



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

[] NEW [] INTERIM [X] REVISED			SUBJECT		
EFFECTIVE DATE 6/24/21		*TERMINATION DATE	ASSIGNMENT OF INCARCERATED INDIVIDUALS TO WORK DETAILS		
CLASSIFICATION # 3255R-A	SUPERSEDES 3255R	DATED 06/18/14	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DISTRIBUTION A	PAGE 1 OF 6 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER <i>Hazel Jennings</i> HAZEL JENNINGS, CHIEF OF DEPARTMENT SIGNATURE			AUTHORIZED BY THE COMMISSIONER <i>Vincent Schiraldi</i> VINCENT SCHIRALDI SIGNATURE		

I. PURPOSE

The purpose of this directive is to institute procedures and guidelines for the selection, supervision, and rotation of sentenced individuals and pre-trial detainee work detail(s).

II. POLICY



- A. Detention and Sentenced incarcerated individuals in the department's custody are eligible to apply for a work detail.
- B. Uniformed employees shall be the only persons authorized to supervise work details.
- C. Individuals applying for the Observation Aide Program must also be evaluated and cleared by Mental Health prior to being approved for the program. **Individuals applying for Mess Hall, Barber Shop or Beauty Parlor jobs must be cleared by medical staff. Those individuals applying for the Mess Hall must receive a food handler's certificate prior to working in the Mess Hall.**
- D. The Deputy Warden for **Programs** shall be responsible for the security screening and final approval of each applicant.

III. GENERAL RESPONSIBILITIES

A. SUPERVISION OF INCARCERATED INDIVIDUAL WORK DETAILS

The Correction Officer assigned to supervise the work details is responsible for monitoring each incarcerated individual's work performance. In no situation shall an incarcerated individual be permitted to direct other incarcerated individuals or to exercise authority or supervision over other incarcerated individuals. The designation of an individual as "captain" or "head" of the work detail, or the use of any such terminology that would imply or give a particular individual the impression that he or she has authority over other incarcerated individuals assigned to the work detail is

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III. GENERAL RESPONSIBILITIES (Cont.)

strictly prohibited.

B. FACILITY PROGRAMS – ROTATION OF WORK DETAILS



1. Individuals assigned to work details shall be rotated as follows:
 - a. Pre-trial detainees every 60 days
 - b. Sentenced individuals every 90 days
2. Work detail rotation does not preclude individuals 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 timeframe 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 individual from being removed from a job assignment because of poor performance, infraction of rules of conduct, or where it has been determined that the individual is a threat to the safety, security, and good order of the facility.

3. Upon reaching a determination that an individual 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 individuals who apply for Observation Aide Program assignments including individuals classified as Mental Observation and Brad H. Each candidate must have clearance from the Deputy Warden for Programs prior to being evaluated by Mental Health. Mental Health must evaluate each individual's suitability on a case-by-case basis.
2. Medical evaluates all individuals who apply for Food Service and **Barber Shop/Beauty Parlor** assignments. Each candidate must be cleared by the medical staff and have been issued a Food Handler's certificate prior to being considered for approval for these work details.

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III. GENERAL RESPONSIBILITIES (Cont.)

D. DEPUTY WARDEN FOR PROGRAMS



1. When determining the eligibility of an individual for a work detail, the **Deputy Warden for Programs** shall consider the following employment considerations:
 - i. **Bail;**
 - ii. **Classification;**
 - iii. **Security Risk Group (SRG)/Intended Contraband Recipient (ICR);**
 - iv. **Charge(s);**
 - v. **Criminal History;**
 - vi. **Infraction History;**
 - vii. **Escape Risk;**
 - viii. **Red ID Designation;**
 - ix. **ICE Detainers; and**
 - x. **History of Sexual Assault/Abuse.**
2. The Deputy Warden of Programs shall be exhaustive in citing tangible security risks prior to affecting a 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.
3. The Deputy Warden for Programs shall post the 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. INCARCERATED INDIVIDUAL'S JOB APPLICATION

1. Whenever an incarcerated individual desire to be employed or have a change in assignment during his/her incarceration, the individual shall be directed to complete section 1 of Form 3255, entitled "Incarcerated Individual Job Application" (Attachment A).
2. Job applications are to be made available in all areas where individuals are processed for admission to the facility, in housing areas, libraries, social service areas, in areas where orientation occurs, and other congregate areas as

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IV. PROCEDURES (Cont.)



appropriate. Job applications should also be made available to individual grievance representatives within the respective housing areas.

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

B. PROCESSING OF JOB APPLICATIONS

1. Individuals 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 Assignment Officer.
3. The Assignment Officer must:
 - a. Complete section 2 of the job application and forwards same to the Office of the Deputy Warden for **Programs**;
 - b. **Review the application submitted by the incarcerated individual and gather all pertinent information listed in Section III.D.1 above to be considered when determining if the individual is approved for a particular work detail.**
 - c. File a copy of the completed job application in the Individual's Record Envelope/Incarcerated Individual's Folder when received from the Deputy Warden for Programs; and
 - d. Create job assignments of all applicants whose job applications have been approved.
4. The Deputy Warden for **Programs** must:
 - a. Review the job application;
 - b. **List any restrictions. (For example, may only work in housing area)**

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IV. PROCEDURES (Cont.)

- c. Conduct a security investigation of the applicant;
- d. Complete section 3 of the application; including:
 - i. Recommend approval/disapproval;
 - ii. **Reason for disapproval;**
 - iii. **List any restrictions; and**
 - iv. Endorse the application.
- e. Forward a copy of the completed endorsed application to the requesting individual; and
- f. Forward the completed endorsed application to the Assignment Officer for processing.

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

C. RECOMMENDATIONS FOR ASSIGNMENT TO WORK DETAILS

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



D. SELECTION OF INDIVIDUALS FOR WORK DETAILS

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

V. ATTACHMENTS

- A. [Incarcerated Individual Job Application, Form 3255 \(English\), dated 6/24/21.](#)
- B. [Incarcerated Individual Job Application, Form 3255 \(Section 1 – Spanish, dated 6/24/21.](#)

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VI. REFERENCES

- A. [Directive 4017R-C entitled "Observation Aide Program", dated 2/2/21.](#)
- B. [Rules and Regulations 6.15.020, Chapter 6, "Emergencies".](#)

VII. SUPERSEDES

Directive 3255R entitled, "Assignment of Inmate to Work Details", dated 06/18/14.

VIII. SPECIAL INSTRUCTIONS

- A. Within ten (10) days of the effective date of this order, commanding officers of facilities and divisions shall promulgate a command level order to ensure strict compliance with the provisions outlined herein.
- B. Copies of all Command Level Orders (CLOs) shall be forwarded to the office of the respective Bureau/Assistant Chief, and a copy of the CLO shall be uploaded to the FIS folder Agency Share ([\\FILESERVER1](#)) Z:DRIVE/Command Level Orders.
- C. Commanding Officers of Facilities and Divisions shall ensure strict compliance with the provisions of this Directive.