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			<b>OPI:</b>	OPERATIONS	
			<b>REVIEW DATE:</b>	August 25, 2016	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	<b>INMATE INSTITUTIONAL WORK PROGRAM</b>			
<b>NUMBER:</b>	<b>4210.2H</b>				
<b>Attachments:</b>	Attachment A – Detail Eligibility Custody Classification Requirements Attachment B – Appendix – Offense Severity Table Attachment C – Inmate Personnel Action Attachment D – Inmate Acknowledgement Form Attachment E – Inmate Work ID Card Loss/Replacement Request Attachment F – Inmate Work Safety Orientation Acknowledgment Attachment G – Work Related Injury and Exposure Report-Inmate Attachment H – Monthly Payroll Roster Attachment I - Work Performance Rating-Inmate				

**SUMMARY OF CHANGES:**

Section	Change
§11	<i>Revisions to §11, CUSTODY AND CLASSIFICATION REQUIREMENTS – Offense Severity Table</i>
§12	<i>The Detail Eligibility Table has been removed from the body of the policy and is now “Attachment A”</i>
§13	<i>Update to §13, PROCEDURES FOR HIRING INMATES FOR OFF-UNIT, STATUS UNITS AND OUTSIDE DETAILS, (f) added.</i>
§15	<i>Revisions to §15, INMATE WORK DETAIL IDENTIFICATION CARDS</i>
Attachment B	<i>Revisions to Attachment B: “Maximum Penalty Fine” column of the “Offense Severity Table” was removed.</i>
Attachment G	<i>Revisions to Attachment G: “Work Related Injury Report-Inmate” was changed to “Work Related Injury and Exposure Report-Inmate”. The word “Exposure” was added to the policy.</i>

**APPROVED:**



**Thomas Faust, Director**

8/25/2015

**Date Signed**

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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 assist with maintaining 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, Good Time Credit if eligible, and extra privileges.
  - c. Approval of off-unit work assignments, eligibility criteria waivers, transfers and work detail terminations shall be made by the Chief Case Manager.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Inmate custody classification, sentence disposition and appropriate 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.

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- d. Inmates shall be considered for work detail when they meet sentence, classification and other legal status requirements, as well as, medical and mental health requirements outlined herein. The inmate's attitude, work skills and qualifications shall additionally be considered in work placement decisions.
- e. Inmate performance is regularly evaluated and recorded, and inmates receive written recognition of competencies they have acquired.

#### 4. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, the "Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

#### 5. DIRECTIVES AFFECTED

##### a. Directives Rescinded

- 1) PS 4210. 2F      Inmate Institutional Work Program (10/02/12)

##### b. Directives Referenced

- 1) PM 6000.1      Medical Management
- 2) PP 4090.3      Classification (Program Review)
- 3) TRM 4090.4      Custody Classification Instruments
- 4) PP 5008.1      Security Management

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**6. AUTHORITY.** DC Code § 24-211.02 Powers; Promulgation of Rules

**7. STANDARDS REFERENCED**

- a. American Correctional Association (ACA) Standards, 4<sup>th</sup> Edition for Local Adult Detention Facilities: 4-ALDF-2A-09, 4-ALDF-5C-06-08, 4-ALDF-08, 4-ALDF-5C-10, 4-ALDF-5C-11, 4-ALDF-5C-12, 4-ALDF-6B-02, 4-ALDF-6B-05.

**8. 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 Paperclip file, JACCS, PRISM, Wales, NCIC, Court View and JUSTIS to determine if the inmate satisfactorily meets sentence and custody requirements and does not otherwise have restrictions that are 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 Non-Industrial Pay System (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 NIPS Coordinator.
- 3) Each squad supervisor shall provide the NIPS Coordinator with the number of vacancies on a weekly basis.

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

a. **Legal Restrictions**

- 1) **Detainer.** An inmate with a criminal detainer in another jurisdiction can be considered to work on an off unit detail assignment if the detainer is not listed on the custody severity scale as a Greater or Higher offense.
- 2) **Parole Violator.** An inmate with a parole violation detainer may be considered to work on an off-unit detail assignment, provided that the detainer is not listed on the custody severity scale as a Greater or Higher offense. Inmates with parole violation detainees are to be screened carefully by review of PRISM, Electronic Institutional Records, JUSTIS, and Wales. These inmates must receive approval of the Chief Case Manager. Inmates that have violated their parole must not have more than five (5) years left on their original sentence to be considered for placement on a detail. 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 using the electronic record (i.e., Paperclip, Prism, Wales, and JUSTIS). Approval for these inmates will be done on a case by case basis.
- 3) **Writ of Ad Testificandum.** An Inmate with a writ will not be considered to work on off-unit detail assignments.
- 4) **Writ of Ad Prosequendum.** An inmate with a Writ of Ad Prosequendum may be considered to work on off-unit detail assignments provided the offense(s) that the inmate is being prosecuted for or currently serving time for 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 a Writ of Ad Prosequendum are to be screened carefully with the Electronic Record, Prism, Paperclip, JUSTIS, and Wales.

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- 5) **Segregation.** Inmates in Segregation Units 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 entity 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 an unsentenced inmate from a community residential program.

## 10. GENERAL ELIGIBILITY REQUIREMENTS

- a. *Sentenced or Convicted Inmates.* Sentenced or convicted inmates who meet custody, classification and program criteria are encouraged to work if they are not assigned to programs.
- 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 by submitting a written request to their Case Manager.
- 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:

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- 1) Before 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.
11. **CUSTODY AND CLASSIFICATION REQUIREMENTS.** In addition to general detail eligibility, the custody and classification requirements are referenced in Attachment A.
  12. **PROCEDURES FOR HIRING INMATES FOR ON-UNIT DETAILS.** Inmate assignment for on-unit details are handled by the unit case manager and the OIC.
    - 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 C).
    - 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 will scan the signed original Inmate Personnel Action Form into Paperclip.
  13. **PROCEDURES FOR HIRING INMATES FOR OFF-UNIT, STATUS UNITS AND OUTSIDE DETAILS.** For the purpose of this directive, the Case Manager assigned to the detail housing unit will be referred to as the "Detail Case Manager".
    - a. The following procedures shall be followed when hiring off-unit detail inmates:
      - 1) The Detail Case Manager shall, upon receipt of a referral from the NIPS Coordinator, screen the inmate's electronic record (Paper Clips), JACCS, PRISM, Court View, JUSTIS, and when needed Wales/NCIC to determine whether the inmate meets sentence and custody requirements and does not otherwise have restrictions outlined in this directive.

