

- **SECTION FIVE: LABOR CREW/WORK PROGRAM**

**49. LABOR CREW/WORK PROGRAM:**

The State Classification Committee will screen inmates for Labor Crew/Work Program (LC/WP) based on the LC/WP eligibility date as calculated through the automated system. During the SCC review, the Labor Crew program screens will be initiated and completed in the automated system. Non-violent inmates committed for category 1, 2, and 3 offenses will technically be eligible for the Labor Crew/Work Program with four (4) years or less remaining to maxout and upon meeting other specific classification criteria. Inmates who are technically eligible for Labor Crew/Work Program must meet conditions set forth in the Security Criteria for 1A institutions. Upon approval by the SCC for the Labor Crew Program, inmates will be transferred to a Pre-Release Center in Labor Crew status. An inmate assigned to the Labor Crew Program will either be assigned to a job within the Pre-Release Center, to a Correctional Officer supervised crew, or to an outside Contracted Agency crew.

**50. INSTITUTIONAL CLASSIFICATION PROCEDURES IN LEVEL 1A INSTITUTIONS**

**50.1** To be eligible for the Work Program, an inmate must first be approved for assignment and transferred to the Labor Crew Program at a 1A Pre-Release Center. Upon arrival at the Pre-Release Center, the Community Programs Supervisor or designated staff will project the Work Program rollover date based on time remaining to maxout and required amount of time to be spent on the Labor Crew Program.

**50.2** An inmate can expect to spend at least half the amount of time remaining to maxout on the Labor Crew Program. However, acceptable minimum and maximum number of months on the Pre-Release Center Labor Crew and the Work Programs have been established to allow flexibility in order to manage institutional needs. All inmates will be required to spend at least the minimum amount of time on the Labor Crew Program and no inmate will be permitted to roll to the Work Program with more than 24 months remaining to maxout. (Note: An inmate serving an 85% non-parolable sentence will not be permitted to participate on the work program until s/he has served 80% of his/her sentence. Eligibility dates will be calculated through the automated system for each affected inmate after labor crew placement.)

**50.3** Assignment to the Work Program is a privilege, and rollover will be contingent upon satisfactory adjustment and behavior at the Pre-Release Center on the Labor Crew Program. An inmate could remain on the Labor Crew Program for the duration of his/her sentence should his/her adjustment and behavior not warrant being rolled over to the Work Program. Inmates must be disciplinary free (formal action, minor or major) for at least six (6) months prior to the inmate

being allowed to enter the Work Program. An inmate with a short time to serve prior to maxout may be placed in the Work Program if employment is available, particularly if s/he plans to reside in the area and can maintain his/her job after release.

**50.4** Prior to an inmate's Work Program roll over, the ICC must ensure that mandated notifications have been made by the SCC. As notifications are made by the SCC, the date of the notification will either be autoloading or manually entered onto the applicable program screen(s) in the automated system. No inmate will be rolled over to the Work Program before these notifications are made by the SCC. When the inmate is rolled to the Work Program by the ICC and the inmate's status is changed to Work Program in the automated system, the SCC will initiate and complete the Work Program screens.

**50.5** All Agency Rules and Regulations and State Laws will apply to inmates on the Labor Crew and Work Programs. Disciplinary action will be enforced pursuant to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System."

**50.6 Orientation:** All Agency rules and regulations and State Laws will apply to inmates on the Labor Crew and Work Programs. Disciplinary action will be enforced pursuant to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System."

**50.7** Special attention and assistance will be provided to inmates with specific learning disabilities and/or physical handicaps to ensure maximum program understanding and assistance with individual needs and program objectives.

**50.8** Each inmate's progress will be reviewed on an annual basis and evaluated during the ICC pursuant to this Inmate Classification Plan with the results documented, dated, and signed.

**50.9** The Community Program Supervisor will explain Work Program roll-over eligibility to Labor Crew inmates. Specifically, Labor Crew inmates must complete a mandated amount of time as a Labor Crew inmate prior to Work Program eligibility and roll-over. Ideally, inmates will serve half of the amount of time to max out on Labor Crew. Upon positive adjustment and after all required notifications have been made, Labor Crew inmates will be eligible to roll to the Work Program. Early roll-overs may be coordinated by the ICC for purposes of bed space when it is in the best interest of the Agency. Explanation and justification will be documented for all early roll-overs.

