1.5.A.9 Inmate Work Assignment Risk

I Policy Index:

- Date Signed: 12/04/2018
- Distribution: Public
- Replaces Policy: None
- Supersedes Policy Dated: 10/15/2018
- Affected Units: All Institutions (Excluding Community Work Centers)
- Effective Date: 12/04/2018
- Scheduled Revision Date: December 2019
- Revision Number: 2
- Office of Primary Responsibility: DOC Administration

II Policy:

Inmate work assignments will be made on the basis of rational, objective criteria, taking into consideration inmate and staff safety, level of risk assigned to the work assignment, and the security and disciplined operation of the institution. This policy replaces the Job Risk Classification Memorandum issued by Warden Weber dated February 21, 2012.

III Definitions:

Inmate Work Assignment:
A duty which contributes to the day-to-day operation of the institution (building maintenance, food service, grounds, janitorial/housekeeping duties, snow removal, etc.); or assignment to an industry operating within the institution under the Prison Industry Enhancement Certification Program (PIECP), Springfield Vocational Industries, South Dakota Housing or Pheasantland Industries.

IV Procedure:

1. Applicability:

   A. Each inmate determined by staff to be physically and mentally able, may be assigned to institutional work (ACA 4-4448). Inmates are eligible for placement in a work assignments based upon the inmate’s risk commensurate to the risk assigned to the work assignment.

2. Work Assignment Assessment:

   A. Each DOC institution (excluding Community Work Centers), will utilize the Inmate Work Assignment Risk Assessment (Attachment 1) to assess the level of risk associated with each inmate work assignment at the institution. Each work assignment must be assessed at least once per calendar year, or sooner, if the risk elements of the assignment change, i.e. changes in tools, supervision, inmate access/movement.

   1. All inmate work assignments at the institution will be documented within the High Risk folder located on the DOC M-drive and in COMS.
2. The Deputy Warden or designee is responsible for updating the list of inmate work assignments and assessment scores assigned to for each inmate work assignment, as changes occur.

3. All newly created inmate work assignments must have an assessment completed prior to inmates being assigned to the work assignment.

4. The Deputy Warden will review and approve all final scores assigned to each inmate work assignment and ensure the annual work assignment assessment process is completed.

B. Each inmate work assignment will be assigned a risk level, which shall be based on the score assigned to the work assignment. The levels of risk scores are as follows:

1. High Risk- Score 40-46 points.
3. Low Risk-Score 22 points or less.

3. Assignment of Inmates to Work Assignments:

A. A query is available in Citrix-Adult Clone Reporting Database that identifies High Risk offenders and High Risk offenders assigned to a High Risk work assignment.

B. Inmates identified as High Risk may not be assigned to a work assignment assessed/scored as High Risk. High Risk inmates may only be assigned to Medium Risk or Low Risk work assignments.

C. Inmates NOT identified as High Risk may be assigned to High Risk, Medium Risk or Low Risk work assignments.

D. The risk score assigned to inmate work assignments at each institution is located at M:\DOC\Incidents\HighRiskJobs.

4. High Risk Inmates:

A. Inmates meeting one or more of the following criteria shall be identified as High Risk for the purpose of being assigned to a work assignment:

1. Currently classified as maximum custody (only at SDWP and SDSP).
2. Assigned 7 or more escape points.
3. Found guilty of any of the following offenses on the current booking:
   b. H-10 Killing any inmate.
4. Inmates found guilty of any of the following offenses in custody within the previous two (2) years:
   a. H-3 Assaulting any non-inmate resulting in serious injury requiring immediate medical attention, emergency treatment or hospitalization.
   b. H-6 Assault on an inmate resulting in serious injury requiring immediate medical attention, emergency treatment or hospitalization.
c. H-7 Engaging in, or encouraging a riot, work stoppage, group demonstration or group food strike.

d. H-9 Inmate sexual abuse- if the victim does not consent, is coerced into such an act by overt or implied threats of violence, or is unable to consent or refuse.

B. Inmates with a score greater than 13 on the VRAG or a score greater than 18 on the VRAG-R assessment.

C. Inmates who have refused to participate in the Violence Risk Assessment.

D. Inmates with an “Open Care In Placement (CIP)” designation within COMS, which may be due to disciplinary or placement in Restricted Housing, Administrative Detention, Investigative Purposes or mental health issues.

1. Inmates employed at the time they are moved to an Open CIP may remain assigned to the work assignment, provided the open CIP is temporary, and the inmate has not been terminated from the work assignment by the supervisor.

E. Inmates with an Immigration and Customs Enforcement (ICE) hold.

V Related Directives:

DOC policy 1.5.A.2 – Prison Industry Enhancement Certification Program
DOC policy 1.5.A.4 – Prison Industries

VI Revision Log:
April 2018: New Policy.
October 2018: Deleted “A list of inmates eligible for assignment to a work assignment that scores High Risk is available in COMS and Repaced with “A query is available in Citrix-Adult Clone Reporting Database that identifies High Risk offenders and High Risk offenders assigned to a High Risk work assignment” in Section 3 A. Added 1. to Section 4 C.
December 2018: Added D. to Section 3. Added C. to Section 4.

Denny Kaemingk (original signature on file) 12/04/2018
Denny Kaemingk, Secretary of Corrections Date
Attachment 1: Inmate Work Assignment Risk Assessment

The *Inmate Work Assignment Risk Assessment* form is located on the state’s WAN.

A copy may be printed using *Microsoft Word 97* as follows:

1. Click [here](#) to access the *Inmate Work Assignment Risk Assessment* by:
   a. Placing mouse on the word “here” above
   b. Press and hold the “Ctrl” key on the keyboard
   c. Click the left button of mouse.

2. Or Select *File/New* from the Menu Bar / Select the *DOC* tab / Select *Inmate Work Assignment Risk Assessment*.

The gray areas indicate the information that is to be entered.