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JOHN Q. HAMM
COMMISSIONER

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**ADMINISTRATIVE REGULATION
NUMBER 444**

**OPR: MEN'S AND WOMEN'S
SERVICES**

INMATE ASSIGNED JOBS

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures to provide a guideline for the employment, assignment, and daily activity of an inmate assigned to a job.

II. POLICY

It is the policy of the ADOC to ensure that inmates are occupied in a job which will contribute to their personal development and the efficient operation of their facility.

III. DEFINITIONS AND ACRONYMS

Job Review Board: A multi-disciplinary board that is designated by the Warden/designee consisting of at a minimum, security staff, a classification specialist, and the Warden/designee.

IV. RESPONSIBILITIES

The Warden/Designee is responsible for developing their Standard Operation Procedures (SOPs), as necessary, for the implementation this AR and ensure that a job review board meets on a consistent basis to assign inmates to a job.

V. PROCEDURES

- A. A job review board will meet as designated by the Warden/Designee.
- B. All inmates received at their assigned facility and having been medically cleared will be screened by the job review board within 10 business days (excluding the intake time period at assigned intake facilities).

- C. The Job Review Board shall:
1. Review the inmate's institutional files and all available electronic data, including but not limited to, institutional behavior, prior work history, and escape history.
 2. Screen the inmate for special skills.
 3. Evaluate the inmate's mental/medical limitations and history.
 4. Complete ADOC Form 444-A, *Job Review Board Job Assignment and Management Level*.
- D. Community Work Centers and Community Based Facilities shall also refer to AR 410, *Work Release Organization and Function*, for guidance.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. ANNEXES AND FORMS


ADOC Form 444-A, *Job Review Board Job Assignment and Management Level*.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 444, *Inmate Work Programs*, dated May 2, 2005, and any changes.

IX. PERFORMANCE

- A. AR 410, *Work Release Organization and Function*.
- B. Code of Alabama 1975 § 14-1-1.1 *et seq.*
- C. Men's Services Classification Manual.
- D. Women's Services Classification Manual.



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ALABAMA DEPARTMENT OF CORRECTIONS

JOB REVIEW BOARD

JOB ASSIGNMENT AND MANAGEMENT LEVEL

Facility: _____ DOB: _____ Race: _____ Sex: _____
Inmate: _____ AIS#: _____
Security Level: _____ Custody Level: _____
Job Assignment: _____ Job Start Date: _____
County of Conviction: _____
Approved Management Level: Medium _____ Minimum-In _____
Minimum-Out _____ Minimum-Community _____

The following information was considered in determining this job assignment:

Current Offense(s): _____
Date of Current Offense(s): _____ Most Serious Prior(s): _____
Prior Escape History: () Yes () No
Number of Escapes: _____ Date of Escapes: _____
Mandatory Release Date: _____ Minimum Release Date: _____
Parole Date: _____
Age at First Conviction: _____ Current Age: _____
Number of Prior Convictions: _____ Education Level: _____
Current Sentence Effective Date: _____ Detainers: _____
Alcohol Abuse History: () Yes () No Drug Abuse History: () Yes () No
Marital Status: () Single () Divorced or Widowed () Married

Job Skills: _____
Work Restrictions: _____
Number of serious disciplinary infractions during the last three years: _____
Medical Report Available: () Yes () No Psychological Report Available: () Yes () No
PSI Available: () Yes () No FBI Report Available: () Yes () No

Job Review Committee Final Approval:

Warden/Designee _____ Board Chairperson _____
Job Review Board Member: _____ Job Review Board Member: _____

Summary of Public Risk Potential Justifying Denial of Job Assignment: _____