**50.10** Law enforcement agency and victim/witness notifications will be required prior to considering an inmate for Work Program roll-over. The Community Program Supervisor (CPS) will be responsible for verifying notifications by viewing the Community Programs (CPREV) OMS screen for date entries. If these

notifications are not documented, the CPS will be responsible for contacting the SCC via automated system messaging.

**50.11** Each institution will submit a monthly statistical report to State Classification by the 5th of each month. State Classification will provide the format for this report to all institutions.

## **51. PROCEDURES FOR LABOR CREW/WORK PROGRAM :**

**51.1 Purpose:** To establish a uniform and consistent approach to program management within Labor Crew/Work Program Pre-Release Centers in order to provide for needed transitional services for inmates prior to and subsequent to release from incarceration.

**51.2 General Overview:** To be eligible for the Work Program, an inmate must first be approved for assignment and transferred to the Labor Crew Program at a Pre-Release Center. Upon arrival at the Pre-Release Center, the Community Program Supervisor (CPS) or designated staff will project the Work Program roll over date based on time remaining to maxout and required amount of time to be spent on Labor Crew Program. An inmate can expect to spend at least half of the amount of time remaining to maxout on the Labor Crew Program (i.e., an inmate with 14 months to maxout should expect to serve at least seven (7) months on the Labor Crew prior to Work Program roll over). However, an acceptable minimum and maximum number of months on the Pre-Release Center Labor Crew and the Work Programs have been established to allow flexibility in order to manage institutional needs. All inmates will be required to spend at least the minimum amount of time on the Labor Crew Program, and no inmate will be permitted to roll to the Work Program with more than 24 months to maxout.

**51.3** SCDC does not accept inmate referrals from other agencies. (4-ACRS-2A-08, 4-ACRS-6A-12, 4-ACRS-6B-02)

**51.4 Procedural Guidelines:** Each Pre-Release Center Warden and other designated program and security personnel will ensure that all guidelines addressed as specific procedures are adhered to in order to facilitate consistent and efficient program management within the Pre-Release Centers. Specific operational procedures will be in accordance with Agency guidelines. In accordance with SCDC Policy/Procedure GA-03.03, "Inmate Drug Testing/Screening Program," drug screening/testing will be conducted for all inmates prior to transfer to the Labor Crew/Work Program and randomly after placement.

### **51.5 Community Interaction/Resources:**

**51.5.1 Citizens Advisory Committee:** Each Pre-Release Center Warden will establish a Citizens Advisory Committee which is representative of

the total community to provide for interaction between the center and the community. The Warden/designee will ensure that meetings will be held at least annually to address issues of mutual concern in reference to programs, policies, procedures, etc. (4-ACRS-7F-05, 4-ACRS-7F-08)

**51.5.2** Volunteer programs will be established and maintained in accordance with SCDC Policy/Procedure PS-10.04 , "SCDC Volunteer Services Program." (4-ACRS-7F-08)

**51.5.3** Public Information and Education: Each Warden will be responsible for community interaction with law enforcement and judicial agencies and local governing bodies and participation in professional organizations and associations. Interaction with the public and the news media will be in accordance with SCDC Policy/Procedure GA-02.01, "Inmate and Employee Relations with News Media and Others." (4-ACRS-7F-01, 4-ACRS-7F-04)

**51.5.4 Community Resource Manual:** Each center will develop and utilize contacts with public and private resource agencies for referral assistance. A current Community Resource Manual will be maintained by each center for use by staff and inmates for all counties under its geographical jurisdiction. Referral sources will be current. Agencies to meet inmate needs will include, but are not limited to: Education, vocation, employment, housing, religion, psychological/medical, drug abuse, etc. Referral services will include any public or private agency which can render assistance to inmates in meeting personal, family, program, and/or Agency goals. Information contained in the resource manual may include, but will not be limited to: agency name; agency address/location; description of services; qualifications for services eligibility; area served; application procedures; schedule of services to include cost; and contact persons. (4-ACRS-5A-11, 4-ACRS-5A-12, 4-ACRS-5A-13)

## **52. LABOR CREW/WORK PROGRAM ELIGIBILITY AND ASSIGNMENT:**

**52.1** Program eligibility will be based on approved program conditions as established through this Inmate Classification Plan. SCDC prohibits discrimination based on an inmate's race, religion, national origin, sex, disability, or political views. (4-ACRS-6B-01)

**52.2** Inmates will automatically be screened by State Classification for Pre-Release Center Labor Crew assignment based upon date, security, and custody eligibility.

