

 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 505.07	Page 1 of 26
	Effective Date: March 15, 2021	
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Approved by: Tony Parker		
Subject: INMATE PROGRAMMING (JOBS/CLASSES/TREATMENT)		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 40-28-123, TCA 40-35-213, TCA 41-21-207, TCA 41-21-208, TCA 41-21-209, TCA 41-21-210, TCA 41-21-236, TCA 41-21-239, TCA 41-21-510, TCA 41-21-511, TCA 41-22-403, and TCA 33-3-601.
- II. PURPOSE: To reduce inmate idleness, provide workforce readiness training, education and rehabilitative programming, to all inmates through the utilization of a uniform assignment procedures.
- III. APPLICATION: To Tennessee Department of Correction (TDOC) employees, inmates, privately managed facilities and Tennessee Rehabilitative Initiative in Correction (TRICOR) employees.
- IV. DEFINITIONS:
 - A. Assignment Pattern (Work Area Roster, BI01ME2): The Master Assignment Lists of positions by work or program area at each institution.
 - B. Career and Technical Education Certificate: A Tennessee Department of Education (TDOE) certificate awarded to an individual who has successfully completed the entire cluster under career and technical education (CTE) programs.
 - C. Career Management for Success (CMS): A 360-hour program that emphasizes basic practical skills and knowledge needed for an inmate's employment success upon release.
 - D. Classification Committee: A decision-making body of staff members from which panels are selected to hold hearings according to their designated functions, (See Policy # 401.03)
 - E. Cognitive Behavioral Intervention Program (CBIP): A cognitive behavioral program designed to help inmates understand destructive behaviors and faulty thinking that are part of a criminal lifestyle.
 - F. Educational Good Time Credits: Sentence reduction credits awarded to qualifying inmates who successfully receive a general equivalency diploma/high school equivalency diploma, a two or four year college degree, a two or four year certification in applied sciences, or who receive a career and technical education (CTE) certification as provided and defined by the Department.
 - G. Eligibility: Requirements to participate in a specific assignment such as custody level and physical requirements.
 - H. Full-time Assignment: A program assignment for 30 hours per week, excluding mealtimes, breaks, and count time (unless the inmate actually participates during count time). Inmates

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assigned to TRICOR, other state and outside agencies, and community service may be assigned for 40 hours per week, excluding mealtimes, breaks, and count time (unless the inmate actually participates during count time).

- I. Inmate Jobs Coordinator (IJC): Institutional staff person responsible for registers, coordinating sentence credit policy requirements, assigning inmates to programs, supervising job tracking personnel, assisting in the development of job descriptions, establishing pay rates for individual inmates, training job supervisors in inmate programming policy requirements, and other related duties. They are a member of the Classification Committee.
- J. Inmate Job Coordinator's User Guide: A handbook that provides step-by-step procedures that need to be followed in order to make inmate program assignments, dismissals, job descriptions, etc.
- K. Inmate Jobs Manager (IJM): Central Office staff person who manages the departmental day-to-day operation of inmate jobs statewide, as well as positions, registers, assignments and dismissals for classes and treatment programs. The IJM coordinates with other Central Office staff who oversee academic and vocational classes and treatment programs to activate, inactivate, and create classes and treatment programs in the offender management system (OMS).
- L. Job Tracking Clerk (JTC): Institutional staff responsible for assisting the IJC with all related duties outlined in this policy. The JTC will ensure all policy requirements are met during the IJC's absence.
- M. Non-Paid Program: Assignment to a rehabilitative program for which an inmate is not paid and does not receive program sentence credits.
- N. Offender Case Plan (OCP): A plan that is developed collaboratively between the offender and risk/needs assessment (RNA) certified user which is derived from the risk/needs assessment (RNA) score, identifies programmatic needs based on treatment pathways, and establishes meaningful goals that include action steps to address criminogenic needs of the offender.
- O. O'Net Interest Profile: A vocational interest assessment instrument, based on the respondent's reporting of their propensity for specific job-related activities, that identifies career zones where respondents have strong interests, skills, and abilities.
- P. Part-Time: An assignment normally scheduled for 15-to-29 hours per week, excluding meal times, breaks, and count time (unless the inmate actually participates during count time).
- Q. Position: A specific assignment within a larger title. Every job and treatment position has its own specific identification number.
- R. Position Type: Used to specify the type of class, program, or job titles that are grouped by similar characteristics. (See the *Offender Programming User's Guide*)

