



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

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Approved by: Gayle Ray

Subject: INMATE PROGRAMMING (JOBS/CLASSES/TREATMENT)

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 40-28-123, TCA 40-35-213, TCA 41-21-207, TCA 41-21-208, TCA 41-21-209, TCA 41-21-210, TCA 41-21-236, TCA 41-21-510, TCA 41-21-511, TCA 41-22-403, and TCA 33-3-601.
- II. PURPOSE: To reduce inmate idleness and to provide meaningful jobs, training and rehabilitative programming, and to provide a system for job advancement by establishing a uniform procedure for assigning inmates to institutional programs.
- III. APPLICATION: To Tennessee Department of Correction (TDOC) employees, inmates, privately managed facilities and Tennessee Rehabilitative Initiative in Correction (TRICOR) employees.
- IV. DEFINITIONS:
 - A. Assignment Pattern (Work Area Roster, BI01ME2): Listing of titles from the Master Assignment List with the number of positions by program area at each institution.
 - B. Document Storage and Retrieval System (DSRS): An electronic document repository.
 - C. Inmate Jobs Coordinator (IJC): Institutional staff person responsible for coordinating inmate jobs/classes/treatment programming functions.
 - D. Inmate Jobs Coordinator User's Guide: Manual that provides directions to staff regarding step-by-step procedures that need to be followed in order to make inmate program assignments and terminations.
 - E. Inmate Program Specialist (IPS): Central Office staff person who reports to the Assistant Commissioner of Rehabilitative Services and oversees the inmate programming process.
 - F. Job Tracking Clerk: Institutional staff person who assists the jobs coordinator.
 - G. Master List (LJEK/Job Set Up and LJEV/Class Set Up): Authorized listing of inmate titles, skill levels, and base pay scales of all positions in the Tennessee Department of Correction (TDOC).
 - H. Position: A specific assignment within a larger title. Every job and treatment position has its own specific identification number.
 - I. Position Type: Grouping of titles that have similar characteristics. (See the Inmate Job Coordinator User's Guide)
 - J. Program Assignment: An assignment (full-time or part-time) for which an inmate is paid and/or is evaluated for program sentence credits.

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1. Full-Time: A program assignment scheduled for 30 hours per week, excluding meal times, breaks, and count time (unless the inmate(s) actually participates during count time). Inmates assigned to TRICOR, other state and outside agencies, TDOC Central Office, and community service crews may participate 40 hours per week, excluding meal times, breaks, and count times (unless the inmate(s) participates during count time). Inmates being supervised by staff will not be paid for more hours than the staff supervisors are paid.
 2. Part-Time: Program assignment normally scheduled for one-half the hours per week of a full-time job, excluding meal times, breaks, and count time (unless the inmate(s) actually participates during count time).
- K. Program File: Volume IV of the Inmate Institutional Record (IIR) referring to requirements of this policy. (See Policy #512.01)
- L. Registers: Listing by title of inmates to be considered for assignment in a job/class/treatment program if initially determined to be eligible and qualified or has a TAP/TAP-BIG recommendation for a class or treatment program. These are INFOPAC reports, Job Register, BI01MEH, Class Register, BI01MEG, and Treatment Program Register, BI01MEI.
- M. Transitional Assessment Plan (TAP) A document that identifies an offender's assets and liabilities; prioritizes the offender's programmatic needs, establishes meaningful goals, and includes action plans to aid the offender in successfully meeting the stated goals.
- N. Transitional Assessment Plan-Behavioral Intervention Goals (TAP/TAP-BIG): A document derived from each inmate's LS/CMI scores that identify his/her strengths and weaknesses, prioritizes his/her programmatic needs, establishes meaningful goals, and includes action plans to aid inmates in successfully meeting the stated goals.
- O. Tennessee Rehabilitative Initiative in Corrections (TRICOR): A state agency that provides inmate jobs in order to perform specific work tasks.
- P. Waiting List (Job Waiting List, BI01MJW): Listing of unassigned inmates at an institution who are available for assignment but for whom there is not an appropriate opening.
- Q. Work Release Coordinator: An institutional staff member whose job duties include being responsible for development of a work release program, a review of the inmate prior to placement, and monitoring of inmates on work release status.
- R. Non-Paid Program: Assignment to a rehabilitative program for which an inmate is not paid and does not receive program sentence credits.
- V. POLICY: The TDOC shall make inmate program assignments without regard to race, creed, or religion and based on an assessment of each inmate's specific needs and employability in conjunction with the security and support needs of each institution.
- VI. PROCEDURES:
- A. Inmate Job/Class/Treatment Program Development:

