



DISTRICT OF COLUMBIA
DEPARTMENT OF
CORRECTIONS

**POLICY AND
PROCEDURE**

EFFECTIVE DATE:	June 20, 2017	Page 1 of 23
SUPERSEDES:	4210.2H August 25, 2015	
OPI:	OPERATIONS	
REVIEW DATE:	June 20, 2018	
Approving Authority	Quincy L. Booth Director	

SUBJECT:	INMATE INSTITUTIONAL WORK PROGRAM
NUMBER:	4210.2I
Attachments:	Attachment A – Inmate Work Detail Referral Form Attachment B – Appendix – Offense Severity Scale Attachment C – Detail Eligibility Custody Classification Requirements Attachment D – Inmate Personnel Action Form Attachment E – Inmate Work ID Card Loss/Replacement Request Attachment F – Inmate Acknowledgement Form Attachment G – Inmate Work Safety Orientation Acknowledgement Attachment H – Work Related Injury and Exposure Report – Inmate Attachment I - Monthly Payroll Roster Attachment J – Work Performance Rating – Inmate Attachment K - Case Manager Review and Findings for Inmate Institutional Work Program Attachment L – Daily Pay Rate

SUMMARY OF CHANGES:

Section	Change
Changes	<i>Minor changes made throughout policy.</i>

APPROVED:

Quincy L. Booth, Director

6/20/17
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..
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.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. As practicable, eligible inmates are involved in a variety of work assignments..
 - b. The workday is compatible with the workday in the community, and working conditions comply with applicable federal and local work safety laws and regulations.
 - c. Inmates shall be considered for work detail when they meet sentence, classification, and other legal status requirements, as well as, medical outlined herein. The inmate’s attitude, work skills and qualifications shall also be considered in work placement decisions.
 - d. 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., (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

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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
- 5) PP 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures
- 6) PP 5009.2, Searches of Inmates, Inmate Housing Units, Work, and Program Areas
- 7) PP 2120.3 Food Service Program

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

7. STANDARDS REFERENCED

- a. American Correctional Association (ACA) Standards, 4th Edition for Local Adult Detention Facilities: 4-ALDF-2A-09, 4-ALDF-5C-06-08, 4-ALDF-08, 4-ALDF-

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5C-10, 4-ALDF-5C-11, 4-ALDF-5C-12, 4-ALDF-6B-02, 4-ALDF-6B-05.

8. DEFINITIONS. For the purpose of this directive the following definitions shall apply:

- a) *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.
- b) *Prison Breach.* An unauthorized absence of a sentenced inmate from a community residential program.
- c) *Abscondance.* An unauthorized absence of an unsentenced inmate from a community residential program.

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 Paperclip file, Jail and Community Corrections Systems (JACCS), Pretrial Realtime Information System Manager (PRISM), Washington Area Law Enforcement System (WALES), and Justice Information System (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

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the Inmate Work Detail Referral (Attachment A) and forwarded to the Non-Industrial Pay System (NIPS) Coordinator for consideration.

- 2) Inmates may also 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.

10. 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.** Inmates that have violated their parole will be reviewed on a case by case basis to be considered for placement on a detail. An inmate with a parole violation may be considered to work on an off-unit detail assignment, provided that the original parole and/or current offense is not listed on the Offense Severity Scale (Attachment B) as High or Greatest. Parole violators shall be carefully screened by review of PRISM, Electronic Institutional Records, JUSTIS, and Wales. These inmates must receive approval of the Chief Case Manager.
- 3) **Writ of Ad Testificandum.** An Inmate with a Writ Ad Testificandum shall not be considered to work 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

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offense(s) that the inmate is being prosecuted for or currently serving time for is not listed on the Offense Severity Scale as High or Greatest. In addition, the inmates with a Writ of Ad Prosequendum must have five (5) years or less remaining on their sentence. Inmates with a Writ of Ad Prosequendum shall be screened carefully using PRISM, PaperClip, JUSTIS, and WALES.

5) **Restrictive Housing.** Inmates in Restrictive Housing Units shall not be permitted to work off-unit detail assignments.

b. **Escapes** Inmates who have an escape history shall be considered for detail on a case by case basis.

