

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.
 2. Medium Risk-Score 22-39 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:
 - a. H 2- Killing any non-inmate.
 - 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 **Replaced** 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)

Denny Kaemingk, Secretary of Corrections

12/04/2018

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.

<p style="text-align: center;">Inmate Work Assignment Risk Assessment</p> <p>Facility: _____ Work Assignment: _____ Date: _____</p> <p>Total Points: _____ High (10-48) Medium (21-39) Low (less than 21)</p> <p>1. Proximity of the work assignment to the perimeter fence (including gates).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No access to fence</td> <td>Occasional access to fence</td> <td>Adjacent to fence</td> <td>Outside Perimeter</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table> <p>2. Type of tools available in the work assignment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No tools</td> <td>No restricted tools</td> <td>Low restricted tools</td> <td>Restricted/Hot tools</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table> <p>3. Number of Restricted/Hot tools available at the work assignment. Can only be used under direct supervision by staff. Also considered Class B contraband if unrestricted possession by an inmate.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Tools 0</td> <td>1</td> <td>10</td> <td>15</td> <td>20+</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table> <p>4. Access to hazardous materials located to inmates at the work assignment. Includes all flammable liquids, combustible liquids, caustic substances and toxic substances.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>None</td> <td>One</td> <td>Two</td> <td>Three</td> <td>More than Three</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table> <p>5. Level of supervision of inmates at the work assignment by staff.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Direct</td> <td>Routine</td> <td>Minimal Non-Direct 15 minutes</td> <td>Minimal Non-Direct 30 minutes</td> <td>Minimal Non-Direct hourly or longer between supervision officials</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table> <p><small>A supervisor is present during inmate activities in the inmate work assignment. Inmate activities are performed in the general location of staff. This includes observation of activities.</small></p> <p><small>Regular observation of the inmate. Inmate activities are performed in the general location of staff. This includes observation of activities.</small></p> <p><small>Periodic checks on the inmate. Assignments may be performed independent of direct routine supervisor.</small></p>	No access to fence	Occasional access to fence	Adjacent to fence	Outside Perimeter	1	2	3	4	No tools	No restricted tools	Low restricted tools	Restricted/Hot tools	1	2	3	4	Tools 0	1	10	15	20+	1	2	3	4	5	None	One	Two	Three	More than Three	1	2	3	4	5	Direct	Routine	Minimal Non-Direct 15 minutes	Minimal Non-Direct 30 minutes	Minimal Non-Direct hourly or longer between supervision officials	1	2	3	4	5	<p>6. Training level of staff supervising inmates at the work assignment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Multiple DOC staff</td> <td>Single DOC staff member</td> <td>Multiple contract staff and possibly DOC staff when available</td> <td>Only Contract staff</td> <td>Pin Tag Volunteers</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> </table> <p>7. Access to visitors, vendors, contractors or the public (those with no DOC training).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No Access</td> <td>Occasional Access</td> <td>Direct and frequent access while directly or indirectly supervised</td> <td>Access with minimal supervision/visibility of supervisor</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table> <p>8. Access to vehicles.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No Access</td> <td>Occasional Access</td> <td>Access within the perimeter</td> <td>Access outside of the perimeter</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table> <p>9. Access to Computers.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No Access</td> <td>Occasional Access to computers within perimeter (e.g., edge machines only)</td> <td>Regular access to computers (e.g., edge machines) within the perimeter</td> <td>Access to computers outside of the perimeter</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> </table> <p>10. Associated frequency and location of movement within the institution.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Restricted to housing unit</td> <td>Unrestricted movement at beginning and end of shift</td> <td>Unrestricted movement during work shift</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> </table> <p>11. Required search when returning from work assignment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>No search or superficial pat search</td> <td>Required pat search</td> <td>Strip search and body scanner</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> </table>	Multiple DOC staff	Single DOC staff member	Multiple contract staff and possibly DOC staff when available	Only Contract staff	Pin Tag Volunteers	1	2	3	4	5	No Access	Occasional Access	Direct and frequent access while directly or indirectly supervised	Access with minimal supervision/visibility of supervisor	1	2	3	4	No Access	Occasional Access	Access within the perimeter	Access outside of the perimeter	1	2	3	4	No Access	Occasional Access to computers within perimeter (e.g., edge machines only)	Regular access to computers (e.g., edge machines) within the perimeter	Access to computers outside of the perimeter	1	2	3	4	Restricted to housing unit	Unrestricted movement at beginning and end of shift	Unrestricted movement during work shift	1	2	3	No search or superficial pat search	Required pat search	Strip search and body scanner	1	2	3	<p>Completed by: _____ <small>Print Name</small></p> <p>Date Completed: _____</p> <p>Reviewed by: _____ <small>Print Name</small></p> <p>Date Approved: _____</p> <p style="text-align: center; font-size: small;">Updated 10/31/2016</p>
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