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Inmate Job and Program Assignments	ACA Standards: 2-CO-3C-01, 2-CO-5A-01, 4-4277, 4-4448, 4-4450, 4-4451, 4-4452, 4-4454, 4-4457, 4-ACRS-5A-14, 4-ACRS-6B-01		
Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Inmate Job and Program Assignments

Inmate job and program assignments will be made on the basis of rational, objective criteria taking into consideration each individual inmate's safety, security, program needs, health restrictions, or disabilities. (PREA 115.42(a)) The safety and security of the staff and facility will be maintained. Jobs will include a variety of work assignments that afford inmates an opportunity to learn job skills and develop good work habits and attitudes that may be applied after release. (4-4448, 4-4451) These opportunities may include: correctional industries, facility maintenance, facility support, public works and work in the community based upon eligibility requirements. (2-CO-5A-01, 4-4452, 4-ACRS-5A-14) Assignment to jobs and/or programs will provide equal opportunities to all inmates. All job/program assignments will be made without regard to race, religion, national origin, gender, disability or political views. (2-CO-3C-01, 4-4277, 4-4450, 4-ACRS-6B-01)

For the purpose of this procedure, the term “inmate” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (ODOC).

I. Eligibility

Job and program eligibility will be based on specific job and program descriptions consistent with [OP-060107](#) entitled “Systems of Incarceration.”

II. Job and Program Descriptions

A. Jobs and programs will be described using the “Inmate Job Description Form” ([Attachment A](#), attached).

- B. A job description will be created and maintained for each inmate job available at the facility.

III. Assignment

It is the responsibility of all staff to adhere to the procedure set forth. Classification committees will determine facility and inmate needs and make job and program assignments based on the inmate's total record and the needs of the facility. (4-4457) Changes will be documented on the "Intra-Facility Assignment Form" ([DOC 060203B](#)). Each facility will ensure there is a written plan for job/program assignments for all inmates in the general population. (2-CO-5A-01, 4-4448)

A. Job and Program Assignment

1. To better prepare inmates for meaningful employment upon release, inmates will be assigned a goal of a 40 hour work week. (4-4454) Work assignments will be in conjunction with the inmate's programmatic and training needs and will support the needs of the facility. (4-4448, 4-4451, 4-4454)
2. Restrictions due to health or security reasons will be documented as outlined in this procedure.
3. Inmates will be assigned to jobs and programs based on the "first available appropriate slots" for which the inmate is eligible or if a need has been identified. Priority for program placement will be given to inmates with moderate to high assessed needs as determined by the case plan and through assessment processes.
4. Each facility head will be responsible for monitoring the racial makeup of each job/program so that each job/program is consistent with the makeup of the facility. A quarterly report will be prepared by the facility head outlining the makeup of each job/program through submission of the "Job and Program Racial Makeup Quarterly Report" ([Attachment B](#), attached). The report will be submitted to the appropriate division manager or the private prison and jail administrator.

IV. Job and Program Assignment Criteria

A. Security Related Criteria (PREA 115.42(b))

The following are criteria relative to an inmate's intake housing assessment utilizing the "Cell Assessment Form" ([OP-030102](#), [Attachment A](#)) and the "Self Report Form" ([OP-030102](#), [Attachment B](#)) and custody assessment which, in addition to custody designation, will be considered in making job and program assignments:

1. Criminal history;
2. Current offense (type and seriousness);
3. Violent tendencies;
4. Non-association (Separatees);
5. Security Threat Group designation;
6. Current institutional adjustment/misconduct history;
7. Special safety and security requirements;
8. Predatory sexual behavior;
9. Protective custody; and
10. Case plan needs.

Information pertaining to each inmate's custody assessment can be found on the inmate's "Consolidated Record Card" (CRC) ([DOC 060211H](#)), the custody and assessment profile, and documentation contained in the inmate's file.

B. Health Related Issues

In making job and program assignments, health related issues will be taken into consideration. Information pertaining to each inmate's current health needs and related restrictions is available through the "Activity/Housing Summary" (IHAP) (located in the electronic health record (EHR)). The IHAP classification, where available, may be found in OMS.

C. Additional Job and Programs Related Criteria

Consideration will be given to the following criteria upon the determination that such consideration would not be inconsistent with the inmate's needs and requirements relative to safety, security, treatment and habilitation.

1. Programmatic needs (vocational training, education, and, substance abuse, psychosexual, mental health programs);
2. Current release date/reentry needs;
3. Educational background;
4. Job requirements;
5. Job skills and experience;

6. Certifications and licensures; and
7. Facility needs.

V. Assignment Procedure

A. Jobs and programs to which inmates may be assigned consist of:

1. A prioritized listing of facility workforce needs (job vacancies) and program vacancies requiring immediate placement critical to the operation of the facility. These vacancies are created daily as a result of inmate transfers, demotions, security violations, program completion or termination, and other similar occurrences. This list is prepared by the work/program supervisor; and
2. The numeric listing of jobs and programs at the facility which are not on the priority list.
3. The designated staff member/committee will assign inmates to the first job or program on the appropriate list of vacancies which meets the inmate's needs and/or skills as well as the safety, security and program considerations. New arrivals to a facility will be assigned to jobs and programs based on the System of Incarceration level. The priority list will be filled prior to the numeric list.
4. When assigning or reassigning an inmate to general work or a specific job or program, the designated staff member/committee responsible for making such assignments will first review all pertinent information to determine if there are security or health related restrictions/disabilities and other additional criteria. An "Intra-Facility Assignment Form" ([DOC 060203B](#)) must be completed and forwarded to the records office, and a copy filed in the inmate's field file.
5. Inmates with health restrictions or disabilities who can perform the essential functions of a job with or without reasonable accommodation will be assigned accordingly. (4-4450)

VI. References

Policy Statement No. P-030200 entitled "Offender Housing, Jobs, and Program Integration"

OP-060107 entitled "Systems of Incarceration"

VII. Action

The appropriate regional director is responsible for compliance with this procedure.

The regional director, Region 2, is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-030103 entitled "Offender Job and Program Assignments" dated May 28, 2014

Deleted: OP-030103 Revision-01 dated November 20, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 060203B	"Intra-Facility Assignment Form"	OP-060203
DOC 060211H	"Consolidated Record Card" (CRC)	OP-060211
MSRM Form	"Activity/Housing Summary"	EHR

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Inmate Job Description"	Attached
Attachment B	"Job and Program Racial Makeup Quarterly Report"	Attached