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	Department of Corrections Policies and Procedures	Effective:	Reviewed:
		Distribution: Public	Due for Rev:
	Chapter: Prisoner Work Programs		
Subject: Prisoner Employment			

Policy

- A. The Department will ensure that as many job opportunities as resources permit are available to prisoners in a facility. The Department will employ prisoners for as for as many hours as feasible, not to exceed 40 hours a week per prisoner, unless the Commissioner or designee specifically approves hours in excess of 40 per week. A.S. 33.30.191(a); 22 AAC 05.100(a).
- B. The Commissioner or designee may direct a superintendent to assign prisoners from his or her institution to employment projects under this policy. However, the Department may not require a prisoner to work outside a correctional facility unless the prisoner is placed in a restitution center or required to work under a furlough agreement.

Procedures

- A. Employment Defined. For purposes of this policy, productive employment includes:
 1. routine maintenance and support services essential to a facility's operation; A.S. 33.30.191 (d) (1)
 2. academic and vocational education; A.S. 33.30.191 (d)(2)
 3. industrial, agricultural, and service activities conducted under A.S. 33.32; A.S. 33.30.191 (d)(3)
 4. public service projects such as forest fire prevention or control, forest and watershed enhancement, recreational area development and cleanup, construction and maintenance of trails and campsites [A.S. 41.21.858(b)], fish and game enhancement projects, highway cleanup, litter collection, etc.;
 5. renovation, repair, or alteration of existing correctional facilities as permitted by A.S. 44.65.050(d); and A.S. 33.30.191(d)(5)
 6. other work in or outside an institution having minimal negative impacts on an existing private industry or labor force in the state as determined by the correctional industries commissioner. A.S. 33.30.191 (b) and (d)(6).
 - B. Criteria for Prisoner Work Programs. Superintendents shall consider the criteria below when developing prisoner work programs:
 1. Prisoner's Physical and Mental Considerations
 - a. results of prisoners' medical examinations;
 - b. prisoners' aptitudes, experience, and abilities based on tests or interviews; and
 - c. prisoners' physical and mental ability to perform the required duties.
 2. Work Environment Considerations
 - a. Maintain appropriate health and safety standards, subject to periodic inspection by Department officials; and
 - b. Include at least weekly inspections of prisoner work places, including a visual inspection and evaluation of safety and security practices, compliance with fire and life safety standards, and sanitation and housekeeping conditions.
 3. Work Outside the Institution Perimeter
 - a. Prisoners must be classified minimum or community custody;
 - b. Prisoner supervision must be consistent with custody level and security considerations; and 22 AAC 05.100(b)
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- c. Supervisors and prisoner must understand, sign, and receive a copy of the rules/regulations and conditions of the work assignment, project or program.
- C. Work Programs for Handicapped Prisoners. Superintendents shall attempt to provide a work assignment for all prisoners, including those with a physical or mental disability that may restrict their employment potential. Health care and program personnel shall facilitate employment opportunities for handicapped prisoners in coordination with institutional security staff.
- D. Work Compensation. See also policy #812.02, Compensation for Prisoner Produced Goods and Services. This compensation is not to be construed as wages unless the prisoner receives it for participating in a correctional industries program. 22 AAC 05.110.
 - 1. The Department may require a prisoner to work inside a correctional facility without compensation if the institution lacks sufficient funds. A.S. 33.30.201; 22 AAC 05.110.
- E. Prisoner Refusal to Participate. A prisoner who refuses to participate in productive employment, under section A(1) and A(4) – (6) above, inside a correctional facility is subject to disciplinary sanctions. See policy #809.02, Prohibited Acts and Penalties. A.S. 33.30.191(c)

Date July 9, 1995

Margaret M. Pugh
Margaret M. Pugh, Commissioner
Department of Corrections

Authority:
Cleary Final Order, 3AN-81-5274 CIV, Sept. 1990
A.S. 33.30.091
A.S. 33.30.201
A.S. 44.65.050
22 AAC 05.100
22 AAC 05.110
22 AAC 05.345
