



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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## Program Statement

**OPI:** Programs  
**Number:** 4210.2E  
**Date:** December 14, 2010  
**Supersedes:** 4210.2D (5/13/2009)  
**Subject:** Inmate Institutional Work Program

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1. **PURPOSE AND SCOPE.** To establish policy and procedures for employing inmates in work details at the DC Department of Corrections (DOC) Central Detention Facility (CDF).
2. **POLICY.** It is DOC policy to employ eligible inmates to maintain day-to-day facility operations and to reduce inmate idleness, while allowing the inmate to improve and/or develop useful job skills, work habits, and experiences that will assist in post-release employment.
  - a. Employment shall be subject to:
    - 1) The number of work opportunities available; and
    - 2) Security and operational needs based upon formal classification review and approval consistent with safekeeping inmates and protecting the public.
  - b. Inmates are compensated for work performed with incentives such as, but not limited to monetary compensation, special housing and extra privileges.
  - c. Authority for approval of off-unit work assignments, criteria waivers in accordance with this directive, transfers and work detail removals shall not be delegated to any CDF manager below the level of Deputy Warden.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Inmate custody classification, sentence disposition and appropriately corresponding work assignments are clearly, defined.
  - b. As practicable, eligible inmates are involved in a variety of work assignments or other meaningful programs.
  - c. The work day is compatible with the workday in the community and working conditions comply with applicable federal and local work safety laws and regulations.
  - d. Inmates shall be considered for work detail when they meet sentence,

classification and other legal status, medical and mental health requirements outlined herein. The inmate's attitude, work skills and qualifications shall additionally be considered for work placement.

- e. Inmate performance is regularly evaluated and recorded and inmates receive written recognition of competencies that they have acquired.

## 5. NOTICE OF NON-DISCRIMINATION

- a. DOC prohibits discrimination against inmates based on race, religion, national origin, gender, sexual orientation or disability when making administrative decisions in providing access to programs.
- b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and providing access to programs.
- c. Staff shall not discriminate against or preclude qualified inmates with a disability from participating in work programs. The inmate's safety and ability to function satisfactorily at a particular work assignment, however, must be considered.

## 6. DIRECTIVES AFFECTED

### a. Directives Rescinded

Department Order 4210.2A Non-Industrial Pay System (NIPS) (6/21/94)

### b. Directives Referenced

- 1) PS 6000.1 Medical Management
- 2) PS 4020.2 Admission Processing
- 3) PS 4090.3 Classification and Reclassification
- 4) PS 4090.4 TRM Custody Classification Instruments

## 7. AUTHORITY. DC Code § 24-211.02 Powers; Promulgation of Rules

## 8. STANDARDS REFERENCED

- a. American Correctional Association (ACA) Standards, 4<sup>th</sup> Edition for Local Adult Detention Facilities: 4-ALDF-2A-17, 4-ALDF-2A-25, 4-ALDF-2A-36, 4-ALDF-2A-9, 4-ALDF-2A-10 and 4-ALDF-5C-06 through 4-ALDF-5C-12.

## 9. EMPLOYMENT REFERRALS

### a. Intake/Orientation

- 1) During the intake process the Case Manager shall query each inmate about their employment history and desire to work.
- 2) The Case Manager shall conduct a review of the inmate's official institutional record, JACCS, PRISM, and Wales NCIC and when needed Court View to determine that the inmate satisfactorily meets sentence and custody requirements and does not otherwise have restrictions outlined in this directive.

### b. Staff Referrals

- 1) Case Managers and other facility staff may refer inmates for consideration for work assignments based upon their knowledge of the inmate's skills and past work history. Referrals shall be documented on a work detail request and forwarded to the NIPS Coordinator for consideration.
- 2) Inmates may forward a request to work through an inmate request slip to the Case Manager, Housing Unit OIC or the Non-Industrial Pay System (NIPS) Coordinator.
- 3) Each squad supervisor shall provide the Chief Case Manager and NIPS Coordinator with the number of vacancies on a weekly basis.

