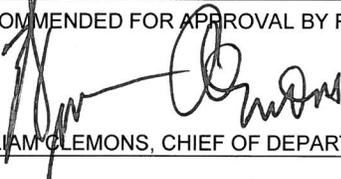




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 06/18/14		*TERMINATION DATE / /		ASSIGNMENT OF INMATES TO WORK DETAILS	
CLASSIFICATION # 3255R	SUPERSEDES 3255	DATED 06/29/87	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 WILLIAM CLEMONS, CHIEF OF DEPARTMENT SIGNATURE			 JOSEPH PONTE SIGNATURE		

I. PURPOSE

The purpose of this directive is to institute procedures and guidelines for the selection, supervision, and rotation of sentenced inmates and pre-trial detainee work details.

II. POLICY

- A. Detention and Sentenced inmates in the department's custody are eligible to apply for a work detail.
- B. Uniformed employees shall be the only persons authorized to supervise inmate work details.
- C. Inmates applying for the Inmate Observation Aide Program must also be evaluated and cleared by Mental Health prior to being approved for the program.
- D. The Deputy Warden for Security shall be responsible for affecting the security screening of each applicant prior to approval/endorsement of the Deputy Warden for Programs.
- E. All inmate job assignments to work details must have prior approval and endorsement of the Deputy Warden for Programs.

III. GENERAL RESPONSIBILITIES

A. SUPERVISION OF INMATE WORK DETAILS

The Correction Officer assigned or other department employee designated to supervise the work detail(s) is responsible for monitoring each inmates work performance. In no situation shall an inmate be permitted to direct other inmates or to exercise authority or supervision over other inmates. The designation of an inmate as "captain" or "head" inmate of the work detail, or the use of any such

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III. GENERAL RESPONSIBILITIES (Cont.)

terminology that would imply or give a particular inmate the impression that he or she has authority over inmates assigned to the work detail is strictly prohibited.

B. FACILITY PROGRAMS – ROTATION OF INMATE WORK DETAILS

1. Inmates assigned to work details shall be rotated as follows:
 - a. Pre trial detainees every 60 days
 - b. Sentenced inmates every 90 days
2. Work detail rotation does not preclude inmates with special skills or those with mitigating circumstances from remaining in the same job assignment. Approval to remain in any job assignment beyond the specified time frame must be authorized by the Deputy Warden for Programs or in his/her absence, a person designated by the Programs Deputy Warden to make such authorizations.

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

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

C. MEDICAL / MENTAL HEALTH

1. Mental Health evaluates all inmates who apply for Observation Aide Program assignments including inmates classified as Mental Observation and Brad H. Each candidate must have clearance from the Deputy Warden for Security prior to being evaluated by Mental Health. Mental Health must evaluate each inmate's suitability on a case by case basis.
2. Medical evaluates all inmates who apply for Food Service assignments. Each candidate must be cleared by the medical staff and have been issued a food handlers certificate prior to being considered for approval for this work detail.

D. DEPUTY WARDEN FOR SECURITY

When determining the eligibility of an inmate for a work detail, the Deputy Warden for Security shall be exhaustive in citing tangible security risks prior to affecting a

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III. GENERAL RESPONSIBILITIES (Cont.)

denial. Being identified as members of a Security Risk Group or Watch Group, as an Intended Contraband Recipient, or as a Parole Violator cannot be the sole reason for an inmate's denial for placement on all work details.

E. DEPUTY WARDEN FOR PROGRAMS

The Deputy Warden for Programs shall affect the posting of written notices in each inmate housing area (including those areas specified in Section IV.A.2.) outlining the procedures for inmates to request employment and/or assignment to work details.

IV. PROCEDURES

A. INMATE JOB APPLICATION

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

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

B. PROCESSING OF INMATE JOB APPLICATIONS

1. Inmates must:
 - a. Complete section #1 of the job application; and
 - b. Submit the completed application to the Correction Officer or other support staff person as specified in Section IV.B.2. of this Directive.
2. Correction Officers must:
 - a. Review section #1 of the application for completeness; and
 - b. Forward the application to the Inmate Assignment Office.

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IV. PROCEDURES (Cont.)

3. The Inmate Assignment Office must:
 - a. Complete section #2 of the job application and forwards same to the Office of Deputy Warden for Security;
 - b. File a copy of the completed job application in the inmate's Record Envelope/Inmate Folder when received from the Deputy Warden for Programs; and
 - c. Affect job assignments of all applicants whose job applications have been approved.
4. The Deputy Warden for Security must:
 - a. Review the job application;
 - b. Conduct a security investigation of the applicant;
 - c. Complete section #3 of the application; including:
 - i. Recommend approval/disapproval;
 - ii. Endorsement of the application; and
 - d. Forward the endorsed application to the Deputy Warden for Programs.
5. The Deputy Warden for Programs must:
 - a. Review and evaluate the job application, and either approve or disapprove the request;
 - b. Endorse Section #4 of the application;
 - c. Forward a copy of the completed endorsed application to the requesting inmate; and
 - d. Forward the completed endorsed application to the Inmate Assignment Office for processing.

