



**DEPARTMENT OF CORRECTIONS  
MONTANA WOMEN’S PRISON  
OPERATIONAL PROCEDURE**

Procedure:	<b>MWP 5.1.1 INMATE ASSIGNMENT</b>	
Effective Date:	<b>03.17.2003</b>	<b>Page 1 of 6 and 3 Attachment</b>
Revision Date(s):	<b>September 26, 2022</b>	
Reference(s):	<b>DOC 5.1.1</b>	
Signature:	<b>/s/ Jennie Hansen</b>	<b>/ Warden</b>

**I. PURPOSE**

It is the purpose of the Montana Women’s Prison to provide as many inmates as possible a productive assignment to enhance skills needed for reentry. To provide inmates financial responsibility and provide for their personal needs, assignments must be consistent with the inmate’s classification, security, and supervision requirements and the needs of the Montana Women’s Prison.

**II. DEFINITIONS**

**Break in Service** – to stop or quit an assignment or interrupt scheduled hours by being unavailable for an assignment.

**Clear Conduct**- No major infraction convictions within a specified amount of time.

**Critical Assignments** – an assignment that is needed for normal daily operations to continue at MWP without making a significant impact on the basic needs of inmates (Janitorial Crew, food service, laundry, or Life aide).

**Industry** – Montana Correctional Enterprises (MCE) provides training and skill development assignment opportunities for eligible institutional inmates. MCE provides a wide range of fabric industries, dealership assembly programs, the Prison Paws for Humanity dog training program and vocational opportunities that are not provided through the facility education contract.

**Inmate Welfare Fund (IWF)** the account in the state special revenue fund that is repository for net proceeds from the disposition of confiscated contraband and any public money held for the need of inmates and not otherwise allocated.

**Longevity** - continuous service in assignment.

**M.W.P.** - Montana Women’s Prison

**RAC** - Resident Advisory Council, refers to a group of inmates appointed from each housing unit to act as liaisons between prison staff and the inmate population.

### III. PROCEDURES

#### A. Assignments

1. Supervisors will enter assignments and reason(s) for dismissal into OMIS to be tracked electronically.
2. MWP will operate all assignments consistent with applicable federal, state, and local health and safety standards.
  - a. Check PREA designation in OMIS 3, under cautions.
    - 1) Work supervisors must be made aware of these designations.
  3. Assignments will coincide with the inmate's classification identified in DOOC Policy 4.2.1, Offender Classification System, for inmates with special skill, reasonable effort will be made to secure assignments based on security and safety needs.
  4. The Warden or designee will identify the assignment title, duties, and responsibilities for inmate assignments.
  5. Inmate Service's LT or designee will maintain a list of assignments, their location, rate of pay and work supervisor. They will also distribute time sheets.
  6. Assignments should afford inmates the opportunity to learn skills and develop habits and attitudes that will fit occupational needs upon release.
    - a. Inmates are required to submit an application and/or cover letter to be considered for an assignment.
    - b. Upon hiring, the inmate must sign a job description. Job descriptions will be maintained by the Inmate Services Lieutenant or designee.
    - c. Inmates who qualify for all job assignments may be interviewed by Inmate Service's LT or designee and/or work supervisor prior to selection for an assignment, regardless of clear conduct.
      - 1) There will be a minimum of 2 staff on an interview board.
    - d. Interviewers will communicate reasons for non-hiring in OMIS, under Chronological Notes (Chrono-notes).
  7. Assignment time will be tracked on a time sheet (Attachment A).
    - a. Time will be entered by the inmate
      - 1) In hours on the day that the hours were completed.
      - 2) Work will be compensated hourly.