## 10. RESTRICTIONS TO PLACEMENT ON WORK ASSIGNMENTS. Inmates with the following sentence and custody status shall not be permitted to work on an off-unit detail assignments:

### a. Legal Restrictions

- 1) **Detainer.** An inmate with a criminal detainer in another jurisdiction shall not work on an off unit detail assignment
- 2) **Parole Violator.** An inmate with a parole violation detainer may be considered, provided that the detainer is not listed on the custody severity scale as Greater or Higher offenses. Inmates with parole violation detainers are to be screened carefully by review of PRISM, Institutional Records and Wales. These inmates must receive the approval of the Warden or his/her designee. An inmate with an outstanding parole violation warrant may be considered provided that the offense is not listed on the custody severity scale as a Greater or Higher offense. Inmates with a parole violation warrant are to be screened carefully with the Institutional Record, Prism and Wales. Approval for these inmates will be done on a case by case base.

- 3) **Writ of Ad Testificandum.** An Inmate with a writ may not be considered to work if it is a Writ of Ad Testificandum.
- 4) **Writ of Ad Prosequendum.** An inmate with a Writ of Ad Prosequendum may be considered provided the offense (s) that he/she is being prosecuted or currently serving is not listed on the custody severity scale as Greater or Higher. In addition, the inmates with a Writ of Ad Prosequendum, must have no more than five (5) years remaining on their sentence. Inmates with Writ of Ad Prosequendum are to be screened carefully with the Institutional Record, Prism and Wales.
- 5) **Segregation.** Inmates in the Segregation Unit shall not be permitted to work on off-unit detail assignments.

b. **Escapes**

For the purpose of this directive the following definitions shall apply:

- 1) *Escape.* Exiting a secure perimeter facility, outpost, or from the lawful custody of an officer or employee of the DOC or other law enforcement through unofficial or illegal means .
- 2) *Prison Breach.* An unauthorized absence of a sentenced inmate from a community residential program.
- 3) *Abscondance.* An unauthorized absence of a not sentenced inmate from a community residential program.

11. **GENERAL ELIGIBILITY REQUIREMENTS**

- a. *Sentenced or Convicted Inmates.* Sentenced or convicted inmates who meet custody, classification, and program criteria are required to work if they are not assigned to programs. Inmates who have been identified as “weekenders” can be assigned to detail work outside of the facility under supervision.
- b. *Pretrial Inmates.* Pretrial inmates are not required to work except to do personal housekeeping and to clean their housing area. Pretrial Inmates may volunteer for work assignments and may be considered for work upon their written request.
- c. *Medical and Mental Health.* Inmates with disabilities, including temporary disabilities, are housed in a manner that provides for their safety and security. These inmates may perform work for which they are qualified with or without accommodations provided they meet minimum requirements for the position and adhere to the institutional facility guidelines.
- d. *Medical Clearance.* A medical clearance is required before:

- 1) An Inmate can be assigned to work in Food Services.
  - 2) When the inmate has been identified as having significant physical or intellectual disabilities or has been diagnosed as having mental health disabilities.
12. **Custody and Classification Requirements.** In addition to general detail eligibility, the following custody and classification requirements are assigned.

