Massachusetts Department of Correction **POLICY**	Effective Date 10/6/2025 Annual Review Date 9/3/2025	Responsible Division Policy Development and Compliance Unit
Policy Name 103 DOC 450 INSTITUTION WORK ASSIGNMENT	Regulation Reference(s): M.G.L., Chapter 124, § 1 (c) and (q); M.G.L., Chapter 127, §§ 48, 48A, 83 and 83A.	
	DOC Policy Reference: 103 DOC 122; 103 CMR 405; 103 DOC 408; 103 CMR 411; 103 CMR 478; 103 DOC 610; 103 DOC 620; 103 DOC 631; 103 DOC 650; 103 DOC 756	
	ACA/PREA Standards: 5-ACI-7A-01; 5-ACI-7A-02; 5-ACI-7A-03; 5-ACI-7A-04; 5-ACI-7A-06; 5-ACI-7A-13; 2-CO-5A-01	
Attachments Yes ☐ No ☒ Library Yes ☒ No ☐	Applicability: Staff/Incarcerated Individuals/Civil Commitments	
Public Access Yes ☒ No ☐	Location: Department Central Policy File Each Institution's Policy File	

PURPOSE:
The purpose of 103 DOC 450 is to establish Department of Correction (Department) policy for work assignments in all Department institutions. Providing institutional work assignments for as many incarcerated and civilly committed individuals confined in correctional institutions as possible, is desirable to promote sound habits, maintain the institution, and minimize idleness.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:
Director of the Policy Development and Compliance Unit
Superintendents

CANCELLATION:
103 DOC 450 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 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.

AVAILABILITY:
A copy of this policy may be made available in other formats in accordance with 103 DOC 408, *Reasonable Accommodations*.

TABLE OF CONTENTS

450.01	Institution Work Assignment Procedure	3
450.02	Duties of the Work Assignment Officer	5
450.03	Duties of the Work Supervisor	6
450.04	Work Restrictions	7
450.05	Rotation of the Workforce	8
450.06	Training	8

ATTACHMENTS

Attachment #1	Employment Description Form	10
Attachment #2	Employment Termination Form	20

450.01 INSTITUTION WORK ASSIGNMENT PROCEDURE

A. General

Each Superintendent shall develop a Work Assignment Procedure that provides work opportunities for incarcerated and civilly committed individuals not participating in the institution's Industry Program. Work opportunities shall include, but not be limited to, assignments to food service and the laundry, as well as general maintenance and operations. These work assignments should afford incarcerated and civilly committed individuals an opportunity to learn job skills and develop good work habits and attitudes that they can apply to jobs after they are released. Where ample work opportunities exist, efforts shall be made to structure the incarcerated or civilly committed individual's workday to approximate the workday in the community. Assignments to these positions shall be made by an institution classification board or by a Work Assignment Officer. Incarcerated or civilly committed individual skills, abilities, security clearance and work histories should be the criteria utilized in matching individuals with institution work assignments. Superintendents may create unpaid/volunteer incarcerated and civilly committed individual 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 incarcerated individual work assignments may be eligible for earned good time credits in accordance with 103 CMR 411, *Deduction from Sentence*. Each incarcerated or civilly committed individual shall be supplied with the necessary training, tools, clothing and other equipment to properly undertake their work assignment duties.

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

B. Contents of the Institution Work Assignment Procedure

1. Work Assignment Descriptions: Standardized Work Assignment Descriptions (Attachment #1) for the following areas which shall be used at each institution:

    a. Custodial Worker
        i. Utility Worker
        ii. EHSO/Bio-Hazard

    b. Food Service Work
        i. General Kitchen Worker/Food Server

c. Maintenance
   i. General Maintenance (painting, non-licensed work)

e. Landscaper
   i. Groundskeeper

f. Clerk
   i. Library/Law Library Clerk
   ii. General Clerk

g. Non-vocational Barber

h. Recreation
   i. Recreation Assistant

i. Laundry Services

2. With the exception of the Work Assignment Descriptions (Attachment #1) listed in this policy, each Institution Work Assignment shall have a written Work Assignment Description for any additional available work opportunities that may be available (i.e. minimum institution work crews, unpaid/volunteer etc.) that briefly states the duties to be performed, the staff job title responsible for supervision, the hours, and the pay scale. In addition, each Work Assignment Description shall list any training required pursuant to 103 DOC 450.06. An incarcerated or civilly committed individual accepting a Work Assignment shall receive the written Work Assignment Description, which shall include space for the supervisor and the incarcerated or civilly committed individual to place their signature. By placing their signature on the Work Assignment Description, the supervisor acknowledges that all training outlined in 103 DOC 450.06 has been provided, and the incarcerated or civilly committed individual acknowledges that they have read and understand the Work Assignment Description and have received all training required by 103 DOC 450.06. All signed Work Assignment Descriptions shall be kept on file by the Institution Work Assignment Officer.