**52.3** Inmates approved for Pre-Release Center Labor Crew (LC) will be transferred to an appropriate Pre-Release Center as space becomes available. Upon approval, an automated transfer request will be created. **(4-ACRS-6A-11)**

**52.4 Intake:** Any applicable restrictions regarding the inmate's assignment will be noted as a provision of the inmate's approval, will be included in the inmate's institutional record, and will be closely monitored by the center personnel to ensure compliance. The Institutional Classification Committee (ICC) will verify that all inmates received have been properly cleared and approved for assignment to the center and are placed in the appropriate status.

***52.5 The initial ICC will be conducted in the same format as listed in paragraph 29 of this policy with the exception that ICC hearings can be conducted by the Community Programs Supervisor (CPS) with the option for a full Institutional Classification Committee. The Warden can designate cases in which the CPS must conduct a full committee hearing. Interim and annual reviews can be conducted by the CPS with the option for a full committee. Interim and annual reviews can be conducted in conjunction with monthly on-site job visits by the CPS.***

**52.6 Orientation:** A complete orientation will be conducted by the Community Program Supervisor in accordance with *the* Inmate Classification Plan guidelines after the inmate's arrival at the center. Orientations will address all pertinent information, program goals, rules/regulations, employment, program service issues as related to the inmate, and collection and payment of fees. Orientations will be documented on SCDC Form 18-69, "Certificate of Inmate Orientation," and SCDC Form 27-67, "Certificate of Outside Labor Crew Orientation." The inmate will review a copy of ~~SCDC B-19, "Labor Crew/Work Program Handbook for Inmates"~~ ***SCDC "Inmate Information Guide."*** This ~~handbook~~ ***guide*** will be posted and available for inmates to review. The orientation should allow the inmate an opportunity to discuss any behavioral problems, program restrictions, etc., noted in the inmate's institutional record. The inmate will be assigned to the caseload of a Community Program Supervisor. This supervisor will assume and retain the responsibility for the inmate's program involvement while assigned to that center. Each supervisor will be required to maintain and report caseload data on the SCDC Form 18-6, "Classification Monthly Report," by the 5th of each month to the Division of Classification and Inmate Records. **(4-ACRS-3A-03, 4-ACRS-3A-05, 4-ACRS-3A-06)**

**52.7** Special attention and assistance will be provided to inmates with specific learning disabilities and/or physical handicaps to ensure maximum program understanding and assistance with individual needs and program objectives.

**52.8** Each inmate's progress will be reviewed on an annual basis and evaluated during the ICC pursuant to this Inmate Classification Plan with the results documented, dated, and signed.

**52.9** The Community Program Supervisor will explain Work Program roll-over eligibility to Labor Crew inmates. Specifically, Labor Crew inmates must complete a mandated amount of time as a Labor Crew inmate prior to Work Program eligibility and roll-over. Ideally, inmates will serve half of the amount of time to max out on Labor Crew. Upon positive adjustment and after all required notifications have been made, Labor Crew inmates will be eligible to roll to the Work Program. Early roll-overs may be coordinated by the ICC for purposes of bed space when it is in the best interest of the Agency. Explanation and justification will be documented for all early roll-overs.

**52.10** Law enforcement agency and victim/witness notifications will be required prior to *assigning an inmate to a Labor Crew job*. The Community Program Supervisor (CPS) will be responsible for verifying notifications by viewing the Community Programs (CPREV) OMS screen for date entries. If these notifications are not documented, the CPS will be responsible for contacting the SCC via automated system messaging.