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- S. Prioritized Registers: A job, class, or program waiting list that is generated by the OMS and RNA systems, listing inmates to be considered for class/program assignment at each facility by structured need.
- T. Program File: Volume IV of the Inmate Institutional Record (IIR) referring to requirements of this policy. (See Policy #512.01)
- U. Qualified: Required skills inmates must possess prior to a specific assignment.
- V. Risk Needs Assessment (RNA) Tool: A validated risk/needs assessment instrument that utilizes motivational interaction and interview techniques to collect offender-specific information to more accurately identify crime-producing attributes of each inmate/offender/resident and to make more appropriate and productive recommendations for the inmate's level of programming.
- W. Tennessee Rehabilitative Initiative in Correction (TRICOR): The inmate program that provides manufacturing, business services or agricultural jobs for inmates, or any combination of those jobs and the training and skill development necessary for inmate employment in manufacturing, business services or agricultural jobs and in placement in its post-release program.
- X. Treatment Program Credits: A sentence reduction credit awarded to qualifying inmates who successfully complete evidence-based, intensive residential substance use disorder treatment therapeutic community program of at least nine months in the department.
- Y. Waiting List (Job Waiting List, INFOPAC Report BI01MJW): Listing of unassigned inmates at an institution who are eligible for assignment but for whom there is not an appropriate opening.
- Z. Work Release Coordinator: A TDOC staff member whose job duties include being responsible for developing a work release program, reviewing the inmate' record prior to work release placement, and monitoring of inmates on work release status.
- V. POLICY: The TDOC shall make inmate job, class, or program assignments without regard to race, creed, religion, gender, sexual orientation, age, or national origin. Assignments shall be made based on an assessment of each inmate's specific needs and employability in conjunction with the security and support needs of each institution.
- VI. PROCEDURES:
- A. Inmate Job/Class/Treatment Program Development:
1. The TDOC shall be responsible for developing jobs/classes/programs in the following areas:
 - a. Academic and career and technical education
 - b. Rehabilitative programming
 - c. Community service work

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- d. Institutional support
2. TRICOR shall be responsible for developing inmate jobs in the following areas:
 - a. Manufacturing/consumables
 - b. Business services
 - c. Agricultural (excluding truck crops/institutional gardens specifically for use in institutional kitchens)
 - d. Private sector partnerships and joint ventures
- B. Job/Class/Program Assignment Pattern: Each institution shall have an inmate assignment pattern. This pattern will be established, maintained, and updated by the cooperative efforts of the IJC and the IJM. INFOPAC Report Work Area Roster, BI01ME2, is the official assignment pattern.
- C. Job/Class/Treatment Program Descriptions:
1. Each year, job supervisors shall review predeveloped job/class/program descriptions for their areas and let the IJC know of any changes they recommend. These recommendations will be forwarded to the IJM. Once all recommendations are reviewed and any needed modifications are addressed, The IJM will re-issue the updated job description to the IJCs. The IJC shall distribute a completed set electronically to the Chief Counselor, Classification Coordinator, Associate Warden of Treatment (AWT) and to the institutional health administrator by August 1. (See Policy #113.43) A copy of TRICOR descriptions shall be sent electronically to the CEO of TRICOR/designee by August 1. No job description shall contain any language that is in violation of TDOC policy.
 2. As new program descriptions are developed throughout the year, a copy shall be forwarded to the IJCs. The revision date shall be keyed on the lower right-hand side of each sheet.
 3. Descriptions for programs and classes shall include the amount of time required for completion of that particular program/class. If an inmate's sentence expiration date does not allow time for completion of the program, he/she shall not be considered eligible for the program.
 4. Inmates shall be directed to sign the institutional job description form acknowledging they have read or have had read to them and understand the requirements of the position to which they are assigned. Should the inmate decline to sign the forms, it shall be noted by staff, and dated. All completed forms are to be submitted to the IJC. Supervisors have the authority to direct an inmate to perform other duties within their medical limitations. Other duties shall be on a limited basis.

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5. The IJC shall ensure that an up-to-date listing of all positions allotted to the institution and copies of detailed program descriptions are available to inmates in the library. The AWT may decide to send a copy to the counselor in the orientation unit to be available to be checked out by inmates and a copy to the Re-entry/Career Center for inmates.

D. Inmate Job Coordinators:

1. Each IJC shall be provided a printer and a computer with access to the internet so they may use the O*NET to aid in the development of the offender career pathway.
2. Every IJC shall have a trained relief person as designated by the Warden/Superintendent.
3. The IJM shall provide IJCs with 16-hours of in-service training each year.

E. Registers:

1. The IJC at each institution shall maintain registers on the OMS.
2. Inmate names may be placed on registers without their request or consent by the IJC.
 - a. Inmates 62 years of age or older and those that will qualify for disability benefits upon release from incarceration may sign Waiver of Placement in the Adult Basic Education Program, CR-3880.
 - b. Inmates signing the CR-3880 will have their related pathway closed.
 - c. Inmates may request their name be added back to the ABE register after one year.
 - d. If assigned to school, they must remain and actively participate for at least one year, unless they achieve their GED before the year's end.
 - e. Denied requests for placement on registers shall be entered in the OMS.
 - f. All signed Waiver of Placement in Education Programs, CR-3880, shall be forwarded to the IJC and placed in the inmate's job file.
3. Maximum custody inmates may have paid and tracked assignments within the housing unit or secure zone as authorized by unit team/administration in accordance with Policy # 506.01.
4. An eligibility list for Career Management for Success (CMS) is available in OMS. The IJC shall place inmates on the register to be assigned, based on OMS generated priority. (See Policy #117.04) The Central Office Education Department will monitor assignments to ensure the correct inmates are consistently assigned. Inmates assigned to the below shall be skipped:

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- a. Therapeutic Community (TCOM)
 - b. Chattanooga Release Center (CHRC)
 - c. Work Release with a Job
 - d. Assigned to TRICOR (and no longer qualify for the Educational Good Time Credits)
 - e. Assigned to a Board of Parole grant mandated program.
5. INFOPAC Report BI01MER. The recommended Offenders not on the Registers report shall be used by the IJC to determine inmates at their institution who have an RNA recommendation for a class or program but are not on the register. These inmates shall be placed on the recommended registers within 10 working days. This INFOPAC Report will be available weekly.
 6. INFOPAC Report BI01ME7, The offender with Parole Conditions Not on Registers report, shall be used to determine the inmates who have been granted parole with a condition but are not on the register for that condition. Inmates shall be placed on the register within six working days.
 7. INFOPAC report BI01ME8, The offenders with Parole Recommendations Not on Register report, shall be used to determine the inmates who have been denied parole and have a recommended program to complete prior to their future action date (FAD). Inmates shall be placed on the register within ten working days.
 8. If an inmate is not qualified for the recommended placement, the jobs office shall notify the AWT/designee and remove the offender from the register for being inappropriately recommended for a program or class.
 9. Inmates transferred to participate in programs such as the Restrictive Housing Step Down (RHSD) Program, and parole technical violator diversion, etc., shall not submit register placement requests for jobs/classes/treatment programs that would interfere with their primary assignment.
 10. Only inmates who have completed initial diagnostics may be placed on a register for positions at an institution. Inmates may request placement on a register by submitting a Request for Register Placement, CR-3051, to the Inmate Job Coordinator. Inmates at a diagnostic center who have completed diagnostic classification and are awaiting transfer shall not submit CR-3051 for placement on the register but may be assigned by the IJC.
 11. Some job positions may require referral for testing, an interview, or additional application information to verify qualifications prior to register placement. Interview and qualification verification and test results shall be entered in OMS Conversation LCDG Contact Notes, Code TEIN Test/Interview Results. Tests will be on a pass/fail basis. Supervisors/designees shall be subject to time limits on responding to requests for testing or interviews. The IJC may choose not to assign any inmate to a work area or to automatically assign the inmate whose name is top on the register to a work area if the supervisor does not respond to the CR-3338 within the time limits set or does not enter the OMS Conversation LCDG, Contact Note/Code TEIN. All test scores shall be entered in the Contact Note. The supervisor/designee administers the test. Thereafter, routine procedures will be

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followed once the Inmate Job Interview, CR-3338, is returned. A copy of the test taken by the inmate will be sent to the IJC along with the CR-3338.

- a. The staff person administering testing or conducting the interview is responsible for entering the information on OMS.
 - b. Inmates who fail a qualification test may retake it after 30 days. If transferred to another institution, the inmate may retake the test immediately if it is determined he/she is eligible.
 - c. The IJC shall be given a copy of the test template and be informed of what the passing test score is.
12. Eligible inmates shall be placed on a register. Paper registers may not be maintained in lieu of OMS registers. Institutional policies may allow individual institutions to place a minimum direct inmate on a minimum trusty register. All requests are to be entered into OMS in a within 14 working days.
 13. Class and program recommendations are determined electronically based on RNA scores, length of time to complete the assignment and the amount of time the inmate has left to serve. An inmate who is mandated by the Parole Board shall be placed at the top of the register. An inmate whose name is placed on a class or program register at their request will be listed below those with an RNA recommendation
 14. Job register placement shall be chronological by the date the placement request was received from the inmates requesting placement, or by the date the inmate was considered by the jobs coordinator if the register placement was not requested. (Job register placement approval shall be the same date as the placement request date.)
 15. Inmates shall be notified of all register placements or denials by OMS conversation LJEJ, Register Placement, or INFOPAC Report BIO1MFN or BIO1MFM, or Job Register Placement, CR-3052. If an inmate is placed on the register and assigned to a job the same day, it is not necessary to notify the inmate he/she was placed on the register
 16. If the eligibility criteria for a position changes, any inmate that does not meet the new criteria shall be notified of their removal from any registers on which they have been placed.
 17. The O'Net Interest Profiler Instrument will be administered at Diagnostic Intake for each incoming inmate. Recommendations by staff may be made for register placement in jobs or CTE classes identified by the Instrument.
 18. Institutions may limit the number of names placed on a register for specific job positions. Inmates denied register placement may request for placement at a later date. Procedures for this, if used, shall be included in the institutional policy. Inmate shall be entered on registers for RNA recommended programs, even if the registers are considered full. An inmate can be

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on a maximum of three registers in addition to those required by the RNA assessment and Parole Board mandates or recommendations.