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- 2) The Detail Case Manager shall complete Section A and C of the Inmate Personnel Action Form and return it to the NIPS Coordinator.
  - 3) If the Detail Case Manager requests a waiver in order to allow an inmate who has a history of Prison Breach or Absconding from a halfway house to work, the Detail Case Manager shall include a written rationale in Section D of the Inmate Personnel Action Form.
  - 4) The Detail Case Manager and the NIPS Coordinator shall complete Section C of the Inmate Personnel Action Form before forwarding for the Deputy Warden for Operations approval.
  - 5) Only outside detail work assignment requests shall be forwarded to the Warden. Off-unit request shall be forwarded to the Chief Case Manager and Shift Major for approval.
  - 6) When a waiver has been requested, the Detail Case Manager shall obtain the inmate's electronic file and hand deliver it along with the Inmate Personnel Action form to the Deputy Warden for Operations or designee for further consideration.
  - 7) During the orientation process, inmates will be informed of any and all inmate handbook violations including termination of off-unit detail assignment. Inmates will be trained and required to acknowledge and sign the Inmate Acknowledgement Form (Attachment D) on safety requirements, working in hazardous conditions and disciplinary procedures.
- b. The Warden or designee shall document the final decision in Section C of the Inmate Personnel Action Form.



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- c. 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 shall provide documentation to the NIPS Coordinator for those inmates who have been medically cleared for detail.
- d. Upon approval, the original Inmate Personnel Action Form (Attachment C) shall be forwarded to the NIPS Coordinator for placement in the inmate electronic file.
- e. Special Projects-Inmates may be approved for special projects; however; they must follow the procedures detailed in in Sections 12 and 13 of this directive.
- f. ***Special Project – (Maximum Security (Custody\*) Inmates – Off-Unit Detail).*** The following procedures shall be followed when selecting and utilizing Maximum Security Inmates on Special Projects-Off-Unit Detail:
  - 1) Status Unit Detail and Outside Detail work assignment requests shall be forwarded to the Warden or designee.
  - 2) Selected maximum security inmates will be screened and oriented on the specific Special Project assigned. Selections will be approved by the Warden or designee **only**.
  - 3) Selected maximum security inmates must be escorted from their assigned housing unit and escorted back to their housing unit. Under **no circumstances** will the inmate be permitted to leave or return from their off-unit detail without an escort.
  - 4) Maximum security inmates will be under **constant** surveillance by staff while in the performance of their duties on the unit.

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- 5) Maximum security inmates **must** exchange clothing and submit to a strip search prior to reporting to the off-unit detail. Inmates will change from their orange jumpsuits and put on a yellow segregation sanitation uniform. Once the inmate has completed his work for the day, the inmate will change back into his orange jumpsuit.

#### 14. 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 the inmate 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 Chief Case Manager 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 Operations/or designee in all cases where an inmate, who is currently assigned to culinary duty, is identified as having an infectious and/or communicable disease.

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## 15. INMATE WORK DETAIL IDENTIFICATION CARDS

a. The work detail photo identification card shall include the inmate's:

- a) Name;
- b) DCDC #;
- c) ID Card Number;
- d) Date of Issuance;
- e) Notation if the card is a replacement card (Duplicate);
- f) Squad assignment;
- g) Work Hours; and
- h) 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

IRC – Fuchsia

C&P/ Chapel/Law Library – White

Status Unit Detail - Lime

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**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 Deputy Warden for Operations.
- 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 showing 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 E).

**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 identify inmates by their arm bands upon the inmate's return from work.
- 3) ID Badges shall be returned to the Command Center by the Squad Supervisor for safekeeping.

**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.

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- 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 Squad Supervisor shall complete Section One of the Inmate Work ID Card Lost/ Replacement Request Form (Attachment E) when the identification card is lost or misplaced while under his/her supervision.
  - 2) The respective Squad Supervisor or Escort Officer shall complete Section Two of the Inmate Work ID Card/Lost/Replacement Request Form (Attachment E) when the inmate reports the card as lost, stolen or damaged while working or when traveling to and from work.
  - 3) The Squad Supervisor shall submit the completed Inmate Work ID Card/Lost/Replacement Request Form to the NIPS Coordinator for processing.

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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 Request Form (Attachment E).

## 16. INMATE PROMOTION OR TERMINATION

- a. Inmates may be transferred or terminated 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 Detail Case Manager shall review and recommend approval (or disapproval with a written explanation) and forward it to the Chief Case Manager for a 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 notified in writing that the inmate is subject to termination should the individual from whom the inmate is separated be admitted to CDF and there is no reasonable alternative facility placement for that individual. If an inmate's separtee is transferred from the institution, the inmate can be considered for re-hire.
  - 2) The Chief Case Manager or the designee's written approval for the inmate's removal from detail shall be required for such reasons as:
    - a) Disciplinary Infractions,
    - b) Poor performance evaluations for 30 days,

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- c) Refusal to work, or
- d) Failure to comply with Squad Supervisor or Security instructions.

## 17. 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, Off Unit details in restrictive areas, and Status Unit Details.
  - d) Inmates shall have their ID card/wrist band and work pass when out of their housing unit for work.
- 4) Only Authorized DOC employees and contractors shall escort inmates to and from their jobs.

### b. Searches

- 1) Squad Supervisors shall pat search inmate workers when they pick them up at their housing units.

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- 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 IRC by 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 PP 5007.1 Security Management.

#### **18. 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.

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

- a. All detail inmates must participate in the bio-hazard training.



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

## 20. INMATE WORK RELATED ACCIDENTS, INJURIES, AND EXPOSURES

- 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 or exposure, 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 Related Injury and Exposure Report (Attachment G) on all inmate work related accidents, injuries, and exposures to the designated Support Services supervisor.

## 21. 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,

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- 3) The schedule of work hours,
  - 4) Grade and rate of pay,
  - 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, and
  - 9) 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.
- c. Inmates are not required to work more than forty (40) hours per week.
  - d. Refusal to work by an inmate will result in termination from detail assignment and the inmate will no longer be a candidate for detail.

## 22. 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, 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.

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d. The Pay Grade Schedule is as follows:

<b>Pay Grade</b>	<b>Monthly Rate</b>
1	\$32.00
2	\$28.00
3	\$21.00
4	\$18.00
5	\$15.00
6	\$13.25

## 23. COMPENSATION

- 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.
- 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 his/her duties.
- 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 (Attachment H) by the 15<sup>th</sup> of the month.

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- d. The NIPS Coordinator shall prepare and submit to the Chief Case Manager an inmate payroll commensurate with authorized allocations by no later than the 21<sup>st</sup> of each month.
- e. Inmates will receive pay through an inmate established account by the 30th of each month.

#### 24. 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.

#### 25. INMATE PERFORMANCE REVIEWS

- a. Each Off Unit Squad Supervisor shall submit a monthly Work Performance Rating-Inmate (Attachment I) on each inmate working in that squad. The report is due on the 15<sup>th</sup> of each month to the NIPS Officer who shall scan into the inmate electronic file.
- b. 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.