**52.11** Each institution will submit a monthly statistical report to State Classification by the 5th of each month. State Classification will provide the format for this report to all institutions.

### **53. WORK PROGRAM ORIENTATION:**

**53.1** Prior to Work Program roll-over and assignment, a personalized program plan will be developed for each inmate in order to address personal objectives, needs, goals, and plans for reentry to the community. The plan will be specific with measurable needs and objectives and a time schedule for achieving these goals. The plan will be documented on the *CLASSP interim assessment review on the automated system* within 14 calendar days of admission to the work program. *The Community Program Supervisor and the inmate will sign and date Form 18-1, "Committee Docket"*. When changes occur, the personalized plan will be discussed with the inmate and the changes will be documented by staff and inmate signature on SCDC Form 18-1, Committee Docket. (4-ACRS-5A-03, 4-ACRS-5A-04)

**53.2** During orientation, the inmate will read, or have explained to him/her by center personnel, the SCDC Form 27-4, "Work Program Agreement," which will be properly completed, dated, and signed by center personnel and dated and signed by the inmate. (4-ACRS-3A-05, 4-ACRS-3A-06)

### **54. WORK PROGRAM CASE MANAGEMENT:**

**54.1** Program reviews and progress reviews will be conducted at least every six (6) months and as requested by the Work Program inmate and will be documented on SCDC Form 18-68, "Staff Memoranda." These reviews will be signed and dated by the Community Program Supervisor. **(4-ACRS-5A-05)**

**54.2** Additional forms and documentation required:

- SCDC Form 27-16, "Inmate Payroll Receipt/Financial Report";
- SCDC Form 27-53, "Work Program Initial Loan."
- **SCDC Form 27-5, "Personalized Budget Plan/Deductions (4-ACRS-3A-06)**
- (NOTE: All entries in case records will be signed and dated. **(4-ACRS-7D-08)**)

**54.3** When the inmate completes or is terminated from the work program, the CLASSP interim assessment review will be completed. The *review* will include the following information: A summary of the inmate's program activities; any unusual occurrences/activities; Community Resources Plan; and staff evaluation of the inmate's program participation. A copy of this report will be maintained in the inmate's records and will be available to community and/or referring authorities in accordance with the Freedom of Information Act. **(4-ACRS-5A-06, 4-ACRS-5A-15)**

## **55. LABOR CREW/WORK PROGRAM JOB DEVELOPMENT, PLACEMENT, AND EMPLOYMENT GUIDELINES:**

**55.1** The Pre-Release Center Community Programs Supervisor (CPS) will be responsible for employment development and placement, as well as assistance in other needs for each inmate assigned to his/her caseload at the respective center. All inmates will be assigned to a supervisor's caseload until release or removal from the center. Assignments will be made in an equitable, fair, and rational manner without regard to race, creed, or national origin.

**55.2** Inmates will not be permitted to develop or secure employment on their own.

**55.3 Labor Crew Inmates:** After admission to the Pre-Release Center, the ICC will conduct job assignment boards in accordance with this policy/procedure. Labor Crew job assignments will be made based on the institutional needs, outside labor crew needs, and the inmate's ability/skill. Every effort will be made to assign inmates with specialized skills to an area where that skill can be utilized to the fullest. However, if such is not located and approved, the inmate will be assigned to an appropriate labor crew. Assignment of inmates to outside/contracted labor crews will be in accordance with OP-21.08, "Contracted Labor Crews." Inmates must be on the labor crew/work program for a minimum

of six (6) months before they are eligible to apply for a designated facility assignment.

**55.4 Work Program Inmates Initial Job Placement:** At the time of actual employment, SCDC Form 27-4, "Work Program Agreement," will be completed and signed by the employer, inmate, and the CPS. The CPS will thoroughly explain all program procedures and regulations governing overtime work as stipulated on the form. The employer is to be advised that all civilian employees are to be made aware of the rules and regulations relating to the inmate's employment.

**55.5 Work Program Follow-up:** The CPS will personally visit the employer and job site for progress reports at least once per month. These visits will be documented on SCDC Form 27-69, "Job Site Monthly Visit." Rules and regulations are to be reiterated during each visit.

