

	ADMINISTRATIVE REGULATION Department of Correctional Services State of Nebraska	NUMBER 109.01	Page 1 of 3
		INMATE WORK and PROGRAM ASSIGNMENTS	

This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

EFFECTIVE: March 1, 1980
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SUMMARY of REVISION/REVIEW

Procedure III. D. Added "haircare" and deleted "assistant".

APPROVED:



 SCOTT FRAKES, Director
 Nebraska Department of Correctional Services

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		<p>INMATE WORK and PROGRAM ASSIGNMENTS</p>	

PURPOSE

To provide a guideline for the daily activity of an inmate involved in a work or program assignment.

GENERAL

It is the policy of the Nebraska Department of Correctional Services (NDCS) that inmates are assigned to jobs/programs that will enhance their personal development and the efficient operation of their assigned institutions.

Jobs available to the inmates should approximate, as nearly as possible, the work situation in the community. Each institution should maintain a written plan which provides full time work and/or program assignments for all inmates in the general population, including disabled inmates.

PROCEDURE

- I. EMPLOYMENT OPPORTUNITIES IN CORNHUSKER STATE INDUSTRIES (CSI)
 - A. Industrial, maintenance and service jobs will be listed as to their availability for all inmates to review.
 - B. Specific job descriptions, progression and advancement into other jobs of higher skill level are identified in A. R. 113.18, *Cornhusker State Industries - Inmate Job Classification and Pay Plan*.

- II. WORK EXPERIENCE IN OTHER INSTITUTIONAL ASSIGNMENTS
 - A. Work assignments should, whenever possible, be a type that will afford an opportunity to learn a job skill.
 - B. In any job it should be possible to provide the opportunity for inmates to develop good work habits and attitudes.
 - C. Public works and community projects may become part of work assignments at institutions with appropriate custody and supervision.

- III. JOB AND PROGRAM STRUCTURE
 - A. Job and program opportunities will, as closely as possible, involve a full day's work effort.
 - B. Activities that would interfere with daily work and program efforts are to be closely scrutinized and avoided whenever possible.
 - C. Where appropriate, special and/or protective clothing will be issued to inmates assigned to special work. Assignments to the skilled nursing facility, food service, recycling, laundry, maintenance and industries shops may require such clothing.
 - D. In such work areas as library, haircare or recreation, special attention should be given to the selection, training and use of inmates in these positions.

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IV. HEALTH AND SAFETY

- A. All institutional work, industrial and vocational/educational programs must meet minimum applicable federal, state or local work, health and safety standards.
- B. Annual health and safety inspections will be conducted by outside authorities. A monthly inspection of work and program areas will be conducted by a safety/sanitation officer with weekly inspections conducted by qualified institutional staff.

- V. The Warden or Program Administrator may authorize procedures to place an inmate on Administrative and Work Lay-In in the event that the inmate refuses to work as directed at his/her assigned work/program location or it is determined that the inmate's presence at that work site compromises the work effort and/or security of that work. An inmate may remain on Administrative and Work Lay-In status until he/she is reclassified to another work/program location or is allowed to return to work at his/her original work/program assignment.

VI. COMMUNITY RESOURCES

- A. NDCS acknowledges the importance of community resources for placement of inmates both in work/educational programs as well as treatment programs. Staff should become aware of the existence of such agencies and groups and should make efforts with community custody inmates to cultivate and encourage the interest and willingness of the inmates to take advantage of the resources available and/or participate in the activities offered.
- B. Advice, assistance and information shall be solicited in writing from labor, business and industrial organizations by NDCS designated staff who shall forward such information to the programs. Institutions shall then use the information to assist inmates in developing skills relevant to the job market.

VII. ACCESS TO PROGRAMS AND SERVICES

It is the policy of NDCS to assign/select and retain inmate workers on the basis of demonstrated ability and qualifications. No person shall, on the grounds of race, gender, disability, national origin, age, religion, creed or political belief, be excluded from work and program assignments. This policy is not intended to, nor shall it limit the ability of NDCS to restrict assignment to inmates housed within the institution wherein a particular work assignment is located.

REFERENCE

- I. Administrative Regulation 113.18, *Cornhusker State Industries - Inmate Job Classification and Pay Plan*.
- II. ATTACHMENTS - None noted.
- III. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS
 - A. Standards for Adult Correctional Institutions (ACI) (4th Edition): 4-4277, 4-4448, 4-4449, 4-4451, 4-4452, 4-4453, 4-4454, 4-4455, 4-4456.
 - B. Performance-Based Standards for Adult Community Residential Services (ACRS) (4th Edition): 4 -ACRS-6B-01, 4-ACRS-6B-02.