



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

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Approved by: Derrick D. Schofield

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 41-21-239, 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): A directory of titles from the Master Assignment Lists with the number of positions by program area at each institution.
 - B. Classification Committee: A decision-making body of staff members from which panels are selected to hold hearings according to their designated functions, (See Policy # 401.03)
 - C. Eligibility: Requirements to participate in a specific assignment such as custody level and physical requirements.
 - D. Fast Track: An inmate classification assignment to a specific facility designed to provide assistance to inmates with three years or less until their expiration of sentence, release eligibility date, or until they are granted parole.
 - E. Full-time Assignment: A program assignment for 30 hours per week, excluding meal times, breaks, and count time (unless the inmate actually participates during count time). Inmates assigned to TRICOR, other state and outside agencies, and community service may be assigned for 40 hours per week, excluding meal times, breaks, and count time (unless the inmate actually participates during count time).
 - F. Inmate Jobs Coordinator (IJC): Institutional staff person responsible for registers, coordinating sentence credit policy requirements, assigning inmates to programs, supervising job tracking personnel, assisting in the development of job descriptions, establishing pay rates for individual inmates, training job supervisors in inmate programming policy requirements, and other related duties. They are a member of the Classification Committee.

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- G. Inmate Job Coordinator's User Guide: A handbook that provides step-by-step procedures that need to be followed in order to make inmate program assignments, dismissals, job descriptions, etc.
- H. Inmate Programs Manager (IPM): Central Office staff person who manages the departmental day-to-day operation of inmate jobs statewide, as well as positions, registers, assignments and dismissals for classes and treatment programs. The IPM coordinates with other Central Office staff who oversee academic and vocational classes and treatment programs to activate and inactivate classes and treatment programs in TOMIS.
- I. Job Tracking Clerk: Institutional staff person who assists the jobs coordinator.
- J. Part-Time: Program assignment normally scheduled for 15-to-29 hours per week, excluding meal times, breaks, and count time (unless the inmate actually participates during count time).
- K. Position: A specific assignment within a larger title. Every job and treatment position has its own specific identification number.
- L. Position Type: Grouping of titles that have similar characteristics. (See the *Offender Programming User's Guide*)
- M. Program File: Volume IV of the Inmate Institutional Record (IIR) referring to requirements of this policy. (See Policy #512.01)
- N. O'Net Interest Profiler: A vocational interest assessment instrument, based on the respondent's reporting of their propensity for specific job-related activities, that identifies career zones where respondents have strong interests, skills, and abilities.
- O. Pro-Social Life Skills (PSLS): A cognitive behavioral program designed to help inmates understand destructive behaviors and faulty thinking that are part of a criminal lifestyle.
- P. Qualified: Required skills inmates must possess prior to a specific assignment.
- Q. 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 who have a TAP-BIG recommendation for a class or treatment program. These are INFOPAC Reports, Job Register, BI01MEH, Class Register, BI01MEG, and Treatment Program Register, BI01MEI.
- R. Transitional Assessment Plan-Behavioral Intervention Goals (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.

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- S. Tennessee Rehabilitative Initiative in Correction (TRICOR): The inmate program that provides manufacturing, business services or agricultural jobs for inmates, or any combination of those jobs and the training and skill development necessary for inmate employment in manufacturing, business services or agricultural jobs and in placement in its post-release program.
- T. Waiting List (Job Waiting List, INFOPAC Report BI01MJW): Listing of unassigned inmates at an institution who are available for assignment but for whom there is not an appropriate opening.
- U. Work Release Coordinator: A TDOC staff member whose job duties include being responsible for developing a work release program, reviewing the inmate' record prior to work release placement, and monitoring of inmates on work release status.
- V. 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 or gender, sexual orientation. Assignments shall be made 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:
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/consumables
 - 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/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 IPM. INFOPAC Report Work Area Roster, BI01ME2, is the official assignment pattern.

