



ADMINISTRATIVE POLICIES  
AND PROCEDURES  
State of Tennessee  
Department of Correction

Index #: 505.07

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Effective Date: May 1, 2007

Distribution: B

Supersedes: 505.07 (3/15/03)

PCN 04-50 (7/1/04)

PCN 04-32 (6/15/04)

PCN 03-16 (10/15/03)

Approved by: George M. Little

Subject: INMATE PROGRAMMING (JOBS/CLASSES/TREATMENT)

- I. AUTHORITY: TCA 43-603, TCA 43-606, TCA 40-28-123, TCA 41-21-207, TCA 1-21-208, 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 employees, inmates, privately managed facilities, and Tennessee Rehabilitative Initiative in Correction (TRICOR) employees. Inmates assigned to and actively participating in the Special Alternative Incarceration Unit (SAIU) unit at Wayne County Boot Camp are excluded.
- IV. DEFINITIONS:
  - A. Assignment Pattern: Listing of titles from the Master Job List with the number of positions by program area at an institution. Each position's status, i.e., filled or vacant, is indicated. This is INFOPAC report Work Area Roster, BI01ME2.
  - B. Document Storage and Retrieval System (DSRS): An electronic document repository.
  - C. Inmate Jobs Coordinator (IJC): Institutional staff person responsible for coordinating sentence credit policy requirements, assigning inmates to programs, supervising job tracking personnel, assisting in the development of job descriptions, training job supervisors in inmate programming policy requirements, and other related duties.
  - D. Inmate Program Specialist (IPS): Central Office staff person who reports to the Assistant Commissioner of Rehabilitative Services and coordinates the day-to-day operation of inmate programming.
  - E. Job Tracking Clerk: Institutional staff person who assists the jobs coordinator by performing data entry functions, record keeping, etc.
  - F. Master List: Authorized listing of inmate titles, skill levels, and base pay scales of all positions in the Tennessee Department of Correction (TDOC). This can be accessed on Tennessee Offender Management Information System (TOMIS) conversations LJEK, Job Set Up, and LJEV, Class Set Up.
  - G. Position: A specific assignment within a larger title. Every job and treatment position has its own specific identification number. Each position may have different eligibility requirements, location, etc., from other positions with the same job title.

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- H. Program Assignment: An assignment for which an inmate is paid and/or is evaluated for program credits.
1. Full-Time: A program assignment scheduled for thirty (30) hours per week, excluding meal times, breaks, and count time (unless the inmate(s) actually participates during count time). Inmates assigned to maintenance and performing maintenance work, food service, long lines, short lines, TRICOR, other state and outside agencies, TDOC Central Office, and community service crews may participate forty (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).
- I. Transition Assessment Plan (TAP): A document that identifies an offender's strengths and weaknesses; prioritizes the offender's programmatic needs, establishes meaningful goals, and includes action plans to aid the offender in successfully meeting the stated goals.
- J. Work Release Coordinator: A TDOC 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.
- 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 from the master job list of inmates to be considered for assignment in a job/class if initially determined to be eligible and qualified. These are INFOPAC reports Class Register, BI01MEG, and Job Register, BI01MEH.
- M. TOMIS: Tennessee Offender Management Information System.
- N. Waiting List: Listing of unassigned inmates at an institution who are available for assignment but for whom there is not an appropriate opening. INFOPAC report Job Waiting List, BI01MJW, includes all unassigned inmates with the exception of those classified maximum custody.
- O. Individual Program Plan (IPP): A goal-oriented and documented plan that establishes recommended inmate programming assignments and/or placements, and is based upon individual inmate needs and the institution's ability to deliver programming. The IPP is used for parole technical violator diversion programs. (See Policy # 513.03)

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V. POLICY: The TDOC shall make inmate program assignments 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 Development:

1. The TDOC shall be responsible for developing jobs in the following areas:
  - a. Academic and vocational education
  - b. Special needs programming
  - c. Community service work
  - d. Institutional support
2. TRICOR shall be responsible for developing jobs in the following areas:
  - a. Manufacturing
  - b. Business services
  - c. Agricultural (excluding truck crops/institutional gardens specifically for use in institutional kitchens)
  - d. In conjunction with private sector partnerships and joint ventures
3. No inmate shall be assigned to or allowed to assist correctional classification coordinators, inmate job coordinators, job tracking clerks, or accreditation managers with clerical duties.
4. 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