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1. The TDOC shall be responsible for developing jobs/classes in the following areas:
 - a. Academic and vocational education
 - b. Rehabilitative programming
 - c. Community service work
 - d. Institutional support
 2. TRICOR shall be responsible for developing inmate jobs in the following areas:
 - a. Manufacturing
 - b. Business services
 - c. Agricultural (excluding truck crops/institutional gardens specifically for use in institutional kitchens)
 - d. Private sector partnerships and joint ventures
- B. Job and Treatment Positions and Class Sections: Each institution shall have an inmate assignment pattern by program area. This pattern will be established, maintained, and updated by the cooperative efforts of the institutional IJC and the Central Office IPS. INFOPAC report Work Area Roster, BI01ME2, is the official assignment pattern.
- C. Job/Class/Treatment Program Descriptions:
1. The IJC and appropriate inmate job/class/program supervisors shall develop detailed descriptions for every position. Annually, job supervisors shall review job/class/treatment program descriptions for their areas prior to the IJC submitting the revised changes by July 1st to the IPS. Annually, the IJC shall provide the program descriptions to the health administrator. (See Policy #113.43) Also annually, the IJC will send a copy of all TRICOR job descriptions to the Director of Workforce Development in the TRICOR Central Office. These should be sent electronically.
 2. As new program descriptions are prepared due to changes in assignment patterns throughout the year, a copy shall be forwarded to the IPS. The revision date shall be keyed on the lower right hand side of each sheet.
 3. Descriptions for treatment programs, academic classes, and vocational programs shall include the time needed for completion of the particular program. If an inmate's sentence expiration date does not allow time for completion of the program, he/she shall not be considered eligible for the program.
 4. Inmates shall be directed to sign the institutional job description form acknowledging they have read or had read to them these requirements and that they understand them. The inmate's failure to sign shall be documented on the description. These forms are to be maintained by the IJC unless local policy specifies otherwise. Supervisors have the authority to direct an inmate to perform other duties within their medical limitations.

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5. The IJC shall ensure that an up-to-date listing of all positions allotted to the institution and copies of detailed program descriptions are available to inmates in the library.

D. Registers:

1. Registers shall be maintained for all assignment positions at each institution. TOMIS conversations LJEJ, Register Placement, LJEH, Job/Class Register, INFOPAC reports BI01MEH for jobs, BI01MEG for classes and BI01MEI for treatment programs, shall be used. Maximum custody inmates may have paid and tracked assignments within the housing unit or secure zone as authorized by unit team/administration in accordance with Policy # 506.01.
2. Inmate names may be placed on registers without their request or consent by the job coordinator. Denied requests for placement on registers will also be entered on LJEJ.
3. INFOPAC report BI01MER Recommended Offenders not on Registers shall be used by the IJC to determine inmates at their institution that have a TAP/TAP-BIG recommendation for an available class or program, but are not on the register. These inmates will be placed on appropriate registers within 10 working days. This INFOPAC report will be available weekly.
4. In the event an inmate is not eligible or qualified for the recommended placement, the IJC or job tracking clerk shall notify the counselor and will enter a denied register placement on LJEJ.
5. Inmates transferred to participate in programs such as security threat group, PREA, technical violator diversion, etc., should not submit register placement requests for anything that would interfere with their primary programming.
6. Only inmates who are permanently assigned and classified to an institution may be placed on a register for positions at that institution. Exceptions may be made at reception centers. Inmates may submit their names and qualifications by completing and turning in a CR-3051 requesting placement on a register.
7. Some job positions may require referral for testing, interview, or additional application information to verify qualifications prior to register placement. Interview and qualification verification test results shall be entered in TOMIS Conversation LCDG, Code TEIN Test/Interview Results. Tests will be on a pass/fail basis. Supervisors/designees will be subject to time limits on responding to requests for testing or interviews. Institutional policy may authorize the IJC to choose not to assign any inmate to a work area or automatically assign the inmate whose name is top on the register to a work area if the supervisor does not respond to the CR-3338 within the timelines set. Thereafter, routine procedures will be followed once the CR-3338 is returned.

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- a. The staff person administering the test or conducting the interview is responsible for entering the information on TOMIS.
 - b. Inmates who fail a qualification test may retake it after 30 days. Additional opportunities to retake the test are at the discretion of the IJC but should not occur more than once every six months. If transferred to another institution, the inmate may take the test immediately if it is determined he/she is eligible.
8. Names of inmates determined to be potentially qualified and eligible for a position shall be placed on a register for that position using TOMIS conversation LJEJ, Register Placement. Paper registers may not be maintained in lieu of TOMIS registers. The development of local policy and procedures may allow individual institutions to place a minimum direct inmate on a minimum trusty register without that inmate having been determined eligible/qualified.
9. Job register placement shall be chronological by the date the placement request was received from the inmates requesting placement, or by the date the inmate was considered by the jobs coordinator if the register placement was not requested. (Job register placement approval shall be the same date as the placement request date.) Class and treatment program register placement is determined electronically based on the LS/CMI scores, length of time to complete the class or treatment program and the amount of time the inmate has left to serve. An inmate that is mandated by the Parole Board to complete a class or program shall be placed at the top of the register. An inmate whose name is placed on a class or treatment program register at their request will be listed below those with a TAP/TAP-BIG recommendation. Requests are not to be held until a position becomes vacant. All requests are to be entered into TOMIS in a timely manner; i.e., 14 working days. Institutional policy may limit the number of register placements per inmate, not including those required by TAP/TAP-BIG.
10. Inmates shall be notified of all register placements or denials by TOMIS conversation LJEJ, Register Placement, or INFOPAC report BI01MFN or BI01MFM, or Job Register Placement, CR-3052. If an inmate is placed on the register and assigned to a job the same day, it is not necessary to notify the inmate he/she was placed on the register.
11. If the eligibility or qualification criteria for a position changes, any inmate that does not meet the new criteria will be notified of their removal from these registers with a screen print of LJEH or BI01MFO, Register Change Report.
12. Institutions may limit the number of names placed on a register for specific job positions. Inmates whose requests for register placement are denied due to a full register shall be notified of this temporary denial and may submit a request for placement at a later date. Procedures for this, if used, shall be included in the institutional policy. Inmate names shall be entered on registers for TAP/TAP-BIG recommended programs, even if the registers are considered full.