3. Pay Scale: In those instances where incarcerated or civilly committed individuals are compensated, the work assignment procedure shall reflect an organized system of compensation (i.e. Work Assignment Matrix). The amounts paid shall be based on the criteria outlined in 103 CMR 405, *Fund Accounts*. Any exceptions to the pay scales outlined in 103 CMR 405.07, shall require prior written approval from the Commissioner, including any unpaid/volunteer position created by Superintendents, regardless of

whether an incarcerated or civilly committed individuals is eligible for earned good time credits. All such written requests for approval shall be submitted through the Director of Support Services.

1. Appropriate institution staff shall complete incarcerated and civilly committed individual payrolls via the Inmate Management System (IMS) Trust Fund Accounting module. Staff shall utilize the Attendance and Discharge Query to verify attendance.

C. Incarcerated and Civilly Committed Individuals with Disabilities

For incarcerated and civilly committed individuals with disabilities, the work assignment procedure shall have adequate work opportunities commensurate with their abilities, which may require reasonable accommodations to allow the incarcerated or civilly committed individual the opportunity to perform the essential functions of the work assignment. The provision of reasonable accommodations for incarcerated andcivilly committed individuals with disabilities shall be made in accordance with 103 DOC 408, *Reasonable Accommodations*.

No incarcerated or civilly committed individual shall be denied the opportunity to participate in work solely due to having a disability.

450.02 DUTIES OF THE WORK ASSIGNMENT OFFICER

A. Using the IMS database, institution Work Assignment Officers or other institution staff shall:

1. Document job 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.

2. Note classification board recommendations and decisions regarding institution work assignments in the "Others" field on the Classification Recommendations/Results screen.

3. Request or refer incarcerated or civilly committed individual for work assignments via an entry in the Screen Inmate for Work screen.

4. Utilize the Available Assignments Query to search the database for available jobs.

5. Begin the screening process by utilizing the Screen Inmate for Work screen. Add incarcerated or civilly committed individual requesting jobs to the list to be screened. Identify incarcerated or civilly committed individual in the various stages of the work approval/assignment process and review a prospective incarcerated or civilly committed individual work history to begin the screening process.

6. Utilize the Select Inmate for Review screen to identify the specific job to screen an incarcerated or civilly committed individual for, and if applicable to the job, generate notifications to staff required to approve an incarcerated or civilly committed individual the job prior to actual assignment.

7. For staff required to approve incarcerated or civilly committed individuals for certain jobs such as Inner Perimeter Security (IPS) or medical (for food handler clearance), review the Notifications screen on a regular basis to identify incarcerated or civilly committed individuals 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 incarcerated or civilly committed individual to the job.

8. Review the Notifications screen on a regular basis to identify incarcerated or civilly committed individuals whose assignments are due to end (e.g., for rotations) and take appropriate action.

9. Require the Work Assignment Officer to subsequently complete the Credit Approval screen for all incarcerated or civilly committed individual workers to assign earned good time credits, if warranted.

10. Require designated staff to discharge incarcerated or civilly committed individual from work assignments via the "Discharge Job" button on the Screen Inmate for Work screen.

450.03 DUTIES OF THE WORK SUPERVISOR

A. Evaluations: Staff shall evaluate incarcerated and civilly committed individual job performance at least monthly to determine the incarcerated or civilly committed individual's conduct on the job and to assign earned good time credits, if warranted. The institution classification board or the Work Assignment Officer may, at any time, evaluate an incarcerated or civilly committed individual's performance and reassign the incarcerated or

civilly committed individual for documented poor performance, or to accommodate institution needs.

An incarcerated or civilly committed individual who refuses a direct order to complete duties agreed upon in a work assignment may be given a disciplinary report for refusing a direct order. A disciplinary report is not required to terminate an incarcerated or civilly committed individual for a work assignment. Upon termination of an incarcerated or civilly committed individual, the Employment Termination Form (Attachment #2) shall be submitted to the Institution Work Assignment Officer.