#### Attachments

Attachment B – Detail Eligibility Custody Classification Requirements  
 Attachment C – Appendix – Offense Severity Table  
 Attachment D – Inmate Personnel Action  
 Attachment E – Inmate Acknowledgement Form  
 Attachment F – Inmate Work ID Card Loss/Replacement Request  
 Attachment G – Inmate Work Safety Orientation Acknowledgment  
 Attachment H – Work Related Injury and Exposure Report-Inmate  
 Attachment I – Monthly Payroll Roster  
 Attachment I - Work Performance Rating-Inmate

Detail Eligibility Custody Classification Requirements

PROHIBITED FROM ANY DETAIL	ON UNIT	OFF UNIT (Jail Side Only)	Sensitive Areas Admin and Warehouse	Outside the secure perimeter and Restrictive AREAS*
	PRETRIAL OR SENTENCED	PRETRIAL OR SENTENCED	SENTENCED INMATE	SENTENCED INMATE
<div>•Inmates in Disciplinary Segregation</div> <div>•Inmates in Special Mgmt. Unit (SMU)</div> <div>*With the exception of “Special Projects” approved by the Warden or designee</div>	<div>•Maximum*</div> <div>•Medium*</div> <div>•Minimum*</div>	<div>•Medium*</div> <div>•Minimum*</div> <div><div>Selected Maximum (Special Project ONLY)</div></div>	<div>•Minimum</div> <div>Low Medium custody less than 8 points</div> <div>High Medium, but are within 120 days of a firm release date.</div>	<div>•Minimum</div> <div>Low Medium less than 120 days</div> <div>High Medium, but are within 90 days of a firm release date.</div>
Mental HealthVaries – Refer to each detail type		•Escape history- considered on case by case basis	<div>•No Escape History</div> <div>•No Prison Breaches or have not Abscond from a Community residential program within 1 year</div>	<div>•No Escape History</div> <div>•No Prison Breaches or have not Abscond from a Community residential program</div>
Writ Ad Test	<div>•PV Warrant</div> <div>•PV Detainer*</div> <div>Writ ad Pros</div>	<div><div>Misdemeanants</div></div> <div>•Pretrial &lt;\$50,000 Bond/Convicted</div> <div><div>Unsentenced Felons</div></div> <div>•Sentenced Felon less than 7 yrs to release</div> <div>•PV, WRITS AD PROS, PV Detainer and PV Warrant are eligible to work provided the parole warrant offense is not listed as Greatest or Highest severity.</div> <div>No convictions of murder, kidnapping within the past 10 years.</div> <div>No history of violent sex offense</div>	<div>No criminal convictions or offense of</div> <div>Murder</div> <div><div>AR</div><div>Burg, I</div><div>Kidnapping,</div><div>Within the last 10 years</div><div>No Violent Sex Offense</div></div> <div>•No Pending charges</div> <div><div>PV Detainer or PV Warrants with Minimum custody may be considered for Admin side</div><div>Writs are not eligible</div></div>	<div>No criminal history or offense for:</div> <div><div>Murder</div><div>AR</div><div>Burg, I</div><div>Kidnapping,</div><div>Any Violent Sex offense</div></div> <div>•No Pending charges</div> <div>•No Detainers for outside detail*</div>
	•No separations from inmates in the same housing unit	•No separations from inmates in CDF	•No separations	•No separations
•Mental Health – Varies (refer to each detail type)	<div>•No Class I - DR</div> <div>No Class DR in the past 90 days</div> <div>•No history/pattern of institutional violence or assault on staff</div> <div>•Medical clearance needed for inmates with mental health history</div>	<div>•No positive urinalysis during this period of incarceration</div> <div><div>No Class I DR</div></div> <div>No Class II DR in the past 90 days.</div> <div>•No history/pattern of institutional violence or assault on staff</div>	<div>•No positive urinalysis during this period of incarceration</div> <div><div>No DR within the past 6 months</div></div> <div>•No history/pattern of institutional violence or serious assault on staff</div>	<div>•No positive urinalysis during this period of incarceration</div> <div><div>No DR during this incarceration</div></div> <div>•No history/pattern of institutional violence or assault on staff</div>

**Detail Eligibility Custody Classification Requirements**

STATUS UNIT DETAIL
PRETRIAL or SENTENCED
Maximum Custody
N/A
No current charge or current offense for : <ul style="list-style-type: none"><li>WRIT AD PROS OR WRIT AD Test</li></ul>
No separations from inmates in Status Unit
<ul style="list-style-type: none"><li>No Class I –DR</li><li>No Class II DR in the past 90 days</li><li>No history/pattern of institutional violence or assault on staff</li><li>Medical clearance needed for inmates with mental health history</li></ul>

- \*Maximum custody is a score of 12 and above
- \*High Medium custody is a score between 8 and 11
- \*Low Medium custody is a score between 5 and 7
- \*Minimum custody is a score between 1 and 4
- \*Restrictive areas are areas within the institution such as the Warden’s area and the warehouse

**APPENDIX A**  
**OFFENSE SEVERITY SCALE**

## FELONY SENTENCING CHART

CRIME	OFFENSE Level	D.C. CODE
Accessory after the fact, all other felonies	Lowest	22-1806
Aggravated assault w/a	High	22-404.01(b) 22-4502
Armed crimes of violence or dangerous crimes First offense First offense if weapon is pistol or firearm Second offense Second offense if weapon is a pistol or firearm	Greatest	
Aggravated assault	High	22-404.01(b)
Aggravated Assault - Attempt	Moderate	22-404-01(c)
Aggravating Circumstances	Moderate	24-403.01(b-2)
Animal Fighting, Engaging in	Low	22-1015(a)
Armor Piercing Ammunition	Moderate	7-2507.06(3)
Arson	High	22-301
Arson – Own property w/intent to defraud	Low	22-302
Assault – with a dangerous weapon (ADW)	High	22-402
Assault on Police Officer (APO)	Greatest	22-405(c)
Assault on Police Officer (APO) w/deadly weapon – 2 <sup>nd</sup> + offense or prior felony	Greatest	24-403.01(f)(1)



CRIME	OFFENSE Level	D.C. CODE
Assault with Intent to Kill or Poison w/a	Greatest	22-401 22-4502
Assault with Intent to Kill or Poison	Greatest	22-401
Assault with Intent to Rob w/a	Greatest	22-401 22-4502
Assault with Intent to Rob	High	22-401
Assault with Intent to 1° or 2° Sexual Abuse or Child Sex Abuse w/a	Greatest	22-401 22-4502
Assault with Intent to 1° or 2° Sexual Abuse or Child Sex Abuse	Greatest	22-401 See also 24- 403.01(e)
Assault with Intent to Commit any other Felony w/a	Greatest	22-403 22-4502
Assault with Intent to Commit any other Felony	High	22-403
Assault with Intent to Commit Mayhem w/a	High	22-402 22-4502
Assault with Intent to Commit Mayhem	High	22-402