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13. Inmates assigned to a security threat group program are required to remain in that program until it is completed or are removed for cause by appropriate staff.
14. Inmates assigned to a dog care training program may be required to remain in such program until completed or he/she is eligible for assignment to a TAP/TAP-BIG recommended program.
15. Inmates in academic, vocational, and training programs may be placed on job registers for which these programs will qualify them up to three months prior to projected completion of the qualifying programs. Vacant positions may be held up to 30 calendar days in anticipation of inmates completing the qualifying programs.
16. If an inmate chooses to remain in his/her current job rather than transfer to another job when he/she is the top qualified and eligible inmate on the register, his/her name may be removed from the register. This choice on the part of the inmate shall be documented on LCDG/IJOB. The IJC can still assign the inmate, even if he/she wants to remain in his/her present assignment.
17. Institutional policy may permit exclusion or removal of an inmate's name from registers for jobs of lower skill levels than their present job assignment (except for TRICOR job registers).
18. Inmates may request to be removed from a specific register after having been on that register for 90 days by submitting Request for Removal from Job Register, CR-3169, to the IJC. This request is subject to approval by the job coordinator. Inmate names shall not be removed from TAP/TAP-BIG recommended program or class registers at their request.
19. Inmates who are permanently transferred shall have their names removed from all registers by staff at the sending institution within 15 working days using LJEH, Drop All. Notification of removal from register will not be required in these circumstances.
20. Upon conviction of any Class A disciplinary infraction, excluding verbal warnings, an inmate's name will be removed from all job registers above skill/pay level I. The inmate may request that his/her name be put back on the register. If he/she is still determined to be tentatively eligibility, the name will be placed on the bottom of the job register, i.e., date reapplied. (Note: The inmate will still be considered qualified)

E. Assignments

1. Inmate program assignments shall not be based on race, religion, national origin, sex, handicap, color, age or political beliefs. The IJC shall ensure that qualified minority inmates are equally considered for any job opening. No program assignment shall result in an inmate being obligated to obey or be supervised by another inmate in any manner.

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2. Inmate assignments are a privilege. No inmate shall have the right to participate in any particular program. Register placement, assignments, and non-disciplinary dismissals may be appealed through the inmate grievance process. (See Policy #501.01)
3. Inmates shall only be assigned to, tracked in, and receive program sentence credits and/or pay for positions allotted to their assigned institution and contained in the TDOC master list. Inmates that have an assignment with a position type of non-paid (NP) will not receive program sentence credits or pay. Inmates in a full time position shall be scheduled for no less than 30 hours per week. Inmates scheduled to participate in a part time position will normally be scheduled for 15-to-29 hours per week.
4. Only the IJC may make assignments, although recommendations and information from other staff may be considered in determining assignments. In his/her absence, the job tracking clerk or designated relief person may make assignments.
5. Medical staff shall notify IJCs of any change in the inmates' medical or mental health status as well as note these changes in LHSE. (See Policy #113.21)
6. Inmates without a valid social security number or individual taxpayer number may be assigned to jobs/classes/treatment programs. (See *Inmate Job Coordinator User's Guide* for procedures)
7. Unless there are no qualified and eligible inmates on the register for the position, all vacancies must be filled by an inmate on that register. Inmates may be assigned to positions without their request or consent except the following:
 - a. Prison Industries Enhancement Program (PIE) (See Policy #208.10)
 - b. Mental health treatment program, if the inmate is mentally competent
 - c. Substance Abuse Programs, unless the inmate signs CR-3586 Participant Agreement (See Policy #113.95)
8. Supervisors of non-paid treatment programs will notify the IJC as to which inmates should be placed on registers, who shall be assigned, and enter attendance on LJEN. They will also provide accurate termination reasons to the IJC.
 - a. Assignment and attendance of these programs will not conflict with paid programming.
 - b. Program sentence credits will not be awarded or withheld in conjunction with these programs.
9. Inmates shall be notified of assignments through TOMIS conversation LJED, Job/Class Assignment, or Inmate Programming Assignment, CR-3053.
10. Inmates on the class register (BI01MEG) and the treatment program register (BI01MEI) shall be assigned in the order they are on the registers. If an inmate is skipped for any reason other than listed below, the Warden/designee shall approve at the institution and then obtain approval from the Assistant Commissioner of Rehabilitative Services/designee. Documentation of the approval or denial shall be maintained on TOMIS LCDG Contact Notes, Contact Type IJOB.

