

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Inmate Work Plan	PAGE <u>1</u> OF <u>3</u> NUMBER: 54-WRK-06
RULE/CODE REFERENCE:	SUPERSEDES: 54-WRK-06 dated 12/30/09
RELATED ACA STANDARDS: 4-4448; 4-4449; 4-4451; 4-4453 4-4454	EFFECTIVE DATE: April 26, 2013
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the 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 set forth policy and procedure regarding the establishment of a written plan for full-time work and program assignments in Ohio's correctional institutions.

III. APPLICABILITY

This policy applies to all employees who are involved in planning, developing, managing, and participating in inmate work programs in Ohio's correctional institutions.

IV. DEFINITIONS

Reentry Approved Programs - Programs approved by the Office of Offender Reentry and are evidence based rehabilitative programs. An approved curriculum is required for the program and higher standards for successful completion.

Meaningful Activities - Pro-social activities conducted in an organized environment with some staff oversight and/or instruction. Pro-social activities are designed to represent productive activities completed by well functioning citizens on a daily basis. Meaningful activities can include curriculum based, non-reentry approved programs. But, they may also include skill-building, wellness, educational, or culturally based courses/programs/events. Meaningful activities include, but are not limited to:

- Inmate led groups may qualify as meaningful activities as long as there is staff oversight, attendance requirements, and established rules/guidelines/curriculum.
- Self-guided educational/skill-building activities may also be included as long as there is staff oversight, requirements for completion, and some measure of accountability.

- Recreational programs, such as wellness courses or scheduled and guided exercise classes, may also be considered meaningful activities as long as there is staff oversight and attendance requirements for completion.
- Community service
- Religious services, choirs, and bible studies
- Cultural events where there are educational components and/or moderated discussions of the information covered (i.e. A Black History Month movie night followed by a discussion of the movie and the pertinent cultural issues raised therein)

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that each institution establishes a work plan that requires all inmates to work unless assigned to an approved education program, training program, reception status, or are classified as “medically idle”. The institutions shall require inmates to perform work which will as closely as possible approximate work performed in the community and provide inmates with a variety of job opportunities of mutual benefit to the institution, the inmate, and society.

VI. PROCEDURES

- A. The Managing Officer’s designee at each institution shall be responsible for developing a work program which shall provide, at a minimum, the following:
1. Full-time work and/or other program assignments for all able-bodied inmates in general population;
 2. Employment opportunities for disabled inmates;
 3. A variety of work which will afford inmates the opportunity to learn job skills and develop good work habits and attitudes that they can apply after release;
 4. Opportunities for inmate employment in correctional industries, facility maintenance, operations, and/or community service;
 5. Skills relevant to the job market by utilizing the advice of labor, business, and industrial organizations in the planning of inmate work programs;
 6. A workday that approximates the workday in the community.
- B. Inmates may serve as companions for other medically compromised inmates providing assistance with non-clinical and non-personal care needs. Such inmates shall receive appropriate training from medical staff before being assigned any such duties. Inmates working within the health care area of the institution are restricted to custodial duties and will work under the supervision/jurisdiction of the custody staff. Inmates shall not be used for any of the following duties:
1. Performing direct patient care services;
 2. Scheduling health care appointments;

3. Determining access of other inmates to health care services;
 4. Handling or having access to surgical instruments, syringes, needles, medications, or medical records;
 5. Operating diagnostic or therapeutic equipment.
- C. Persons responsible for conducting program and work assignments/transfers/promotions, security reviews/reclassifications, and institutional transfers shall take into account the number of reentry approved programs an inmate has completed before granting any such changes in status. If the inmate has made an effort to enroll in a recommended program but was unable to attend due to waiting lists, time remaining, or ineligibility, this shall represent a positive effort to be considered.
- D. Inmate Program Assignments
1. Inmate shall have the option of refusing to participate in any rehabilitation or treatment program except Adult Basic Education and other programs required by statute or parole authority. If the inmate declines programming, program staff shall document the inmate's decision utilizing Dotsportal screen RAP 3 or in the ORAS DRC Inmate Programming Notes section.
 2. Institutions must develop a local program schedule similar to the schedule in Appendix A.
 3. The program schedule allows inmates to participate in multiple programs and maintain institution employment.
 4. Department heads should meet quarterly to coordinate program and work schedules for offenders participating in multiple programs and holding a regular institutional job.

Attachments:

Institution Program Schedule Example Appendix A

Appendix A

Institution Program Schedule Example

7:30 am – 9:00 am	Session A
9:00 am – 10:30 am	Session B
10:30 am – 12:30 pm	Count/Lunch
12:30 pm – 2:00 pm	Session C
2:00 pm – 3:30 pm	Session D
3:30 pm – 6:00 pm	Count/Dinner
6:00 pm – 7:30 pm	Session E

The above hours are examples of programming time slots.