19. Inmates assigned to restrictive housing unit programs are required to remain in that program until it is completed, or they are removed for cause by appropriate staff. (See Policy #506.26.1)
20. Inmates assigned to a dog care training program may be required to remain in such program until completed or he/she is eligible for assignment to an RNA recommended program. It may be possible for inmates assigned to the Retrieving Independence program to attend an RNA recommended program with the dog on a case-by-case basis.
21. Inmates in academic, CTE, and programs may be placed on job registers for which these programs will qualify them up to three months prior to projected completion of the qualifying programs. Vacant positions may be held up to 30 calendar days in anticipation of inmates completing the qualifying programs.
22. If an inmate chooses to remain in his/her current job rather than transfer to another job his/her name may be removed from the register. The inmate's choice shall be documented on the OMS. The IJC has the authority to assign the inmate, even if the inmate wants to remain in his/her present assignment.
23. Institutional policy may permit exclusion or removal of an inmate's name from registers for jobs of lower skill levels than their present job assignment (except for TRICOR job registers).
24. Inmates may request to be removed from lower skilled/paid registers after having been assigned to a skilled job by submitting Request for Removal from Job Register, CR-3169, to the IJC. This request is subject to approval by the job coordinator. Inmate names shall not be removed from RNA recommended programs or class registers at the request of an inmate.
25. Inmates who are permanently transferred shall have their names removed from all registers by staff at the sending institution within 15 working days using OMS Conversation LJEH, Drop All. Notification of Removal from Register will not be required in these circumstances.
26. Upon conviction of any Class A disciplinary infraction, excluding verbal warnings, an inmate's name will be removed from all job registers above skill/pay Level I. The inmate may request placement back on the register using the date he/she reapplied if the inmate is still eligible.

F. Assignments

1. Inmate assignments shall not be based on race, religion, national origin, gender, disability, color, age, political beliefs or sexual orientation. The IJC shall ensure that qualified minority inmates are equally considered for any job opening. No program assignment shall result in an inmate being supervised by another inmate-

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2. Inmate assignments are a privilege. No inmate shall have the right to participate in any particular job/class/program. Register placement, assignments, and non-disciplinary dismissals may be appealed through the inmate grievance process. (See Policy #501.01)
3. Inmates shall only be assigned to, tracked in, and receive program sentence credits and/or pay for positions allotted to their assigned institution by the IJM. Inmates that have an assignment with a position type of non-paid (NP) will not receive program sentence credits or pay. Some programs may have one main title with various non-paid subtitles. All non-paid programs are part of the main title. Therefore, if the assigned inmate does not attend one of the non-paid programs, attendance may be left off both the non-paid and the paid main title.
4. If the IJC exhausts the class and program registers, the IJC shall work with the chief counselor to check the statewide registers for qualified inmates to be transferred to the facility.
5. Only the inmate jobs staff shall make assignments. Recommendations and information from other staff may be considered in determining assignments.
6. Medical staff shall notify IJCs of any change in the inmates' medical or mental health status as well as note these changes in OMS Conversation LHSE. (See Policy #113.21) Changes in OMS Conversation LHSE shall be made by a new exam number.
7. Inmates without a valid social security number or individual taxpayer number are eligible to be assigned to jobs/classes/programs.
8. Unless there are no qualified and eligible inmates on the register for the position, all vacancies must be filled by an inmate on that register, including non-paid assignments. Inmates may be assigned to positions without their request or consent except the following instances:
 - a. Prison Industries Enhancement Program (PIE). (See Policy #208.10)
 - b. Mental health treatment program, if the inmate is mentally competent
 - c. Substance Use Programs, unless the inmate signs the Substance Use Participant Agreement, CR-3586, accepting assignment to Therapeutic Community (TCOM) or Group Therapy (GRTH). A copy of the CR-3586 will be placed in the inmate's job file.
9. Inmates shall be notified of assignments through OMS conversation LJED, Job/Class Assignment, or Inmate Programming Assignment, CR-3053.
10. Inmates on the prioritized register shall be assigned in the order they are listed on the registers. Exceptions are as follows:
 - a. The inmate is already assigned to another RNA recommended program.

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- b. The inmate can not report to the program area for such reasons as segregation, protective custody, or the inmate's custody level.
- c. The inmate is not mentally or physically able to participate.
- d. Security reasons as determined by the Warden/Superintendent
- e. Assigned to a BOP mandated program/class
- f. The inmate does not have enough time to complete the program
- g. The offender's TABE score is not appropriate for the class with a vacancy. The offender will stay on the register and be assigned when another vacancy occurs and the TABE score is appropriate.
- h. The offender does not meet other requirements on the assignment description.
- i. There is a documented clinical need, approved by the Director of Behavioral Health/designee to place an inmate into Therapeutic Community.

11. Program Recommendation Overrides for Assignment

- a. Program recommendations will not be made for any program in which the offender's earliest release date (excluding safety valve) or future action date does not provide him/her enough time to complete. An override may be requested.
- b. The Warden/Superintendent/designee must submit an override request in writing to the IJM. Any approved override shall be documented in the OMS.