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- 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 institutional and Central Office staff. INFOPAC report Work Area Roster, BI01ME2, is the official worker pattern.
1. Positions may be abolished, created, inactivated, reactivated, or upgraded only by the Inmate Program Specialist (IPS). Positions shall only be reactivated if no changes in the information are needed. It is the intent of the TDOC to consistently use the appropriate title for the same duties being performed by inmates throughout the Department. Positions which have been approved to be abolished shall be vacated by attrition whenever possible.
  2. All requests for the addition of positions to the institutional inmate assignment pattern shall be accompanied by a request for the deletion of an equal number of positions or justification for increasing the number of allotted positions.
  3. Every program position, whether considered permanent or temporary, shall be identified at each institution by a position number. Classes will be identified by section and the maximum number of slots per section. All three screens on TOMIS conversation LJEM shall be completed and kept up-to-date.
  4. If inactivated positions cannot be reactivated, new position numbers shall be assigned by TOMIS when the IPS approves an institutional request to add positions to the institution's assignment pattern and to TOMIS.
  5. All requests for highly skilled positions will require a memorandum from the Warden to the IPS containing justification. The only areas where limited highly skilled positions can be assigned are maintenance, food service, and revenue-producing programs. No more than 2% of the number of inmates assigned to programs may be placed in highly skilled positions. It is not the intention of this policy to have all positions in maintenance and food service, etc., designated highly skilled. There will usually be more skilled positions in a work area than highly skilled.
  6. All requests to make changes in an institution's inmate worker pattern will be made by memorandum or GroupWise e-mail to the Central Office IPS.
    - a. Inmate supervisors may request changes in the inmate assignment pattern by contacting the IJC. If he/she concurs with the supervisor's request, the IJC shall review the request and forward it to the IPS. If the supervisor and IJC cannot reach an agreement, the Warden/designee shall determine whether to submit the request to the Central Office IPS.
    - b. Detailed justification for the change in the inmate assignment pattern will be included in the memorandum.

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- c. Prior to the approval/denial of the request, the IPS may request a copy of the written program description.
    - d. The IPS may contact the Chief Executive Officer/designee of the TRICOR to ascertain whether there is an objection to the approval of requests affecting TRICOR.
  7. Assignment pattern change requests disapproved by the IPS may be appealed to either the Assistant Commissioner of Operations or the Assistant Commissioner of Rehabilitative Services, as deemed appropriate by the IPS.
  8. If it is known in advance that an essential position is to be vacated, a temporary position may be allotted for the purpose of training a worker to refill that position. The duration of such a temporary position should be no more than three months, and the position must be approved by the IPS. The temporary position shall be paid within the skill level of the permanent position.
  9. Positions that cannot be filled temporarily for any reason may be considered on hold. If they are on hold for more than 90 days, a request shall be submitted to the IPS to have them inactivated. BI01MEU, Vacant Position Report, may be used to determine these positions. The IPS may also use this report to select positions to inactivate.
  10. Inmates participating in a split education/work program shall be tracked in both places.
  11. All inmates participating in the parole technical violator diversion program will be assigned to the title of Technical Violator Diversion Program (TVDP). They will have attendance entered for pay and program sentence credits under that title. They will also be assigned to individual programs with codes starting with TV. Attendance hours will be entered for all programs; however, pay and program sentence credits will only be calculated based on entries under TVDP.
  12. INFOPAC report BI01MEO, Position History, is a requestable report that defines which inmates have held a specific job/treatment position on TOMIS and the date assigned, date terminated, and the inmate's race.
  13. INFOPAC report BI01MCR, Class Attendance History by Date, is a requestable report that lists inmates assigned to an academic or vocational class for a specific date.
- C. Job Descriptions:
1. Job Description Forms, CR-2313, will be revised and reissued by the IPS.

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2. The IJC and appropriate inmate job supervisors shall develop detailed descriptions for every position. At a minimum, the description shall include requirements, schedules, work area expectations, supervisor name or title, and date if the description is new and/or revision date if the description is a modification.
  - a. Expectations shall provide objective, easily measured criteria by which the supervisor can assess the inmate's performance. These shall be made known to every inmate at the time of assignment.
  - b. Inmates shall be directed to sign the job descriptions 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.
  - c. Every position shall have a specific time and place to report for the beginning and ending of every program. Variation of days and hours may be necessary occasionally at the discretion of the supervisor. Hours of work will approximate the community workday.
  - d. Procedures for excused absences shall be explained to inmates for all positions. Inmates may not receive pay or sentence credits for some absences even if excused. (See Policies #504.04 and #505.01)
  - e. Inmates should not be given the impression that they are specialists and can only perform certain duties. Supervisors have the authority to direct an inmate to perform other duties.
3. Job descriptions for vocational programs shall include the time needed for completion of the particular vocational 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. The institutional job coordinator 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. Due to limited space, program descriptions on TOMIS LJEM cannot be as detailed as needed. The IJC shall maintain the original program description.
5. Annually, job supervisors shall review program descriptions for their areas prior to the IJC submitting the revised set by July 1<sup>st</sup> to the IPS. As new program descriptions are prepared due to changes in program patterns throughout the year, a hard copy shall be forwarded to the IPS. The revision date shall be keyed on the lower right hand side of each sheet.
6. Annually, the IJC shall send a copy of the program descriptions to the health administrator. (See Policy #113.43)

