



POLICY DIRECTIVE

Policy:	DOC 5.1.1 INMATE ASSIGNMENTS
Effective Date:	04/01/1998 Page 1 of 5
Revision Date(s):	08/28/2019; 07/01/2025
Signature/Title:	/s/ Natalie Smitham, Chief Financial Officer

I. POLICY

The Department of Corrections may provide inmates with the opportunity for productive assignments in facilities or industries.

II. APPLICABILITY

All Department secure facilities.

III. DEFINITIONS (see Glossary)

IV. DEPARTMENT DIRECTIVES

A. Inmate Compensation

1. Each secure facility will comply with the requirements set forth in this policy.
 - a. Specific guidelines for youth correctional facilities and programs are outlined in IV.D below.
2. The Warden or respective Bureau Chief or designee is responsible for spending inmate compensation funding within the facility's or program's annual budget allocation.
3. The Department Executive Team may or may not classify an assignment as compensable; if compensable, the following provisions apply:
 - a. the rate is based on category to ensure compensation is administered in an equitable and consistent manner throughout the Department;
 - b. the compensation rate for in-facility assignments will be based on *Attachment A: Inmate Compensation Table* and the following:
 - 1) work completed within 4 hours in a 24-hour period will be compensated as a half day;
 - 2) work completed within more than 4 but less than or equal to 8 hours in a 24-hour period will be compensated as a whole day; and
 - 3) compensation will not exceed more than a whole day (8 hours) in a 24-hour period regardless of the number of inmate assignments or hours worked, except as provided in IV.A.3.d below;
 - c. the compensation rate for MCE will be based on *Attachment B: MCE Inmate Compensation Table* and the following:
 - 1) work completed within less than 3 hours in a 24-hour period will be unpaid;
 - 2) work completed within 3 hours to less than 6 hours in a 24-hour period will be compensated as a half day;
 - 3) work completed within 6 to 8 hours in a 24-hour period will be compensated as a whole day; and
 - 4) compensation will not exceed more than a whole day (8 hours) in a 24-hour period regardless of number of inmate assignments or hours worked, except as provided in IV.A.3.d below;
 - d. if an inmate works more than 8 hours in a 24-hour period, the inmate's supervisor(s) will adjust the inmate's schedule on one or more days close in time so the inmate averages no more than 8 hours per day;

- e. compensation periods shall:
 - 1) be consistent to allow the inmate to establish a financial plan;
 - 2) provide compensation beginning on the first day of assignment; and
 - 3) not allow retroactive compensation;
- f. all inmate work assignments must fall within an assignment category; and
- g. designated secure facility staff must submit accurate inmate pay information:
 - 1) to Inmate Accounting;
 - 2) by the 5th business day of each month; and
 - 3) on a form provided by the Financial Services Bureau.

B. Inmate Assignments

1. Facilities and programs will operate all assignments consistent with applicable federal, state, and local health and safety standards.
2. Assignments will be consistent with the inmate's classification identified in *DOC 4.2.1 Offender Classification System*; for inmates with special skills, reasonable effort will be made to secure assignments based on the security and safety needs of the facility or program.
3. The Warden or respective Bureau Chief or designee will identify the assignment title, duties, and responsibilities for inmate assignments.
4. Assignments should afford inmates the opportunity to learn skills and develop habits and attitudes that will fit occupational needs upon release.
5. The Warden may deem it necessary to assign inmates to special or designated housing areas related to their assignments.
6. Under no circumstances may assignments:
 - a. exceed a standard forty-hour work week, unless otherwise approved by the Warden or respective Bureau Chief or designee;
 - b. allow inmates to serve food to other inmates housed in restrictive housing;
 - c. include any duty that would place an inmate in a position to be in contact or in close proximity to confidential or security records without direct supervision;
 - d. be given to an inmate whose access or privileges necessary for the assignment have been revoked; and
 - e. allow inmates to exercise control or authority over other inmates.
7. Assignment performance feedback will be conducted at least semi-annually with criteria including, but not limited to, the following:
 - a. grade reports for inmates in education and training assignments;
 - b. demonstrated skills and knowledge;
 - c. observed habits;
 - d. attitude toward fellow inmates and Department employees;
 - e. quality and quantity of tasks;
 - f. care and use of equipment;
 - g. learning ability and adaptability to new processes;
 - h. general comments from supervisor; and
 - i. compensation, if applicable.
8. An inmate may hold up to two assignments with permission from the Warden or respective Bureau Chief or designee.
9. Assignment programs will accommodate inmates with disabilities in accordance with *DOC 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations*.