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- a. The inmate is already assigned to another TAP/TAP-BIG recommended program.
 - b. The inmate can not report to the program area for such reasons as segregation, protective custody, or the inmate does not have the appropriate custody level to attend a program based on the security level of the location of the program.
 - c. The inmate is not mentally or physically able to participate.
 - d. Security reasons as determined by the Warden.
11. Program Recommendation Overrides
- a. Program recommendations will not be available in TAP/TAP-BIG-BIG for any program in which the offender's earliest release date (excluding safety valve) or future action date does not provide he/she enough time to complete. An override may be requested. The amount of time needed for each class and treatment program may be found on LJEK Job Setup or LJEV Class Setup.
 - b. The Warden/designee must submit an override request in writing to the Assistant Commissioner of Rehabilitative Services/designee. Approved and disapproved override requests shall be forwarded by the Assistant Commissioner of Rehabilitative Services/designee to the Warden/designee and the inmate jobs coordinator. Any approved override shall then be documented by the Warden/designee on LCDG Contact Notes, Contact Type IJOB, for treatment program or class overrides.
 - c. The IJC shall assign an inmate with an approved override to the next available position he/she is approved for. (See Policy #513.04.1)
12. When a job position vacancy occurs, that position shall be filled by one of the top three qualified and eligible inmates whose names are on the register. The supervisor or IJC may choose which of the three inmates is to be assigned. However, no eligible and qualified inmate can be skipped over by an individual supervisor more than twice. The supervisor will justify why he/she skipped over an inmate and enter this information on LCDG Contact Notes, Contact Type IJOB. If the inmate is assigned to a TAP/TAP-BIG recommended class or treatment program, the IJC shall skip over the inmate and not assign the inmate to the job.
13. Exceptions to Section VI. (E)(7) above are as follows:
- a. Unassigned inmates may be given priority over assigned inmates, as long as it does not prevent an inmate from being assigned to his/her TAP/TAP-BIG recommendation. The assignment should be to a job. The intent is to permit assignment of difficult-to-assign inmates and not to deny advancement for inmates already assigned. (See BI01MJW, Job Waiting List)

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- b. Inmates with recommendations for specific treatment program(s) and classes on TAP/TAP-BIG shall take precedence over other inmates who are on the register (See Policies #513.04 and #513.04.1).
 - c. Inmates already assigned to a job position in a particular area or program in which a vacancy occurs in another position (unit promotions/transfers). In such case, one of the top three inmates on the register already assigned in the work area shall receive the assignment.
 - d. Inmates who receive a non-disciplinary demotion from another job position in the area. (Inmates need not be on registers for positions prior to the demotion)
 - e. Inmates who have successfully completed an institutional training program for a specific position or program/area.
 - f. Inmates transferred to an institution for a specific position.
 - g. Inmates completing a pre-release program may be considered at the top of the register for the job they held prior to pre-release program entry.
 - h. Assignment of an inmate to a mental health program requires an applicable DSM diagnosis. Mental Health staff shall assist the IJC in making appropriate placements.
 - i. Inmates completing a TAP/TAP-BIG recommendation(s) may be considered at the top of the register for the TRICOR job they held prior to entry of the TAP/TAP-BIG recommended class or program, if they still meet eligibility criteria per the job description.
14. Skip reasons shall be maintained on TOMIS conversation LJEH, Job/Class Register, for inmates who are qualified, eligible, and not assigned to a job/class/treatment program. When the skip reason is for security purposes (SRN), the staff person making the determination will document the reasons on LCDG, Contact Type, and IJOB. If the reason is confidential, an entry will be made on LCDG indicating that written reasons are on file and the location.
15. If the IJC and supervisor disagree on the qualifications, eligibility, or suitability of a potential assignee, the decision shall be made by the Warden/designee. If the position to be filled is for TRICOR, the Chief Executive Officer/designee of TRICOR shall be consulted prior to the Warden/designee making the final decision.
16. Any inmate on the appropriate register may be appointed by the Warden to the position of inmate advisor, grievance committee clerk, or inmate advocate. Dismissal procedures for such positions shall comply with Section VI. (H).
17. Inmates who have been determined to be eligible for special education and who have not signed a waiver of that service shall be assigned to that program. (See Policy #117.07)