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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 treatment and jobs, and BI01MEG for classes, shall be used.
2. Inmate names may be placed on registers without their request or consent by the job coordinator. The jobs coordinator may need to review TOMIS conversations LCLF Offender Findings and LHSM Health Services before placing an inmate on a register.
3. After an inmate is received at an institution and as needed, his/her available record, [including the transition assessment plan (TAP)] shall be reviewed for past employment and educational history, classification recommendations, physical/medical condition, disciplinary history, custody level, time remaining before release eligibility, and other position qualification criteria. The institutional counselor shall notify the job coordinators via e-mail of any inmates who have uncompleted programs recommended on their TAP, if the programs are available at that facility. This shall be accomplished in seven working days. The job coordinator shall add the inmate's name to the appropriate register(s) within ten working days of receipt of the e-mail. (See Policy #513.04)
4. Counselors shall e-mail the IJC when they make adjustments to an inmate's TAP that will require the inmate's name be added to another register. Within ten working days of receipt of the e-mail, the job coordinator shall add the inmate's name to the appropriate register.
5. All classified inmates who wish to be considered for placement in a position may submit their names and qualifications to the jobs coordinator using the Request for Placement on Job Register, CR-3051.
6. Inmates being transferred for the purpose of participating in a pre-release program, security threat group program, the parole technical violator diversion program, or a transition center program are ineligible for consideration for placement in any other program or register, unless there is no space in the program at that time. The inmate will immediately be reassigned to the applicable program when a vacancy occurs.
7. Only inmates who are permanently assigned to an institution may be placed on a register for positions at that institution. Exceptions may be made at reception centers.
8. Some positions may require referral for testing, interview, or additional application information to verify qualifications prior to register placement. (See Inmate Job Interview, CR-3338) Tests will be on a pass/fail basis. Supervisors/designees will be subject to time limits on responding to requests for testing or interviews.

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Institutional policy may authorize the inmate jobs coordinator 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.

- a. All inmates shall be considered qualified for Level I (unskilled) positions. However, an inmate may not be eligible for all Level I (unskilled) positions.
  - b. Job coordinators and work supervisors at each institution shall determine which Level II (semi-skilled) positions shall require further qualification criteria.
  - c. All positions above Level II shall require further qualification verification prior to register placement.
  - d. Interview and qualification verification test results shall be entered in TOMIS Conversation LCDG, Contact Notes, Code TEIN Test/Interview Results. The staff person administering the test or conducting the interview is responsible for entering the information on TOMIS.
  - e. Inmates who fail a qualification test may retake it after 30 days. The test may be taken a third time, but no sooner than six months from the first exam date. Inmates will not be permitted to take the test a fourth time at that facility unless justification can be provided, such as completion of a related vocational program. If transferred to another institution, the inmate may take the test immediately if it is determined he/she is eligible.
9. Names of inmates tentatively determined to be qualified/eligible for a position shall be placed on a job register for that position using TOMIS conversation LJEJ, Register Placement. Paper registers may not be maintained in lieu of TOMIS registers. (Note: Inmates classified as minimum direct may be placed on minimum trusty registers without being determined to be eligible and qualified. This can be determined when there is a vacancy, as well as if his/her custody level can be changed.)
10. Denied requests for placement on registers will also be entered on LJEJ.
11. 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.
- a. Requests are not to be held until a position becomes vacant. All requests are to be entered into TOMIS in a timely manner.

