

COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF CORRECTION

103 DOC 450

INSTITUTION WORK ASSIGNMENTS

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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: POLICY DEVELOPMENT AND COMPLIANCE UNIT
TITLE: INSTITUTION WORK ASSIGNMENT	NUMBER: 103 DOC 450

Purpose: The purpose of 103 DOC 450.00 is to establish Department of Correction ("Department") policy for work assignments in all Department institutions. Providing institutional work assignments for as many inmates confined in a correctional institutions as possible, is desirable to promote sound habits, maintain the institution, and minimize idleness.

References: M.G.L., Chapter 124, § 1 (c) and (q)
M.G.L., Chapter 127, §§ 48, 48A, 83 and 83A.

Applicability: Staff/Inmates **Public Access:** Yes

Location: Department Central Policy File
Each Institution's Policy File
Each Inmate Library

Availability: A copy of this policy may be made available in other formats in accordance with 103 DOC 207.00 Special Accommodations for Inmates.

Responsible Staff for Implementation and Monitoring of Policy:

- Director of the Policy Development and Compliance Unit
- Superintendents

Effective Date: 03/30/2016

Cancellation: 103 DOC 450.00 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules and regulations regarding institution work assignments which are inconsistent with this policy.

Severability Clause: If any part of 103 DOC 450.00 is for any reason held to be in excess of the authority of the

Commissioner, such decision shall not affect any other part of this policy.

450.01 **Institution Work Assignment Plan**

1. General

Each superintendent or designee shall develop a work assignment plan that provides work opportunities for inmates not participating in the institution's industry program. Work opportunities shall include assignments to food service and the laundry, as well as general maintenance and operations. Assignments to these positions shall be made by an institution classification board or by a work assignment officer. Inmate skills, abilities, security clearance and work histories should be the criteria utilized in matching inmates with institution work assignments. Superintendents may create unpaid/volunteer inmate work assignments, however, job descriptions must differ from those in similar paid positions (e.g., a paid general maintenance position may be on call twenty-four (24) hours a day, whereby a volunteer position may not be). The unpaid/volunteer inmate work assignments may be eligible for reduction of sentence credits in accordance with 103 CMR 411.00 Deduction From Sentence. Each inmate shall be supplied with the necessary tools, clothing and other equipment to properly undertake his/her job duties. No inmate shall be denied the opportunity to participate in work solely due to having a disability.

For inmates with disabilities, the work assignment plan shall have adequate work opportunities commensurate with their abilities, which may require reasonable accommodations to allow the inmate the opportunity to perform the essential functions of the work assignment. The provision of reasonable accommodations for inmates with disabilities shall be made in accordance with 103 DOC 207, Special Accommodations for Inmates.

The Shattuck Correctional Hospital Unit shall be exempt from developing a work assignment plan as all work assignments are under the direction of the Department of Public Health.

Using the Inmate Management System ("IMS") database, institution work assignment officers or other institution staff shall:

- a. Note classification board recommendations and decisions regarding institution work assignments in the "Others" field on the Classification Recommendations/Results screen.
- b. Request or refer inmates for work assignments via an entry in the Screen Inmates for Work screen.
- c. Utilize the Available Assignments Query to search the database for available jobs.
- d. Begin the screening process by utilizing the Screen Inmate for Work screen. Add inmates requesting jobs to the list to be screened. Identify inmates in the various stages of the work approval/assignment process, and review a prospective inmate's work history to begin the screening process.
- e. Utilize the Select Inmate for Review screen to identify the specific job to screen an inmate for, and if applicable to the job, generate notifications to staff required to approve an inmate for the job prior to actual assignment.
- f. For staff required to approve inmates for certain jobs such as IPS or medical (for food handler clearance), review the Notifications screen on a regular basis to identify inmates requiring approval. Staff shall then utilize the Review and Assign Inmate screen to review pertinent information such as the last disciplinary report received, education, skills, etc., and enter their decision. Once all

approvals are entered, the work assignment officer shall ensure that all applicable fields are completed and shall utilize this screen to assign the inmate to the job.

- g. Review the Notifications screen on a regular basis to identify inmates whose assignments are due to end (e.g. for rotations) and take appropriate action.

2. Contents of the Work Assignment Plan

- a. Job Descriptions - Each work assignment shall have a job description that briefly states the duties to be performed, the staff job title responsible for supervision, the hours, and the pay scale. An inmate accepting a work assignment shall receive a written job description. The inmate acknowledges through his signature on the job description form that he/she has read and understands the requirements of the job. Institution work assignment officers shall document this information in the IMS Create Job Assignment screen. Additionally, any staff approvals required prior to assignment shall be entered in this screen. They shall be entered in the order that the staff screening/approval occurs and the work assignment officer shall be entered as the last approval required. Generally, inmates shall not be involved in institution operational functions including, but not be limited to: typing correspondence; maintaining logbooks; tracking payroll; operating computers (unless consistent with 103 DOC 756, Information Technology Systems); and other similar tasks. Where ample work opportunities exist, efforts shall be made to structure the inmate's workday to approximate the workday in the community.
- b. Pay Scale - In those instances where inmates are compensated, the work assignment plan shall reflect an organized system of compensation. The amounts paid shall be

based on the criteria outlined in 103 CMR 405, Inmate Funds. Any exceptions to the pay scales outlined in 103 CMR 405.08, shall require prior written approval from the Commissioner, including any unpaid/volunteer position created by Superintendents, regardless of whether an inmate receives earned good time deductions. All such written requests for approval shall be submitted through the Director of Administrative Services.

Appropriate institution staff shall complete inmate payrolls via the IMS Trust Fund Accounting module. Staff shall utilize the Attendance and Discharge Query to verify attendance.

- c. Evaluations - Staff shall evaluate inmate job performance at least monthly to determine the inmate's conduct on the job and to assign reduction of sentence credits, if warranted. The institution classification board or the work assignment officer may, at any time, evaluate an inmate's performance and reassign the inmate for documented poor performance, or to accommodate institution needs.

Using the IMS database, institutions shall:

1. Require work supervisors to complete the Program/Work Attendance screen daily and evaluate inmate job performance monthly by completing the Performance Rating screen. Staff shall ensure that all applicable fields are completed on these screens.
2. Require the work assignment officer to subsequently complete the Credit Approval screen for all inmate workers to assign reduction of sentence credits, if warranted.
3. Require designated staff to discharge inmates from work assignments via the

"Discharge Job" button on the Screen Inmate for Work screen.

- d. Public and Community Work Projects - Where the security status and M.G.L. c. 127 § 49B allows, the work assignment plan shall provide that inmates may work on public works projects with proper supervision.

3. Restrictions

Each Superintendent shall assess his/her institution to determine those work locations not appropriate for assigning Security Risk Level A inmates to work. Identified locations shall be listed within an institution specific procedure for the 103 DOC 450, Institution Work Assignments.

These areas may include but not be limited to the following:

- Industries Buildings
- Visiting Room
- Loading Dock / Store houses
- Health Service Unit
- Maintenance
- Any work location adjacent to either the vehicle or pedestrian traps.