of with procedure.
- F. Cost center managers within the Department of Corrections who exercise authority to purchase goods and services should, whenever possible, purchase

from Inmate Work Programs given consideration of quality, service, price comparability and state bid purchasing requirements.

## **II. DEFINITIONS**

- A. Department of Corrections Facility: Any institution, facility or staff office, including the grounds, operated by the Department of Corrections.
- B. Employee: Any person employee full-time, part-time, or under temporary appointment by the Department of Corrections; any person employed under contractual arrangement to provide services to the department; any person employed by private or public sector agencies who are serving under department-sanctioned special assignment to provide services and/or support to department programs within any Department of Corrections facility.
- C. Equipment: All apparatus required to convert raw material to finished goods or services or to provide control of such processes.
- D. Functional Unit: Any organizational component within the Department of Corrections responsible for delivery of services or coordination of programs.
- E. Functional Unit Manager: Any person within the Department of Corrections who reports to the Director, Deputy, an Assistance Director or division administrator and has responsibility for the delivery of program services or the coordination or program operations.
- F. Inmate: Any person under the supervision of the Department of Corrections who is not on parole, post-prison supervision or probation status.
- G. Inmate Work Programs: Any manufacturing or service programs operating within an adult Department of Corrections facility designated under the auspices of Inmate Work Programs.
- H. Inmate Work Programs Administrator: The chief administrative officer of Inmate Work Programs.
- I. Shop Supervisor/Manager: The individual with primary responsibility for the management of all manufacturing or service within a shop operated by Inmate Work Programs.
- J. Physical Plant: The buildings housing Inmate Work Programs operations, and equipment necessary to provide utilities to such buildings.

## **IV. PROCEDURES**

### **A. Sales/Manufacturing**

Marketing and sales in Inmate Work Programs products and services shall be the responsibility of Inmate Work Programs Administrator or his/her designee.

### **B. New Products**

- 1. The Inmate Work Programs Administrator has primary responsibility for the development of new products and programs. New products and

programs will be coordinated with functional unit managers to mitigate security concerns.

2. In developing any new products and programs, the Deputy Director or his/her designee and the Inmate Work Programs Administrator will appoint members of a planning and advisory committee representing Inmate Work Programs and Institutions to develop operational procedures. Such procedures shall address at least the following areas:
  - a. A purpose statement;
  - b. Security requirements;
  - c. Space/equipment needs;
  - d. Daily schedule of the facility;
  - e. Required work schedule for inmates;
  - f. Institution support staff functions and responsibilities;
  - g. Access to institution facilities (i.e., gates, security check points), equipment and materials; and
  - h. Number of inmates to be employed.
3. Any plan to implement a new program will require approval of the Director or Deputy Director.

### **C. Employees**

1. Employees shall be hired, supervised, and terminated by the Inmate Work Programs Administrator or his/her designee in accordance with departmental personnel rules/procedures, administration regulations, and labor contracts.
2. Inmate Work Programs personnel may assist in the performance of institutional tasks during a facility lock-down subject to agreement between the Inmate Work Programs Administrator and functional unit manager.
3. Emergency situations/plans shall be handled in a manner dictated by departmental/facility emergency response rules and procedures. All Inmate Work Programs personnel will attend DOC emergency preparedness training.
4. All Inmate Work Programs personnel will receive training in security procedures as required by departmental training requirements.

### **D. Physical Plant**

1. The department will designate buildings and equipment to be used for Inmate Work Programs purposes. Inmate Work Programs may sublet space to private sector business subject to department approval. A review

of space utilization and assignment will be made by the department biannually.