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C. Job/Class/Treatment Program Descriptions:

1. The IJC and appropriate inmate job/class/treatment program supervisors shall develop detailed descriptions for every position. Each year, job supervisors shall review descriptions for their areas and let the IJC know of any changes they recommend, the IJC shall submit a complete set electronically to the IPM, Chief Counselor, Classification Coordinator, Associate Warden of Treatment (AWT) and to the institutional health administrator by August 1. (See Policy #113.43) A copy of TRICOR descriptions shall be sent electronically to the CEO of TRICOR/designee by August 1. No job description shall contain any language that is in violation of TDOC policy.
2. As new program descriptions are developed due to changes in assignment patterns throughout the year, a copy shall be forwarded to the IPM. 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 amount of 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 have had read to them, and understand the requirements of the position to which they are assigned. Should the inmate decline to sign the form, it shall be noted by staff, dated, and maintained by the IJC. Supervisors have the authority to direct an inmate to perform other duties within their medical limitations. Other duties shall be on a limited basis.
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. The AWT may decide to send a copy to the counselor in the orientation unit to be available to be checked out by inmates and a copy to the Re-entry/Career Center for inmates.

D. Inmate Job Coordinators:

1. Each IJC shall be provided a printer and a computer with access to the internet so they may use the O*NET to prepare inmate job descriptions.
2. Every IJC shall have a trained relief person as designated by the Warden.
3. The IPM shall provide IJCs with 16-hours of in-service training each year.

E. Registers:

1. The IJC at each institution shall maintain registers on TOMIS. 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.
2. Inmate names may be placed on registers without their request or consent by the IJC.

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- a. Inmates 62 years of age or older and those that will qualify for disability benefits upon release from incarceration may sign Wavier of Placement in the Adult Basic Education Program, CR-3880.
 - b. Inmates signing the CR-3880 will have their TAP-BIG closed.
 - c. Inmates may request their name be added back to the ABE register after one year. They will no longer have a TAP-BIG recommendation that could move them up the prioritized register.
 - d. If assigned to school, they must remain and actively participate for at least one year, unless they achieve their GED before the year's end.
 - e. Denied requests for placement on registers shall be entered on TOMIS Conversation LJEJ with justification.
3. 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.
 4. An eligibility list for Career Management for Success and Release for Success (CMS/RFS) is available in ETOMIS under Reports on TOMIS Conversations LJEJ Register Placement and LJED Assignments. The Eligibility Lists are updated on the last Monday each quarter. The IJC only has to put inmates on the register that will be assigned. (See Policy #117.04) The Central Office Education Department will monitor assignments to ensure the correct inmates are consistently assigned. Inmates assigned to the below shall be skipped:
 - a. Therapeutic Community (TCOM)
 - b. Life Style Management and Relapse Prevention (LMRP)
 - c. Chattanooga Release Center (CHRC)
 - d. Work Release with a Job
 - e. Assigned to TRICOR Cook Chill
 - f. Assigned to a Board of Parole grant mandated program.
 5. INFOPAC Report BI01MER, Recommended Offenders not on Registers shall be used by the IJC to determine inmates at their institution who have a 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. NOTE: If the institution does not have the program, inmates will not be listed in the report. If an institution has had the program at two sites and now only has the program at one site, the information will still come for both sites. The site that no longer has the program will not put the inmates on the register.
 6. INFOPAC Report BI01ME7, Offender with Parole Conditions Not on Registers, shall be used by the IJC to determine which inmates at the facility have been granted parole with a condition but are not on the register for that condition. Inmates will be put on the register within six working days. NOTE: If the institution does not have the program, inmates will not be listed in the report. If an institution has had the program at two sites and now only has it at one site, the information will still come for both sites. The site that no longer has the program any more will not put the inmates on the register.