CRIME	OFFENSE Level	D.C. CODE
Assault with Significant Injury	High	22-404(a)(2)
Attempt Crime of Violence w/a (Unless otherwise specified)	High	22-1803
Attempt Crime of Violence unarmed (Unless otherwise specified)	Moderate	22-1803
Bad Checks \$100+	Low	22-1510
Bail Reform Act (BRA) violation	Felony – Moderate Misdemeanor- Low	23-1327(a)(1)
Bias-Related Crime	Moderate	22-3703
Bigamy	Low	22-601
Blackmail with threats of violence w/a	High	22-3252 22-4502
Blackmail	Moderate	22-3252
Breaking and Entering – Vending Machines	Low	22-601
Bribery – Public Servant	Moderate	22-712
Bribery - Witness	Moderate	22-713
Burglary I w/a	Greatest	22-801(a) 22-4502

CRIME	OFFENSE Level	D.C. CODE
Burglary I	Moderate	22-801(a)
Burglary II w/a	High	22-801(b) 22-4502
Burglary II	Moderate	22-801(b)
Carjacking w/a	Greatest	22-2803(a)
Carjacking	High	22-2803(a)
Carrying Pistol Without a License (CPWL) Carrying Dangerous Weapon (CDW) 1 <sup>st</sup> offense	Moderate Moderate	22-4504(a)
Carrying Pistol Without a License (CPWL) Carrying Dangerous Weapon (CDW) 2 <sup>nd</sup> offense	Moderate Moderate	22-4504(a)
Child Prostitution – Abducting	Greatest	22-2704
Child Prostitution – Harboring	Greatest	22-2704
Child Sex Abuse – Aggravated 1°	Greatest	22-3008 22-3020 24-403.01(b-2)
Child Sex Abuse - 1° w/a	Greatest	22-3008 22-4502 24-403.01(b-2)
Child Sex Abuse - 1°	Greatest	22-308 22-4502 24-403.0(b-2)

CRIME	OFFENSE Level	D.C. CODE
Child Sex Abuse – Attempt 1° w/a	Greatest	22-3008 22-3018 22-4502
Child Sex Abuse – Attempt 1°	Greatest	22-3008 22-3018
Child Sex Abuse, Assault with Intent to Commit - 1° or 2°	Greatest	22-401 See also 24-403.01(e)
Child Sex Abuse - 2° w/a	Greatest	22-3009 22-4502
Child Sex Abuse - 2°	Greatest	22-3009 24-403.01(e)
Child Sex Abuse – Attempt 2° w/a	Greatest	22-3009 22-3018 22-4502
Child Sex Abuse – Attempt 2°	Greatest	22-3009 22-3018
Child Sex Abuse - Enticing	Greatest	22-3010(a), (b) 24-403.01(e)
Child Sex Abuse = Enticing - Attempt	Greatest	22-3010 22-3018
Citizen Patrol Victim	Moderate	22-3602
Conspiracy in general	High	22-1805a(a)(1)
Conspiracy in general If underlying offense <5	High	22-1805(a)(1)

CRIME	OFFENSE Level	D.C. CODE
Conspiracy to Commit Murder or an Armed COV	High	22-1805a(a)(2)
Conspiracy to Commit COV If underlying offense > 15 (not otherwise specified)	High	22-1805a(a)(2)
Conspiracy to Commit COV If underlying offense > 15	High	22-1805a(a)(2)
Contempt for violating conditions of release, if felony	Low	11-944
Contempt, if any other felony	Low	11-944
Contraband – Introducing into prison and possession by inmate: Class A material	High	22-2603
Contraband – Introducing into prison and possession by inmate: Class B material	Moderate	22-2603
Contributing to the Delinquency of a Minor: 2 <sup>nd</sup> +offense	High	22-811(b)(2)
Contributing to the Delinquency of a Minor: Commission of felony, serious bodily injury	High	22-811(b)(3),(4)
Contributing to the Delinquency of a Minor: Death	Greatest	22-811(b)(5)
Corrupt Influence	Low	22-704
Corrupt Influence – Athletics	Low	22-1713(a)

CRIME	OFFENSE Level	D.C. CODE
Counterfeiting – 3+ offense or value > 10,000 or 1,000 items	Low	22-902(b)(3)
Counterfeiting – 2 <sup>nd</sup> offense or value 1,000 to 10,000 or 100-1,000 items	Low	22-902(b)(2)
Credit Card Fraud - \$1,000+	Low	22-902(b)(2)
Crime of Violence Against Minors	High	22-3611
Criminal Abuse or Neglect of a Vulnerable Adult-Death	Greatest	22-936(c)
Criminal Abuse or Neglect of a Vulnerable Adult – Permanent bodily harm	High	22-936(c)
Criminal Abuse or Neglect of a Vulnerable Adult – Serious bodily injury/severe mental distress	High	22-936(b)
Cruelty to Animals	Low	22-1001(d)
Cruelty to Children - 1 <sup>o</sup> w/a	Greatest	22-1101(a), (c)(1)
Cruelty to Children - 1 <sup>o</sup>	High	22-1101(a), (c)(2)
Cruelty to Children - 2 <sup>o</sup>	High	22-1101(a), (c)(1)
Deceptive Labeling	Low	22-3214.01(d)(2)
Destruction of Property (DP)- \$1,000+	Low	22-303
Destruction of Property (DP) - explosives	Moderate	22-3305

CRIME	OFFENSE Level	D.C. CODE
Drugs – Distribution, or PWID w/a (any drug)	Moderate	48-904.01(a), (b) 22-4502
Drugs – Distribution, or PWID: I, II Narcotic abusive drugs (heroin, cocaine, PCP, methamphetamine, etc.)	Moderate	48-904.01(a)(2)(A), (b)
Drugs – Distribution, or PWID: I, II, III Non-narcotic and non-abusive drugs (including marijuana – 2 <sup>nd</sup> offense or > ½ pound)	Moderate	48-904.01(a)(2)(B), (b)
Drugs – Distribution, or PWID: IV	Moderate	48-904.01(a)(2)(C), (b)
Drugs – Possession of Liquid PCP	Moderate	48-904.01(d)(2)
Drugs – Attempts or Conspiracy of an offense in Drug Group 1	High	48-904.09
Drugs – Attempt or Conspiracy of an offense in Drug Group 2	High	48-904.09
Drugs – Attempt or Conspiracy of an offense in Drug Group 3	High	48-904.09