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18. Inmates who are temporarily unable or temporarily not required to perform in their assigned positions for medical, psychological, or other reasons may be required to perform any other duties for which they are eligible and qualified at their regular pay rate or at a rate determined by the Warden.
19. Inmates assigned to treatment programs may be required to perform work duties as part of the therapeutic process.
20. Inmates are not to have access to information regarding another inmate's charges, sentence, medical records, psychological information, special education information, FBI criminal histories, escape history, parole hearing information, etc.
21. No inmate shall be assigned to or allowed to assist correctional classification coordinators, inmate job coordinators, job tracking clerks, or accreditation managers, or in medical with clerical duties. (See Policy # 113.14)
22. Inmates may be assigned to or assist the fire safety officer with general clerical duties only under the following restrictions. The following restrictions will be included in the institutional job description for this position:
 - a. Does not assist with or conduct any sanitation or safety inspections or incident investigations
 - b. Does not service or repair any life safety equipment
 - c. Is not involved with planning, scheduling, or conducting fire drills or evacuations
 - d. Does not have access to the fire alarm systems
23. No inmate who is sentenced to life without parole, or whose earliest release date, excluding safety value, or is 20 or more years away, shall be assigned to any job outside the secure perimeter of an institution. Sex offenders are prohibited by Tennessee statute from any job assignments into the community, except for a work assignment to TRICOR or any TRICOR facility.
24. All inmates who work outside the secure perimeter of a facility must sign BI01D089, Assignment of Responsibility. The IJC will be responsible for obtaining the signature of inmates classified to minimum restricted custody or higher that are assigned to jobs outside the secure perimeter. If an inmate refuses to sign BI01D089, it shall be read and explained to him/her and so noted on the form. An employee witness (staff who reads BI01D089 to the inmate) signature shall also be necessary in these cases. The inmate may still be assigned to the job. A copy shall be kept in Volume II-Unit File, Section V. (See Policy #404.07 for Minimum Direct and Trusty Inmates).
25. The chief law enforcement officer (sheriff and/or chief of police) shall be notified of all inmates who have been convicted of homicide offenses who have been assigned to work off state property at least five calendar days prior to the date they actually start working. INFOPAC report BIO1D082, or a memorandum containing the same required information, shall be faxed to the chief law enforcement officer. The memorandum may be attached and sent by e-mail, if the e-mail address of the chief law enforcement officer is known. A confirmation e-mail will be requested.

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26. Work Release Assignment (See Policies #505.10, #511.02 and #513.02 and the *IJC User's Guide*):
- a. Only inmates who have successfully completed Phase I and Phase II of a Transition Center, or a CTA or Therapeutic Community which contains a cognitive behavior component, or a formal Pre-Release Program as defined by Policy #511.02 shall be eligible for work release consideration.
 - b. Inmates requesting placement in the work release program are to complete Request for Placement on Job Register, CR-3051, and submit it to the IJC.
 - c. The IJC will forward an Inmate Job Interview form, CR-3338, to the Work Release Coordinator. The Work Release Coordinator will determine if the inmate meets the criteria in Section VI. (E)(23) and (E) (26) (a) above and Policy # 505.10. The Work Release Coordinator will record on the CR-3338 and make an entry on LCDG Contact Notes stating the inmate meets that criteria or does not meet the criteria and the reason(s) why he/she does not meet the criteria. The completed CR-3338 will be returned to the IJC.
 - d. The IJC will forward the information from the Work Release Coordinator to the Warden. The Warden shall be the final authority on all recommendations for work release job placement.
 - e. Information for gate passes and specific work location and hours shall be forwarded to the institutional count room by the Work Release Coordinator.
 - f. All work release jobs and locations shall be screened and approved through the Work Release Coordinator. The job and location shall be entered on LJEC, Program Notes by the Work Release Coordinator.
27. Inmates who return to the main compound or to the TDOC following an absence due to the following reasons shall lose all previously earned privileges, seniority, or status concerning register and job placements, job advancement, and pay. Pay shall be at Step One of whatever skill level job/class they are assigned.
- a. Out on bond
 - b. Parole violation
 - c. New conviction
 - d. Interstate compact
 - e. Escape
 - f. Transfer from a minimum security annex due to a disciplinary conviction making them ineligible to stay at the institutional minimum security annex.
28. The IJC shall notify the Warden/designee prior to any job/class assignment for security threat group (STG) members. (A listing of STG members by institution may be found on LCLQ, Security Threat Group. This information is included on registers too.)

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- a. STG members or associates may be denied assignment to a job/class if their participation in any STG related activity is deemed by the Warden to present a risk to the safety, security, or orderly operation of the facility.
- b. The Warden/designee will use LCDG Contact Notes, Type STGI, to document his/her decision to deny the individual inmate a particular job/class assignment.