12. The top eligible and qualified inmate may be assigned by the IJC to a job in lieu of the supervisor choosing from the top three on the register.

13. When a job position vacancy occurs, that position shall be filled by one of the top three qualified and eligible inmates whose name are on the register. (See exceptions above) The supervisor or IJC may choose which of the three inmates are to be assigned. However, no eligible and qualified inmate can be skipped over by an individual supervisor more than twice. The supervisor will justify why he/she skipped over an inmate and enter this information on the OMS, LCDG Contact Notes, Contact Type IJOB. If the inmate is assigned to an RNA recommended class or treatment program, the IJC shall skip over the inmate and not assign the inmate to the job.

14. Rules regarding inmates on the quarterly eligibility list for CMS:

- a. Offenders who do not have time to complete the class shall be skipped. (See Policy # 117.03)

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- b. An inmate who is inadvertently assigned to CMS and does not have time left to complete the class shall not be dismissed for this reason.
 - c. Inmates who are not eligible to earn the bonus 60-day sentence credit will still be assigned.
 - d. Inmates assigned to the below shall be skipped:
 - (1) Therapeutic Community (TCOM)
 - (2) Chattanooga Release Center (CHRC)
 - (3) Work Release with a Job
 - (4) Assigned to TRICOR (if not qualified for Educational Good Time Credits)
 - (5) Assigned to a Board of Parole grant mandated program.
15. All inmates in the assigned to a restrictive housing unit specific program shall not be paid during the evaluation period. They shall not be paid for more than 30 hours per week, even if they participate more than 30 hours.
16. Cognitive Behavior Intervention Program (CBIP)
- a. CBIP is a 160-hour (10 hours of orientation and 150 hours of instruction) program
 - b. CBIP is not a voluntary program.
 - c. Inmates who have successfully completed TCOM on or after February 6, 2014, shall not be required to complete CBIP.
17. Exceptions to Section VI.(E)(7) above are as follows:
- a. Unassigned inmates may be given priority over assigned inmates, as long as it does not prevent an inmate from being assigned to his/her RNA recommendation. The assignment should be to a job. The intent is to permit assignment of difficult-to-assign inmates and not to deny advancement for inmates already assigned
 - b. Inmates with RNA recommendations for specific program(s) and classes shall take precedence over other inmates who are on the register
 - c. Inmates already assigned to a job position in a particular area or program in which a vacancy occurs (unit promotions/transfers), one of the top three inmates on the register already assigned in the work area shall receive the assignment.

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- d. Inmates who receive a non-disciplinary demotion from another job position in the area. (Inmates need not be on registers for positions prior to the demotion)
 - e. Inmates who have successfully completed an institutional training program for a specific position or program/area.
 - f. Inmates transferred to an institution for a specific position.
 - g. Assignment of an inmate to a mental health program requires an applicable DSM diagnosis. Mental Health staff shall assist the IJC in making appropriate placements.
 - h. Inmates completing an RNA recommendation(s) may be considered at the top of the register for the job assignment they held prior to assignment of the RNA recommended class or program, if they still meet the eligibility criteria.
18. Skip Reasons shall be maintained on OMS, for inmates who are eligible, and not assigned. When the skip reason is for security purposes (SRN), the staff person making the determination will document the reasons on the OMS, contact notes, Contact Type, IJOB. If the reason is confidential, the entry will be made indicating that written reasons are on file and the location.
19. If the IJC and supervisor disagree on the qualifications or eligibility of a potential assignee, the decision shall be made by the Warden/Superintendent/designee. If the position to be filled is for TRICOR, the Chief Executive Officer/designee of TRICOR shall be consulted prior to the Warden/Superintendent/designee making the final decision.
20. Any inmate on the appropriate register may be appointed by the Warden/Superintendent to the position of inmate advisor, grievance committee clerk, inmate advocate, or animal (dog) trainer.
21. Inmates who have been determined to be eligible for special education and who have not signed a waiver for that service shall be assigned to the Special Education program. (See Policy #117.07)
22. Inmates who are temporarily unable or temporarily not required to perform in their assigned positions for medical, psychological, or other reasons may be required to perform any other duties for which they are qualified at their regular pay rate or at a lower rate determined by the Warden/Superintendent.
23. Inmates assigned to programs may be required to perform work duties as part of the therapeutic process.
24. Inmates are not to have access to information regarding another inmate's charges, sentence, medical records, psychological information, special education information, FBI criminal histories, escape history, parole hearing information, mailing address, disciplinary history, etc. (See Policies #512.01 and #109.04)