PROHIBITED FROM ANY DETAIL	ON UNIT	OFF UNIT (Jail Side Only)	Sensitive Areas Admin and Warehouse	Outside the secure perimeter and Restrictive AREAS*
<ul style="list-style-type: none"> <li>▪Inmates in Disciplinary Segregation</li> <li>▪Inmates in Special Mgmt. Unit (SMU)</li> </ul>	<ul style="list-style-type: none"> <li>▪Maximum*-</li> <li>▪Medium*</li> <li>▪Minimum*</li> </ul>	<ul style="list-style-type: none"> <li>▪Medium *</li> <li>▪Minimum*</li> <li>Maximum-considered on case by case basis</li> </ul>	<ul style="list-style-type: none"> <li>▪Minimum</li> <li>Low Medium less than 8</li> <li>High Medium, but are within 30 days of a firm release date.</li> <li>Sentenced and within 180 days of release.</li> </ul>	<ul style="list-style-type: none"> <li>▪Minimum</li> <li>Low Medium less than 7</li> <li>High Medium, but are within 30 days of a firm release date.</li> <li>Sentenced and within 90 days of release.</li> </ul>
<p>Varies – Refer to each detail type</p>		<ul style="list-style-type: none"> <li>▪Escape history- considered on case by case basis</li> </ul>	<ul style="list-style-type: none"> <li>▪No Escape History</li> <li>▪No Prison Breaches or Abscondes from a Community residential program within 1 year</li> </ul>	<ul style="list-style-type: none"> <li>▪No Escape History</li> <li>▪No Prison Breaches or Abscondes from a Community residential program</li> </ul>
<ul style="list-style-type: none"> <li>▪Writ Ad Test</li> </ul>	<ul style="list-style-type: none"> <li>▪PV Warrant</li> <li>▪PV Detainer*</li> </ul>	<ul style="list-style-type: none"> <li>• Misdemeanants</li> <li>▪Pretrial &lt;\$50,000 Bond/Convicted               <ul style="list-style-type: none"> <li>• Unsented Felons</li> </ul> </li> <li>▪Sentenced Felon less than 5 yrs to release               <ul style="list-style-type: none"> <li>▪Weekenders</li> </ul> </li> <li>▪PV, WRITS AD PROS,, PV Detainer and PV Warrant are eligible to work provided the parole warrant offenses is not listed as Greatest of Highest severity.</li> <li>No convictions of murder, kidnapping within the past 10 years.</li> <li>No history of violent sex offense</li> </ul>	<ul style="list-style-type: none"> <li>No criminal convictions or offense of               <ul style="list-style-type: none"> <li>Murder</li> <li>• AR</li> <li>• Burg, I</li> <li>• Kidnapping,</li> <li>• Within the last 10 years</li> <li>• No Violent Sex Offense</li> </ul> </li> <li>▪No Pending charges</li> <li>▪No Detainers for outside detail*               <ul style="list-style-type: none"> <li>• PV Detainer or PV Warrants with Minimum custody may be considered for Admin side</li> <li>• Writs are not eligible</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>No criminal history or offense for:               <ul style="list-style-type: none"> <li>• Murder</li> <li>• AR</li> <li>• Burg,I</li> <li>• Kidnapping,</li> </ul> </li> <li>Any Violent Sex offense</li> <li>▪No Pending charges</li> <li>▪No Detainers for outside detail*</li> </ul>
	<ul style="list-style-type: none"> <li>▪No separations from inmates in the same housing unit</li> </ul>	<ul style="list-style-type: none"> <li>▪No separations from inmates in CDF</li> </ul>	<ul style="list-style-type: none"> <li>▪No separations</li> </ul>	<ul style="list-style-type: none"> <li>▪No separations</li> </ul>

<ul style="list-style-type: none"> <li>▪Mental Health – Varies (refer to each detail type)</li> </ul>	<ul style="list-style-type: none"> <li>▪No Class I</li> <li>No Class II DR in the past 90 days</li> <li>▪No history/pattern of institutional violence or serious assault on staff</li> <li>▪Mental Health history with medical clearance</li> </ul>	<ul style="list-style-type: none"> <li>▪No positive urinalysis during this period of incarceration</li> <li>▪ No Class I</li> <li>No Class II DR in the past 90 days.</li> <li>▪No history/pattern of institutional violence or serious assault on staff</li> </ul>	<ul style="list-style-type: none"> <li>▪No positive urinalysis during this period of incarceration</li> <li>▪ No DR within the past 6 months</li> <li>▪No history/pattern of institutional violence or serious assault on staff</li> <li>▪No history of mental health concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪No positive urinalysis during this period of incarceration</li> <li>▪ No DR during this incarceration</li> <li>▪No history/pattern of institutional violence or serious assault on staff</li> <li>▪No history of mental health concerns</li> </ul>
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\***Maximum** custody is a custody with a score of 12 and above

