



RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 21.03 DOC	EFFECTIVE DATE: 06/23/08	PAGE 1 OF 4
	SUPERCEDES: N/A	DIRECTOR: Please use BLUE ink. 	
SECTION: WORK AND CORRECTIONAL INDUSTRIES		SUBJECT: CORRECTIONAL INDUSTRIES	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
REFERENCES: Rhode Island General Laws (RIGL) § 13-7 et seq., Prisoner Made Goods; RIDOC policies 9.26-1 DOC, CONFIDENTIAL Tool and Substance Control Plan; 10.05-1 DOC, Storage, Handling and Disposal of Hazardous, Volatile, and Flammable Chemicals and Materials; 10.19-1 DOC, Personal Protective Equipment and Radiation Monitoring; 21.02-2 DOC, Inmate Pay; 21.01-1 DOC, Inmate Employment: Selection, Training and Supervision of Inmate Workers; ACA standard 4-4461, Compensation for work performed			
INMATE / PUBLIC ACCESS? X YES			
AVAILABLE IN SPANISH? X NO			

I. PURPOSE:

- A. To encourage the production of goods and merchandise within the Rhode Island Department of Corrections (RIDOC) Adult Correctional Institutions (ACI) in order to provide skills training to suitable inmates.
- B. To provide guidelines and define responsibility for operation of the correctional industries program within the RIDOC.

II. POLICY:

- A. The RIDOC encourages the production of goods and merchandise within the ACI.

- B. RIDOC creates and maintains work opportunities for inmates by engaging in self-sustaining enterprises.

III. PROCEDURES:

A. General Information

1. The RIDOC has established vocational training programs and programs for the actual manufacture, assembly, repair, fabrication, servicing, and production of commercially saleable commodities and services.
2. RIDOC staff responsible for supervising correctional industries inmate workers shall strictly adhere to the procedures specified in policies 9.26-1 DOC, CONFIDENTIAL Tool and Substance Control Plan, and 10.05-1 DOC, Storage, Handling and Disposal of Hazardous, Volatile, and Flammable Chemicals and Materials, or successive policies.
3. The selection of inmate workers in correctional industries and training and supervision thereof are discussed in further detail in policy 21.01-1 DOC, Inmate Employment: Selection, Training and Supervision of Inmate Workers, or a successive policy.
4. Payment to inmates who participate in said programs is outlined in policy 21.02-1 DOC, Inmate Pay, or a successive policy.
5. Inmates who participate in the aforementioned programs are not entitled to workers' compensation coverage, temporary disability insurance coverage, or any other type of fringe benefit.
6. Where applicable, correctional industries workers must use protective gear consistent with policy 10.19-1 DOC, Personal Protective Equipment and Radiation Monitoring, or a successive policy.

B. Requisition of Goods by Public Agencies

1. State agency purchasing agents may requisition services, articles and/or materials from RIDOC's correctional industries pursuant to RIGL §13-7-7.

2. As per RIGL §13-7-8, if the services, articles and/or materials are needed immediately and are not on hand, or the articles, services, or materials can be purchased at a price less than the quote received, the Director of Corrections or designee shall immediately notify the requisitioning agent that said agent may purchase the articles, services, or materials elsewhere.

C. Requisition of Goods by Cities and Towns

When a city or town purchasing agent or the managing officer wishes to purchase any articles, services, or materials similar to those produced at the ACI, the agent shall notify the Director of Corrections or designee of the agent's intention to purchase and shall allow the ACI to bid on the proposal. The ACI shall be placed on any invitation to bid list which is in effect for any city or town.

D. Price of Goods

Consistent with RIGL §13-7-10, the price of all articles and materials supplied by the ACI shall conform as nearly as practicable to the wholesale market rates for similar goods manufactured elsewhere. Any difference of opinion in regard to price shall be submitted for arbitration to a representative of the RIDOC, a representative of the requisitioning agent, and the Director of the Department of Administration, and the decision of a majority of them shall be final.

E. Standards and Purchase Agreements

The Director of Corrections or designee shall, from time to time, meet with the State Purchasing Agent to develop standards for commodities manufactured and produced by the ACI. Said individuals also prepare and secure compacts or agreements for the purchase of commodities from the ACI.

F. Production Standards - Determination of Articles to be Produced

The Director or designee has established certain standards of production, and through consultation and meeting with the State Purchasing Agent and the managing officers and purchasing agents of municipal offices, department, and institutions determines the style, design and quality of articles and materials to be made.

G. Manufacture on Special Order

If articles or materials of a different design, style or quality than those produced are needed by a requisitioning agent, the Director of Corrections or designee may, if a sufficient quantity is needed, arrange for the manufacture of the special order items.

H. Business Operations and Budget

1. Correctional industries staff maintain an accurate and timely accounting of monies received from the sale of products or services.
2. Monies accredited into correctional industries may be used for the purchase of materials, supervision and other requirements necessary to support the production of goods and services or the development of training opportunities.
3. All expenditures from correctional industries are subject to the approval of the Director of Corrections or designee. The Director or designee may employ those funds to defray all operating expenses.
4. Net profits for the fiscal year may be reinvested into correctional industries to support capital purchases, the general expansion and development of correctional industries, and development of correctional industries or other training opportunities.
5. All additional profits revert to the General Treasury.