10. The supervisor or individual requesting an inmate for assignment shall review the inmate's offender management system record for previously identified work restrictions, for example, no lifting over fifteen pounds, restriction from heights, etc.
 - a. If work restrictions are identified, the supervisor or individual requesting an inmate for assignment will consult with the Department ADA coordinator or facility ADA coordinator to determine whether a reasonable accommodation can be made in accordance with *DOC 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations*.

C. Inmate Accident Compensation

1. Assigned inmates are not eligible for workers' compensation.

D. Youth Correctional Facilities and Programs

1. Youth correctional facilities may establish an allowance system based on an earned privilege program and/or a token economy system.
2. Youth correctional facilities will use designated inmate pay accounts for specific assignments that may only be used to allow youth to pay restitution. These assignments are not subject to the attached inmate compensation tables.

V. CLOSING

Questions about this policy should be directed to the Warden or respective Bureau Chief.

VI. REFERENCES

- A. 53-1-203, MCA; 53-30-131, MCA; 53-30-132, MCA
- B. DOC 3.3.15; DOC 4.2.1

VII. ATTACHMENTS

DOC 5.1.1 Attachment A: Inmate Compensation Table
DOC 5.1.1 Attachment B: MCE Inmate Compensation Table



ATTACHMENT A: INMATE COMPENSATION TABLE

**starred items may be paid by Inmate Welfare Fund*

Category	Daily
*Barber Assignment	\$2.40
*Chemical Dep. ITU Participants	\$0.60
*Educational Participants	\$1.20
Educational Aide Assignments	\$1.50
*Facility Aide	\$2.40
Food Services	\$3.36 or \$4.32
Infirmery Aide	\$1.80 or \$3.60
Non-MCE Laundry	\$1.50 or \$2.40
*Library	\$1.50
Maintenance	\$2.10 or \$3.90
*Photographer	\$1.50
*Recreation	\$1.50
Non-MCE Hobby	\$1.80
Janitorial	\$1.50 or \$2.40
Warehouse	\$4.20 or \$5.40
IWF Representatives	\$1.20
Facility Specific	
*Dog Handlers CCC	\$2.70
WRC Workers	\$4.20 or \$5.40
Special Assistance Crew	\$3.60 or \$6.00
Vocational and Educational Training	
Grade I	\$1.56
Grade I Student Aide	\$1.86
Grade II	\$2.04
Grade III	\$2.52
Grade IV	\$3.00

1. The Warden or designee may designate certain position categories as skilled work or difficult to fill may temporarily or permanently assign pay rates not to exceed the highest rate on this table, and must notify Inmate Accounting of the designation and whether it is temporary (including the time frame) or permanent.
2. All facilities must work within their current budget for inmate compensation.
3. The Department encourages facilities to assign the maximum number of inmates available to promote future job skills.
4. IWF Representatives can only be compensated for up to 5 days per week.



ATTACHMENT B: MCE INMATE COMPENSATION TABLE

	Pay Category	
	Hourly	Daily
Grade I	\$.45	\$5.00
Grade II	\$.55	\$5.50
Grade III	\$.65	\$6.50
Grade IV	\$.75	\$7.50
Grade V	\$.90	\$8.50
Sprinkler Pipe Movers	\$.02/per pipe	

1. The MCE Bureau Chief or designee may designate certain position categories as skilled work or difficult to fill, may temporarily or permanently assign hourly pay rates not to exceed the highest hourly rate on this table, and must notify Inmate Accounting of the designation and whether it is temporary (including the time frame) or permanent. If the MCE Bureau Chief has not made such a designation for a category listed on this table, the category will be paid based on shift completions; *see IV.A.3.c of DOC 5.1.1 Inmate Assignments*.
2. All programs must work within their current budget for inmate compensation.
3. The Department encourages programs to assign the maximum number of inmates available to promote future job skills.