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- b. All inmate numbers entered on the same day on TOMIS conversation, LJEJ, Register Placement, shall be in numerical order on INFOPAC Job Register Report, BI01MEH, and Class Register, BI01MEG.
12. Inmates shall be notified of all register placements by TOMIS conversation LJEJ, Register Placement, or INFOPAC report BI01D039, 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.
13. Inmates shall be notified of denials using TOMIS conversation, LJEJ, INFOPAC Report BI01D043, Program Denial, or Job Register Placement, CR-3052.
14. If the eligibility or qualification criteria for a position change, inmates will be notified of their removal from these registers with a screen print of LJEH or BI01D041, Register change report.
15. Institutional policy may limit the number of register placements per inmate, not including those required by TAP.
16. Institutions may limit the number of names placed on a register for specific positions. Inmates whose requests for register placement are denied due to a full register shall be notified of this temporary denial through TOMIS conversation LJEJ, INFOPAC report BI01D043, Program Denial, or CR-3052, and may submit a request for placement at a later date.
17. Inmates in academic, vocational, security threat group, pre-release, treatment program, transition center, or a dog care training program may be required to remain in such programs until completed or dismissed.
18. Inmates in academic, vocational, and training programs may be placed on job registers for which these programs will qualify them up to three (3) 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.
19. If an inmate is permitted to remain in his/her current position rather than transfer to another position when he/she is the top qualified and eligible inmate on the register, his/her name may be removed from the register.
20. Institutional policy may permit exclusion or removal of an inmate's name from registers for positions of lower skill levels than their present job assignment (except for TRICOR job registers).
21. Inmates may request to be removed from a specific register by submitting Request for Removal from Job Register, CR-3169 to the IJC. This request is subject to approval by the job coordinator.

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22. Upon conviction of any Class A disciplinary infraction, excluding verbal warnings, an inmate's name will be removed from all registers above skill/pay level 1. The inmate may request that his/her name be put back on the register. If he/she is still determined to be tentatively eligible, the name will be placed on the bottom of the register, i.e., date reapplied. (Note: The inmate will still be considered qualified.)
23. Inmates who are permanently transferred shall have their names removed immediately from all registers by staff at the sending institution using LJEH, Drop All. Notification of removal from registers will not be required in these circumstances.

E. Assignments

1. Inmate program assignments shall not be based on race, religion, national origin, sex, handicap, or political beliefs. The job coordinator shall ensure that qualified minority inmates are equally considered for any job opening.
2. Inmate program assignments are a privilege. No inmate shall have the right to participate in any particular program. Register placement, program 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.
4. Only the job coordinator 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. Inmates without valid social security numbers or individual taxpayer identification numbers may be assigned to jobs.
  - a. The Deputy Warden must decide that the inmate has cooperated with staff and has attempted to obtain a valid number. Information shall be documented on LCDG Contact Notes, Contact Type IPAX. (See Policy #506.13)
  - b. The Central Office IPS shall issue each individual institution a code to use every time that an inmate without a valid SSN or ITIN is assigned to a job.
  - c. The inmate jobs coordinator shall enter a code in the SSN field on LCLA Offender Attributes to assign the inmate on LJED.

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- d. Immediately following the assignment on LJED, the IJC shall remove the code on LCLA.
6. 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, if CR-3586 has not been signed. (See Policy # 113.95)
7. Inmates shall be notified of assignments through TOMIS conversation LJED, Job/Class Assignment, or Inmate Job Assignment, CR-3053.
8. When a 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 job coordinator 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.
9. Exceptions to Section VI. (E)(8) above are as follows:
  - a. Inmates with recommendations for specific treatment program(s) and classes on TAP shall take precedence over other inmates who are on the register.
  - b. Inmates already assigned to a 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.
  - c. Inmates who receive a non-disciplinary demotion from another position in the area. (Inmates need not be on registers for positions prior to the demotion.)
  - d. Inmates who have successfully completed an institutional training program for a specific position or program/area.
  - e. Inmates who must participate in a specific program before they may be paroled.
  - f. Inmates transferred to an institution for a specific position.

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- 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. Pre-Release Program Eligibility Priority
  - (1) Inmates granted parole upon completion of pre-release as mandated by BOPP.
  - (2) Inmates expiring their sentences or who have been granted a release date by BOPP and who have time to complete the program prior to their release date.
  - (3) Inmates who were terminated from CBCX/WANX for disciplinary infractions may be considered for a pre-release class upon becoming eligible through parole grant stipulation/mandate or within nine months of expiration with an approved/proper override.
  - (4) Any inmate who is within nine months of release consideration.
- i. Therapeutic Community Treatment Program Eligibility Priority
  - (1) Inmates referred by BOPP
  - (2) Inmates within 24 months of release eligibility date or sentence expiration
  - (3) Inmates who are within 25 months to 5 years from release eligibility date or sentence expiration
- j. Group Therapy Treatment Program Eligibility Priority
  - (1) Inmates referred by BOPP
  - (2) Inmates who are within 3 to 5 years from release eligibility date or sentence expiration
- k. 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.
- l. Vocational Programming Eligibility Priority
  - (1) Inmates receiving their GED in 2005 or after are given priority on the register for vocational programs.