CRIME	OFFENSE Level	D.C. CODE
Drugs – Distribution to Minors	High	48-904.06
Drugs – Enlisting Minors – 1 <sup>st</sup> offense	High	48-904.07
Drugs – Enlisting Minors – 2 <sup>nd</sup> + offense	High	48-904.07
Drugs – Fraud	Low	48-904.03
Drug – Free Zones	Moderate	48-904.07a
Drugs – Maintaining place	Moderate	48-904.03a
Drugs – 2 <sup>nd</sup> +offense	Low	48-904.08
Drug Paraphernalia	Low	48-1103(e)(4)
Drug Paraphernalia – Distributing to a Minor	Moderate	48-1103(c)
Escape, and Attempt Escape-Felony	High	22-2601
Escape, and Attempted Escape-Misdemeanor	Moderate	
Evidence Tampering	Low	22-723
Extortion with threats of violence w/a	High	22-3251
		22-4502
Extortion	High	22-3251



CRIME	OFFENSE Level	D.C. CODE
False personation	Low	22-1403
False Statement (Money Transmissions)	Low	26-1023(b)
False Swearing	Low	22-2404
Felony Assault	Moderate	22-404(a)(2)
Firearm, Presence in a Motor Vehicle Containing: Prior gun conviction or felony	Moderate	22-2511(c)(2)
Firearm, Presence in a Motor Vehicle Containing	Moderate	22-2511(c)(1)
Firearm, Unlawful Possession of by a person with a prior conviction > 1 yr	Moderate	22-4503(a)(1)
Firearm, Unlawful Possession of by a person with a prior conviction > 1 yr and COV other than Conspiracy	High	22-4503(a)(1)
Firearm, Unlawful Possession of by others	Moderate	22-4503(a)(2) - (a)(6)
Fleeing Law Enforcement	Felony- Moderate Low- Misdemeanor	50-2201.05b (b)(2)
Forgery and Uttering: Legal tender	Felony- Moderate Low- Misdemeanor	22-3241 22-3242(b)
Forgery and Uttering: Token	Low	22-3241 22-3242(b)
Forgery and Uttering Other	Low	22-3241 22-3242(c)
Fraud - 1° - \$1,000	Low	22-3221(a) 22-3222(a)(1)
Fraud - 2° - \$1,000	Low	22-3221(b) 22-3222(b)(1)
Gaming	Low	22-1704

CRIME	OFFENSE Level	D.C. CODE
Gang Recruitment w/a	Greatest	22-951(c) 22-4502
Gang Recruitment, Retaliation or Participation	High	22-951(c)
Gang Participation	Moderate	22-951(b)
Government Officials, Intimidating, Impeding, Interfering, Retaliating	High	22-851(b)
Government Officials/Family, Stalking, Threatening, Assaulting, Kidnapping, Injuring or Vandalizing, Damaging, Destroying or Taking Property of	High	22-851(c), (d)
Grave Robbing	Moderate	22-3303
Gun-Free Zone	Moderate	22-4502.01
Human Trafficking – Forced Labor	Greatest	22-1832 22-1837
Human Trafficking – Forced Labor - Attempt	High	22-1832 22-1837
Human Trafficking –Labor or Commercial Sex Acts	Greatest	22-1833 22-1837
Human Trafficking – Labor or Commercial Sex Acts	High	22-1833 22-1837
Human Trafficking – Sex Trafficking of Children	Greatest	22-1834 22-1837
Human Trafficking – Sex Trafficking of Children - Attempt	Greatest	22-1834 22-1837
Human Trafficking - Documents	Moderate	22-1835 22-1837

CRIME	OFFENSE Level	D.C. CODE
Insurance Fraud - 2 <sup>o</sup> - \$1,000+ 2 <sup>nd</sup> Offense	Low	22-3225.03 22-3225.04(b) (2)
Kidnapping w/a	Greatest	22-2001 22-4502
Kidnapping	Greatest	22-2001
Malicious Disfigurement w/a	Greatest	22-406 22-4502
Malicious Disfigurement	High	22-406
Manslaughter – Voluntary w/a	Greatest	22-2105 22-4502
Manslaughter - Voluntary	Greatest	22-2105
Manslaughter – Involuntary w/a	Greatest	22-2105 22-4502
Manslaughter - Involuntary	High	22-2105
Mayhem w/a	Greatest	22-406 22-4502
Mayhem	High	22-406
Molotov Cocktails – 1 <sup>st</sup> offense	High	22-4515a
Molotov Cocktails – 2 <sup>nd</sup> offense	High	22-4515a
Molotov Cocktails – 3 <sup>rd</sup> offense	High	22-4515a

CRIME	OFFENSE Level	D.C. CODE
Money Transmission Without a License	Low	26-1023(c)
Aggravated Murder I	Greatest	22-2104 22-2104.01 24-403.01(b-2)
Murder I w/a	Greatest	22-2101 22-2104 24-403.01(b-2)
Murder I	Greatest	22-2101 22-2104 24-403.01(b-2)
Murder I – Obstruction of Railway	Greatest	22-2102 22-2104 24-403.01(b-2)
Murder II w/a	Greatest	22-2103 22-2104 24-405)
Murder II	Greatest	22-2103 22-2104 24-403.01(b-2)
Murder of P.O.	Greatest	22-2106
Negligent Homicide (Vehicular)	High	50-2203.01
Obscenity – 2 <sup>nd</sup> + offense	Moderate	22-2201(e)
Obstructing Justice	Moderate	22-722
Obstructing Railways	Moderate	22-3319
Obstructing Service of a Drug Search Warrant	Low	48-921.02(n)

CRIME	OFFENSE Level	D.C. CODE
Offenses not covered by D.C. Code	Low	22-1807
Possession of Drug Paraphernalia (PDP) w/Intent – 2 <sup>nd</sup> Offense	Low	48-1103(b)
Perjury	Low	22-2402
Perjury, Subornation of	Low	22-2403
Possession of a Firearm During a Crime of Violence or Dangerous Crime (PFDCVDC)	High	22-4504(b)
Possession of Implements of Crime – 2 <sup>nd</sup> + offense or after felony	Moderate	22-2501 24-403.01(f)(3)
Possession of Prohibited Weapon (PPW) – 2 <sup>ND</sup> + offense or after felony	Moderate	22-4514
Possession of Unregistered Weapon – 2 <sup>nd</sup> offense	Moderate	7-2502.01 7-2507.06(2)(A)
Prostitution, Engaging In or Soliciting – 3+ offense	Low	22-2701
Prostitution, Inducing or Compelling	Low	22-2705(c)(1)
Prostitution, Inducing or Compelling a minor	Greatest	22-2705(c)(2)
Prostitution, Against Will	Moderate	22-2706(b)(1)
Prostitution, Against Will a minor	Greatest	22-2706(b)(2)
Prostitution, Procuring	Low	22-2707(b)(1)
Prostitution, Procuring a minor	Greatest	22-2706(b)(2)
Prostitution, Causing spouse to live in	Low	22-2708
Prostitution, Detaining in disorderly house or debt	Low	22-2709