B. The work supervisors shall complete the Program/Work Attendance screen daily and evaluate incarcerated or civilly committed individual job performance monthly by completing the Performance Rating screen. Staff shall ensure that all applicable fields are completed on these screens.

450.04 WORK RESTRICTIONS

A. Each Superintendent shall assess their institution to determine those work locations not appropriate for assigning Security Risk Level A incarcerated and civilly committed individuals to work in accordance with 103 DOC 527, *Security Risk Incarcerated Individuals and Civil Commitments*. Identified locations shall be listed within an institution specific procedure for the 103 DOC 450.

B. Incarcerated and civilly committed individuals 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.

C. Incarcerated and civilly committed individuals diagnosed with mental illness or developmental disabilities shall be subject to the recommendations of the mental health clinicians as outlined in 103 DOC 650, *Mental Health Services.*

D. Incarcerated and civilly committed individuals diagnosed with a communicable disease shall be restricted from certain work assignments as outlined in 103 DOC 631, *Communicable Diseases.*

E. All incarcerated and civilly committed individuals working in food services shall be subject to the medical screening and monitoring practices outlined in 103 DOC 620, *Special Health Care Practices*.

F. Any incarcerated or civilly committed individual performing a Work Assignment (e.g., runner, library clerk, maintenance, etc.) requiring entry

into a BAU must submit to an unclothed search prior to entering and leaving the BAU. Incarcerated and civilly committed individual workers entering a BAU shall be required to change into a jumpsuit while in the unit (any color except red). Superintendents shall outline within the institutional procedures any other specialized units that this process may apply to.

450.05 ROTATION OF THE WORKFORCE

A. Each Superintendent shall assess their institution to determine those work locations where, at minimum, an annual rotation of the inmate workforce is appropriate to prevent familiarity. These identified locations shall be listed within the specific procedure for 103 DOC 450.

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

1. BAU

2. Visiting Room

3. Health Services Unit

4. Administrative Areas

5. Property Office

B. Work assignments which are done in conjunction with a vocational/educational program (i.e. Culinary Arts, Barber Program, Companionship Program) shall be exempt from the above rotation requirements.

450.06 TRAINING

A. Each Superintendent shall ensure that all incarcerated and civilly committed individuals who may, as a part of their Work Assignment, be operating any power tools or equipment have documented training in the safe and correct operation of the tools and/or equipment. This training shall be documented on the Work Assignment Description (Attachment #1) and maintained by the Work Assignment Officer.

B. Each Superintendent shall ensure that only those incarcerated and civilly committed individuals who are trained by qualified medical personnel in proper methods of biohazard cleaning, shall clean biohazardous or infectious waste as referenced in 103 DOC 610, *Clinical Contract Personnel and the Role of DOC Health Services*. A list of incarcerated and civilly committed individuals trained in biohazard cleaning shall be maintained by the Environmental Health and Safety Officer (EHSO) of the institution as well as the Work Assignment Officer.

C. Any incarcerated and civilly committed individual given a Work Assignment as a general library or law library clerk shall be trained in accordance with 103 CMR 478, *Library Services*.

D. Any incarcerated and civilly committed individual authorized to operate farm vehicles shall be trained in accordance with 103 DOC 122, *Vehicle Usage and Control*.

E. Any incarcerated and civilly committed individual given a Work Assignment as a Barber shall be trained in accordance with 240 CMR 8.00, *Barber Regulations* as required in 103 DOC 750, *Hygiene Standards.*

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Custodial Worker **Functional Job Title:** Utility Workers

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Cleaning floors, surfaces, restrooms, windows, furniture, showers, etc.
- Trash removal
- Light Maintenance
- Using cleaning chemicals and equipment correctly and safely
- Follow safety protocols
- Specific duties will be assigned by the area supervisor as necessary

Qualifications /Skills:

- Interpersonal skills
- Communication
- Teamwork
- Ability to follow directions and complete assignments on schedule
- Must be neat and clean in appearance

Training Required for the Employed Incarcerated/Civilly Committed Individual to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Trained in the use of Defender cleaning products in accordance with 103 DOC 750, *Hygiene Standards*, Attachment #1
- Specialized positions will require additional training as applicable

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Custodial Worker **Functional Job Title:** EHSO Worker - Bio-Hazard

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Cleaning floors, surfaces, restrooms, windows, furniture, showers, trash removal etc.
- Light Maintenance
- Using cleaning chemicals and equipment correctly and safely
- Follow safety protocols with Bio-hazard cleaning and disposal (blood spill etc.)
- Assist EHSO/FSO with specific duties assigned necessary

Qualifications/Skills:

- Interpersonal skills
- Communication
- Teamwork
- Ability to follow directions and complete assignments on schedule
- Must be neat and clean in appearance

Training Required for the Employed Incarcerated/Civilly Committed Individual to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Specialized training in accordance with 103 DOC 610, *Clinical Contract Personnel and the Role of DOC Health Services*.

