



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE 6 / 29 / 87		*TERMINATION DATE / /	
ASSIGNMENT OF INMATES TO WORK DETAILS			
CLASSIFICATION # 3255	SUPERSEDES	DATED	DISTRIBUTION A
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		PAGE 1 OF 6 PAGES	
SIGNATURE		AUTHORIZED BY THE COMMISSIONER SIGNATURE	

I. PURPOSE

To institute procedures and guidelines for the system-wide selection, supervision and rotation of sentenced inmates and pre-trial detainee work details.

To ensure that "work details" are supervised by Departmental employees only.

II. POLICY

- A. All inmate work assignments shall be made in accordance with the procedures contained herein.
- i. Detention inmates who desire to be employed during their incarceration shall request and complete Section #1 of Attachment A, INMATE JOB APPLICATION, Form #3255.
 - ii. Sentenced inmates who desire a change of assignment shall request and complete Section #1 of Attachment A, INMATE JOB APPLICATION, Form 3255.
 - iii. All inmate job assignments to work details must have prior approval and endorsement of the Deputy Warden for Programs.
 - iv. Prior to approval/endorsement of the Deputy Warden for Programs, all applications for job assignments shall be forwarded to the Deputy Warden for Security.

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II. (continued)

- B. Commanding Officers shall implement written procedures specifying the provisions contained in this Directive, to include a procedure ensuring that the process for selecting inmates to work details is reviewed on a continuous basis. Commanding Officers may implement other written procedures unique to their respective facilities that would facilitate the orderly implementation of this Directive, provided that the modified procedures are not in conflict or inconsistent with the provisions contained herein.
- C. Commanding Officers shall also effect the posting of written notices in each inmate housing area (including those areas specified in Section III. B) outlining the procedures for inmates to request employment and/or assignment to work details.
- D. SUPERVISION OF INMATE WORK DETAILS

The supervision of inmates assigned to work details and the monitoring of their work performance shall be made by the Correction Officer assigned or other staff person designated to supervise the work detail (s). In no situation shall an inmate be permitted to direct other inmates or to exercise authority or supervision over other inmates. The designation of an inmate as "captain" or "head" inmate of the work detail, or the use of any such terminology that would imply or give a particular inmate the impression that he or she has authority over other inmates assigned to the work detail is prohibited.

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III. PROCEDURE

APPLICATION FOR EMPLOYMENT

- A. Whenever an inmate desires to be employed or have a change in assignment during his/her incarceration, the inmate shall be directed to complete Section #1 of Attachment A, INMATE JOB APPLICATION (Form #3255).
- B. Inmate job applications are to be made available in all areas where inmates are processed for admission to the facility, inmate housing areas, libraries, social service areas, inmate orientation areas, and other inmate congregate areas as appropriate. "Job applications" should also be made available to inmate grievance representatives within the respective housing areas.

IV. RECOMMENDATIONS FOR ASSIGNMENT TO WORK DETAILS

- A. Non-supervisory personnel may recommend an inmate for a particular job assignment. However, the final determination shall be made in accordance with the procedures specified herein.

V. PROCESSING OF INMATE JOB APPLICATIONS

INMATE:

- o Completes Section #1 of the job application.
- o Submits completed application to the Correction Officer or other support staff person as specified in Section III. B of this Directive.

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V. (continued)

CORRECTION OFFICER/FACILITY STAFF:

- o Reviews Section #1 of the application for completeness.
- o Forwards application to the Inmate Assignment Office.

INMATE ASSIGNMENT OFFICE:

- o Completes Section #2 of the job application and forwards same to the Office of Deputy Warden for Security.
- o Files a copy of the completed job application in the inmate's Record Envelope/Inmate Folder when received from the Deputy Warden for Programs.
- o Effects job assignments of all applicants whose job applications have been approved.

DEPUTY WARDEN FOR SECURITY:

- o Reviews the job application.
- o Conducts a security investigation of the applicant.
- o Completes Section #3 of the application.
- o Recommends approval/disapproval.
- o Endorses the application.
- o Forwards the endorsed application to the Deputy Warden for Programs.

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V. (continued)

DEPUTY WARDEN FOR PROGRAMS:

- o Reviews and evaluates the job application, and either approves or disapproves the request.
- o Endorses Section #4 of the application.
- *o Forwards a copy of the endorsed application to the requesting inmate.

NOTE: If the inmate is ineligible for the job requested and may qualify for another job assignment, direct the inmate to resubmit a new application or assign the inmate to another job if appropriate.

- o Forwards the completed endorsed application to the Inmate Assignment Office for processing.

VI. SELECTION OF INMATES FOR WORK DETAILS

- A. In order to maximize the effectiveness of the Inmate Incentive Wage Program, a supervisory officer designated by the Facility Commander may direct the assignment of an inmate to a work detail. However, no such assignment shall be effected until the Deputy Warden for Programs or a designee has approved the "job application".

VII. ROTATION OF INMATE WORK DETAILS

- A. Inmates assigned to work details shall be rotated as follows:
 - i. Pre-trial detainees- every 60 days
 - ii. Sentenced inmates- every 90 days
- * Inmate is not to receive a copy of an application that contains confidential security information. USE GENERAL TERMS.

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VII. (continued)

- B. This does not preclude inmates with special skills or those with mitigating circumstances from remaining in the same job assignment. Approval to remain in any job assignment beyond the specified time frame must be authorized by the Deputy Warden for Programs or in his/her absence, a person designated by the Program Deputy Warden to make such authorizations.

This provision is not intended to preclude any inmate from being removed from a job assignment because of poor performance, infraction of inmate rules of conduct, or where it has been determined that the inmate is a threat to the safety, security, and good order of the facility.

- C. Upon reaching a determination that an inmate should involuntarily be removed from a job assignment, the reasons for such determination should be set forth in writing, and submitted to the Deputy Warden for Programs or his/her designee.

ATTACHMENT A- INMATE JOB APPLICATION, form #3255 (English)

ATTACHMENT B- INMATE JOB APPLICATION, form #3255 (English/Spanish)

REFERENCE

1. Directive #4014- INMATE INCENTIVE PAY PLAN, dated 8/7/81.
2. Amendment Notice to Directive #4014, dated 4/16/87
3. Teletype Order #1208-0, dated 3/27/87, Subject: INMATE WORK DETAILS
4. Operations Order #24/87, RECLASSIFICATION OF INMATE JOB TITLES, dated 4/16/87.