

103 CMR 944.00: COUNTY CORRECTIONAL FACILITIES -- INMATE WORK PROGRAMS

Section

944.01: General Provisions

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944.01: General Provisions

The county correctional facility shall develop and implement a written inmate work assignment plan that provides for inmate employment, subject to the number of work opportunities available and the security of the facility.

- (1) Written policy and procedure shall include the following provisions:
 - (a) pre-trial and unsentenced detainees shall not be required to work, except to do personal housekeeping;
 - (b) any inmate may volunteer for work assignments;
 - (c) a variety of work assignments affording inmates an opportunity to learn job skills and develop good work habits and attitudes shall be offered;
 - (d) work shall be offered in facility maintenance and operations;
 - (e) where statute permits, work assignments shall be offered in public works projects and nonprofit and community service projects; and,
 - (f) employment for handicapped inmates is available.
- (2) Policy and procedure shall prohibit discrimination in inmate work assignments based on sex, sexual orientation, race, religion, national origin, or handicap.
- (3) Policy and procedure shall provide that the inmate's work day approximates the work day in the community.

944.02: Industries Programs

If an industries program exists in a county correctional facility, the Sheriff/facility administrator shall provide the following:

- (1) Policy and procedure that authorize the establishment of an industries program, delineating the areas of authority, responsibility and accountability for such industries program.
- (2) Policy and procedure for the county correctional facility's industries program shall include, but not be limited to, the following:
 - (a) security and program determinations necessary for any individual to be eligible for industries work shall be made by the classification committee, consistent with security and available resources;
 - (b) the number of inmates assigned to industries operations shall meet the realistic workload needs of each industries operating unit;
 - (c) a cost accounting system in operation for each operating unit shall be designed and maintained in accordance with generally accepted accounting principles; and,
 - (d) each industries operating unit shall have a written quality control procedure that provides for raw material, in-process, and final product inspection.

944.03: Compliance with Regulations (Required)

- (1) The Sheriff/facility administrator shall ensure that all county correctional facility work, industrial, vocational and educational programs comply with required federal, state, or local work, health and safety standards, applicable to correctional facilities.
- (2) The county correctional facility shall ensure compliance with these standards by conducting weekly inspections of facility work programs by qualified facility staff, monthly inspections by a safety officer and through at least annual inspections by the authority having jurisdiction. Documentation of such inspections shall be recorded and maintained.

944.04: Incentives and Compensation

The written inmate work plan shall provide for any incentives and/or compensation approved by the Sheriff or designee for inmates in work programs, which may include, but not be limited to, the following:

- (a) special housing;
- (b) extra privileges; and
- (c) good time credits, as statute permits.

REGULATORY AUTHORITY

103 CMR 944.00: M.G.L. c. 124, § (1), (c), (d) and (q); c. 127, §§ 1A and 1B.