CRIME	OFFENSE Level	D.C. CODE
Prostitution, Procuring for house of	Low	22-2710
Prostitution, Procuring for 3 <sup>rd</sup> persons	Low	22-2711
Prostitution, Operating house of	Low	22-2712
Prostitution, Keeping bawdy or disorderly house	Low	22-2722
Receiving Stolen Property (RSP) - \$1,000+	Low	22-3232(c)(1)
Release, Convicted of committing a felony while on	Low	23-1328(a)(1)
Repeats – 1 prior	Low	22-1804
Repeats – 2+ priors	Low	22-1804
Robbery – w/a	High	22-2801 22-4502 24-403(e)
Robbery	Moderate	22-2801
Robbery – Attempt w/a	Moderate	22-2802 22-4502
Robbery – Attempt	Felony- Moderate Low- Misdemeanor	22-2802
Sell, Transport, Distribute a Firearm, Destructive Device or Ammunition to Persons Under 18	High	7-2507.06
Senior Citizen Victim	High	

CRIME	OFFENSE Level	D.C. CODE
Sex Abuse – Aggravated 1°	Greatest	22-3002 22-3020
Sex Abuse - 1° w/a	Greatest	22-3002 22-4502
Sex Abuse - 1°	Greatest	22-3002 24-403.01(e)
Sex Abuse – Attempt 1° w/a	Greatest	22-3002 22-3018 22-4502
Sex Abuse – Aggravated other than 1°	Greatest	22-3002 22-3018
Sex Abuse – Aggravated other than 1°	Greatest	22-3020
Sex Abuse - 2° w/a	Greatest	22-3003 22-4502
Sex Abuse - 2°	Greatest	22-3003 24-403.01(e)
Sex Abuse – Attempt 2° w/a	Greatest	22-3003 22-3018 22-4502
Sex Abuse – Attempt 2°	Greatest	22-3003 22-3018
Sex Abuse - 3° w/a	Greatest	22-3004 22-4502

CRIME	OFFENSE Level	D.C. CODE
Sex Abuse - 3°	Greatest	22-3004
Sex Abuse – Attempt 3° w/a	Greatest	22-3004 22-3018 22-4502
Sex Abuse – Attempt 3°	Greatest	22-3004 22-3018
Sex Abuse - 4°	Greatest	22-3005
Sex Abuse – Attempt 4°	Greatest	22-3005 22-3018
Sex Abuse of a Minor - 1°	Greatest	22-3009.01
Sex Abuse of a Minor – Attempt 1°	Greatest	22-3009.01 22-3018
Sex Abuse of a Minor - 2°	Greatest	22-3009.02
Sex Abuse of a Minor – Attempt 2°	Greatest	22-3009.02 22-3018
Sex Abuse of a Minor – Enticing	Greatest	22-3010(a), (b) 24-403.01(e)
Sex Abuse of a Minor – Enticing - Attempt	Greatest	22-3010 22-3018
Sex Abuse of a Student - 1°	Greatest	22-3009.03
Sex Abuse of a Student - 1° - Attempt 1°	Greatest	22-3009.03 22-3018
Sex Abuse of a Student - 2°	Greatest	22-3009.04



CRIME	OFFENSE Level	D.C. CODE
Sex Abuse of a Student – Attempt 2°	Greatest	22-3009.04 22-3018
Sex Abuse – Patient 1°	Greatest	22-3015
Sex Abuse – Patient – Attempt 1°	Greatest	22-3015 22-3018
Sex Abuse – Patient - 2°	Greatest	22-3016
Sex Abuse – Patient – Attempt 2°	Greatest	22-3016 22-3018
Sex Abuse – Ward - 1°	Greatest	22-3013
Sex Abuse – Ward – Attempt 1°	Greatest	22-3013 22-3018
Sex Abuse – Ward 2°	Greatest	22-3014
Sex Abuse – Ward – Attempt 2°	Greatest	22-3014 22-3018
Sex Offender – Failure to Register 2 <sup>nd</sup> offense	Moderate	22-4015(a)
Sex Performance w/Minors – 1 <sup>st</sup> offense	Greatest	22-3102 22-3103(1)
Sex Performance w/Minors – 2 <sup>nd</sup> + offense	Greatest	22-3101 22-3103(2)
Solicitation of Other Crime of Violence	High	22-2104.02(b)
Stalking	High	22-3133 22-3134(b)

CRIME	OFFENSE Level	D.C. CODE
Stalking: if two or more qualifying the convictions	High	22-3133 22-3134(c)
Tampering with a VIN - \$1,000	Low	22-3233(b)(2)
Taxicab Driver, Offenses Against	Moderate	22-3751
Telephone Solicitation Fraud - \$20,000+	Moderate	22-3226.06(a) 22-3226.10
Theft 1°	Moderate	22-3211 22-3212(a)
Theft 2° if two or more theft convictions	Moderate	22-3211 22-3212(c)
Threats - Felony	Moderate	22-1810
Three Strikes for Felonies	Score according to charge	22-1804a(a)(1)
Three Strikes for Violent Felonies	Score according to charge	22-1804a(a)(2)
Trafficking in Stolen Property	Low	22-3231
Unlawful Possession of a Firearm: prior convictions > 1yr and COV other than Conspiracy	High	22-4503(a)(1)
Unlawful Possession of a Firearm: Prior conviction > 1yr	Moderate	22-4503(a)(1)
Unlawful Possession of a Firearm: others	Moderate	22-4503(a)(2)-(a)(6)

CRIME	OFFENSE Level	D.C. CODE	MAXIMUM PENALTY/FINE
Unauthorized Use of a Motor Vehicle (UUV)	Moderate	22-3215(d)(1)	3years/\$1,000
Unauthorized Use of a Motor Vehicle (UUV) – Private Two or more UUV or Theft 1° convictions	Moderate	22-3215(d)(3)	13years/\$5,000-\$15,000
Unauthorized Use of a Motor Vehicle (UUV) – Private During or to facilitate COV	Moderate	22-3215(d)(2)	8years/\$10,000
Unauthorized Use of a Motor Vehicle (UUV) – Private During or to facilitate COV w/serious bodily injury	Moderate	22-3215(d)(2)	8years/\$10,000
Unauthorized Use of a Motor Vehicle (UUV) - Rental	Moderate	22-3215(d)(4)	1year/\$1,000
Voyeurism	High	22-3531(f)(2)	3years/\$5,000
Water Pollution - Malicious	Low	22-3318	2years/\$500-\$1,000

## MISDEMANOR SENTENCING CHART

(sentences in bold changed in Misdemeanor Streamlining Act, June 22, 1994)