\***High Medium** custody is a custody with a score between 8 and 11

\***Low Medium** custody is a custody with a score between 5 and 7

\***Minimum** custody is a custody with a score between 1 and 5

\***Restrictive areas** are areas within the institution such as the warden's area and the warehouse

13. **PROCEDURES FOR HIRING INMATES FOR ON-UNIT DETAILS.** Inmate personnel actions for on-unit details are handled in-house.
- a. The affected Housing Unit Case Manager ensures that the inmate meets eligibility criteria in accordance with this directive and documents this on the Inmate Personnel Action Form - Section A (Attachment B).
  - b. The affected Housing Unit Case Manager and the Housing Unit Officers-in-Charge (OIC) sign off on the Inmate Personnel Action Form Section B.
  - c. The affected Housing Unit Case Manager shall distribute the signed Inmate Personnel Action Form as follows:
    - 1) Original to Inmates' Institutional File
    - 2) Copy to NIPS Coordinator
14. **PROCEDURES FOR HIRING INMATES FOR OFF-UNIT AND OUTSIDE DETAILS**
- a. The Case Manager assigned to Detail shall, upon receipt of a referral from the NIPS Coordinator, screen the inmate's record, JACCS, PRISM, Court View and when needed Wales/ NCIC to determine that the inmate meets sentence and custody requirements and does not otherwise have restrictions outlined in this directive.
  - b. The Detail Case Manager shall complete Section A of the Inmate Personnel Action Form and return it to the NIPS Coordinator.
  - c. If the Detail Case Manager shall request a waiver in order to allow an inmate who has a history of Prison Breach or Absconding from a halfway house to work, the Details Case Manager shall include a written rationale in Section D of the Inmate Personnel Action Form.
  - d. The NIPS Coordinator shall complete Section C of the Inmate Personnel Action Form, sign it and obtain the Details Case Manager's signature before forwarding for the Warden's (or designee's) approval.
  - e. When a waiver has been requested the NIPS Coordinator shall obtain the inmate's official institutional record and hand deliver it along with the Inmate Personnel Action form to the Warden (or designee) for further determination. Documentation from Wales, Prism, NCIC and Courtview shall be printed and forwarded to the Warden or designee.
  - f. The Warden or designee shall document the final decision in Section D of the Inmate Personnel Action Form.
  - g. The NIPS Coordinator shall refer the inmate for a medical clearance if the inmate is being recommended for work in Food Services or if the inmate has a

history of mental health concerns or significant physical disabilities. Medical personnel provide documentation to the NIPS Coordinator for those inmates who have been medically cleared for detail.

- h. Upon approval the Inmate Personnel Action Form shall be distributed as follows:
  - 1) Original to the Inmates' Institutional File
  - 2) Copy to the NIPS Coordinator
  - 3) Copy to the Details Case Manager

#### 15. **MEDICAL CLEARANCE**

- a. **Inmate Culinary Workers Intake Screening/Medical Clearances.** All inmates approved for a culinary detail shall be medically cleared prior to commencing his/her assignment. The inmates shall meet the requirements of local laws and regulations for persons involved in food service activities.
- b. Each inmate shall be examined upon intake to determine if he/she is free of communicable and/or infectious disease. The intake exam shall also determine if the inmate is physically able to work.
- c. A notation shall be made in the inmate's electronic medical record (or other medical record) indicating whether the inmate is free of communicable and/or infectious disease and cleared for a work assignment.
- d. On the first regular workday of the week, Health Services shall provide the Deputy Warden for Support with a listing of all inmates **who were not** cleared for culinary work assignments as of that date.
- e. Culinary clearance shall be valid for one year from the date of the last PPD and/or chest x-ray, except in cases where an infectious disease and/or communicable disease has been identified.
- f. Medical staff is responsible for making the appropriate changes to an inmate's culinary clearance as it occurs. Medical staff shall make immediate notification to the Deputy Warden for Support in all cases where an inmate, who is currently assigned to culinary duty, is identified as having an infectious and/or communicable disease.