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25. No inmate shall be assigned to or allowed to assist correctional classification coordinators, correctional counselors, chief counselors, IJCs, JTCs, accreditation managers, or with medical/mental health clerical duties. (See Policy #113.14) Each reentry resource center shall be allotted one Clerk General Office – Career Clerk (CLGOC) position.
26. Inmates may be assigned to or assist the fire safety officer with general clerical duties only under the following restrictions, which will be included in the institutional job description for this position:
 - a. Does not assist with or conduct any sanitation or safety inspections or incident investigations
 - b. Does not service or repair any life safety equipment
 - c. Is not involved with planning, scheduling, or conducting fire drills or evacuations
 - d. Does not have access to the fire alarm systems
27. No inmate who is sentenced to life shall be assigned to any job outside the secure perimeter of an institution or annex. Additionally, no inmate whose earliest release date, excluding safety valve, is ten or more years away, shall be assigned to any job outside the secure perimeter of an institution or annex. Sex offenders are prohibited by Tennessee statute from any job assignment into the community, except for a work assignment to TRICOR or any TRICOR facility.
28. All inmates who work outside the secure perimeter of a facility must sign an Assignment of Responsibility form (generated from the OMS). The unit counselor will be responsible for obtaining the signature of the inmate and forwarding a copy to the IJC. The jobs staff shall ensure that a signed copy of the Assignment of Responsibility form is maintained in the inmate's job file. If an inmate refuses to sign the form it shall be read and explained to him/her and so noted on the form. An employee witness to the signature refusal shall also be necessary in these cases. The inmate may still be assigned to the job, upon review and approval of the Warden/Superintendent. A copy shall be kept in Volume II-Unit File, Section V. (See Policy #404.07 for Minimum Direct and Trusty Inmates).
29. The chief law enforcement officer (sheriff and/or chief of police) shall be notified by the Warden/Superintendent/designee of all inmates who have been convicted of homicide offenses and are assigned to work off state property at least five calendar days prior to the date they actually start working. The Assignment of Responsibility form shall be faxed or emailed to the chief law enforcement officer. A confirmation e-mail will be requested.
30. Work Release Assignment (See Policies #505.10 and #513.02)

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- a. The work release coordinator shall notify the IJC of all approved and denied work release placement requests. Denial reasons shall be included in the notification. The IJC will enter approvals and denials in the OMS.
 - b. The Warden/Superintendent shall be the final authority on all recommendations for work release.
31. Inmates who return to the main compound or to the TDOC following an absence due to the following reasons shall lose all previously earned privileges, seniority, or status concerning register and job placements, job advancement, and pay. Pay shall be at Step One of whatever skill level job/class they are assigned.
- a. Out on bond
 - b. Parole violation
 - c. New conviction
 - d. Interstate compact
 - e. Escape
 - f. Transfer from a minimum security annex due to a disciplinary conviction
32. The IJC shall notify the Warden/Superintendent/designee prior to any job/class assignment for security threat group (STG) members. (A listing of STG members by institution may be found on OMS under Security Threat Group.)
- a. STG members or associates may be denied assignment to a job/class if their participation in any STG related activity is deemed by the Warden/Superintendent to present a risk to the safety, security, or orderly operation of the facility.
 - b. The Warden/Superintendent/designee will use OMS to document his/her decision to deny the individual inmate a particular job/class/program assignment

G. Job Transfers:

1. Inmates may be required to transfer to or remain in positions deemed essential to the institution if there are no qualified and eligible inmates on the register with whom the position may be filled. In extraordinary circumstances, the IJM can require an inmate to transfer or remain in a position deemed essential to the institution.
2. With the exception of unit promotions/transfers, an inmate must be required to remain in a position for at least 90 days before being granted a voluntary (i.e., inmate initiated) transfer to another position. If an inmate is in a position less than 90 days and a vacancy occurs in a position for which he/she is next in line on the

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register, his/her name may be skipped unless there are no other qualified inmates on the register to assign.

3. Inmates assigned to the below titles shall not stay in this assignment (work area or supervisor) longer than 16 months:
 - a. CLGO Clerk, General Office and all associate titles (such as CLGOC, CLGOD, CLGOF, CLGOG, CLGOM, CLGOP, CLGOR, and CLGOS)
 - b. COUA Counselor/Chaplain Aide
 - c. KICL Kitchen Clerk
 - d. TEAA Teacher's Aide, TAVO Teacher's Aide vocational program
4. Exceptions to Register Placement regarding (3) above: Inmates shall be reassigned as soon as possible, preferably with the same title, but to a different work area. For the purposes of this policy, work area means the physical area. Inmates do not have to be on the register for the job to which the IJC assigns them. The IJC may leave the inmate worker in the same assignment until a suitable position or replacement is available.