CRIME	OFFENSE LEVEL	D.C. CODE
Abandonment of diseased or maimed animal, all other misdemeanors	Lowest	§22-1012
Adultery, all other misdemeanors	Lowest	22-201
Affrays, all other misdemeanors	Lowest	22-1301
Assault, all other misdemeanors	Lowest	22-404
Attempts to commit crimes (except attempts to commit crimes of violence or if other penalty is specified)	Lowest	22-1803
Attempts to commit drug offenses 33-541 through 500	Lowest	48-904.09
Bad checks/uttering (less than \$100)	Lowest	22-1510
Bawdy house	Lowest	22-2722
Cockfighting or animal fighting	Lowest	22-1010
Commercial piracy	Lowest	22-3214.01
CDW or CPWOL (1 <sup>st</sup> offense on person's property or place of business)	Moderate	22-4504
CPO Violation	Lowest	16-1005
Credit Card fraud (less than \$250)	Lowest	22-3223
Cruelty to animals	Lowest	22-1001
Defacing books, manuscripts, publication, or works of art	Lowest	22-3306
Destroying or defacing public records	Lowest	22-3307
Destroying boundary markers	Lowest	22-3109
Destruction of property valued under \$200	Lowest	22-403

CRIME	OFFENSE LEVEL	D.C. CODE
Destroying things valued less than \$50 growing on or attached to land or another	Lowest	22-3308
Disorderly conduct	Lowest	22-1321
Disorderly conduct in public building, destruction of US property	Lowest	22-3311
Failure to appear, material witness	Lowest	22-1327
Failure to appear for citation	Lowest	23-1110(b)(4)
Failure to appear for misdemeanor (except sentencing)	Lowest	23-1327
False statements	Lowest	22-2514(b)
Forging/imitating brands	Lowest	22-1502
Fraud I (poverty valued < \$250)	Lowest	22-3222
Fraud II (property valued < \$250)	Lowest	22-3222
Gambling offenses	Lowest	22-1702
Possession of lottery tickets		22-1703
Permitting sale of lottery tickets		22-1705
Maintain gambling premises		22-1706
3 card monte		22-1708
Gambling pools-bookmaking		22-1710
Keeping "bucket-shops"		
Halfway house walkaway	Moderate	22-2601
Impersonating a police officer	Moderate	22-1406
Indecent exposure, lewd or obscene acts	Lowest	22-1312
Interference w/jury selection	Moderate	22-1514
Marijuana distribution or PWID (Moderate)	Moderate	48.904.01
Obscenity, first offense	Moderate	22-2201

CRIME	OFFENSE LEVEL	D.C. CODE
Panhandling, pandering	Lowest	22-2302 22-2304
Parading at or blocking passage on Capitol grounds	Lowest	10-503.16
PDP (loaded syringe)	Lowest	48.904.10
PDP w/intent to sell (first offense)	Lowest	33-603(b)
PDP w/intent to use	Lowest	33-603(a)
Possession of a prohibited weapon (first offense)	Lowest	22-4514 22-4515
Possession of drugs	Lowest	48.904.07
Possession of implements of crime	Lowest	22-2501
Possession of unregistered ammunition (first offense)	Lowest	7-2502.01
Possession of unregistered firearms	Lowest	7-2502.01
Possession in illegal establishments	Lowest	22-1715
Prostitution/SLIP First conviction Second conviction Third and subsequent convictions	Lowest	22-2701
Receiving stolen property (valued less than \$250)	Lowest	22-3232
Recordation of deed, etc. w/intent to extort	Lowest	22-1402
Release papers-for committing misdemeanor offense while on release under 23-1321	Lowest	22-1328

CRIME	OFFENSE LEVEL	D.C. CODE
Rioting or inciting a riot (if no serious bodily harm or property damage in excess of \$5000)	High	22-1322
Sexual abuse		
Misdemeanor sexual abuse		22-3006
Attempt misdemeanor sexual abuse		22-3018
Simple assault, unwanted sexual touching	High	
Shoplifting	Lowest	22-3213
Stalking		
First conviction		
Second conviction w/in 2 years		
Third & subsequent convictions	High	22-404
Taking property without right	Lowest	22-3216
Theft II <\$250)	Lowest	22-3212
Threats to do bodily harm	Lowest	22-407
Unlawful entry	Lowest	22-3302
Urging dogs to fight/create discord	Lowest	22-1310



## INMATE PERSONNEL ACTION FORM

### Section A **CLASSIFICATION**

Name \_\_\_\_\_ DCDC # \_\_\_\_\_

Sentence Status ☐ Pretrial ☐ Convicted ☐ Sentenced

☐ Felon-less than 5 yrs ☐ PV-less than 2 yrs ☐ Misdemeanant

Custody ☐ Maximum ☐ Medium ☐ Minimum

### Section B **ON-UNIT DETAIL**

☐ Volunteer ☐ Hire Promote from \_\_\_\_\_ to \_\_\_\_\_ Terminate ☐

Reason for termination \_\_\_\_\_

APPROVED BY: Case Manager \_\_\_\_\_

OIC #1 \_\_\_\_\_ OIC #2 \_\_\_\_\_ OIC #3 \_\_\_\_\_

### Section C **OFF-UNIT AND OUTSIDE DETAILS**

Squad \_\_\_\_\_ Position \_\_\_\_\_ Grade \_\_\_\_\_

☐ Hire Promote from \_\_\_\_\_ to \_\_\_\_\_ Terminate ☐

Reason for termination \_\_\_\_\_

NIPS Coordinator (signature)

Case Manager (signature)

Approve ☐ Deny ☐

Warden's Signature

Date

Comments \_\_\_\_\_

### Section D **CUSTODY WAIVER FOR OUTSIDE DETAIL**

☐ Prison Breach/ Walk-away Rationale \_\_\_\_\_

Approve ☐ Deny ☐

Chief Case Manager's Signature

Date \_\_\_\_\_

Comments \_\_\_\_\_

### Section E **MEDICAL CLEARANCE** (Food Service or Psychological History)

Subject to physical limitations (describe) \_\_\_\_\_





PP 4210.2  
Attachment C  
Inmate Institutional Work Program

---

Physician's/Psychologist's Signature

Approve

☐

Deny

☐

Date

---

## Inmate Acknowledgment Form

Printed Name and DCDC# : \_\_\_\_\_

Subject: \_\_\_\_\_

Project: \_\_\_\_\_

Date of assignment: \_\_\_\_\_

I hereby certify that I have gone through the new Bio-Hazardous Materials Clean Up PowerPoint presentation and received training as described below in the following areas:

- ☐ The potential occupational hazards in general in the work area and associated with my job assignment.
- ☐ General safety requirements indicate the safe work conditions, safe work practices and personal protective equipment required for my work.
- ☐ The hazards of any body fluids or chemicals to which I may be exposed and my right to information contained on material safety data sheets for those chemicals, and how to understand this information.
- ☐ My right to ask questions, or provide any information concerning my safety either directly or anonymously without any fear of reprisal.
- ☐ Disciplinary procedures will be use to enforce compliance with general safety requirements.
- ☐ I understand that I can refuse any assignment and if I do, I understand I will no longer be a candidate for Detail work.