F. Job Transfers:

1. Inmates may be required to transfer to or to remain in positions deemed essential to the institution if there are no qualified and eligible inmates on the register with whom the position may be filled. In extraordinary circumstances, the Assistant Commissioner of Rehabilitative Services/designee can require an inmate to transfer or remain in a position deemed essential to the institution.
2. With the exception of unit promotions/transfers, an inmate must be required to remain in the position for at least 90 days before being granted a voluntary (i.e., inmate initiated) transfer to another position. If an inmate is in a position less than 90 days and a vacancy occurs in a position which he/she is next in line for on the register, his/her name may remain in that position on the register and the next highest eligible inmate on the register may be assigned.

G. Advancement in Skill/Pay Levels:

1. Following initial classification, all inmates will be required to spend a minimum of three calendar months in a Level I assignment before advancing to a higher skill/pay level position. This requirement may be waived by reception centers and minimum-security annexes with a population of 350 or less; in the interest of filling positions for institutional needs. In such cases, the inmate must fulfill this obligation subsequent to permanent transfer to another institution. (TAP/TAP-BIG assignments will take precedent over this requirement.)
2. Inmates without a verified high school diploma or GED as indicated in TOMIS conversation LCLE, Offender Education, shall not be promoted above skill/pay Level II. (See Policy #504.04) Exceptions may be granted as follows:
 - a. When an educational staff person at the institution provides a written statement based on the testing criteria outlined in Policy #117.02 indicating that an inmate has progressed as far as he/she is able to in academic achievement.
 - b. When an inmate completes a vocational program and is certified in a vocation, he/she may be assigned to a job above skill/pay Level II which requires those skills learned in the program.

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- c. This requirement may be waived at reception centers, minimum-security annexes with a population of 350 or less, or maximum security housing units in the interest of filling positions for institutional needs. In such cases, the inmate must fulfill this obligation subsequent to permanent transfer to another institution.
- d. Inmates assigned to the title of the Community Service Worker (CSWK) may be exempt from this requirement.
- 3. No inmate shall be promoted to a higher skill/pay level job if the inmate is participating in a recommended TAP/TAP-BIG program or class.
- 4. Advancement in skill/pay level will be based upon inmate job performance. (See Policy #504.04). To advance in skill/pay level, an inmate must not have been denied program sentence credits on his/her previous three pay periods. (See Policy #505.01)
- 5. Information on LJET, LSTB, and LJEA will be used to determine advancement in skill and pay eligibility in case of institutional transfer.
- 6. Inmates assigned to positions above the lowest skill/pay level prior to July 1, 1990, may be exempt from Section VI. (G)(2) above, although inmates whose assignments are reduced below skill/pay Level II will be subject to all the provisions of Section VI.(G) above.
- 7. Promotional advancement shall occur no more often than at 90-day intervals, except:
 - a. Inmates in trainee, academic, or vocational positions may be promoted following successful completion of that program as recommended by the supervisors and approved by the IJC.
 - b. In extraordinary circumstances, as recommended by the supervisor and IJC, and approved by the Warden/designee. In cases involving TRICOR programs, the recommendation of the Chief Executive Officer/designee of TRICOR is required prior to submittal to the Warden for final approval.
 - c. Unit promotions/transfers and academic/vocational transfers and promotions may be processed at any time.

H. Terminations:

- 1. Inmates are not permitted to refuse, quit, or voluntarily withdraw from an assigned program except for the following:
 - a. Inmates assigned to a Prison Industries Enhancement (PIE) program

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- b. Inmates assigned to a mental health treatment program if the inmate is mentally competent. (See Policy #113.89 if the inmate is not mentally competent to make a decision regarding treatment) All terminations must be approved by staff for reasonable cause, and are subject to due process on appeal in the appropriate forum.
 - c. Inmates who have not signed the Substance Abuse Program Participant Agreement, CR-3586 (See Policy #113.95)
 2. Inmates assigned to academic and vocational classes, transition centers, pre-release, substance abuse programs, and all other TAP/TAP-BIG recommended programs, shall not receive a non-disciplinary dismissal so they can be assigned to a job, even if it is considered a promotion in skill/pay level.
 3. The Warden/designee(s) has the authority to approve or deny all dismissal requests or recommendations. The Warden's designee shall either be the Inmate Jobs Coordinator, Deputy Warden, or Associate Warden. In cases involving TRICOR programs, the Chief Executive Officer/designee of TRICOR shall review and approve all non-disciplinary dismissal requests prior to submission to the IJC.
 4. The IJC shall notify inmates and supervisors, in writing, of all terminations.
 5. Disciplinary Dismissals:
 - a. Dismissals are "disciplinary" only if the disciplinary board recommends an assignment termination and the recommendation is approved and entered on TOMIS LIBL. The incident number shall be included in the comment section of LJEE Job/Class Termination.
 - b. The disciplinary board chairperson shall notify the IJC of all dismissal recommendations. The IJC shall determine, after reviewing the situation and conferring with the supervisor and/or security staff, if appropriate, whether a dismissal is warranted. The decision shall be approved by the Warden/designee.
 - c. Inmates will not be reassigned immediately to a class or treatment program if they were dismissed from a class or treatment program due to the conviction of a disciplinary offense.
 - (1) If the offense was a Class A or B, the inmate will not be reassigned for six months.
 - (2) If the offense was a Class C, the Warden may direct that the inmate will not be reassigned to a class or treatment program for three months.