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- (2) Inmates who are within ten years of their expiration date shall be given priority for vocational program placement.
10. Skip reasons shall be maintained on TOMIS conversation LJEH, Job/Class Register, for inmates who are qualified, eligible, and not assigned to a program for the following reasons:
    - a. If an inmate is prevented from receiving a promotion into a higher skill/pay level job
    - b. If an inmate is prevented from receiving an assignment to a TRICOR job
    - c. If an inmate is not assigned to a TAP recommendation
    - d. If a supervisor or job coordinator chooses to skip over the top first or second qualified eligible inmate
    - e. Skip reasons may also be maintained at the discretion of the job coordinator for other reasons
    - f. When the skip reason is for security purposes (SRN), the staff person making the determination will document the reasons on LCDG, Contact Type, IJOB. If the reason is confidential, an entry will be made on LCDG indicating that written reasons are on file and the location.
  11. If the job coordinator 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.
  12. 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 program recommendation. Inmates shall be considered in the order of the length of time on the job waiting list and unassigned. (See BI01MJW, Job Waiting List.)\_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 to determine who has been unassigned the longest.)
  13. Any inmate on the appropriate register may be appointed by the Warden to the position of inmate advisor or grievance committee clerk. Dismissal procedures for such positions shall comply with Section VI.(H) below.
  14. Assignments to academic and vocational programs shall be subject to the requirements of this policy and as provided by Policies #117.02 and #117.03.

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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)

15. Inmates who are temporarily unable or temporarily not required to perform in their assigned positions for medical 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.
16. Inmates assigned to treatment programs may be required to perform limited work duties as part of the therapeutic process. Prior to designating these duties, specific inmate qualifications and area requirements will be reviewed with the job coordinator to maintain policy and procedure compliance.
17. No program assignment shall result in an inmate being obligated to obey or be supervised by another inmate in any manner.
18. 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.
19. No inmate who is sentenced to life without parole, or whose earliest release date, excluding safety value, is 20 or more years away, shall be assigned to any job outside the secure perimeter of an institution.
20. All inmates who work outside the secure perimeter of a facility must sign BIO1D089, Assignment of Responsibility. The job coordinator 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 BIO1D089, it shall be read and explained to him/her and so noted on the form. An employee witness (staff who reads BIO10089 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.
21. The chief law enforcement officer (sheriff and/or chief of police) shall be notified of all inmates who have been convicted of homicide offenses, aggravated rape, rape, or rape of a child that 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.

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22. Work Release Assignment:

- a. Only inmates who have successfully completed Phase I and Phase II of a Transition Center, or Phase I and Phase II of a T-Crest Program, or a formal Pre-Release Program as defined by Policy #511.02 shall be eligible for work release consideration.
- b. See Policy #505.10 for eligibility criteria and specific conditions of work release.
- c. 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. Staff may request that individual inmates be placed on the work release register.
- d. The IJC will forward an Inmate Job Interview form, CR-3338, to the Work Release Coordinator. If the inmate does not meet the basic criteria set forth above, the Work Release Coordinator will deny the request, make the appropriate entry on LCDG, and return the completed CR-3338 to the Inmate Jobs Coordinator.
- e. If the inmate meets the basic criteria, the Work Release Coordinator will make a thorough assessment and recommendation. An entry will be made on LCDG. The CR-3338 will be returned to the IJC for tracking purposes. 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.
- f. Inmates who are participants in the Transition Center and not approved for work release will be placed in an alternative work assignment with TDOC or other state agency supervision. The Warden will notify the IJC and Work Release Coordinator of his/her decision in writing.
- g. Inmates who are currently on work release and do not meet the eligibility criteria established by the effective date of Policy #505.10, shall remain on work release status until such time that they leave incarceration, lose the privilege of work release status by a disciplinary conviction, or are reviewed as a result of a parole decision that impacts their release by one year or more.
- h. Information for gate passes and specific work location and hours shall be forwarded to the institutional count room by the Work Release Coordinator.



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G. Advancement in Skill/Pay Levels:

Advancement in a job skill/pay level is a privilege earned by positive inmate participation in academic, vocational, treatment, and work programs as measured by regular evaluations of each inmate's performance. (See Policy #504.04)

1. Following initial classification, all inmates will be required to spend a minimum of three calendar months in a Level I job before advancing to a higher skill/pay level position. This requirement may be waived by reception centers, minimum-security annexes with a population of 350 or less, or the Wayne County Boot Camp geriatrics unit 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.
2. Inmates without a verified high school diploma or GED as indicated in the institutional record or on 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
  - c. This requirement may be waived at reception centers, minimum-security annexes with a population of 350 or less, Wayne County Boot Camp geriatrics unit, 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. Advancement in skill/pay level will be based upon inmate job performance. Each inmate will be evaluated monthly by work supervisors for Prisoner Sentence Reduction Credits (PSRC) for program participation. These evaluations will be routed through the institutional job coordinator's office for review. To advance in skill/pay level, an inmate must not have been denied program sentence credits on his/her previous three evaluations. (See Policy #505.01)
4. Promotional advancement shall occur no more often than at 90-day intervals, except:

Subject: INMATE PROGRAMMING (JOBS/CLASSES/TREATMENT)

- 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 institutional job coordinator.
  - b. In extraordinary circumstances, as recommended by the supervisor and institutional job coordinator, and approved by the Warden/designee. In cases involving TRICOR programs, the recommendation of the Executive Director/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.
5. Information on monthly evaluations and time assigned to skill/pay levels at previous institutions will be used to determine advancement 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.

H. Terminations:

1. Inmates are not permitted to refuse, quit, or voluntarily withdraw from an assigned program except for the following:
  - a. Inmates who have not signed the Substance Abuse Program Participant Agreement, CR-3586
  - b. Inmates assigned to a Prison Industries Enhancement (PIE) program
  - c. 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. (See Policy # 113.95)
2. 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 job coordinator.
3. The job coordinator shall notify inmates and supervisors, in writing, of all terminations.

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4. Inmates receiving either a disciplinary or non-disciplinary dismissal may not be reassigned to the same program/area without the prior agreement of the supervisor. If the supervisor disagrees with a proposed reassignment, the Warden/designee shall make the decision.
5. An explanation shall be provided in the free form text space on TOMIS LJEE when the termination reason is "job change" (JCH). Job change is only to be used when the inmate is being reassigned immediately.
6. Disciplinary Dismissals:
  - a. Dismissals are "disciplinary" only if the disciplinary board recommends a job 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 job coordinator of all dismissal recommendations. The job coordinator 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 receiving disciplinary dismissals from positions above skill/pay Level I shall be prohibited from reassignment to a skill/pay Level II or higher program for ninety (90) days, but may immediately be assigned to a Level I program. Inmates receiving disciplinary dismissals from Level I positions may be immediately required to return to the same or other unskilled position.
  - d. 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. (See Section VI.(H)(9) below.)
7. Non-Disciplinary Dismissals or Demotions:

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. Examples of types of documentation may include a record of verbal counseling/warning, written warning, tardiness, and/or denial of program credits (CR-3224). Reasons shall be documented on TOMIS conversation LJEE, Job/Class Terminations. TRICOR employees shall also enter the documentation on LJEC or LCDG. Other state agencies utilizing inmate workers off institutional compounds shall provide written documentation. Work crew supervisors who monitor inmates who work for other agencies shall make

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entries on LJEC or LCDG. Directives from Central Office administration shall be documented on LJEC or LCDG. Reasons may also be documented on Request for Job Dismissal, CR-3054. Reasons include, but are not limited to:

- a. Failure due to inability to perform the skills of the position 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.
- b. Inmates showing no academic progress as documented in Policy #117.02.
- c. 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.
- d. The Warden can terminate an inmate's program assignment based on their participation in any STG related activity if it is deemed to present a risk to the safety, security, or orderly operation of the facility. (See Policy #506.25.) The Warden will use LCDG Contact Notes, (Contact Type STGI), to document specific reasons.
- 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 job coordinator. 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 such absences result in the inability of the work area to meet production or operation expectations.

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- 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. A documented pattern of job-related rule infractions may be grounds for a supervisor to request a non-disciplinary dismissal for an inmate.
- j. Inmates may receive non-disciplinary dismissals or transfers from a work area if the size of the workforce needed is reduced for any reason. 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 inmate jobs coordinator 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.
- k. 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 should 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. The file shall include the Request for Placement on Job Register, CR-3051; Inmate Job Interview, CR-3338; Request for Removal from Register, CR-3169; and Notice of Denial of Program Credits, CR-3224. (See Policy #512.01.) Other information such as correspondence may be kept in this file. It is not necessary to file any information that is on TOMIS, unless a signature is required. (See Policy #512.01)
- 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.