**55.6 Loss of Employment:** Quitting a job without proper authorization or being fired from a job will be considered a direct violation of the Work Program Agreement. In both cases, the CPS will investigate the situation to determine the exact circumstances by conferring with the inmate and the employer and will provide a report to the Warden. If it is determined that the job loss is the fault of the inmate, it will be dealt with as a major violation of work program regulations, and disciplinary action will be taken pursuant to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." If it is determined that the inmate was not physically or mentally capable of performing his/her job, or the job loss was by no fault of the inmate (i.e., layoff), consideration will be given to other appropriate employment and/or assignment.

**55.7 Job Terminations:** An inmate assigned to the Work Program may be recommended for termination from a job by his/her supervisor for unsatisfactory job performance, inability to perform work, or other appropriate reasons. Prior to termination, the inmate should be given a SCDC Form 19-123, "EWC Performance Evaluation, Warning Notice," by his/her supervisor explaining how his/her performance may be improved. Depending on the circumstances surrounding the termination, the inmate may be charged with a rules violation. (A "Warning Notice" will not be required prior to termination.) In case of termination, the supervisor will submit to the Classification Section a completed SCDC Form 19-54, "Inmate Job/School Assignment," indicating the circumstances surrounding termination. Copies of any warning notices, counseling forms, or incident reports should be attached. The CPS will distribute copies as indicated on the form. The ICC will review all documentation, interview the inmate, and determine whether the termination was legitimate. The inmate will be transferred if s/he is charged with a major disciplinary. If not legitimate, the inmate will be reassigned to another job by the ICC.

**55.8 Establishing Work Program Employers:** Every effort should be made by the CPS to ensure that only quality employment with respectable and reliable employers is secured for Work Program inmates. Employers who, through previous association, have proven to be unfavorable for Work Program employment will not be utilized. The employer will not be under active supervision of the Department of Probation, Parole and Pardon Services (DPPPS). An inmate will be permitted to work under the supervision of another inmate in a community job with the approval of the Warden; however, such will not be permitted in the center.

### **55.9 Types of Work Program Employment/Acceptable Jobs:**

**55.9.1 Self/Family-employment:** Self-employment and employment in family operated businesses will not be permitted. SCDC personnel should exercise good judgment in the purchase of goods and services from such businesses in order to avoid the appearance of impropriety.

**55.9.2 Alcoholic Beverages:** Employment requiring selling, serving, and/or dispensing alcoholic beverages will **not** be permitted. The Warden will be responsible for determining which establishments will be permissible for inmate employment.

**55.9.3** The preferred work schedule will be day shift (6:00 a.m. to 6:00 p.m.) employment. Every effort will be made to assign inmates to jobs during these hours.

**55.10 Work Program Union Benefits:** When contacting employers for the purpose of placing work program inmates on a particular job, the CPS will inquire as to the company's union status. If unionized, the CPS will contact the local union representative or a statewide union control body and get its policy concerning the placement of an inmate in that particular position. If the work force is completely unionized, the inmate must join the union. If a strike occurs within a unionized company, no inmate will be permitted to either participate in strike activities or to work during the strike period. If the strike is of a prolonged nature, additional/other employment will be considered for the inmate.

**55.11 Work Program Employee Group Insurance:** Since work program inmates are responsible for all *outside* medical costs incurred after work placement, they will be required to participate in insurance programs provided by their employers.

**55.11 Workers' Compensation:** All work program inmates must be covered by individual employer insurance or State Workers' Compensation. Job placement personnel will verify, using SCDC Form 27-4, "Work Program Agreement," that all prospective employers are covered by Workers' Compensation Insurance or

otherwise meet those requirements under SCDC *Workers Compensation Regulations*.

**55.12 Unemployment Compensation:** Work program inmates will be eligible for, and subject to, state unemployment compensation laws through the Employment Security Commission. However, for the purposes of this plan, this will be restricted to those inmates who have been employed on the work program and have been terminated by their employers due to reductions in force or other similar lay-offs. These inmates will be re-employed as soon as possible. Any inmate who obviously delays reemployment for the purpose of continuing to receive unemployment benefits will be charged as appropriate and may be removed from the center, and unemployment benefits will be discontinued. Inmates whose employment is severed as a result of program removal will not be eligible for unemployment compensation.