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Required Training Completed: ☐

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Landscaper **Functional Job Title:** Groundskeeper

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Performs duties under the supervision of Walks/Grounds Officer/assigned Institution Staff
- General maintenance of the facility outdoor spaces to include but not limited to mowing lawns, seeding, fertilizing, watering, raking, shrub maintenance, plant care, weed control, debris removal, snow removal
- Utilize, clean and maintain tools and equipment properly
- Cleaning worksite, tool shed and/or shop area by sweeping, mopping, dusting, etc.
- May be required to respond to seasonal work in the facility as required which may include off hours/nights and weekends
- Specific duties will be assigned by the area supervisor as necessary

Qualifications/Skills:

- Interpersonal skills, Communication, Teamwork
- Ability to follow directions and complete assignments on schedule
- Ability to learn and safely use hand and power tools/equipment
- Must be neat and clean in appearance
- Relevant certification or experience preferred

Training Required for the Employed Incarcerated/Civilly Committed Individual to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Trained in the safe and correct operation of any power tools and/or equipment
- Specialized positions will require additional training as applicable

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Required Training Completed: ☐

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Food Service Worker **Functional Job Title:** General Kitchen Worker

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Performs duties relative to the functional job assigned including preparing, serving food and delivery where applicable
- Dishwashing, cleaning, sanitizing work area, kitchenware and equipment as needed
- Properly storing prepared foods
- Empty, sanitize, wash all garbage barrels
- Receiving and processing deliveries of food and supplies
- Specific duties will be assigned by the area supervisor as necessary

Qualifications/Skills:

- All incarcerated individuals working in food services shall be subject to the medical screening and monitoring practices outlined in 103 DOC 620, Special Health Care Practices
- Interpersonal skills, Communication, Teamwork
- Ability to follow directions and complete assignments on schedule
- Must be neat and clean in appearance

Training Required for the Employed Incarcerated/Civilly Committed Individuals to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Specialized positions will require additional training as applicable

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Maintenance **Functional Job Title:** General Maintenance

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Performs duties under the supervision of industrial instructors/institution staff
- General maintenance of the facility to include but not limited to painting, HVAC, plumbing, electrical, carpentry, etc.
- Utilize, clean and maintain tools and equipment properly
- Cleaning worksite and/or shop area by sweeping, mopping, dusting, etc.
- May be required to respond to maintenance issues in the facility during off hours to include nights and weekends
- Specific duties will be assigned by the area supervisor as necessary

Qualifications/Skills:

- Interpersonal skills, Communication, Teamwork
- Ability to follow directions and complete assignments on schedule
- Ability to learn and safely use hand and power tools/equipment
- Must be neat and clean in appearance
- Relevant certification or experience preferred

Training Required for the Employed Incarcerated/Civilly Committed Individual to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Trained in the safe and correct operation of any power tools and/or equipment
- Specialized positions will require additional training as applicable

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Required Training Completed/Documentation Attached: ☐

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Non-Vocational Barber **Functional Job Title: Barber**

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Performs duties under the supervision of area supervisor/Institution Staff
- Cut trim style incarcerated individuals hair as scheduled
- Sterilize and sanitize equipment before and after use using appropriate chemicals
- Cleaning work area by sweeping, mopping, dusting, etc. Sanitizing and cleaning walls, chairs and mirrors daily.
- Specific duties will be assigned by the area supervisor as necessary

Qualifications/Skills:

- Interpersonal skills, Communication, Teamwork
- Ability to deal respectfully with a diverse population
- Ability to follow directions and complete assignments on schedule
- Must be neat and clean in appearance
- Relevant certification or experience preferred

Training Required for the Employed Incarcerated/Civilly Committed Individual to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Trained in the cleaning of electric razors in accordance with 240 CMR 8.00, *Barber Regulations*
- Specialized positions will require additional training as applicable

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Clerk **Functional Job Title:** General Clerk