#### 16. **INMATE WORK DETAIL IDENTIFICATION CARDS**

- a. The work detail photo identification card shall include the inmate's:
  - 1) Name;
  - 2) DCDC #;

- 3) ID Card Number;
- 4) Date of Issuance;
- 5) Notation if the card is a replacement card (Duplicate);
- 6) Squad assignment;
- 7) Work hours; and
- 8) Background color that is assigned to the particular squad.

Culinary – Yellow

Recreation – Light Yellow

Environmental – Green

Barber Squad – Hot Pink

Laundry and Clothing Issue – Purple

Infirmary - Blue

Outside the secure perimeter- Red

Maintenance – Orange

Canteen and Warehouse - Pink

R&D – Fuchsia

C&P/ Chapel/Law Library - White

**b. NIPS Coordinator's Responsibilities**

- 1) When the inmate's detail action is approved, the NIPS Coordinator shall prepare and issue a work detail photo identification card signed by the Warden or designee.
- 2) When inmates are officially removed from detail the NIPS Coordinator shall retrieve and properly dispose of (i.e., shred) the ID card.
- 3) The NIPS Coordinator shall maintain a log of when each ID card was issued and retrieved. The NIPS Coordinator shall ensure receipt of Inmate ID Card Loss and Replacement documentation from the requesting authority before issuance of a duplicate inmate ID card (Attachment C).

**c. Housing Unit Officer Responsibilities**

- 1) Unit Staff shall be responsible for ensuring that they verify the detail ID

photo with the detail and the details arm band photo ID prior to releasing the detail from the unit.

- 2) Unit Staff shall be responsible for ensuring that the inmate surrenders the detail ID card immediately upon return from work and will verify that the ID photo matches the inmate returning it.
- 3) Unit staff shall secure each inmate's ID card in the Housing Unit Control Module when the inmate is not out of the unit for work purposes.

d. Inmate Responsibility for ID Cards

- 1) Inmates are personally responsible for the security of his/her ID card during work hours.
- 2) The inmate shall immediately advise the squad supervisor if the card is lost, stolen, destroyed or damaged while working.
- 3) An inmate is subject to discipline and removal from detail when:
  - a) The inmate uses or attempts to use the work detail ID card for purposes other than prescribed in this directive;
  - b) The inmate fails to produce the ID card on the demand of a DOC official; or
  - c) The inmate permits another inmate to use the ID card or has knowledge of use and fails to report it.
- 4) The inmate shall not be allowed to leave the housing unit for work until a replacement ID card is issued.
- 5) Inmates may be charged a \$3.00 replacement fee for issuance of a duplicate card.

e. Reporting Lost and Stolen ID Cards.

- 1) The Housing Unit OIC shall complete an Inmate Work ID Card Form (attachment C) when either the inmate does not surrender the ID card upon return from detail or reports it lost or when the identification card is lost or misplaced while under the control of Housing Unit staff.
- 2) The respective Squad Supervisor or Escort Officer shall complete an Inmate Work ID Card Form (attachment C) when the inmate reports the card as lost, stolen or damaged while working or when traveling to and from work.

f. Investigation

- 1) The NIPS Coordinator shall maintain a copy of the report and forward the original to the affected Shift Supervisor for investigation.

- 2) The Investigator shall document a summary of findings and any appropriate action on the Inmate Work Id Card Loss/Replacement Report (Attachment C).