H. Advancement in Skill/Pay Levels:

1. Inmates without a verified high school diploma/HiSet, or Special Education diploma as indicated in OMS Offender Education, shall not be promoted above skill/pay Level II. (See Policy #504.04) Exceptions may be granted as follows:
 - a. When an educational staff person at the institution provides a written statement based on the testing criteria outlined in Policy #117.02 indicating that an inmate has progressed as far as he/she is able to in academic achievement.
 - b. When an inmate completes a CTE program and is certified in a vocation, he/she may be assigned to a job above skill/pay Level II which requires those skills learned in the program. TRICOR jobs are excluded.
 - c. This requirement may be waived at minimum-security annexes with a population of 350 or less or maximum security housing units in the interest of filling positions for institutional needs.
 - d. Inmates assigned to the title of the Community Service Worker (CSWK) may be exempt from this requirement.
2. No inmate shall be promoted to a higher skill/pay level job if the inmate is participating in a recommended full-time paid RNA assignment.
3. Advancement in skill/pay level will be based upon inmate job performance. (See Policy #504.04) To advance in skill/pay level, an inmate must not have been denied

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program sentence credits on his/her previous three pay periods. (See Policy #505.01)

4. Information on OMS regarding inmates' work, pay, education, and disciplinary history will be used to determine advancement in skill and pay eligibility.
5. Inmates assigned to positions above the lowest skill/pay level prior to July 1, 1990, may be exempt from Section VI.(G)(2) of this policy, although inmates whose assignments are reduced below skill/pay Level II will be subject to all the provisions of Section VI.(G).
6. Promotional advancement shall occur no more often than 90-day intervals, with the following exceptions:
 - a. Inmates in academic or CTE positions may be promoted following successful completion of that program as recommended by the supervisors and approved by the IJC.
 - b. In extraordinary circumstances, as recommended by the supervisor and IJC, and approved by the Warden/Superintendent/designee. In cases involving TRICOR programs, the recommendation of the Chief Executive Officer/designee of TRICOR is required prior to submittal to the Warden/Superintendent for final approval.
 - c. Unit promotions/transfers may be processed at any time.

I. Terminations:

1. Inmates are not permitted to refuse, quit, or voluntarily withdraw from an assigned program, including non-paid programs, except for the following:
 - a. Inmates assigned to a Prison Industries Enhancement (PIE) program
 - b. Inmates assigned to a mental health treatment program if the inmate is mentally competent. (See Policy #113.89 if the inmate is not mentally competent to make a decision regarding treatment) All terminations must be approved by staff for reasonable cause and are subject to due process on appeal in the appropriate forum.
 - c. Inmates who have not signed the Substance Use Program Participant Agreement, CR-3586, accepting assignment to Therapeutic Community (TCOM) or Group Therapy (GRTH).
2. Offenders assigned to academic and CTE classes, transition centers, CBIP, substance use programs, and all other RNA recommended programs, shall not receive a non-disciplinary dismissal so they can be assigned to a job, even if it is considered a promotion in skill/pay level or institutional need.
3. The Warden/Superintendent/designee(s) has the authority to approve or deny all dismissal requests or recommendations. The Warden's/Superintendent's designee

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shall either be the Inmate Jobs Coordinator or an Associate Warden. In cases involving TRICOR programs, the Chief Executive Officer/designee of TRICOR shall review and approve all non-disciplinary dismissal requests prior to submission to the IJC. Once the dismissal request is submitted, the Warden/Superintendent/designee will approve or deny the request.

4. The IJC shall notify inmates and supervisors, in writing, of all terminations.
5. Disciplinary Dismissals:
 - a. Dismissals are “disciplinary” only if the disciplinary board recommends an assignment termination and the recommendation is entered on OMS Conversation LIBL. The incident number shall be included in the comment section of the OMS Job/Class Termination screen.
 - b. The disciplinary board chairperson shall notify the IJC of all dismissal recommendations. The IJC shall determine, after reviewing the situation and conferring with the supervisor and/or security staff, if appropriate, whether a dismissal is warranted. The decision shall be approved by the Warden/Superintendent/designee.
 - c. Inmates must not be reassigned immediately to the same class or program if they were dismissed from it due to the conviction of a disciplinary offense.
 - (1) If the offense was a Class A or B, the inmate must not be reassigned for six months. Offenders may be reassigned to TCOM after three months if the Program Manager deems it appropriate. (See Policy #513.07)
 - (2) If the offense was a Class C, the Warden/Superintendent may direct that the inmate must not be reassigned to a class or treatment program for three months.
 - (3) To accomplish the above, inmates shall be removed from all treatment program and class registers and will not be placed on these registers again, or any other program or class registers_ until the time period expires. When placed back on the register, the OMS will automatically put the inmate’s name at the correct place on the register. The Recommended Offenders Not on Registers report will serve as a tickler file.
 - d. Inmates receiving disciplinary dismissals from job positions above skill/pay Level I shall be prohibited from reassignment to a skill/pay Level II or higher job for 90 days, but may immediately be assigned to a Level I job. Inmates receiving disciplinary dismissals from Level I positions may be immediately required to return to the same or other unskilled position.