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Performs duties under the supervision of area supervisor/Institution Staff
- General clerical duties such as maintaining inventory, organizing, general accountability of materials, maintain filing and cataloging, etc.
- Cleaning work area by sweeping, mopping, dusting, etc.
- Specific duties will be assigned by the area supervisor as necessary

Qualifications/Skills:

- Interpersonal skills, Communication, Teamwork
- Ability to follow directions and complete assignments on schedule
- Must be neat and clean in appearance
- Relevant certification or experience preferred

Training Required for the Employed Incarcerated/Civilly Committed Individual to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Specialized positions will require additional training as applicable

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Clerk **Functional Job Title:** Library/Law Library Clerk

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Performs duties under the supervision of area supervisor/Institution Staff
- General clerical duties such as maintaining inventory, organizing, general accountability of materials, maintain filing and cataloging, etc.
- Cleaning work area by sweeping, mopping, dusting, etc.
- Specific duties will be assigned by the area supervisor as necessary

Qualifications/Skills:

- Interpersonal skills, Communication, Teamwork
- Ability to follow directions and complete assignments on schedule
- Must be neat and clean in appearance
- Relevant certification or experience preferred

Training Required for the Employed Incarcerated/Civilly Committed Individual to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Specialized training in accordance with 103 CMR 478, Library Services

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Required Training Completed: ☐

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Laundry Services **Functional Job Title:** Laundry Worker

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Performs duties under the supervision of area supervisor/Institution Staff
- Wash and dry facility laundry in accordance with facility laundry schedule as trained
- Assist with laundry collection and distribution as assigned
- Cleaning work area by sweeping, mopping, dusting, etc.
- Specific duties will be assigned by the area supervisor as necessary

Qualifications/Skills:

- Interpersonal skills, Communication, Teamwork
- Ability to deal respectfully with a diverse population
- Ability to follow directions and complete assignments on schedule
- Must be neat and clean in appearance
- Relevant certification or experience preferred

Training Required for the Employed Incarcerated/Civilly Committed Individual to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Specialized positions will require additional training as applicable

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Massachusetts Department of Correction
Work Assignment Description Form

Institution:_____

Title of Position: Recreation **Functional Job Title:** Recreation Assistant

Location of Position:_____ **Schedule:**_____ **Pay Scale:**_____

Staff Supervisor Responsible for Supervision of Employed Incarcerated/Civilly Committed Individual:

_____

Duties to be performed by the Employed Incarcerated/Civilly Committed Individual:

- Performs duties under the supervision of area supervisor/Institution Staff
- Take incarcerated individual photos during visits as requested as well as during the designated times for incarcerated individual to take photos
- Assist in organizing special events including sporting events, tournaments, league schedules, etc.
- Sort and maintain recreation equipment to include games, weights, etc.
- Issuing out recreation equipment and ensuring all items issued are returned and put away
- Visually inspecting all recreation equipment and reporting any faulty equipment to area supervisor
- Assist in cleaning of the gym, yard or adjacent areas as assigned
- Specific duties will be assigned by the area supervisor as necessary

Qualifications/Skills:

- Interpersonal skills, Communication, Teamwork, Ability to deal respectfully with a diverse population
- Ability to follow directions and complete assignments on schedule
- Must be neat and clean in appearance
- Relevant certification or experience preferred

Training Required for the Employed Incarcerated/Civilly Committed Individuals to fulfill this position:

- All positions will receive job specific training as indicated by work supervisor
- Specialized positions will require additional training as applicable

Restrictions for this position:

- Restrictions for this position may apply as outlined in institutional procedure

This job description outlines the general duties expected and is not intended to cover every task that may be required of you. By signing this form, you acknowledge that you have reviewed this form in its entirety.

Incarcerated/Civilly Committed Individual's Signature:_____ Date:_____

Work Supervisor Signature:_____ Date:_____

This form is to be kept on file by the Institution Work Assignment Officer

Attachment #2

Massachusetts Department of Correction
Employment Termination Form

Institution:_____

Name of Incarcerated or Civilly Committed Worker:_____

Commitment #:_____

Title of Position and Area:_____

Staff Supervisor:_____

Date of Termination:_____

Reason for Termination:_____

_____

_____

_____

Disciplinary/Incident Report #:_____

Submitted by:_____ _____
Signature Date

Submit Completed Forms to Assignment Officer

****

I have received this termination form and have terminated the incarcerated or civilly committed individual in IMS.

Assignment Officer:_____

This form is to be kept on file by the Institution Work Assignment Officer