2. The department shall negotiate with the Department of Administrative Services to reach and enter into an agreement for the lease of such space that may be needed outside departmental facilities as proposed by Inmate Work Programs.
3. Funds needed to construct and/or modify buildings for Inmate Work Programs use may be sought from private capital of General Fund through the department budget process. All new construction and/or modifications will be agreed upon by the functional unit manager and approved by the Director of Deputy Director. A legislatively authorized expenditure limitation shall be obtained prior to expenditure of funds from any source.
4. The functional unit manager shall be responsible for repair and maintenance of the basic structure and exterior of the physical plant/ space used by Inmate Work Programs, including exterior windows, paint and roof. Funding for this purpose will be included in the institution budget.
5. The functional unit manager or designee shall inform the Inmate Work Programs Administrator or his/her designee of any repair and/or maintenance work to be performed on the physical plant which might interrupt production.
6. Inmate Work Programs shop managers will be responsible for the repair and maintenance of production equipment and interior repair and upkeep of buildings used in Inmate Work Programs. A written preventive maintenance program shall be developed by Inmate Work Programs for all production equipment. Funding for the cost of repairs and/or maintenance will be in accordance with Inmate Work Programs fiscal policies and procedures.
7. A prorata share of utilities such as water, electricity, sewage disposal, and heat needed to support Inmate Work Programs operations will be provided within the Inmate Work Programs budget. Inmate Work Programs will negotiate the budget requirements with the department. Private sector business enterprises may be charged all or part of utility expenses.
8. The functional unit manager and Inmate Work Program Administrator shall conduct a review of the physical plant used by Inmate Work Programs at least biennially to determine needed repair, maintenance, establish budget priorities and determine expected completion dates.
9. Establishing and monitoring safety, sanitation, security procedures, and orderliness shall be the responsibility of the facility safety/sanitation officer. Specific objectives within each shop shall be set by the Inmate Work Programs safety and sanitation liaison officer in cooperation with shop supervisors. Meeting these objectives shall be the responsibility of the Inmate Work Programs Administrator. Such objectives shall avoid conflict with meeting production objectives whenever possible.

## **E. Security**

1. Security within areas used by Inmate Work Programs is the primary responsibility of the functional unit manager of the facility in which the industry is located. All Inmate Work Programs personnel will enforce and follow security policy and procedures of the institution.
2. The assignment of nonproduction activities such as inmate movements/counts, loading/off loading of trucks, showers, tool control, and searches for contraband shall be determined mutually by the functional unit manager of the facility and the Inmate Work Programs Administrator. Security staffing requirements of industry programs will be assessed as part of planning for any new program.
3. Except for emergencies, changes in security procedures which affect Inmate Work Programs operations, workloads, budgets and use of supervisors or inmate time must be discussed with the appropriate level of Inmate Work Programs management prior to implementation.

## **F. Inmate Workforce**

1. Inmate Work Programs shall interview and screen inmates applicants for work related skills and habits, and then submit a list of approved candidates to the facility.
2. The facility shall screen the list of approved candidates for security requirements.
3. The inmate workforce will be filled from the broad list of approved candidates by the shop or program manager, based upon Inmate Work Program's determination of need and qualifications, and Inmate Work Program's hiring procedures, requesting inmates for employment by name and SID number through the institution assignment office.
4. When feasible, Inmate Work Programs shall attempt to obtain training credit for inmate seeking apprenticeship status.
5. Inmate workers assigned to Inmate Work Programs shall be supervised by Inmate Work Programs staff while involved in production activities.
6. Inmates shall submit to the order and discipline of daily life and routine of the institution, and shall carry out such instructions as shall be given by the institution authorities.
7. Institution scheduling shall be the responsibility of the functional unit manager of the facility. To the extent possible, such schedules shall maximize the availability of inmates during the weekday and shall minimize interruption to production. Where workloads are sufficient, a second shift may be established. Inmates will not normally be excused from work during a shift except for emergency or special circumstances which must be reported to the shop supervisor and/or correctional officer on duty.
8. Inmates may be allowed use of Inmate Work Programs telephones for business purposes to access vendors/customers. No inmates will be

allowed unauthorized use of Inmate Work Programs telephones at any time. Inmates with job descriptions requiring use of telephone will be closely supervised at all times. Any misuse of Inmate Work Programs telephones will be handled according to the department's rule on **Prohibited Inmate Conduct and Processing Disciplinary Actions**.

**V. IMPLEMENTATION**

This policy will be adopted immediately without further modification.