11. GENERAL ELIGIBILITY REQUIREMENTS

- a. *Sentenced Inmates.* Sentenced inmates are required to work if they are not assigned to programs.
- b. *Pretrial and Unsentenced Inmates.* Pretrial inmates are not required to work except to do personal housekeeping and to clean their housing area. Pretrial and Unsentenced Inmates may willingly perform a work detail assignment.
- 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
- d. *Medical Clearance.* A medical clearance is required:
 - 1) Before an Inmate can be assigned to work in Food Services.
 - 2) To provide guidance for the work that an inmate with disabilities, including temporary disabilities, is able to safely perform.

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- 12. CUSTODY AND CLASSIFICATION REQUIREMENTS.** In addition to general detail eligibility, the custody and classification requirements are referenced in (Attachment C) Detail Eligibility Custody Classification Requirements and (Attachment B) Appendix – Offense Severity Scale.
- 13. PROCEDURES FOR ON-UNIT DETAIL.** Inmate assignment for on-unit details are handled by the unit case manager and the housing unit Officer-in-Charge (OIC).
- a. The inmate may request a work detail through the Housing Unit OIC or Unit Case Manager.
 - b. The Unit Case Manager shall ensure the inmate meets eligibility criteria in accordance with this directive, and documents this on the Inmate Personnel Action Form - Section A (Attachment D).
 - c. The Unit Case Manager and the Housing Unit OIC shall sign off on the Inmate Personnel Action Form Section B.
 - d. The NIPS Coordinator shall scan the signed original Inmate Personnel Action Form into Paperclip.
- 14. PROCEDURES FOR HIRING INMATES FOR OFF-UNIT DETAIL.** Off-unit details may include positions in Administration as well as Restrictive Housing units.
- a. For the purpose of this directive, the Case Manager assigned to the detail housing unit will be referred to as the “Detail Case Manager”.
 - b. 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 PaperClip, JACCS, PRISM, 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.
 - 2) The Detail Case Manager shall complete Section A and C of the Inmate Personnel Action Form and return it to the NIPS Coordinator.

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- 3) The NIPS Coordinator shall interview the inmate for available detail positions and may hire and assign the inmate.
 - 4) The Inmate Personnel Action form shall be forwarded to the Chief Case Manager and Major for approval.
- c. Upon approval, the original Inmate Personnel Action form (Attachment D) shall be forwarded to the NIPS Coordinator for placement in PaperClip.
- d. **Special Projects-** (except Maximum Custody Inmates). Inmates may be approved for special projects; however; they must follow the procedures detailed in Sections 12 and 13 of this directive.
- e. **Special Projects-Off-Unit Detail for Maximum Custody Inmates.** The following procedures shall be followed when selecting and utilizing Maximum Custody Inmates on Special Projects-Off-Unit Detail:
- 1) Status Unit Detail work assignment requests shall be forwarded to the Warden or designee.
 - 2) Selected maximum custody inmates will be screened and oriented on the specific Special Project assigned. Selections will be approved by the Case Manager, NIPS Coordinator, Chief Case Manager, Major, Deputy Warden.
 - 3) Selected maximum custody 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 custody inmates will be under **constant** surveillance by staff while in the performance of their duties.

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15. MEDICAL CLEARANCE

- a. **Inmate Culinary Detail 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, medical shall provide the NIPS Coordinator 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 shall provide medical documentation when an inmate is temporarily ineligible to continue working. The inmate shall be medically cleared prior to return to work.

16. 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;

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- 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 – White
 - Recreation – Orange
 - Environmental – Pink
 - Barber Squad – Purple
 - Laundry and Clothing Issue – Green
 - Infirmary - Yellow
 - Maintenance – Light Green
 - Canteen and Warehouse - Blue
 - C&P/ Chapel/Law Library – Red
- b. NIPS Coordinator’s Responsibilities
- 1) Detail ID Card
 - a) When the inmate’s detail action is approved, the NIPS Coordinator shall prepare and issue a work detail photo identification card signed by the Chief Case Manager.
 - b) When inmates are officially removed from a detail, the NIPS Coordinator shall retrieve and properly dispose of (i.e., shred) the ID card.
 - c) The NIPS Coordinator shall maintain a log showing when each ID

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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).