## **17. INMATE PROMOTION, DEMOTION OR REMOVAL**

- a. Transfer Inmates may be transferred, or removed based upon qualifications, skill, performance and work attitude.
  - 1) The Squad Supervisor shall submit the request for transfer of an inmate in writing to the NIPS Coordinator using the Inmate Personnel Action Form Section C.
  - 2) If an appropriate vacancy is open when the transfer is recommended the NIPS Coordinator shall review the inmate's stated qualifications and the Squad Supervisor's recommendation.
  - 3) The Inmates Case Manager shall review and recommend approval (or disapproval with a written explanation) and forward it to the Warden or designee for final decision.
- b. Termination Due to Separations from Other Inmates
  - 1) At the time of consideration for an off-unit detail assignment, an inmate who has separations from individuals who are not housed at the CDF shall be informed in writing that he/she is subject to termination should the individual from whom he/she is separated be admitted to CDF and there is no reasonable alternative facility placement for that individual.
  - 2) This program shall be coordinated between the Inmates Case Manager, the NIPS Coordinator and the CDF Compliance Team. The Warden or the designee's written approval for the inmate's removal from detail shall be required for such as reasons as:
    - a) Disciplinary Infractions
    - b) Poor evaluations for 90 days
    - c) Failure to comply with Squad Supervisor or Security instructions

## **18. WORK DETAIL SECURITY PROCEDURES**

- a. Accountability/Supervision
  - 1) Only DOC employees shall supervise squads.
  - 2) No inmate or group of inmates shall be given control or allowed to exert authority over other inmates.
  - 3) Squad Supervisors shall maintain accountability for inmates assigned to

their squad as follows:

- a) Unit detail shall be under intermittent supervision consistent with the security requirements of the unit.
  - b) Squad Supervisors shall observe the work of inmates who work Off Unit details on the Jail-side at least every 15 minutes.
  - c) Squad Supervisors shall maintain constant surveillance on detail workers assigned to work outside details or who work Off Unit details in restrictive areas.
  - d) Inmates shall have their ID card/wrist band and work pass when out of their housing unit for work.
- 4) Authorized DOC employees shall escort inmates to and from their jobs.
- b. Searches
- 1) Squad Supervisors shall pat search inmates workers when they pick them up at their housing units.
  - 2) Housing unit officers shall pat search inmate workers when they return to the housing unit from work.
  - 3) Outside detail workers shall be strip searched when they are processed back into the facility through R&D by the same sex staff in an appropriate private area
  - 4) Off unit inmate workers shall be strip searched when there is a reasonable belief that they are in possession of contraband.
  - 5) Squad Supervisors shall conduct thorough searches of all work areas daily.
- c. Accountability for Tools. Squad Supervisors shall account for tools and equipment assigned to the squad consistent with the requirements of PS 5022.1 *Tool Control*.

#### 19. **DAILY INSPECTION OF FOOD SERVICE INMATE WORKERS**

- a. The Officer-in-Charge (OIC) shall conduct daily inspection of all inmate culinary workers to detect signs of illness or infection.
- b. Inspections shall be documented on a Daily Food Handlers Inspection Sheet that lists the names of all inmates working in culinary on the date identified on the inspection sheet.
- c. This inspection shall be thorough enough to make certain that inmate culinary workers have no obvious signs of infection or illness; that hands, fingernails

- and clothing are clean; and that they have no rashes, skin or wound infections.
- d. The Warden or his/her designee shall ensure that each employee who is responsible for a daily inspection is adequately trained to perform the duties.

## **20. INMATE ORIENTATION AND SAFETY TRAINING**

- a. Squad Supervisors shall be responsible for ensuring that all inmates approved for detail and assigned to a position, are orientated to actual duties as well as performance and job safety responsibilities specifically related to the inmate's work assignment.
- b. Environmental Safety and Sanitation Manager shall ensure safety training is conducted and documented for inmate workers (Attachment G). Safety training shall include general safe work practices.

## **21. INMATE WORK RELATED ACCIDENTS AND INJURIES**

- a. An inmate is expected to perform the work assignment in a safe manner, using safety equipment as instructed by the work supervisor. In the event of any work related injury, the inmate shall notify the work supervisor so that appropriate action (for example, medical attention, and submission of necessary reports) may be taken.
- b. Squad Supervisors shall submit a Work Injury Report (Attachment D) on all inmate work related accidents and injuries to the designated Support Services supervisor.