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7. INFOPAC report BI01ME8, Offenders with Parole Recommendations Not on Register, shall be used by the IJC to determine which inmates at the facility have been denied parole and have a recommended program to complete prior to their future action date (FAD). Inmates will be put on the register within ten working days. Note: If the institution does not have the program, inmates will not be on the listed report. If an institution has had the program at two sites and now only has the program at one site, the information will still come for both sites. The site that no longer has the program will not put the inmates on the register.
8. In the event an inmate is not eligible or qualified for the placement recommended by the Classification Committee, the IJC or job tracking clerk shall notify the AWT/designee and enter a denied register placement on LJEJ.
9. Inmates transferred to participate in programs such as the Security Management Unit Program (SMUP) and parole technical violator diversion, etc., shall not submit register placement requests for jobs/classes/treatment programs that would interfere with their primary programming.
10. Only inmates who have completed initial diagnostics may be placed on a register for positions at an institution. Inmates may request placement on a register by submitting a Request for Register Placement, CR-3051, to the Inmate Job Coordinator. Inmates at a diagnostic center who have completed diagnostic classification and are awaiting transfer shall not submit CR-3051 for placement on the register, but may be assigned by the IJC.
11. Some job positions may require referral for testing, an 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 Contact Notes, Code TEIN Test/Interview Results. Tests will be on a pass/fail basis. Supervisors/designees shall be subject to time limits on responding to requests for testing or interviews. The IJC may choose not to assign any inmate to a work area or to 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 time limits set or does not enter the TOMIS Conversation LCDG, Contact Note/ Code TEIN. All test scores shall be entered in the Contact Note. The supervisor/designee administers the test. Thereafter, routine procedures will be followed once the Inmate Job Interview, CR-3338, is returned. A copy of the test taken by the inmate will be attached to the CR-3338.
 - a. The staff person administering ~~the~~ testing 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.
 - c. The IJC shall be given a copy of the test template and be informed of what the passing test score is.

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12. 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. Requests are not to be held until a position becomes vacant. All requests are to be entered into TOMIS in a within 14 working days.
13. 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-BIG recommendation
14. 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.)
15. Inmates shall be notified of all register placements or denials by TOMIS conversation LJEJ, Register Placement, or INFOPAC Report BI01MFN or BIO1MFM, 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
16. If the eligibility or qualification criteria for a position changes, any inmate that does not meet the new criteria shall be notified of their removal from these registers with a screen print of TOMIS Conversation LJEH or INFOPAC Report BI01MFO, Register Change Report.
17. The O'Net Interest Profiler Instrument will be administered at Diagnostic Intake for each incoming offender. The O'Net Interest Profiler score will be entered in the Reentry Application. The Instrument may also be administered by a Reentry or Career Development Specialist who is trained on the instrument. Recommendations by staff may be made for register placement in those jobs or vocational classes identified by the Instrument.
18. 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 having the limit as described by institutional policy may 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-BIG recommended programs, even if the registers are considered full. An inmate can be on a maximum of three registers in addition to those required by TAP-BIG and Parole Board mandates or recommendations.
19. Inmates assigned to the security management unit program (SMUP) are required to remain in that program until it is completed or they are removed for cause by appropriate staff. (See Policy #506.26.1)

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20. 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-BIG recommended program. It may be possible for inmates assigned to the Retrieving Independence program to attend a TAP-BIG recommended program with the dog on a case-by-case basis.
21. 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.
22. 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 TOMIS Conversation LCDG/IJOB. The IJC has the authority to assign the inmate, even if the inmate wants to remain in his/her present assignment.
23. 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).
24. Inmates may request to be removed from lower skilled/paid registers after having been assigned to a skilled job 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-BIG recommended programs or class registers at the request of an inmate.
25. Inmates who are permanently transferred shall have their names removed from all registers by staff at the sending institution within 15 working days using TOMIS Conversation LJEH, Drop All. Notification of removal from register will not be required in these circumstances.
26. 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 placed back on the register. The name will be placed on the bottom of the job register as of the date he/she reapplied and the inmate is still considered qualified for the job.

F. Assignments

1. Inmate program assignments shall not be based on race, religion, national origin, gender, handicap, color, age, political beliefs or sexual orientation. 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.
2. Inmate assignments are a privilege. No inmate shall have the right to participate in any particular job/class/program. Register placement, assignments, and non-disciplinary dismissals may be appealed through the inmate grievance process. (See Policy #501.01)