- 2) Detail Work Orientation. During the detail orientation process, inmates will be informed of rules including termination of off-unit detail assignment. Inmates will be trained and required to acknowledge and sign the Inmate Acknowledgement Form (Attachment F) on safety requirements, working in hazardous conditions and disciplinary procedures.
 - 3) Medical Clearance
 - a) The NIPS Coordinator shall refer the inmate for a medical clearance if the inmate is being recommended for work in Food Services.
 - b) Medical personnel shall provide documentation to the NIPS Coordinator for those inmates who have been medically cleared for detail.
 - c) The NIPS Coordinator shall maintain a log of all inmates who have been medically cleared.
- c. Housing Unit Officer Responsibilities
- 1) The Squad Officer shall pick up inmate detail ID cards from the Command Center when preparing to escort inmates to their work location.
 - 2) Once the Squad Officer reports to the unit with the inmate detail ID cards, the Unit Staff shall be responsible for ensuring that they verify the detail ID photo, the inmate's arm band photo ID and the inmate match prior to

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releasing the inmate from the unit.

- 3) Unit Staff shall identify inmates by their arm bands upon the inmate's return from work.
- 4) The Squad Officer shall return all ID Badges to the Command Center for safekeeping.

d. Reporting Lost and Stolen ID Cards

- 1) The Squad Officer 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 Squad Officer shall submit the completed Inmate Work ID Card/Lost/Replacement Request Form to the NIPS Coordinator who shall complete Section Three of Attachment E for replacement.

e. Investigation Regarding ID Cards Reported as Lost or Stolen

- 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) Section Two.

17. INMATE TRANSFER AND TERMINATION

- a. Inmates may be transferred to another detail based upon qualifications, skill, performance and work attitude.
 - 1) The Squad Officer shall submit the request for transfer of an inmate in writing to the NIPS Coordinator using the Inmate Personnel Action Form

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Section C, Line 1 “Hire/Squad/Position/Grade”.

- 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 Officer’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. Terminations
- 1) Inmates may be terminated from a detail based upon qualifications, skill, performance and work attitude.
 - a) The Squad Officer shall submit the request for termination of an inmate in writing to the NIPS Coordinator using the Inmate Personnel Action Form Section C.
 - b) The Detail Case Manager and NIPS Coordinator shall review and recommend approval (or disapproval of the termination with a written explanation) and forward it to the Chief Case Manager and Major for a final decision.
 - 2) Separations from Other Inmates
 - a) At the time of consideration for an off-unit detail assignment, an inmate who has separations from individuals who are not housed at the facility where the inmate’s detail assignment is shall be notified in writing that the inmate is subject to termination should the individual from whom the inmate is separated be admitted to the facility where the inmate’s detail assignment is and there is no reasonable alternative facility placement for the separatee. If an inmate’s separatee is transferred from the institution, the inmate can be considered for re-hire.
 - b) If during reclassification or other notice that a separatee is located in the facility where the inmate is employed, the Case Manager will

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notify the NIPS Coordinator for termination.

c) The NIPS Coordinator shall submit the Inmate Personnel Action Form to the Chief Case Manager for approval.

3) Disciplinary Infractions. Detail workers may be terminated based upon the finding of guilt in accordance with PM 5300.1 Inmate Disciplinary and Administrative Housing Hearing Proceedings.

18. WORK DETAIL SECURITY PROCEDURES

a. Accountability/Supervision

- 1) Only Authorized DOC employees shall escort inmates to and from their jobs.
- 2) Only DOC employees shall provide correctional supervision.
- 3) No inmate or group of inmates shall be given control or allowed to exert authority over other inmates.
- 4) Squad Officers 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 Officers shall observe the work of inmates who work Off Unit details at least every 15 minutes.
 - c) Squad Officers shall maintain constant surveillance on detail workers assigned to Off Unit details in restrictive areas, and Status Unit Details.

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- d) Squad Officers shall maintain Inmates' ID card when working off-unit details.
 - e) Inmates shall always wear armbands.
 - f) Inmates assigned to restrictive housing work details and special projects shall change from their orange uniforms and put on a yellow restrictive housing sanitation uniform. Once the inmate has completed his work for the day, the inmate will change back into his orange uniform.
- b. Searches
- 1) Squad Officers shall pat search inmate workers prior to leaving the housing units.
 - 2) Housing unit officers shall pat search inmate workers when they return to the housing unit from work.
 - 3) Designated detail workers shall be strip searched prior to returning to their unit.
 - 4) Off unit inmate workers shall be strip searched, in accordance with PP 5009.2, Searches of Inmates, Inmate Housing Units, Work, and Program Areas, when there is a reasonable belief that they are in possession of contraband.
 - 5) Squad Officers shall conduct thorough searches of all work areas daily.
- c. Accountability for Tools. Squad Officers shall account for tools and equipment assigned to the squad consistent with the requirements of PP 5007.1 Security Management.

