

 <p>State of Indiana Indiana Department of Correction</p>	Effective Date	Page 1 of	Number
	6/1/2017	14	02-01-106
<p>POLICY AND ADMINISTRATIVE PROCEDURE Manual of Policies and Procedures</p>			

<p>Title</p> <p>OFFENDER ASSIGNMENTS AND PAY SCHEDULES</p>

<p>Legal References (includes but is not limited to)</p> <p>IC 11-8-2-5(A)(8) IC 11-10-6-1 through IC 11-10-6-3 IC 11-10-7-1 through IC 11-10-7-5 IC 11-10-8-1 through IC 11-10-8-6</p>	<p>Related Policies/Procedures (includes but is not limited to)</p> <p>00-02-201 01-01-101 01-04-101 02-01-110 02-02-102 04-01-104</p>	<p>Other References (includes but is not limited to)</p> <p>ACA: ACI: 4-4448, 4-4449, 4-4451, 4-4453, 4-4455, 4-4461, 4-4462</p>
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I. PURPOSE:

The purpose of this policy and administrative procedure is to establish pay schedules and procedures for work assignments for offenders performing work in the facilities, not including PEN Industries operations or offenders assigned to a Work Release program.

II. POLICY STATEMENT:

The Department of Correction shall develop and maintain offender assignments and wage schedules that:

- Promote a positive offender work ethic;
- Prepare an offender for release to the community; and,
- Provide a continuum of educational services and work opportunities that assist in the management of a facility and provide a linkage to jobs managed by PEN Industries.

The Department shall provide a variety of assignments for offenders to enhance reading, writing, communication, social, life skills, good work habits, and positive work attitudes. The Department shall develop a comprehensive offender assignment strategy that establishes as an objective, the opportunity for each offender to participate in educational programs, offender self-improvement programs, facility operations, and/or work assignments.

The offender assignment strategy shall encourage offenders to develop skills necessary for meaningful employment through a comprehensive offender Case Plan that ultimately prepares the offender for release to the community.

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Eligible offenders are to receive an assignment that meets the needs of the offender Case Plan, consistent with a variety of factors including, but not limited to, the following:

- A. Public safety and other security concerns;
- B. The individual needs of an offender;
- C. Availability of departmental resources;
- D. Prior work experience and training of an offender;
- E. Eligibility requirements for a specific assignment;
- F. Needs of the Department; and,
- G. Institutional conduct of the offender.

The Department shall develop offender schedules that consist of at least six and one-half (6.5) hours of organized activities per day, to establish a discipline and ethic that will promote successful community Re-Entry.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **ADMISSIONS / ORIENTATION:** A temporary assignment that provides a Department facility the ability to classify an offender, determine an offender's program needs and inform the offender about the facility's rules, procedures and operations.
- B. **ASSIGNMENT:** The placement of an offender by an authorized staff person or committee into an offender self-help program, education curriculum, facility operation position or employment with PEN Industries.
- C. **ASSIGNMENT AREA:** A program or work location in which an offender may be placed by an authorized staff person or committee.
- D. **ADMINISTRATIVE HOLD:** A temporary assignment made by a facility based upon a safety and security assessment due to an unusual or traumatic circumstance that could adversely affect an offender's behavior or judgment (e.g., news concerning the death of a loved one, notification of a pending criminal charge or internal investigation). An Administrative Hold decision is not to extend longer than seven (7) calendar days.
- E. **ADMINISTRATIVE IDLE:** A classification assignment made by a facility in which an offender is not assigned to a treatment or self-help program, educational program, facility operational position or employment, even

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though the offender may be eligible through no fault of the offender based upon the operational and security needs of a facility.

- F. **CLASSIFICATION:** The systematic subdivision of offenders into groups based on the needs of the offender, the facility, the public and the existing resources from the date of commitment to discharge. Classification includes security, custody and program assignments.
- G. **DISCIPLINARY HEARING HOLD** (formerly Conduct Adjustment Board): A status designated by a Warden to temporarily hold or restrict an offender's access to a treatment or self-help program, a facility operational position or employment pending a disciplinary hearing.
- H. **DEATH ROW:** A specialized housing assignment for an offender who is committed to the Department by an Indiana court with a sentence of death.
- I. **HOLD PENDING INVESTIGATION:** A status similar to administrative restrictive housing; a temporary assignment pending the outcome of an investigation as ordered by the Warden.
- J. **IDLE:** A classification status in which an offender does not have an assignment in a treatment or offender self-help program, educational program, facility operational position, or employment due to the offender's refusal to participate, previous termination from an offender assignment, or due to offender's ineligibility for an assignment because of the offender's conduct.
- K. **INFIRMARY/HOSPITAL PATIENT:** A status assigned when an offender is admitted to a facility infirmary.
- L. **JOINT PRIVATE BUSINESS PARTNERSHIP:** A business arrangement approved by the Commissioner that provides employment for adult offenders with a private business on the grounds of a correctional facility, in which the offender is paid a wage comparable for the job, as paid in the community.
- M. **MEDICAL IDLE:** A long-term medical status in which the offender has been ordered by a medical doctor not to work or participate in other facility activities, programs, or assignments, except as ordered.
- N. **MEDICAL LAY-IN:** A temporary status prescribed by a Health Care professional for a brief period of time.