**55.13 Hours Worked/Overtime:** Each employer will present the center with a weekly schedule of the inmate's required work hours. Each inmate will be expected to work overtime when required, and it will be the responsibility of the employer to notify the center well in advance of the regularly scheduled quitting time. Center personnel will verify the overtime request by return telephone call to the job site and job supervisor. Inmates will be limited to working no more than 12 hours per workday. Split shifts are not permitted. It will be the employer's responsibility to notify the center one (1) day in advance to request additional working days not regularly scheduled. SCDC Supply S-28, "In/Out Time Card," the appropriate time card, *or the automated system* for the institution's time clock, will be closely monitored by the center personnel to verify and ensure time worked. SCDC Form 27-9, "Verification of Overtime Work," will be completed on each inmate required to work overtime, and all overtime will be verified with the employer by the center personnel.

**55.14 Provisional Parolees:** Center personnel will provide employment related assistance to provisional parolees by working with local DPPPS supervisors.

**55.15 Conditional Parolees:** If approved for Labor Crew, conditional parolees may be referred to the Pre-Release Centers for placement. The CPS will assist the inmate in notifying the parole supervisor in the inmate's geographical area to address parole placement needs.

## **56. MANDATORY DEDUCTIONS FOR WORK PROGRAM INMATE**

**WAGES:** (Note: SCDC Policy/Procedure ADM-15-10, "Work Release Accounting," governs Work Program inmate wages.)

**56.1** Twenty (20%) percent of gross wages will be deducted for victims. Court ordered victim restitution will be distributed to the courts. If no court ordered restitution exists or if the restitution order(s) is satisfied, then 20% will be distributed to victim programs as provided by law.

**56.2** Thirty-five percent (35%) of gross wages will be deducted for child support. If court ordered child support exists, 35% will be paid for all orders. If no court order(s) exists, then allotments at 35% will be made directly to the family for child support. If the inmate has no children or if the order(s) has been satisfied, then the 35% is distributed at a rate of twenty-five percent (25%) to the S.C. General Fund for room and board; and, ten percent (10%) remains in the inmate's Work Release account. ***SCDC Form 27-23, "Verification of Dependents", will be used to document each inmate's dependent children.*** If the inmate is subject to DNA testing and the associated \$250.00 testing fee, up to 5% of the inmate's wages will be deducted to pay the DNA fee. The DNA fee will be deducted after all other deductions required by law and after the mandatory savings has been met.

**56.3** The above deductions will be made from all Work Program inmate Work Release accounts commencing with the August 4, 1999, payroll cycle.

***56.4 Work Program participants will be assessed a transportation charge of \$5.00 per week to offset the cost of transportation to and from the job site. Deductions will be made from all Work program inmate's work release accounts commencing on January 10, 2006. Deductions will be made commensurate to each inmate's pay cycle.***

**56.5** All Work Program inmate funds will remain in the inmate's Work Release account, except for the portion currently being transferred to E.H. Cooper Trust Fund account.

**56.6** Effective August 1, 1999, the unspendable portion of the inmate's account will be the August 1, 1999, mandatory savings balance, plus the 10% of gross wages recorded on or after August 4, 1999.

**56.7** Work Program inmates will continue to receive weekly allowance through the Work Release account.

**56.8** Other deductions (employment needs, family needs, attorney fees, etc.) will be permitted from the inmate's Work Release account; however, mandatory savings funds will not be available for payment of these deductions. Special requests for these deductions will be evaluated and approved only by the Warden.