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3. Inmates shall only be assigned to, tracked in, and receive program sentence credits and/or pay for positions allotted to their assigned institution by the IPM or the Assistant IPM. Inmates that have an assignment with a position type of non-paid (NP) will not receive program sentence credits or pay. Some programs may have one main title with various non-paid subtitles. All non-paid programs are part of the main title. Therefore, if the assigned inmate does not attend one of the non-paid programs, attendance may be left off both the non-paid and the paid main title.
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 Warden's 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 TOMIS Conversation LHSE. (See Policy #113.21) Changes in TOMIS Conversation LHSE shall be made by a new exam number.
6. Inmates without a valid social security number or individual taxpayer number are eligible to be assigned to jobs/classes/treatment programs.
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; including non-paid assignments. 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 the Substance Abuse Participant Agreement, CR-3586, accepting assignment to Therapeutic Community (TCOM) or Group Therapy (GRTH).
 - d. Fatherhood Initiative
8. Inmates shall be notified of assignments through TOMIS conversation LJED, Job/Class Assignment, or Inmate Programming Assignment, CR-3053.
9. Inmates on the class register INFOPAC Reports (BI01MEG) and the treatment program register (BI01MEI) shall be assigned in the order they are on the registers. Exceptions are as follows:
 - a. The inmate is already assigned to another 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

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- e. Assigned to a BOP mandated program/class
 - f. The inmate does not have enough time to complete the program
 - g. The offender's TABE score is not appropriate for the class with a vacancy. The offender will stay on the register and be assigned when a vacancy occurs when the TABE score is appropriate.
 - h. Does not meet other requirements on the assignment description.
10. Program Recommendation Overrides for Assignment
- a. Program recommendations will not be available in TAP-BIG for any program in which the offender's earliest release date (excluding safety valve) or future action date does not provide him/her 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. (See Policy #513.04.1)
 - b. The Warden/designee must submit an override request in writing to the IPM. Any approved override shall be documented on LCDG Contact Notes, Contact Type IJOB.
11. The top eligible and qualified inmate may be assigned by the IJC to a job in lieu of the supervisor choosing from the top three on the register.
12. When a job position vacancy occurs, that position shall be filled by one of the top three qualified and eligible inmates whose name are on the register. (See exception in 12. above.) The supervisor or IJC may choose which of the three inmates are 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-BIG recommended class or treatment program, the IJC shall skip over the inmate and not assign the inmate to the job.
13. Rules regarding inmates on the quarterly eligibility list for CMS/RFS:
- a. Offenders who do not have time to complete the class shall be skipped. (See Policy #117.04)
 - b. An inmate who is inadvertently assigned to CMS/RFS and does not have time left to complete the class shall not be dismissed for this reason.
 - c. Inmates who are not eligible to earn the bonus 60-day sentence credit will still be assigned.
 - d. Inmates assigned to the below shall be skipped:
 - (1) Therapeutic Community (TCOM)
 - (2) Life Style Mgt. and Relapse Prevention (LMRP)
 - (3) Chattanooga Release Center (CHRC)

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- (4) Work Release with a Job
 - (5) Assigned to TRICOR Cook Chill
 - (6) Assigned to a Board of Parole grant mandated program.
14. All inmates in the Security Management Unit (SMU) are assigned to the SMU Program Assignment is based on unit assignment per Policy #506.26.1. SMU staff shall not enter attendance until the evaluation period is concluded, which means they will not receive any pay. Inmates shall not be paid for more than 30 hours per week, even if they participate more than 30 hours.
15. Fast Track may consist of, but not limited to the following paid and non-paid programs/classes in a modified therapeutic community setting:
 - a. Pro-Social Life Skills
 - b. Group Therapy
 - c. Career Readiness
 - d. RFS/CMS
 - e. Family Reunification