- b. Time sheets will be initialed off by staff as work is completed
        - c. Time sheets will be submitted to Inmate Service's LT or designee by the inmate on the last day of the month.
      8. Under no circumstances may assignments:
        - a. Exceed a standard forty (40) hour work week, unless otherwise approved by the Warden or designee.
        - b. The work supervisor cannot be the designee in the item (a) above.
        - c. Allow inmates to serve food to other inmates housed in locked housing status.
        - d. Include any assignment that would place an inmate in a position to be in contact or in close proximity to confidential or security records; and
        - e. Allow inmates to exercise control or authority over other inmates.
      9. Exceeding a 40-hour work week must be approved by a work Supervisor.
      10. Assignment performance feedback will be done as needed. A copy of the evaluation (Attachment B) shall be given to the inmate and placed in the inmate's institutional file.
        - a. Performance evaluations must be completed for a pay increase (within 30 days, 6 months and 15 months). Performance evals will be done annually after the 15-month eval.
        - b. Reports will be available upon request for the Parole Board.
      11. An overall poor evaluation shall result in a counseling session and may result in possible dismissal. Performance criteria may include, but is not limited to:
        - 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 procedures; and
        - h. General comments from supervisor.
      12. Assignment removal or dismissal can result from failure to perform, a break in service, an unexcused absence, or for a chargeable infraction. Removal or dismissal may be accompanied by a disciplinary charge. A finding of guilty shall not be required for removal or dismissal to occur. Removal for other purposes shall not require disciplinary action. A charge shall not be required when it is determined the inmate is incapable of performing to acceptable standards. The reason for removal or dismissal will be documented in OMIS.

13. Assignment programs will accommodate inmates with disabilities in accordance with DOC Policy 1.3.15, American with Disabilities Act (ADA).
    - a. The supervisor or individual requesting an inmate for assignment shall review the inmate's OMIS record for previously identified work restrictions, i.e., no lifting over fifteen pounds, restriction from heights, etc. If work restrictions are identified, the supervisor or individual requesting an inmate for assignment will consult with the DOC 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*
  14. Montana Correctional Enterprises (MCE) assignments will be governed by MCE procedure. MCE assignment hours count as part of the hours authorized per day.
  15. The Resident Advisory Council (RAC) has determined to compensate certain Assignments utilizing Inmate Welfare Funds. These assignments benefit the inmate population and are, but are not limited to (see all positions on Attachment C):
    - a. Beautician
    - b. Library
    - c. Recreation – Wellness
    - d. Visiting Attendant
    - e. Chapel Assistant
    - f. Garden Crew
    - g. RAC Members
  16. A RAC member will be compensated \$1.00 a day, 5 days a week for up to 18 months. During this time an inmate may hold another job. An inmate can reapply for a RAC position after 1-year break in Service.
  17. An Education / Hi-Set participant will be compensated \$1.00 a day, 5 days a week while classes are scheduled. To qualify for compensation, a participant must be actively working towards their Hi-Set and attend Hi-Set classes. Participation is subject to verification by the Hi-Set instructor.
- B. Inmate Compensation**
1. Inmates will be compensated in accordance with DOC Policy 5.1.1.
  2. MCE maintains an inmate compensation procedure in compliance with the oversight of the Department's Management Team.
  3. The Warden or designee is responsible for spending inmate compensation funding within the facilities annual budget allocation.



4. The Warden may or may not classify an assignment as compensable. If compensated, the following provisions apply:
    - a. The rate is based on category according to the DOC Inmate Compensation Table to ensure compensation is administered in an equitable and consistent manner throughout the facility.
    - b. The compensation rate will be based on an hourly rate. Inmates shall only be paid for actual participation in an assignment. A “no participation, no pay” standard is to be adhered to (e.g., program or education attendance, facility lockdowns, gym or yard, court appearances, appointments, meals, etc.)
      - 1) Work will be compensated hourly.
    - c. Compensation will not exceed more than a whole day (eight hours) in a 24-hour period regardless of number of inmate assignments or hours worked; and
    - d. 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.
      - 3) Not allow retroactive compensation; and
      - 4) No holiday pay (time and a half, double time) or bonus pay.
    5. Compensation for inmate assignments is based on a progressive scale for longevity to adhere to the DOC Policy 5.1.1 Compensation Table and assist the prison with financial management.
      - a. 0-2 weeks .25 an hour.
      - b. 2 weeks to 6 months .35 an hour.
      - c. 6 months to 15 months .40 an hour.
      - d. Over 15 months .45 an hour.
- C. Inmate Accident Compensation**
1. Inmates assigned to an inmate assignment are not eligible for worker’s compensation.
- D. Special Housing:**
1. The Warden or designee may deem it necessary to assign inmates to special or designated housing areas related to their assignments, (e.g., dog trainer, etc.).
- E. Private Industries Operations:**
1. MCE may assign inmates to work in private sector industry programs pursuant to 53-30-132, MCA.

