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# State of Alabama Department of Corrections

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**ADMINISTRATIVE REGULATION  
NUMBER** 480

**OPR: ACI**

## **PRISON INDUSTRIES ENHANCEMENT CERTIFICATION PROGRAM**

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures for the Prison Industries Enhancement Certification Program (PIECP).

### **II. POLICY**

It is the policy of ADOC to provide prison industry projects designed to place inmates in working and training environments in which they are able to acquire marketable skills and earn money to off-set the cost of incarceration, make payments for restitution to their victims, provide support for their families, and prepare for their release from prison.

### **III. DEFINITIONS AND ACRONYMS**

- A. **Alabama Correctional Industries (ACI) Director**: A person appointed by the Commissioner to direct a work training prison program using inmate labor in a structured environment, created to manufacture goods and provide services for sale to city, county, state, and federal agencies.
- B. **Bureau of Justice Assistance (BJA)**: A grant providing component of the Office of Justice Programs, U.S. Department of Justice which governs and regulates the PIECP.
- C. **Cost Accounting Center (CAC)**: A distinct PIECP goods production unit of the ACI program that is managed as a separate accounting entity under the authority of a PIECP certificate holder. All CAC's must operate in compliance with the provisions set forth in 18 U.S.C. §1761(c), and all guidelines and administrative directives issued by BJA.

- D. **Deductions**: Amounts subtracted from an inmate's gross wages, the total of which cannot exceed 80%. Only the following deductions are authorized by BJA for PIECP workers:
1. Federal and State income taxes;
  2. Social Security and Medicare deductions;
  3. Court-ordered payments:
    - a. Restitution;
    - b. Alabama Crime Victim's Compensation Fund;
    - c. Spousal and/or child support; and
  4. Reimbursement of incarceration costs.
- E. **Facility**: Any institution or center operated or contracted by the ADOC.
- F. **Federal Minimum Wage**: The lowest possible wage that can be paid to private sector employees under the Fair Labor Standards Act.
- G. **Gross Wages (Income)**: The income of an individual based upon the number of hours worked times the hourly rate before the deduction of allowable expenses and taxes.
- H. **Inmate**: An offender committed to the custody of the ADOC for service of a term of imprisonment.
- I. **Inmate Job Assignment System (JAS)**: A module within the Inmate Management System that facilitates the development of employer and inmate profiles. JAS provides the institution's Job Review Board (JRB) with sufficient information to recommend and approve a list of jobs for an inmate and assign or remove an inmate from a job.
- J. **Inmate Trust Fund (ITF)**: Funds belonging to an inmate during their term of incarceration.
- K. **Job Description**: A written task statement developed for each potential inmate work group assignment to be utilized within a PIECP work project and submitted to the Alabama Department of Labor for a wage determination.
- L. **Job Review Board (JRB) for PIECP**: An ADOC committee responsible for assignment of inmates to job vacancies within a PIECP project. The Board is