## **22. DETAIL POSITIONS**

- a. Each squad supervisor is required to submit to the NIPS Coordinator a full description of the requirements of the detail, to include all duties/tasks to be performed and the duty hours. The job descriptions are to be reviewed annually.
- b. Position Descriptions. All inmate paid positions shall encompass a job description which shall include:
  - 1) Specific Duties,
  - 2) Location of job sites,
  - 3) The schedule of work hours
  - 4) Grade and rate of pay and
  - 5) Duration, time frame(s) in which the job is to be completed.

- 6) Work place rules of safety and conduct;
  - 7) Description of the factors to be considered and the procedures to be followed in evaluating work performance and making transfers,
  - 8) Description of skill and safety training to be provided on the job.
- c. Description of corrective action that may be taken in the event that an inmate violates workplace rules of safety and conduct or otherwise fails or neglects to perform job responsibilities in a satisfactory manner.
  - d. Inmates shall not work more than 40 hours per week

**23. POSITION GRADE LEVELS**

- a. A specific number of pay grades are established for work positions in each squad and may be based upon the position's importance and impact on institutional operations when compared with other inmate work assignments.
- b. The inmate shall be hired and/or transferred at an appropriate grade level consistent with the inmate's knowledge, experience, and skill and position.
- c. The NIPS Coordinator shall maintain a file for each inmate assigned to a squad detail which shall include the Position Control Number, Grade, and Entry date.
- d. The Pay Grade Schedule is as follows:

<b>Pay Grade</b>	<b>Hourly Rate</b>	<b>Monthly Rate</b>
1	1.060	\$32.00
2	0.933	28.00
3	0.7	21.00
4	0.6	18.00
5	0.5	15.00
6	0.44	13.25

**24. COMPENSATION**

- a. Inmates working less than a full month due to institutional reassignment or release during the month, or by reason of being in a non-pay status for part of the month, shall be paid in accordance with the daily rate.
- b. An inmate shall receive regular pay when the inmate has been placed on a medically approved absence after being injured while performing a work related assignment when the inmate is not negligent in the performance of the duties
- c. At the end of each month the work detail or housing unit OIC shall compute the

hours worked by the inmate and the pay to be awarded for that month and shall submit the monthly Pay Roll Roster Form by the 25<sup>th</sup> of the month (Attachment E).

- d. The NIPS Coordinator shall prepare and submit to the Deputy Warden for Programs, an inmate payroll commensurate with authorized allocations by no later than the 30<sup>th</sup> of each month.
- e. Inmates will receive pay through an inmate established account by the 30th of each month.

## 25. INMATE PERFORMANCE

- a. An inmate, regardless of assignment, is expected to perform all assigned tasks diligently and conscientiously.
- b. Disciplinary action or termination may be taken against an inmate who refuses to work, who otherwise evades attendance and performance standards in assigned activities, or who encourages others to do so.

## 26. INMATE PERFORMANCE REVIEWS

- a. Each Off Unit Squad Supervisor shall submit a monthly rating on each inmate working in that squad. The report is due on the 10<sup>th</sup> each month (Attachment F) to the NIPS Officer.
- b. The Squad Supervisor shall forward copies of the performance review to the NIPS Coordinator who shall distribute them as follows:
  - 1) Original to the Records Office for filing in the inmate's official institutional record.
  - 2) Two copies to the assigned Case Manager for filing in the inmate's case work folder and issuance to the affected inmate.
- c. It is each Squad Supervisor's responsibility, in conjunction with the NIPS Coordinator and the affected Case Manager, to ensure that poor performance assessments are acted upon promptly and shared with the assigned inmate.

  
Devon Brown  
Director

Attachment A	Appendix A – Offense Severity Table (Available in TRM 4090.4)
Attachment B	Request for Personnel Action
Attachment C	Inmate Work ID Card Loss/Replacement Report
Attachment D	Monthly Payroll Roster
Attachment E	Work Performance Rating-Inmate
Attachment F	Work Related Injury Report-Inmate
Attachment G	Inmate Work Safety Orientation Acknowledgement