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- e. Whenever an inmate becomes ineligible due to change in custody level, housing assignment, etc., appropriate action (dismissal, reassignment, deletion from/addition to register, etc.) shall be taken by the IJC. Inmates shall not receive a housing assignment change for the purpose of terminating their program assignment.
- f. If an inmate is away from or it is projected that an inmate will be away from his/her assigned position 30 days or more (i.e., out to court or medically restricted), or if a recommendation for administrative segregation or protective custody of the inmate is approved, a non-disciplinary dismissal may immediately be processed to allow the position to be refilled. Subsequent changes in such inmate's availability to participate in that program should not result in displacement of the inmate's successor in the position. The dismissed inmate may be considered at the top of the register for the next vacant position, unless he/she is away from the institution for over 60 days.
- g. Inmates missing an unacceptable amount of work for the excused reasons as listed in Policy #504.04 may be subject to a non-disciplinary dismissal if the absences result in the inability of the work area to meet production or operation expectations.
- h. Inmates who are convicted of disciplinary infractions that are not directly related to their program assignment may receive a non-disciplinary dismissal if that conviction affects their eligibility for the assigned position, or if the conviction results in articulable security concerns that render the assignment inappropriate. Reasons shall be documented on LJEC or LCDG (Contact Type IJOB).
- i. An inmate may be recommended for dismissal from a position for conviction of a disciplinary infraction committed while already at or scheduled to be at his/her assigned program area, or if the infraction is directly linked to the inmate's position. Dismissal of a disciplinary report does not preclude subsequent non-disciplinary dismissals.
- j. A documented pattern of assignment-related rule infractions may be grounds for a supervisor to request a non-disciplinary dismissal for an inmate.
- k. Inmates may receive non-disciplinary dismissals or transfers from a work area if the size of the workforce needed is reduced for any reason.
 - (1) If the work area is a TRICOR job, dismissal, layoff, and rehire procedures will be explained to those inmates who are affected. Inmates will be laid off and called back by seniority based upon their job title. The TRICOR manager shall provide the IJC with a list of inmates who were laid off and dates they were laid off. He/she will also notify the job coordinator when an inmate is called back to work.

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(2) If it is due to an extended absence of a supervisor, such as a teacher, the inmates will have their assignments terminated, but may be the first inmates assigned when a supervisor is available. If the inmate has already been reassigned to a TAP/TAP-BIG recommended program, he/she will not be assigned back to a job, or a treatment program, or class that is not TAP/TAP-BIG mandated.

1. Inmates receiving permanent institutional transfers shall immediately be removed from any program assignment by staff at the sending institution on TOMIS conversion LJEE, Job/Class Termination. (TOMIS LJEN shall be checked to determine if attendance hours are current prior to removing the inmate from his/her program assignment so that a pay adjustment will not have to be keyed later.)

I. Program File:

1. A program file containing up-to-date job information will be maintained on each inmate and retained in the jobs office.
2. All documents that are to be filed in the inmate jobs file are to be forwarded to the institutional records office prior to filing in the paper file. Records office staff will scan the documents into DSRS, stamp the documents as "SCANNED" in red ink in the top right-hand corner, and forward the scanned documents back to the jobs office for filing.
3. This program file shall be transferred with inmates as a part of the IIR in accordance with Policies #403.01 and #403.01.1. Work supervisors may also maintain files on all inmate workers in their area.
4. No inmate, including clerks, will be permitted to have any access to any portion of another inmate's institutional record (IIR) or employees' home addresses, telephone numbers, and social security numbers.

J. Monitoring:

1. A minimum of five assignment audits will be performed monthly by the IJC. Selection of job positions to audit may be obtained from a random list of job positions available monthly on INFOPAC report BI01ME1, Job Audit Request. Results will be recorded on TOMIS conversation LJEF, Job Audit. The IJC may audit classes and treatment programs too. The IJC shall provide the Warden/designee and supervisor of the specific area a written report of all non-compliance findings. The supervisor will prepare a corrective action plan and submit it to the Warden/designee and the IJC within ten working days of the report.
2. The IPS may require the IJC to conduct an assessment of a job/position and submit a report in addition to completing LJEF.

