

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Policy: 392

Subject: Inmate Work Policy
Effective Date: January 27, 1986 Review and Re-Issue Date:
Supersedes: NEW APA Rule Number:

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1. It is the policy of the Vermont Department of Corrections to develop and maintain Inmate work programs for any or all of the following purposes: to reduce idleness; to reduce the cost of incarceration; to provide structured work environments wherein basic work experience opportunities exist; to provide on-the-job training in several fundamental manufacturing and service disciplines; to provide a practical setting wherein basic and vocational education program participants might apply related classroom training; to produce useful and quality products for sale to the State and other political and educational subdivisions as prescribed by Statutes governing the employment of inmates; to offer service and maintenance crews to municipal, State, and Federal agencies, and to other legitimate entities and organizations as permitted by law; and to enhance opportunities for inmates to secure gainful, permanent employment upon release from custody.

2. Purpose:

2.1. It is the purpose of this policy to define and set forth the various work programs which shall be developed and maintained, with instructions and assignment of responsibility for each requirement.

3. Applicability/Accessibility

3.1.

4. Policy

4.1. RESPONSIBILITY

ACTION

4.1.1 Superintendents

To develop formal work assignments and maintain daily duty rosters, as required, to provide Institutional

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Work Programs (IWP) at each facility for the purposes of providing timely and efficient support services and offender opportunities for the development of employment readiness skills. These services may include, but are not limited to, food service, buildings and grounds maintenance (consistent with established rules governing the Involvement by the State Buildings Department), laundry services, gardening, cutting and furnishing of firewood for heating plants, painting, lawn care, snow removal, etc., as may be deemed necessary and appropriate by administrative policy and demonstrated institutional needs.

4.1.2 Director of Industries

Develop and maintain an Industries Division (which shall be called Vermont Correctional Industries) to include various manufacturing facilities, a dairy farm and contract service crews, consistent with the Statutes governing the employment of inmates and further, consistent with generally accepted private business practices which will tend to result In a financially sound revolving fund, which fund, shall be used to provide, whenever possible, the working capital necessary to maintain manufacturing and service operations.

4.1.3 Director of Program

To Integrate all work programs Services, Director of as may be deemed necessary, Industries, and Super-with other programs available to the incarcerated population.

4.1.4 Director of Program Services, Director of Industries

To establish and maintain an Inmate employment policy and wage plan applicable to inmates employed In IWP and Correctional Industries occupations.

Such plan shall be endorsed and adhered to by all parties of record following a review process which shall include the Director of Program Services, Director of Industries, Director of Adult Facilities, and the Facility Superintendents.

(Parties of record shall Include all review process participants.)

4.1.5 Director of Program Services and Director Industries

Beginning one year after the review process, of and for each year thereafter, the employment policy and wage plans shall be subject to automatic review by the parties of record.

4.1.6 Superintendents and Casework Supervisor

To evaluate, recommend, and assign to IWP employment those inmates deemed to have met the prerequisites established by the Employment Policy and consistent with the individual 's case plan; to evaluate and recommend for application for employment by the Correctional Industries Division

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those inmates deemed to have met the prerequisites established by the Employment Policy.

4.1.6 Correctional Industries Operations Manager

To Interview, or cause to be interviewed by designated and appropriate Industries' staff, those inmates who make formal, written application for employment with the Industries Division.*

To maintain a pool of qualified applicants when available) who may be hired in various shops as employment opportunities become available.

* For purposes of assignments to Community Service Crews, the Industries Operations Manager will not be involved in the hiring, nor supervisory process. This responsibility remains with the Superintendent or designee(s) from the sending facility.

5 Training Method

5.1

6 Quality Assurance Processes

6.1

7 Financial Impact:

8 References

9 Responsible Director and Draft Participants