**IV. CLOSING**

Questions concerning this procedure shall be directed to the Associate Warden of Security, Associate Warden of Operations, or the Inmate Services Lieutenant.

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**V. ATTACHMENTS**

Inmate Payroll Sheet  
Job Performance Evaluation  
MWP Job Assignments

Attachment A  
Attachment B  
Attachment C

# INMATE PAYROLL SHEET

MONTH \_\_\_\_\_

Offender Name \_\_\_\_\_

Offender Number \_\_\_\_\_

Job Assignment \_\_\_\_\_

DATE	Start Time	End Time	officer Initials	Start Time	End Time	officer Initials	Total Hours
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

Hire Date \_\_\_\_\_

Offender Signature \_\_\_\_\_

has second job \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

# JOB PERFORMANCE EVALUATION

Offender Name \_\_\_\_\_

Offender Number \_\_\_\_\_

Pod/Unit \_\_\_\_\_

Assignment \_\_\_\_\_

Job Location \_\_\_\_\_

Hire Date \_\_\_\_\_

1. Education and programming in progress.  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor
2. Demonstrates skills & knowledge.  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor
3. Observed habits.  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor
4. Attitude toward fellow workers and staff.  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor
5. Quality & quantity of tasks.  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor
6. Care and use of equipment.  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor
7. Learning ability and adaptable to new procedures.  
\_\_\_ Excellent \_\_\_ Good \_\_\_ Average \_\_\_ Poor

Comments from supervisor:

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Work Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Offender Signature \_\_\_\_\_

Date \_\_\_\_\_



## MWP JOB ASSIGNMENTS

**\*Barber Assignment**  
Beautician – 2

**Non-MCE Laundry**

Workers- 12

**\*Facility Aide**

**Maintenance**

Chaplain Assistant- 2

Maintenance Assistant- 1

Parenting Assistant- 1

Garden/Grounds Crew- 50

Visiting Attendant- 1

**\*Photography**

Admin Clerk- 2

Photographer- 1

Property Clerk- 1

**\*Recreation**

Canteen Clerk- 1

Gym Attendants- 2

**Food Service**

**Non-MCE Hobby**

Workers- 50

Hobby Attendants- 6

**Infirmary Aide**

**\*Library**

Life Aide- 4

Librarian- 6

Part-time Life Aide- 2

**Janitorial**

**\*IWF Representatives**

Night Crew- 5

RAC Members- 6

Day Crew- 5

Medical- 1

**\*Positions paid by IWF**

**All available positions are subject to change.**

MWP Jobs	Front of week / Mon, Tues, Alternate Wed.	Back of week / Alternate Wed, Thur, Fri, Sat
Food service	50 positions Various hours through out the week	
Janitorial Medical	1 positions Various hours through out the week	
Admin pool	1 positions Various hours through out the week	
Maintenance worker	1 positions Various hours through out the week	
Janitorial Day	5	5
Janitorial Night	4	4
Day Crew / Part time	3	3
Laundry Day	3	3
Laundry Night	3	3
Life Aid	2	2
Property Clerk	1	1
<b>Total positions</b>		<b>96</b>

IWF Jobs	Front of week / Mon, Tues, Alternate Wed.	Back of week / Alternate Wed, Thur, Fri, Sat
Chapel assistant	2 positions Various hours through out the week	
Garden Crew	10 positions Various hours through out the week	
Photographer	1 positions Various hours through out the week	
Parenting assistant	1 positions Various hours through out the week	
Visiting attendant	1 positions Various hours through out the week	
Rac member	6 positions Various hours through out the week	
Beauty Shop	1	1
Gym Attendant	1	1
Hobby worker	3	3
Library	3	3
<b>Total positions</b>		<b>37</b>