

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: Hiring Inmate Workers for Environmental and Construction Projects	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 54-WRK-05
RULE/CODE REFERENCE:	SUPERSEDES: 54-WRK-05 dated 02/13/04
RELATED ACA STANDARDS: 4-4451; 4-4452; 4-4457	EFFECTIVE DATE: January 31, 2009
RELATED AUDIT STANDARDS:	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Ohio Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to establish practices governing the hiring of inmate workers for environmental and construction projects By Ohio Penal Industries (OPI).

**III. APPLICABILITY**

This policy applies to all asbestos/construction managers or any other Ohio Penal Industries (OPI) employee involved in the hiring of inmate workers.

**IV. DEFINITIONS**

EDS – End of Definite Sentence  
EST – Estimated Stated Term  
GED – General Equivalency Degree  
PRD – Projected Release Date

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation to establish a formal system whereby sufficient information will be provided to the OPI Asbestos/Construction Manager enabling the Manager to make an informed decision as to whether or not to proceed with the hiring of inmate workers.

**VI. PROCEDURES**

A. OPI shall submit a request to the Unit Staff to screen inmates for the Environmental or Construction needed. Along with the request, OPI will provide a Posting to the Institution staff that conducts job reclassifications that explains the job, job duties, skills necessary for the position and the number of workers needed for the various work crews.

- B. Any inmate interested in being screened for an OPI Job shall submit a letter or kite to the institution staff that conducts job reclassifications or other staff member who fulfills this role.
- C. The institution staff that conducts job reclassifications will coordinate with unit management staff to screen the prospective inmate worker for compliance with the minimum job requirements. The OPI Environmental/Construction Services Manager will provide a list of desired inmate job skills to the staff that conducts job reclassifications for use by unit management in screening prospective inmates.

The minimum requirements for all OPI Environmental or Construction Services jobs include:

1. At least eighteen (18) months left until possible release, including PRD, EDS, EST or parole board hearing date;
  2. Security Level 1A or 1B. Level 1B can only work on grounds of a correctional institution. Level 1A may work off grounds;
  3. Verification and documentation of High School diploma or GED, unless waived, as detailed in Department Policy 54-WRK-03, Educational Requirements for Inmate Job Assignments;
  4. No Escape History;
  5. The inmate must be approved for community service release, as documented on the Application for Community Release/Special Labor Assignment (DRC2428), for all OPI jobs that occur off the grounds of a correctional institution; and
  6. If the inmate is not approved for community service release, he or she must only be assigned to work on the grounds of a correctional institution. Level 1B inmates who have committed a sex offence may not work outside the secure perimeter of an institution.
- D. If the inmate meets minimum qualifications, their name and institutional number shall be added to the prospect list from that institution. The Unit Manager will advise the inmate in writing as to the outcome of their request
  - E. Once a sufficient number of inmates have been approved, the staff that conducts job reclassifications will send the list to the Environmental/Construction Service Manager for review.
  - F. The Service Manager of Environmental/Construction will schedule interviews with selected inmates. At the conclusion of the interviews, the Service Manager will submit a list to the staff that conducts job reclassifications of those inmates being hired.
  - G. The staff that conducts job reclassifications will have the inmate(s) assigned to OPI through the institution reclassification process.
  - H. Upon selection of the newly hired inmate worker, the following will occur for Environmental workers assigned to OPI from the institution:

- a. Asbestos Abatement Worker Training will be scheduled through the training provider, if needed;
  - b. A physical examination of the inmate(s) shall be scheduled; and
  - c. Asbestos Abatement Worker shall be assigned to a crew.
- I. Upon selection of the newly hired inmate workers for Construction Services, the inmate will be assigned to a work crew.

Related Department Forms:

Application for Community Release/Special Labor Assignment    DRC2428