The Classification Chairperson shall notify the IJC when an inmate goes to Fast Track. Each inmate assigned to Fast Track shall be tracked as FTTK in addition to other assignments. The Program Manager will notify the IJC when inmates are leaving and if they successfully completed. No attendance or pay is associated with the title. When the inmate completes the Fast Track classification, the appropriate dismissal reason shall be entered in TOMIS LJEE Terminations. The inmate will be assigned to other program titles whereby attendance will be entered.
16. Pro-Social Life Skills (PSLS)
 - a. A full time PSLS program is six weeks long, or 150 hours, and may have a maximum of 12 hours of homework during that time.
 - b. A part time PSLS program is 12 weeks long and may have a maximum of 24 hours of homework. The minimum amount of time a part time PSLS may meet each week is 1.5 hours.
 - c. PSLS is offered in the PSLS Community. The PSLS Community offers several different classes for the offender to work through cognitive learning processes.
 - d. PSLS is not a voluntary program.
 - e. Inmates who complete TCOM February 6, 2014, and later may have their PSLS TAP-BIG closed using by using code CTC.
17. 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 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-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. 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.
 - h. Inmates completing a TAP-BIG recommendation(s) may be considered at the top of the register for the job assignment they held prior to entry of the TAP-BIG recommended class or program, if they still meet eligibility criteria per the job description.
18. 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.
 19. If the IJC and supervisor disagree on the qualifications or eligibility, 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.
 20. Any inmate on the appropriate register may be appointed by the Warden to the position of inmate advisor, grievance committee clerk, inmate advocate, or animal (dog) trainer. Dismissal procedures for such positions shall comply with Section VI.(H) of this policy.
 21. 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 the Special Education program. (See Policy #117.07)
 22. 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 lower rate determined by the Warden.

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23. Inmates assigned to treatment programs may be required to perform work duties as part of the therapeutic process.
24. 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. (See Policies #512.01 and #109.04)
25. No inmate shall be assigned to or allowed to assist correctional classification coordinators, correctional counselors, chief counselors, inmate job coordinators, job tracking clerks, accreditation managers, or with medical/mental health clerical duties. (See Policy #113.14) Each reentry resource center shall be allotted one counselor aide position.
26. 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
27. No inmate who is sentenced to life shall be assigned to any job outside the secure perimeter of an institution or annex. Additionally, no inmate whose earliest release date, excluding safety valve, is ten or more years away, shall be assigned to any job outside the secure perimeter of an institution or annex. Sex offenders are prohibited by Tennessee statute from any job assignment into the community, except for a work assignment to TRICOR or any TRICOR facility.
28. 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).

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29. The chief law enforcement officer (sheriff and/or chief of police) shall be notified by the Warden/designee 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.
30. Work Release Assignment (See Policies #505.10 and #513.02)
- a. The work release coordinator shall notify the IJC of all approved and denied work release placement requests. Denial reasons shall be included in the notification. The IJC will enter the information in LJEJ Register Placement.
- b. The Warden shall be the final authority on all recommendations for work release.
31. 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
32. 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 TOMIS Conversation LCLQ, Security Threat Group. This information is also included on registers)
- 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 TOMIS Conversation LCDG Contact Notes, Type STGI, to document his/her decision to deny the individual inmate a particular job/class/program assignment

G. 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 IPM can require an inmate to transfer or remain in a position deemed essential to the institution.

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2. With the exception of unit promotions/transfers, an inmate must be required to remain in a 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 for 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.
3. Inmates assigned to the below titles shall not stay in this assignment (work area or supervisor) longer than 16 months:
 - a. CLGO Clerk, General Office and all associate titles (such as CLGOC, CLGOD, CLGOF, CLGOG, CLGOM, CLGOP, CLGOR, and CLGOS)
 - b. CLIN Clerk, Industry and associate titles of CLIN1 and CLINT
 - c. COUA Counselor/Chaplain Aide
 - d. KICL Kitchen Clerk
 - e. TAAC Teacher's Aide Academic, TEAA Teacher's Aide, TAVO Teacher's Aide vocational program
 - f. SHRC Shipping and Receiving and STCC Stock Control Clerk Mentors
4. Exceptions to Register Placement regarding (3) above: Inmates shall be reassigned as soon as possible, possibly with the same title, but to a different work area. For the purposes of this policy, work area means the physical plant. Inmates do not have to be on the register for the job the IJC assigns them.

H. Advancement in Skill/Pay Levels:

1. Inmates without a verified high school diploma/GED/HiSet, or Special Education diploma 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. TRICOR jobs are excluded.
 - c. This requirement may be waived at minimum-security annexes with a population of 350 or less or maximum security housing units in the interest of filling positions for institutional needs.
 - d. Inmates assigned to the title of the Community Service Worker (CSWK) may be exempt from this requirement.

