May 2, 2005

ADMINISTRATIVE REGULATION                  OPR: OPERATIONS
NUMBER                                       444

INMATE WORK PROGRAMS

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 work program.

II.    POLICY

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

III.   DEFINITION(S) AND ACRONYM(S)

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

B.     Work Program: Any job that an inmate is assigned.

IV.    RESPONSIBILITIES

A.     The Warden is responsible for developing their Standard Operation Procedures (SOPs), as necessary, for the implementation of AR 444, Inmate Work Programs.

B.     It is the responsibility of the Warden/designee to ensure that a job board meets on a consistent basis to assign inmates to a work program.

V.     PROCEDURES

A.     A job board will meet as designated by the Warden/designee.

B.     All inmates, received at their institution of assignment and having been medically cleared, will be screened by the job board within 10 business days (excluding the intake time period at those designated intake institutions).
C. Job Review Board shall:

1. Review the institutional file and all available electronic data to include but not limited to institutional behavior, prior work history, and escape history.


3. Screen for special skills

4. Evaluate mental/medical limitations and history.

D. Civilian job assignments for approved work release inmates are excluded from the requirements of this regulation.

VI. DISPOSITION

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

VII. FORMS

There are no forms prescribed by this regulation.

VIII. SUPERCEDES

This being a new regulation it does not supercede any other regulation at this time.

IX. PERFORMANCE

Code of Alabama, 1975, Section 14-1-1 and 14-1-2

[Signature]
Denal Campbell, Commissioner

ANNEX(S):

Annex A to AR 444 – Job Review Board – Job Assignment and Management Level
JOB REVIEW BOARD

JOB PLACEMENT AND MANAGEMENT LEVEL

Institution: ___________________________ DOB: ______________ R/S ____________________

Inmate: ______________________________ AIS #: ______________________

Security Level: _________________________ Job Assignment: _______________________

County of Conviction: __________________________________________

Effective Date: ______________________ Custody: ________________________

Approved Management Level: In ______________ Out _______________

The following information was considered in determining this job assignment:

Current Offense: __________________________ Most Serious Prior: ______________________

Date of Current Offenses: __________________ Most Serious Prior: ______________________

Number of Escapes: ______________________ Date of Escape: _________________________

Prior Escape History: ( ) Yes ( ) No

Minimum Release Date: __________________ Parole Date: _________________________

Age at First Conviction: __________________ Current Age: _______________________

Number of Prior Convictions: __________________ Education Level: __________________

Sentence Date: __________________ Detainers: ____________________________

Alcohol Abuse History: ( ) Yes ( ) No Drug Abuse History: ( ) Yes ( ) No

Marital Status: ( ) Single ( ) Divorced or Widowed ( ) Married or Common-law Marriage

Can perform Regular Work: ( ) Yes ( ) No

Job Skills: _______________________________________________________________________

Number of serious disciplinary infractions during the last three years: __________________

Medical Report Available: ( ) Yes ( ) No Psychological Report Available: ( ) Yes ( ) No

PSI Report Available: ( ) Yes ( ) No FBI Report Available: ( ) Yes ( ) No

Job Review Committee Final Approval:

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________________________________________________________________________________

________________________________________________________________________________

Summary of Public Risk Potential (include justification):

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Annex A to AR 444 (Classification Manual Form 24)– May 2, 2005

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