I understand this training and agree to comply with general safety requirements for my work area.

\_\_\_\_\_  
**Inmate Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff Witness/Print/Sign**

\_\_\_\_\_  
**Date**



DC Department of Corrections  
Central Detention Facility

**INMATE IDENTIFICATION CARD LOSS/REPLACEMENT REQUEST**

Inmate's Last Name		Inmate's First Name		DCDC #	
Date Lost or Stolen	Reported by (Check Below)				
	<input type="checkbox"/> Inmate	<input type="checkbox"/>	<input type="checkbox"/> Squad Supervisor	<input type="checkbox"/>	<input type="checkbox"/> Housing Unit OIC
Statement regarding Loss					
Recommended Action:	<input type="checkbox"/>	Refer for Investigation	<input type="checkbox"/>	Replace ID	<input type="checkbox"/> Inmate Discipline
Reporting Employee's Signature					Date
Result of Investigation					
Recommended Action:	<input type="checkbox"/>	Replace ID	<input type="checkbox"/>	Inmate Discipline	<input type="checkbox"/> Discipline employee (negligence)
Investigator's Signature					Date
<b>INMATE ID CARD REPLACEMENT</b>					
ID Card #	Date Original ID Issued		Date Replacement Issued		
Detail Assignment			Shift		
Issuer's Comments					
Issuer's Signature					Date



DC DEPARTMENT OF CORRECTIONS  
Central Detention Facility

**DOCUMENTATION OF INMATE WORK SAFETY ORIENTATION**

Assigned Work Place: \_\_\_\_\_

I have been provided all necessary information regarding those hazardous materials, chemicals, and personal protective equipment (PPE) which I may come in contact with in the performance of my assigned job duties.

\_\_\_\_\_  
Inmate/Resident's Printed Name

\_\_\_\_\_  
Inmate/Resident's Number

\_\_\_\_\_  
Inmate/Resident's Signature

\_\_\_\_\_  
Signature of Staff Conducting Orientation

\_\_\_\_\_  
Date



**DC DEPARTMENT OF CORRECTIONS  
WORK RELATED ACCIDENT, INJURY, OR EXPOSURE  
REPORT - INMATE**

Injured Inmate's Name		DCDC Number	
Squad Assignment	Duty Hours	Date and Time of Injury, Accident or Exposure	
Where Did Injury, Accident or Exposure Happen (Specific Location)		Date and Time Injury, Accident or Exposure was Reported	
To Whom Was the Injury, Accident or Exposure First Reported	Kind of Injury, Accident or Exposure	Part of Body Involved	
Witnesses to Accident or Injury, Accident or Exposure (Staff and Inmates)			
1.			
2.			
3.			
4.			
5.			
Injured Inmate's Statement as to How the Injury Happened. Include Injured party's recommendation for prevention (continue on additional blank sheet if necessary)			
Supervisor's Statement (To include observations related to Accident, Injury or Exposure, safety equipment provided, if inmate was wearing required safety equipment, whether proper guarding was used, corrective action(s) taken. (continue on additional blank sheet if necessary)			
Injury or Exposure Required:			
Minor First Aid	Medical Treatment	Hospitalization	
Work Time Lost	From	To	
Signature	Title	Date	

Original  
Copy

Inmate's Institutional File  
Medical  
Facility Safety Officer  
DOC Risk Manager



Government of the District of Columbia  
**DEPARTMENT OF CORRECTIONS**  
**Central Detention Facility**

**MONTHLY INMATE PAYROLL ROSTER**

Squad Name/Number \_\_\_\_\_ Shift # \_\_\_\_\_

DCDC #	Last Name	First Name	Date Hired if within reporting month	Date terminated if within reporting month	Total # of Days Worked	Pay Grade	Monthly Rate

Comments

Pay Grades/Monthly Wage

1 \$32.00  
2 \$28.00  
3 \$21.00  
4 \$18.00  
5 \$15.00  
6 \$13.25

Squad Supervisor Signature

Squad Supervisor Print Name

Date

Total Amount Paid

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## DC DEPARTMENT OF CORRECTIONS WORK PERFORMANCE RATING – INMATE

Inmate's Name		DCDC #	Date
Evaluation Period (Month/Year)	Squad	Position/Grade	
<b>1. Quality of Work</b>			
	Excellent	Does superior work. Does more work than is expected or required.	
	Satisfactory	Makes fewer mistakes than most workers at this level of training/work.	
	Good	Acceptable level of work. Produces average volume of work.	
	Fair	Often makes mistakes; often completes less work than others of same skill level.	
	Unsatisfactory	Repeatedly makes errors, shows little interest in producing better quality, low output.	
<b>2. Quantity of Work</b>			
	Excellent	Superior work and exceeds expected productivity.	
	Good	Motivated to work; does full days work, wastes little time.	
	Satisfactory	Works steadily but does not push to exceed.	
	Fair	Does just enough to get by, has to be encouraged to do more.	
	Unsatisfactory	Very low output, must be prompted to complete work.	
<b>3. Initiative</b>			
	Excellent	Good ideas to improve work, does work to improve skills, works with positive attitude.	
	Good	Adapts well to change, works to improve skills, works with above average interest.	
	Satisfactory	Starts work without being told, generally works with a positive attitude.	
	Fair	Shows minimal interest, usually relies on others to say what needs to be done.	
	Unsatisfactory	Shows little job interest, waits to be told what to do, works with a negative attitude.	
<b>4. Dependability, Safety, Care of Equipment</b>			
	Excellent	Work is very reliable, consistent and thorough, always completes tasks on time.	
	Good	Work is usually reliable and consistent.	
	Satisfactory	Completes work on time .	
	Fair	Work is sometimes unreliable, satisfied to complete a minimum of work.	
	Unsatisfactory	Work is usually unreliable. Does not accept responsibility and gives up easily.	
<b>5. Response to Supervision</b>			
	Outstanding	Makes a real effort to please supervisor, does exactly what is required.	
	Good	Accepts feedback well, tries to improve.	
	Satisfactory	Generally does what is told, accepts instruction, feedback.	
	Fair	Resists or ignores suggestions.	
	Unsatisfactory	Responds with hostility towards work assignments, regularly argues with supervisor.	
<b>6. Overall Job Proficiency: If in community based upon inmate's performance would you:</b>			
	Promote this inmate to a more demanding job at a higher rate of pay		
	Raise this inmate's pay but keep individual at same job		
	Continue to employ this inmate but would not recommend for promotion or pay raise		
	Transfer this inmate to a less demanding job at a lower rate of pay		
	Terminate inmate's employment		
Supervisor's Signature			Date
Inmate's Signature			Date
Inmate's Response			

Original      Inmate's Institutional File  
Copy         Inmate Worker  
                 Squad Supervisor