


Idaho Department of Correction 	Standard Operating Procedure	Control Number: 611.02.01.002	Version: 3.4	Page Number: 1 of 5
	Division of Prisons Institutional Programs and Activities	Title: Vocational Work Projects: Staffing Procedures for		Adopted: 11-23-2004 Reviewed: 5-18-2009

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BOARD OF CORRECTION IDAPA RULE NUMBER 611

Business with Inmates and Labor of Inmates

POLICY STATEMENT NUMBER 611

Work Projects

POLICY DOCUMENT NUMBER 611

Work Projects

DEFINITIONS

Position Control Number (PCN): The method in which State employee positions are authorized and monitored by the State Legislature.

Vocational Work Project: A public vocational work project performed by inmate work crews for outside agencies in conjunction with a Human Resource Agreement (HRA).

Vocational Work Project Lieutenant: A Department employee assigned as a correctional supervisor, responsible for managing the facility vocational work project section.

Vocational Work Project Manager: A Department employee, as assigned by the chief of the Division of Prisons, responsible for overseeing statewide work projects and prison industry enterprise (PIE) programs, to include fiscal accountability, budget development, and facility adherence to requirements set forth within Idaho Department of Correction (IDOC) work projects policies and standard operating procedures (SOPs).

Vocational Work Project Staff: Correctional employees assigned to coordinate, supervise, and monitor vocational work projects.

PURPOSE

The purpose of this standard operating procedure (SOP) is to establish standardized procedures within the Division of Prisons for assigning and training vocational work project staff.

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SCOPE

This SOP applies to all vocational work project staff in the Division of Prisons.

RESPONSIBILITY

Facility heads and the vocational work project manager are responsible for implementing and following the procedures and practices provided herein.

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GENERAL REQUIREMENTS

1. Staff Development and Relief Factors

It is essential that each facility develop staff members who are qualified to work in vocational work projects. Facilities with vocational work projects will provide annual training in accordance with this SOP. In addition to the vocational work project staff, the facility head will ensure that selected security staff members assigned to the facility attends the training for development purposes and to provide a relief factor. The number of facility-assigned security staff should equal at least 30% of the total number of staff assigned to vocational work projects. (See section 10 for further information regarding staff training.)

2. Staffing Vocational Work Projects

Vocational work projects may be staffed with revenue-funded positions **or** a combination of general-funded **and** revenue-funded positions authorized under a facility's vocational work projects program cost account (PCA). Additional staff cannot be assigned to work in vocational work project **or** supervise vocational work project crews without the approval of the chief of the Division of Prisons.

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3. Vocational Work Project Staff Appointment and Assignment

Vocational work project posts are exempt from the seniority bidding process and will be appointed in accordance with SOP [216.02.01.002](#), *Seniority and Staffing*.

The facility head will appoint staff members to work in vocational work projects; however, staff members will not be assigned to a specific crew **and** must be rotated periodically throughout the year. The rotation can be accomplished by either rotating the correctional officer (CO) to a different crew/vocational work project assignment, rotating different inmates to the crew (must rotate 100% of the crew), **or** a combination of both. Rotations will occur once every 180 days. When rotated, the staff member must not return to the prior assignment **or** with the prior crew for at least one (1) month.

4. Vocational Work Project Staff Hours Worked Agreement

To accept a position in vocational work projects, staff members must sign an [Hours Worked Agreements](#).

5. Desirable Staff Attributes for Vocational Work Projects Positions

The facility head will assign staff members who work in the vocational work project program. Some positions may require special skills, knowledge, and training. For example, staff members applying for fire crew positions must pass a medical exam **and** the pack test. (The pack test is a work capacity test for wildland firefighters that measures aerobic capacity, muscular strength, and muscular endurance.) Fire crew supervisors may be required to be on-call during the fire season.