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2. No inmate shall be promoted to a higher skill/pay level job if the inmate is participating in a recommended full time paid TAP-BIG assignment.
3. 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)
4. Information on TOMIS Conversations LJET, LSTB, and LJEA will be used to determine advancement in skill and pay eligibility in case of institutional transfer.
5. Inmates assigned to positions above the lowest skill/pay level prior to July 1, 1990, may be exempt from Section VI. (G)(2) of this policy, although inmates whose assignments are reduced below skill/pay Level II will be subject to all the provisions of Section VI.(G).
6. Promotional advancement shall occur no more often than 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.

I. Terminations:

1. Inmates are not permitted to refuse, quit, or voluntarily withdraw from an assigned program, including non-paid programs, except for the following:
 - a. Inmates assigned to a Prison Industries Enhancement (PIE) program
 - 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, accepting assignment to Therapeutic Community (TCOM) or Group Therapy (GRTH).
 - d. Fatherhood Initiative

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2. Offenders assigned to academic and vocational classes, transition centers, pro-social life skills, substance abuse programs, and all other 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 or institutional need.
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 or an 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. Once the dismissal request is submitted, the Warden/designee will approve or deny the request.
4. The IJC shall notify inmates and supervisors, in writing, of all terminations.
5. TOMIS LJEE Termination permits one to three dismissal reasons to be entered. If the inmate successfully completed an education class or treatment program, the reason SUC (Successful Completion) shall be entered on the first line.
6. Disciplinary Dismissals:
 - a. Dismissals are "disciplinary" only if the disciplinary board recommends an assignment termination and the recommendation is entered on TOMIS Conversation 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 must not be reassigned immediately to the same class or treatment program if they were dismissed from it due to the conviction of a disciplinary offense.
 - (1) If the offense was a Class A or B, the inmate must not be reassigned for six months. Offenders may be reassigned to TCOM after three months if the Program Manager deems it appropriate. (See Policy #513.07)
 - (2) If the offense was a Class C, the Warden may direct that the inmate must not be reassigned to a class or treatment program for three months.
 - (3) To accomplish the above, inmates shall be removed from all treatment program and class registers and will not be placed on these registers again, or any other treatment program or class registers until the time period expires. When placed back on the register, TOMIS will automatically put the inmate's name at the correct place on the register. INFOPAC Report BI01MER Recommended Offenders Not on Registers will serve as a tickler file.

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- d. Inmates receiving disciplinary dismissals from job positions above skill/pay Level I shall be prohibited from reassignment to a skill/pay Level II or higher job for 90 days, but may immediately be assigned to a Level I job. Inmates receiving disciplinary dismissals from Level I positions may be immediately required to return to the same or other unskilled position.

7. Non-Disciplinary Dismissals or Demotions:

- a. Documentation of the problems and the attempts to correct them shall be provided. Program Notes LJEC and/or Contact Notes LCDG (IJOB Inmate Job Contact) shall be used for this documentation. A minimum of three notes must be entered in TOMIS prior to possible favorable consideration of a non-disciplinary dismissal or demotion request. Examples of types of documentation may include a record of verbal counseling/warning, written warning, tardiness, and/or Notice of Denial of Program Credits, CR-3224. Reasons shall be documented on TOMIS conversation LJEE, Job/Class Terminations.
- b. Full Program Sentence Credits shall not be awarded if it conflicts with the Contact Note or Program Note.
- c. TRICOR employees shall also enter the documentation on LJEC or LCDG. Other state agencies utilizing inmate workers off institutional compounds shall provide written documentation if they do not have access to TOMIS. Work crew supervisors who monitor inmates that work for other agencies shall make entries on LJEC or LCDG. Directives from Central Office administration shall be documented on LJEC or LCDG. Reasons for dismissals or demotions may also be documented on Request for Job Dismissal, CR-3054. Reasons may include, but are not limited to:
 - (1) Failure due to inability to perform the skills of the position. This shall result in a non-disciplinary dismissal or demotion when supervisory attempts of assistance or correction are unsuccessful. Documentation of the failure must be specific. The term "probation" is not an acceptable reason for a job dismissal.
 - (2) Inmates showing no academic progress as documented in Policy #117.02.
 - (3) If it is felt that the inmate's continued presence in the work area is detrimental to the morale of the work force or the productive operation of the area, or to the security and safety of the institution, an inmate may receive a non-disciplinary dismissal upon recommendation of the supervisor or other appropriate staff. Specific reason(s) for the dismissal shall be documented. A request for dismissal due to one instance usually requires a disciplinary dismissal.