**56.9** Hair cuts will be provided by SCDC at no charge. Work Program inmates will continue to utilize the coin operated laundry. Work Program inmates will be required to participate in employer offered insurance programs. **(4-ACRS-7D-32, 4-ACRS-7D-33)**

**57. WORK PROGRAM EMPLOYMENT TRANSPORTATION:** The Pre-Release Center will provide transportation for inmates to and from the place of employment unless prior approval for some other means of transportation is given

by the Warden. A daily work-trip schedule will be established by the Warden/designee, and each inmate will be notified as to the mode and time his/her ride will depart and arrive. The inmate will be responsible for meeting this schedule. All inmates will be transported in state vehicles unless otherwise approved, i.e., transported by employer/coworker. The SCDC Form 27-10, "Release of Liability," will be signed by the inmate and designated persons prior to transport. No inmate will be permitted to cross state lines for any reason. Should pick-up times change during the workday, only the job supervisor will be permitted to call the center for pick-up. The inmate will not be permitted to call. Drop off points are to be avoided. However, either the job supervisor or the SCDC driver will remain with the inmate until an exchange of custody is physically made.

**58. WORK CLOTHING/PERSONAL HYGIENE:** Work Program inmates will wear clothing suitable for their assignment. The inmate will be neat, clean, and well groomed at all times in accordance with SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards." Labor Crew inmates will wear the designated SCDC inmate uniform. All inmates will be required to comply with Agency grooming guidelines.

**59. VIOLATIONS OF PROGRAM RULES AND REGULATIONS:** Labor Crew/Work Program participation is a privilege granted to SCDC inmates. Considering the Agency's sensitive position in the community, and the need to maintain adequate community/employer relations, problem inmates who do not abide by program regulations will not be retained on the Work Program. All program infractions will be thoroughly investigated by designated staff members or a committee appointed by the Warden and fully documented prior to taking action. Disciplinary action will be in accordance with SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." The inmate will be formally charged and/or removed, as appropriate.

**59.1 Minor Infractions:** Those infractions graded as minor in accordance with Agency disciplinary procedures may be handled in varying ways by the Major/Responsible Authority. Each violation will be appropriately weighed for type action. Program sanctions may be taken instead of formal disciplinary action, as appropriate. Program sanctions will include, but will not be limited to, the following:

- Verbal reprimand or warning;
- Restriction to the Center, such as job reassignment;
- Suspension from Work Release and return to labor crew status for a specified period of time;
- Payment of a donation to be contributed to the Inmate Welfare Fund (not to exceed \$50.00);
- Other sanctions as approved through SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System."

**59.2** Any formal disciplinary action will be taken pursuant to SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." If an inmate is charged with and convicted of a minor disciplinary, Work Program privileges **will** be suspended for at least six (6) months from the infraction date or date of discovery. Work Program inmates will be rolled back to Labor Crew status. The SCC will make appropriate program screen entries placing the inmate back on the Labor Crew program. (Note: See Paragraph 69., for a definition of Minor Disciplinary.)

**59.3 Major Infractions:** When an inmate is charged with an infraction graded as major in accordance with Agency disciplinary procedures, that inmate will be removed from the Labor Crew/Work Program and the Pre-Release Center. When an inmate is charged with a major disciplinary, the institution will submit a CRT message to the SCC requesting the removal of the inmate. SCC will arrange the transfer of the inmate, as appropriate. (Note: See Paragraph 73., for a definition of Major Disciplinary.) **(4-ACRS-5A-06, 4-ACRS-5A-15)**

**60. WORK PROGRAM REMOVAL:** All removal requests must be submitted and approved by the SCC. If continuous program violations occur and the inmate is apparently unsuited for the Pre-Release Center, s/he will be charged, as appropriate, and removed from the Center. When segregation (Special Management Unit-SMU) is necessary and an SMU is not immediately available, the Warden may make arrangements to house the inmate in an appropriate city or county facility until the inmate can be transported to the appropriate SCDC facility. Only those facilities which have binding Designated Facilities agreements may be used to house such inmates. If a youthful offender is involved, the Warden will ensure that the local officials are advised that the inmate cannot be placed in detention with other inmates. If an inmate is determined by Medical not to be mentally competent to function under Pre-Release Center regulations and limited supervision, the inmate will be removed from the Center for appropriate reassignment and treatment. If it is determined by Medical that an inmate is not medically fit for Labor Crew/Work Program assignment, the inmate will be removed from the Center for appropriate reassignment and treatment. If an inmate receives a Category 2 or higher detainer (wanted, hold), s/he will be reviewed for removal from the Center for appropriate reassignment. **(4-ACRS-5A-06, 4-ACRS-5A-15)**