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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 job assessments will be performed monthly by the job coordinator. Selection of positions to assess may be obtained from a random list of positions available monthly on INFOPAC report BIO1ME1, Job Audit Request. Results will be recorded on TOMIS conversation LJEF, Job Audit. 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. Central Office staff may require the job coordinator to conduct an assessment of a job/position and submit a report in addition to completing LJEF.
3. The IPS will periodically perform institutional program audits. Any disagreements in recommended changes will be reconciled by the Assistant Commissioner of Operations or the Assistant Commissioner of Rehabilitative Services, depending upon the location of the work area.
4. INFOPAC reports BIO1MEN, Program Assignments by Race, and BIO1MEM, 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 program assignments and dismissals,) on the basis of the race, color, or national origin.
5. The institutional job coordinator shall ensure that the information for any required reports is sent to the Inmate Program Specialist in a timely manner. The Inmate Activity and Inmate Overtime Reports are due by the 10<sup>th</sup> of the following month.
6. The Warden shall review available information on a monthly basis indicating the employment rates of various position types at the institution. The goal of the TDOC is to maintain a rate of 7% or less unemployment for the assignable population. If the unemployment rate reaches 10% or more for 30 days, the Warden shall contact the Assistant Commissioner of Rehabilitative Services in writing to address the problem. The Warden shall forward a copy of the correspondence to the Inmate Program Specialist. The percentage is based on the monthly activity report and includes all inmates at the institution who are currently assigned or identified as job waiting.

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7. The Warden or designee shall be responsible for ensuring that staff is maintaining data as required in this policy, including an annual review. A staff member other than the job coordinator or job tracking clerk will conduct the review. A written report will be submitted to the Warden and a copy sent to the Central Office Inmate Program Specialist by March 15th. A minimum of the following shall be checked:
  - a. BI01MEG Class Register: The review should determine if anyone has been on the register for an extended period of time greater than the majority of inmate names on the register, indicating that he/she has been skipped, perhaps unfairly. Skip reasons for those inmates shall be checked in accordance with Section VI.(E) above. The names of inmates who have been permanently transferred from the institution should not be on the register.
  - b. BI01MEH Job Register: Same as (a) above.
  - c. BI01ME2 Work Area Roster Report: An excessive number of positions in a particular work area or positions out of place may be indicated in this report.
  - d. BI01MEU Vacant Position Report: Positions vacant for 90 days or more should have been inactivated.
  - e. BI01MEL Offender Attendance/Pay: A review will reflect the number of attendance hours credited to inmates by each supervisor. Overtime should be monitored during this review. All overtime will have been adjusted off, or there will be written approval from the Assistant Commissioner of Rehabilitative Services for the overtime. There will be written approval from the Warden for overtime due to institutional emergencies, such as a broken water line.
  - f. Qualification verification tests given by supervisors or job coordinators and interview results are entered on TOMIS conversation LCDG Contact Notes, with the Contact Type of TEIN, Test/Interview Results.
  - g. Denied requests for register placement are entered on TOMIS LJEJ, Register Placement.
  - h. The supervisor will justify why he/she skipped over an inmate on the register and enter this information on LCDG, Contact Notes, Contact Type IJOB.
- K. A handbook for supervisors will be updated as needed by the Inmate Program Specialist.

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

VIII. EXPIRATION DATE: May 1, 2010.



TENNESSEE DEPARTMENT OF CORRECTION  
JOB DESCRIPTION

\_\_\_\_\_  
INSTITUTION

DOT TITLE: \_\_\_\_\_

INSTITUTIONAL TITLE: \_\_\_\_\_

TOMIS JOB CODE: \_\_\_\_\_

PAY AND SKILLS LEVELS: \_\_\_\_\_

DOT CODE: \_\_\_\_\_

GOE CODE: \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

**WORK TRAIT FACTORS:**

**Physical Demands:**    S    L    M    H    V    2    3    4    5    6

**Environmental Conditions:**    I    O    B    2    3    4    5    6    7

**SVP:**    1    2    3    4    5    6    7    8    9

**Work Situations:**    1    2    3    4    5    6    7    8    9    10

**Work Activities:**    1    2    3    4    5    6    7    8    9    10

Machines, Tools, Equipment Used: \_\_\_\_\_

GED:                    Math \_\_\_\_\_                    Language \_\_\_\_\_

Approximate Physical Activity (Per 6-hour shift):

Walks \_\_\_\_\_                    Stands \_\_\_\_\_                    Sits \_\_\_\_\_

Frequency:                    Bends \_\_\_\_\_                    Reaches \_\_\_\_\_

Description of Tasks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**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  
SUBSTANCE ABUSE PROGRAM  
PARTICIPANT AGREEMENT**

I, \_\_\_\_\_ TDOC# \_\_\_\_\_ do hereby  
(Inmate's Name)

understand and agree to participate in the following Substance Abuse Program: \_\_\_\_\_

\_\_\_\_\_  
(Name of Substance Abuse Program Options)

All program rules and regulations have been explained to me by \_\_\_\_\_  
(Substance Abuse Counselor)

I understand the potential benefits \_\_\_\_\_  
and risks \_\_\_\_\_

associated with participation in this program and I voluntarily agreed to abide by all of the rules of this program, including random drug screens for treatment programs only. It is also my understanding that my participation in this program may be terminated for the following:

- a. rule violation
- b. unexcused absences (non participation)
- c. continued drug use
- d. transfer to another institution
- e. failure to comply with program
- f. voluntary withdrawal
- g. official release from treatment program

Barring disclosure of intentions to escape, imminent threats to harm self or others, or acts of child abuse perpetrated prior to my incarceration, or any other criminal behavior that could threaten the safety or security of the institution, I also understand that my substance abuse treatment records, treatment related issues, and other participant related issues are protected under Federal Regulations, 42 CFR Part 2 and further disclosure of this information is prohibited unless written disclosure or consent is granted.

Inmate's Signature \_\_\_\_\_ Admission Date: \_\_\_\_\_

Anticipated Date of Discharge: \_\_\_\_\_

Aftercare and Self Help Plans: \_\_\_\_\_

Substance Abuse Treatment Counselor: \_\_\_\_\_

Witnessed by: \_\_\_\_\_  
(Person Other Than Treatment Counselor) \_\_\_\_\_ Date



TENNESSEE DEPARTMENT OF CORRECTION  
**INMATE JOB ASSIGNMENT**

\_\_\_\_\_  
INSTITUTION

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_ **TDOC #:** \_\_\_\_\_

**FROM:** \_\_\_\_\_, Job Coordinator

You have been assigned to the following: \_\_\_\_\_

\_\_\_\_\_  
*DOT Title / Number and Position Number*

You are to report \_\_\_\_\_  
*Date and Time*

\_\_\_\_\_  
*Location*

Your supervisor is: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





TENNESSEE DEPARTMENT OF CORRECTION  
REQUEST FOR JOB 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 job 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



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: \_\_\_\_\_

 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>          State of Tennessee          Department of Correction       </p>	Index #: 505.07	Page 1 of 1
	Effective Date: June 1, 2008	
	Distribution: B	
	Supersedes: N/A	
Approved by: George M. Little		
Subject: INMATE PROGRAMMING (JOBS/CLASSES/TREATMENT)		

POLICY CHANGE NOTICE 08-19

INSTRUCTIONS:

Please add the following TCA citation to Section I.:


“TCA 40-35-213.”

Please change Section VI.(E)(19) to read as follows:

- “19. No inmate who is sentenced to life without parole, or whose earliest release date, excluding safety value, 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.”

Please change Section VI.(E)(22)(a) to read as follows:

- “a. Only inmates who have successfully completed Phase I and Phase II of a Transition Center, or Phase I and Phase II of a T-Crest Program, or a formal Pre-Release Program as defined by Policy #511.02 shall be eligible for work release consideration. Sex offenders are prohibited by Tennessee statute from any work release assignments into the community, except for a work assignment to TRICOR or any TRICOR facility.”

 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>          State of Tennessee          Department of Correction       </p>	Index #: 505.07	Page 1 of 1
	Effective Date: March 15, 2008	
	Distribution: B	
	Supersedes: N/A	
Approved by: George M. Little		
Subject: INMATE PROGRAMMING (JOBS/CLASSES/TREATMENT)		

POLICY CHANGE NOTICE 08-6

**INSTRUCTIONS:**

Please change Section VI.(D) subsections (3), (4), and (23) to read as follows:

- “3. After an inmate is received at an institution and as needed, his/her available record, including the transition assessment plan TAP, shall be reviewed for past employment and educational history, classification recommendations, physical/medical condition, disciplinary history, custody level, time remaining before release eligibility, and other position qualification criteria. The institutional counselor shall notify the job coordinators via e-mail of any inmates who have uncompleted programs recommended on their TAP, if the programs are available at that facility. The job coordinator shall add the inmate’s name to the appropriate register(s) within 21 working days of receipt of the e-mail. (See Policy # 513.04)
- 4. Counselors shall e-mail the IJC when they make adjustments to an inmate’s TAP that will require the inmate’s name to be added to another register. Within 21 working days of receipt of the e-mail, the job coordinator shall add the inmate’s name to the appropriate register.
- 23. 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 registers will not be required in these circumstances.”

Please add to Section VI.(E)(9) subsection (m) to read as follows:

- “m. Inmates completing a TAP recommendation(s) may be considered at the top of the register for the TRICOR job they held prior to entry of the TAP recommended class or program, if they still meet eligibility criteria per the job description.”

Please change Section VI.(J)(5) to read as follows:

- “5. The institutional job coordinator shall ensure that the information for any required report is sent to the Inmate Program Specialist in a timely manner. The Inmate Overtime Report is due by the 10th of the following month.”