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- (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.
- (2) If a non-disciplinary dismissal or transfer 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-BIG recommended program, he/she will not be reassigned to a job, treatment program, or class that is not TAP-BIG mandated.

j. 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.)

k. Closing TAP-BIG Recommendations: Termination reasons listed as “Y” can be used by the IJC to close a TAP-BIG recommendation. Termination reasons listed as “YY” can be used by the IPM to close a TAP-BIG recommendation. Inmates who have three behavioral dismissals from academic and vocational classes may have their related TAP-BIG recommendation closed. Each non-disciplinary dismissal must have a minimum of three TOMIS Conversations Program Notes (LJEC) and/or Contact Notes (LCDG) Contact TYPE (IJOB) per dismissal stating the problem and indicating that the principal or teacher counseled the inmate. The three related dismissals may be a combination of disciplinary and non-disciplinary. Program sentence credits will be withheld with corresponding program notes and at other appropriate times.

J. 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. This program file shall be transferred with inmates as a part of the inmate institutional record (IIR) in accordance with Policies #403.01 and #403.01.1. Work supervisors may also maintain files on all inmate workers in their area.
3. 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, social security numbers, etc. This includes the program files mentioned above.

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K. 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 LJEJ, 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-compliant 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 IPM may require the IJC to conduct an assessment of a job/position and submit a report in addition to completing LJEJ.
3. Each fiscal year, the IPM may perform institutional audits. Any disagreements in recommended changes will be reconciled by the Assistant Commissioner of Rehabilitative Services and/or the Assistant Commissioner of Prisons, 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 gender, sexual orientation, handicap, political beliefs, race, color, age, or national origin.
5. The Inmate Overtime Report is due by the 15th of the following month. The IJC shall ensure that the information for any required report is sent to the IPM in a timely manner.
6. The IJC shall forward an up-to-date copy of related institutional policies to the IPM.
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 explanation of circumstances beyond the control of the Warden, such as state hiring freezes or other state mandated reasons. Specific details shall be provided (e.g., one vacant academic teacher position is vacant resulting in 32 inmate positions that can not be filled). The Warden shall forward a copy of the correspondence to the IPM.
 - a. The assigned percentage rate is based on all eligible 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.
 - b. The computer generated Jobs by Site Report will be forwarded to at least the Deputy Commissioners, the Assistant Commissioners, Wardens, AWTs, and Inmate Jobs Coordinators.

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- L. A handbook for supervisors and the *Inmate Job Coordinator User's Guide* will be updated as needed by the IPM.
- M. Policies and procedures established by TRICOR shall not conflict with Policy #505.07.
- VII. ACA STANDARDS: 4-4277, 4-4448 through 4-44454, 4-4458, and 4-4461.
- VIII. EXPIRATION DATE: March 15, 2018.



TENNESSEE DEPARTMENT OF CORRECTION

**WAIVER OF PLACEMENT
in the
ADULT BASIC EDUCATION PROGRAM**

I, _____ (PRINTED NAME),
TDOC# _____, hereby freely, voluntarily, and without duress or coercion
waive placement in the Adult Basic Education program for one of the following reasons:

I AM 62 YEARS OF AGE OR OLDER

OR

**I WILL QUALIFY FOR DISABILITY BENEFITS UPON RELEASE FROM
INCARCERATION**

I fully understand and acknowledge the ramifications of this waiver and hereby voluntarily relinquish any and all claims and causes of action against the State of Tennessee, the Tennessee Department of Correction, and all of their respective contractors, agencies, and agents, whether current or former, all in their official and individual capacities, and their successors, assigns, servants, agents, attorneys, officers and directors, which might accrue as a result of my execution of this waiver

SIGNATURE

DATE

WITNESS



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 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
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: _____