The desirable attributes for staff members assigned to supervise vocational work project crews include the following:

- Experience with direct supervision of inmates
- Good communication skills
- A good understanding of Department rehabilitative methods and programs
- The ability to maintain professional boundaries while fostering a positive working relationship
- The ability to work independently
- The ability to establish positive relationships with stakeholders
- The ability to maintain a professional image
- Good decision-making **and** problem-solving skills
- The ability to remain calm in a crisis situation
- An understanding of good correctional practices
- Good leadership qualities
- Good ethical qualities
- A permanent status in current job title

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Note: The facility head (or designee) may recommend exceptions for staff members who do not hold permanent status in their current job position. The deputy chief of the Division of Prisons must approve exceptions in writing.

6. Managing Revenue-funded Positions

The work project manager (or designee) is the approval authority to fill positions funded by vocational work project revenues.

Staff members in revenue-funded positions are subject to reassignment when work crews are idle. Affected employees may be moved into general-fund positions. The vocational work project lieutenant will keep the facility head apprised of the status of vocational work projects. The facility head will reassign the staff member to a funded position if such an opening exists. If an opening does not exist, the facility head will contact the chief of the Division of Prisons to explore other options for reassignment. When moved into a general or other funded position, the staff member will be required to work in the area in which the position control number (PCN) is assigned, such as security.

7. Facility Security Rotation

During each fiscal year, all staff members assigned to vocational work projects will be assigned to a traditional security post within the facility for at least four consecutive weeks. During this time, staff may also attend a CO refresher course that can be credited to the four (4)-week period. This rotation can be accomplished during the off season. During this time, the vocational work project lieutenant (or designee) will ensure that the staff members' time sheets are coded to a general-fund PCA.

8. Vocational Work Project Lieutenant

The facility head will recommend to the deputy chief of the Division of Prisons a supervisor to serve as vocational work project lieutenant. The deputy chief of the Division of Prisons **and** the vocational work project manager will appoint the vocational work project lieutenant.

9. Vocational Work Project Staff Uniforms and Appearance

Vocational work project staff will comply with SOP [122.02.01.002](#), *Uniforms and Officer Appearance*.

While on fire assignments, COs will be issued and will wear standard U.S. Forest Service-approved Nomex® clothing.

10. Vocational Work Project Staff Training

The chief of the Division of Prisons (or designee) will approve standardized lesson plans to train vocational work project staff. Before being assigned to a vocational work project, staff will complete the following training:

- Medic first aid **and** cardiopulmonary resuscitation (CPR)
- 40-hour CO refresher training.

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Before being assigned as a fire fighter on a fire fighting crew, each staff member must obtain a red card by:

- Attending *S-190 Introduction to Wildland Fire Behavior* **and** *S-130 Fire Fighter Training* (risk management), and
- Passing the pack test (see section 5).

Note: Additional training may be required for specialized vocational work projects.

The vocational work project lieutenant must ensure that vocational work project staff members receive all required training **and** specialized vocational work project training. All training shall be documented **and** recorded in the Training Administrative System (TAS) in accordance with directive [118.06.01.001](#), *Training*. When specialized training is done, the curriculum will be documented on **or** attached to the training form.

The vocational work project lieutenant will ensure that all vocational work project staff members are trained before supervising a vocational work project crew.

The vocational work project manager will audit the training records to ensure that required training is completed.

REFERENCES

Department Policy [104](#), *Tobacco Free Environment*

Department Policy [611](#), *Work Projects*

Directive [118.06.01.001](#), *Training*

[Hours Worked Agreement](#)

IDAPA 06.01.01, *Rules of the Board of Correction*, Section 104, Tobacco Free Environment

IDAPA 06.01.01, *Rules of the Board of Correction*, Section 607, Public Participation in Program Activities

IDAPA 06.01.01, *Rules of the Board of Correction*, Section 611, Business with Inmates and Labor of Inmates

Standard Operating Procedure [122.02.01.002](#), *Uniforms and Officer Appearance*

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