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3. Each fiscal year, the IPS will perform institutional on site jobs, classes, and treatment program audits with the Assistant Commissioner of Rehabilitative Services approval. Any disagreements in recommended changes will be reconciled by the Assistant Commissioner of Rehabilitative Services and/or the Assistant Commissioner of Operations, depending upon the location of the assignment area.
4. INFOPAC reports BI01MEN, Program Assignments by Race, and BI01MEM, Program Assignments by Race Summary, are to be used as monitoring tools by institutional and Central Office staff to ensure compliance with Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination in all aspects of departmental operation, (including inmate assignments and dismissals) on the basis of sex, handicap, political beliefs, race, color, age, or national origin.
5. The IJC shall ensure that the information for any required report is sent to the IPS in a timely manner. The Inmate Overtime Report is due by the 10th of the following month.
6. The IJC shall forward an up-to-date copy of related institutional policies to the IPS.
7. If the unassigned rate reaches 10% or more for 30 days as shown on the Jobs by Site Report, the Warden shall notify the Assistant Commissioner of Rehabilitative Services in writing with a plan to address the problem or justification by reason beyond the control of the Warden, such as a. below. The Warden shall forward a copy of the correspondence to the IPS.
 - a. State hiring freezes and other State mandated reasons, beyond the control of the Warden, may be used as justification. Specifics shall be provided; i.e., one academic teacher position is vacant and has been frozen resulting in 32 positions that can not be filled.
 - b. The percentage is based on all inmates at the institution who are currently assigned or identified as job waiting. The number of inmates determined to be unassignable due to their status is not used in determining the percentage.
 - c. The computer generated Jobs by Site Report will be forwarded to the Assistant Commissioners, Wardens and Inmate Job Coordinators.

K. A handbook for supervisors and the *Inmate Job Coordinator User's Guide* will be updated as needed by the IPS.

VII. ACA STANDARDS: 4-4277, 4-4448 through 4-44454, 4-4458, and 4-4461.

VIII. EXPIRATION DATE: May 1, 2013.



TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR PLACEMENT ON JOB REGISTER

DATE: _____

TO: _____

FROM: _____
Name TDOC Number Housing Unit

Please place my name on the job register for _____ (D.O.T. Title)

If the job is semiskilled or skilled, state your qualifications or other reason(s) why your name should be put on the register.



TENNESSEE DEPARTMENT OF CORRECTION
JOB REGISTER PLACEMENT

INSTITUTION

DATE: _____

TO: _____

FROM: _____, Job Coordinator

Your name has been placed in the job register for _____

The request to have your name placed on the job register for _____

has been denied because _____

Your name on the job register _____

has been removed because _____

Comments: _____



TENNESSEE DEPARTMENT OF CORRECTION
INMATE PROGRAMMING ASSIGNMENT
(Jobs / Classes / Treatment)

INSTITUTION

HOUSING UNIT / CELL: _____

DATE: _____

TO: _____ TDOC #: _____

FROM: _____, Job Coordinator

You have been assigned to the following: _____

Master List Title / Position or Section Number

You are to report _____
Date and Time

Location

Your supervisor is: _____

Comments: _____



TENNESSEE DEPARTMENT OF CORRECTION

INMATE JOB INTERVIEW

INSTITUTION

TO: _____

FROM: _____, Job Coordinator

DATE: _____

INMATE _____ TDOC # _____

has applied for the job of _____.

Please interview this inmate and determine if he/she is qualified for this position and indicate below whether or not he/she meets all requirements.

=====

TO: _____, Job Coordinator

FROM: _____

DATE: _____

_____ Yes, this inmate meets all job requirements and is qualified.

_____ No, this inmate is not qualified. The reason he/she is not qualified is:

Supervisor's Signature

PLEASE RETURN THIS FORM TO THE JOB COORDINATOR BY: _____



**TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR REMOVAL FROM JOB REGISTER**

_____ INSTITUTION

DATE: _____

TO: _____, Job Coordinator

FROM: _____ Inmate Name – Printed _____ Number

My name has been placed on the job register for _____
and I am no longer interested in this position. I am requesting that you remove my name from
the job register effective on this the _____ day of _____ 20 _____.

_____ Inmate Signature

_____ Witness

_____ TDOC Number

_____ Cell Location

Comments: _____

_____ Approved

_____ Denied

_____ Job Coordinator



TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR PROGRAM DISMISSAL

INSTITUTION

DATE: _____

TO: _____, Inmate Job Coordinator

FROM: _____

INMATE NAME _____ TDOC #: _____

I hereby request that the above inmate be dismissed from his/her position as a _____

_____ because:

Inability to perform the skills of the program as evidenced by: _____

_____ Change in custody level / medical status

_____ Excessive tardiness. Inmate was tardy on the following days: _____

_____ Other _____

Dismissal is effective: _____

Comments: _____

Approved _____ Denied _____

Approved _____ Denied _____

Job Coordinator

Warden/Designee

Date

Date



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 505.07

Page 1 of 1

Effective Date: August 15, 2011

Distribution: B

Supersedes: N/A

Approved by: Derrick D. Schofield

Subject: INMATE PROGRAMMING (JOBS/CLASSES/TREATMENT)

POLICY CHANGE NOTICE 11-32

INSTRUCTIONS:

Please change Section VI.(E)(7)(c) to read as follows:

- “c. Substance Abuse Programs, unless the inmate signs Substance Abuse Participant Agreement, CR-3586. (See Policy #513.07)”