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19. DAILY INSPECTION OF FOOD SERVICE INMATE WORKERS

- a. The Culinary Squad Officer 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, pursuant to PP 2120.3, Food Service Program, 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. Designated details shall receive bio-hazard and/or safe food handling training.
- b. Squad Officers 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 Sergeant or designee shall ensure safety training is conducted and documented on the Inmate Work Safety Orientation Acknowledgment Form (Attachment G) for inmate workers. Safety training shall include general safe work practices.

21. 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 Squad Officer. In the event of any work related injury or exposure, the inmate shall notify the Squad Officer so that appropriate action (for

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example, medical attention, and submission of necessary reports) may be taken.

- b. Squad Officers shall submit a Work Related Injury and Exposure Report (Attachment H) on all inmate work related accidents, injuries, and exposures to the designated Support Services supervisor.

22. DETAIL POSITIONS

- a. Each Squad Officer 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,
 - 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

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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 may result in termination from detail assignment and there is the possibility that the inmate may no longer be a candidate for detail.

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, 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:

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Chapel	Off Unit	1	\$32.00	\$1.06
Clothing Issue (Inmate Clothing)	Off Unit	1	\$32.00	\$1.06
Cosmetology	Off Unit	1	\$32.00	\$1.06
Cosmetology Sanitation	Off Unit	1	\$32.00	\$1.06
Commissary/Canteen	Off Unit	1	\$32.00	\$1.06
Culinary Position (any)	Off Unit	1	\$32.00	\$1.06
Education Aide	Off Unit	1	\$32.00	\$1.06
Education Tutor	Off Unit	1	\$32.00	\$1.06
Education Sanitation	Off Unit	1	\$32.00	\$1.06
Environmental (any off unit)	Off Unit	1	\$32.00	\$1.06
Health Service - CDF Infirmary, CTF Medical 68, 82	Off Unit	1	\$32.00	\$1.06
Laundry	Off Unit	1	\$32.00	\$1.06
Library/Law Library	Off Unit	1	\$32.00	\$1.06
Maintenance	Off Unit	1	\$32.00	\$1.06
Officer Dining Room	Off Unit	1	\$32.00	\$1.06
Property	Off Unit	1	\$32.00	\$1.06
Receiving & Discharge Unit (CTF only)	Off Unit	1	\$32.00	\$1.06
Recreation Squad	Off Unit	1	\$32.00	\$1.06
Visitation Hall- (CTF)	Off Unit	1	\$32.00	\$1.06
Head Detail -1				
Head Detail -1	On Unit	1	\$32.00	\$1.06
Assistant Detail-2				
Assistant Detail-2	On Unit	2	\$28.00	\$.93
Detail-3				
Detail-3	On Unit	3	\$21.00	\$.70
Detail-4				
Detail-4	On Unit	4	\$18.00	\$.60
Detail-5				
Detail-5	On Unit	5	\$15.00	\$.50
New Detail-6				
New Detail-6	On Unit	6	\$13.25	\$.44
Special Projects				
Special Projects	Off/On Unit		\$10 - \$32.00	Depending on work performed.

24. COMPENSATION

- a. Inmates working less than a full month due to institutional reassignment or

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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 his/her duties.
- c. At the end of each month the Squad Officer or housing unit OIC shall compute the hours worked by the inmate for that month and shall submit the Monthly Pay Roll Roster Form (Attachment I) by the 15th of the month.
- d. The NIPS Coordinator shall prepare and submit to the Major or Designee an inmate payroll commensurate with authorized allocations by no later than the 20th 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. An inmate detail worker's refusal to work is a Class III violation, under OM 5300.1. Termination may result as a consequence for 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 Officer shall submit a monthly Work Performance Rating-Inmate (Attachment J) on each inmate working in that squad. The report is due on the 15th of each month to the NIPS Officer who shall scan

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into the inmate electronic file.

- b. It is each Squad Officer'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 A – Inmate Work Detail Referral Form
Attachment B – Appendix – Offense Severity Scale
Attachment C – Detail Eligibility Custody Classification Requirements
Attachment D – Inmate Personnel Action Form
Attachment E – Inmate Work ID Card Loss/Replacement Request
Attachment F – Inmate Acknowledgement Form
Attachment G – Inmate Work Safety Orientation Acknowledgement
Attachment H – Work Related Injury and Exposure Report – Inmate
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