*Note: Inmate is not to receive a copy of an application that contains confidential security information. USE GENERAL TERMS.

C. RECOMMENDATIONS FOR ASSIGNMENT TO WORK DETAILS

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IV. PROCEDURES (Cont.)

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

D. SELECTION OF INMATES FOR WORK DETAILS

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

V. ATTACHMENTS

Attachment A – Inmate Job Application, Form #3255 (English)

Attachment B – Inmate Job Application, Form #3255 (Section 1 - Spanish)

VI. REFERENCE

1. Directive #4017R-A entitled "Inmate Observation Aide Program, dated 06/18/14.
2. Rules and Regulations 6.15.020, chapter 6, "Emergencies", dated 06/18/14.

VII. SPECIAL INSTRUCTIONS

- A. Within ten (10) calendar days of the effective date of this order, all Commanding Officers shall generate a Command Level Order incorporating the policy and provisions outlined herein and send to their respective Division Chief for approval prior to implementation.
- B. All facility managers and supervisors shall ensure strict enforcement of the policy, guidelines and procedures noted herein

NEW YORK CITY DEPARTMENT OF CORRECTION

INMATE JOB APPLICATION

=====
1. TO BE COMPLETED BY INMATE (CHECK THE APPROPRIATE BOX)

NAME _____ NUMBER _____

LOCATION _____ JOB REQUESTED _____

DO YOU HAVE A FOOD HANDLERS CERTIFICATE [] YES [] NO

DO YOU HAVE AN INMATE OBSERVATION AIDE CERTIFICATE [] YES [] NO

DO YOU HAVE A LAW LIBRARY CERTIFICATE [] YES [] NO

DO YOU HAVE ANY MONEY IN YOUR COMMISSARY ACCOUNT [] YES [] NO

REQUESTING CHANGE OF ASSIGNMENT FROM: _____ TO _____

SPECIAL SKILLS OR TALENTS _____

INMATE'S SIGNATURE: _____

=====
2. TO BE COMPLETED BY INMATE ASSIGNMENT OFFICE

BAIL _____ WARRANTS _____ [] YES [] NO CHARGE(S) _____

JOB CATEGORY/CLASSIFICATION _____ INDIGENT [] YES [] NO

PROPOSED HOURS _____

=====
3. TO BE COMPLETED BY DEPUTY WARDEN FOR SECURITY

NUMBER OF INFRACTION(S) _____ TYPE: CONTRABAND [] ASSAULT []

POSSESSION OF WEAPON [] FIGHTING [] DISOBEYING ORDER []

INMATE HAS A HISTORY OF VIOLENCE []

OTHER: _____

SIGNATURE _____ DATE _____

=====
4. TO BE COMPLETED BY D/W FOR PROGRAMS [] APPROVED [] DISAPPROVED

REASON/DISAPPROVAL _____

SIGNATURE _____ DATE _____

FORM #3255

SECTION #1- PRINTED IN SPANISH ON THE REVERSE SIDE -ATTACHMENT B

NEUVA YORK DEPARTAMENTO DE CORRECCION

APPLICACION DE TRABAJO

1. SER COMPLETADO POR RECLUSO

NOMBRE _____ NUMERO _____

LOCACION _____ TITULO DE TRABAJO _____

MARQUE SI O NO

TIENE USTED CERTIFICADO DE MANEJAR COMIDA [] SI [] NO

TIENE USTED CERTIFICADO DE AYUDANTE OBSERVADOR DE REDUSOS [] SI [] NO

TIENE USTED CERTIFICADO DE LIBRERIA DE LEYES [] SI [] NO

TIENE USTED DINERO EN LA COMISARIA [] SI [] NO

DESEO UN CAMBIO DE TRABAJO DE _____ PARA _____

HABILTIADES ESPECIALES O TALENTOS _____

FIRMA DE PRISONERO _____

2. TO BE COMPLETED BY INMATE ASSIGNMENT OFFICE

BAIL _____ WARRANTS _____ [] YES [] NO CHARGE(S) _____

JOB CATEGORY/CLASSIFICATION _____ INDIGENT [] YES [] NO

PROPOSED HOURS _____

3. TO BE COMPLETED BY DEPUTY WARDEN FOR SECURITY

NUMBER OF INFRACTION(S) _____ TYPE: CONTRABAND [] ASSAULT []

POSSESSION OF WEAPON [] FIGHTING [] DISOBEYING ORDER []

INMATE HAS A HISTORY OF VIOLENCE []

OTHER: _____

SIGNATURE _____ DATE _____

4. TO BE COMPLETED BY D/W FOR PROGRAMS [] APPROVED [] DISAPPROVED

REASON/DISAPPROVAL _____

SIGNATURE _____ DATE _____