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6. Non-Disciplinary Dismissals or Demotions:

- a. Documentation of the problems and the attempts to correct them shall be provided. OMS Contact Notes contact type IJOB shall be used for this documentation. A minimum of three notes must be entered in OMS prior to consideration of a non-disciplinary dismissal or demotion request. Examples of types of documentation may include a record of verbal counseling/warning, written warning, tardiness, and/or Notice of Denial of Program Credits, CR-3224. Reasons shall be documented on OMS Job/Class Terminations.
- b. Full Program Sentence Credits shall not be awarded if it conflicts with the Contact Note or Program Note.
- c. TRICOR employees shall also enter the documentation in the OMS Contact Notes. Other state agencies utilizing inmate workers off institutional grounds shall provide written documentation if they do not have access to OMS. Work crew supervisors who monitor inmates that work for other agencies shall make the appropriate entries. Directives from Central Office administration shall be documented in the OMS. Reasons for dismissals or demotions may also be documented on Request for Program Dismissal, CR-3054. Reasons may include, but are not limited to:
 - (1) Failure due to inability to perform the skills of the position. This shall result in a non-disciplinary dismissal or demotion when supervisory attempts of assistance or correction are unsuccessful. Documentation of the failure must be specific. The term "probation" is not an acceptable reason for a job dismissal.
 - (2) Inmates showing no academic progress as documented in Policy #117.02.
 - (3) If it is felt that the inmate's continued presence in the work area is detrimental to the morale of the work force or the productive operation of the area, or to the security and safety of the institution, an inmate may receive a non-disciplinary dismissal upon recommendation of the supervisor or other appropriate staff. Specific reason(s) for the dismissal shall be documented. A request for dismissal due to one instance usually requires a disciplinary dismissal.
 - (4) The Warden/Superintendent can terminate an inmate's program assignment based on their participation in any STG related activity if it is deemed to present a risk to the safety, security, or orderly operation of the facility. The Warden/Superintendent/designee shall use OMS Conversation LCDG Contact Notes, (Contact Type STGI), to document specific reasons. (See Policy #506.25)
 - (5) Whenever an inmate becomes ineligible due to change in custody level, housing assignment, etc., appropriate action (dismissal,

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reassignment, deletion from/addition to register, etc.) shall be taken by the IJC. Inmates shall not receive a housing assignment change for the purpose of terminating their assignment.

- d. If an inmate is away from or it is projected that an inmate will be away from his/her assigned position 30 days or more (i.e., out to court or medically restricted), or if a recommendation for administrative segregation or protective custody of the inmate is approved, a non-disciplinary dismissal may immediately be processed to allow the position to be refilled. Subsequent changes in such inmate's availability to participate in that program should not result in displacement of the inmate's successor in the position. The dismissed inmate may be considered at the top of the register for the next vacant position, unless he/she is away from the institution for over 60 days.
- e. Inmates missing an unacceptable amount of work for the excused reasons as listed in Policy #504.04 may be subject to a non-disciplinary dismissal if the absences result in the inability of the work area to meet production or operation expectations.
- f. Inmates who are convicted of disciplinary infractions that are not directly related to their program assignment may receive a non-disciplinary dismissal if that conviction affects their eligibility for the assigned position, or if the conviction results in articulable security concerns that render the assignment inappropriate. Reasons shall be documented on OMS, Contact Notes, Contact Type IJOB.
- g. An inmate may be recommended for dismissal from a position for conviction of a disciplinary infraction committed while already at or scheduled to be at his/her assigned program area, or if the infraction is directly linked to the inmate's position. Dismissal of a disciplinary report does not preclude subsequent non-disciplinary dismissals.
- h. A documented pattern of assignment-related rule infractions may be grounds for a supervisor to request a non-disciplinary dismissal for an inmate.
- i. Inmates may receive non-disciplinary dismissals or transfers from a work area if the size of the workforce needed is reduced for any reason.
 - (1) If the work area is a TRICOR job, dismissal, layoff, and rehire procedures will be explained to those inmates who are affected. Inmates will be laid off and called back by seniority based upon their job title. The TRICOR manager shall provide the IJC with a list of inmates who were laid off and dates they were laid off. He/she will also notify the job coordinator when an inmate is called back to work.

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(2) If a non-disciplinary dismissal or transfer is due to an extended absence of a supervisor, such as a teacher, the inmates will have their assignments terminated, but may be the first inmates assigned when a supervisor is available. If the inmate has already been reassigned to a RNA recommended program, he/she will not be reassigned to a job, program, or class that is not RNA_mandated.

j. Inmates receiving permanent institutional transfers shall immediately be removed from any program assignment by staff at the sending institution (the OMS LJEN screen shall be checked to determine if attendance hours are current prior to removing the inmate from his/her program assignment so that a pay adjustment will not have to be keyed later)

k. Closing RNA Recommendations: Termination reasons listed as “Y” can be used by the IJC to close a RNA recommendation. Termination reasons listed as “YY” can be used by the IJM to close a RNA recommendation. Inmates who have three behavioral dismissals from academic and CTE classes may have their related recommendation closed. Each non-disciplinary dismissal must have a minimum of three OMS, Contact Notes, Contact TYPE (IJOB) per dismissal stating the problem and indicating that the principal or teacher counseled the inmate. The three related dismissals may be a combination of disciplinary and non-disciplinary. Program sentence credits will be withheld with corresponding program notes and at other appropriate times.

J. Program File:

1. A program file containing up-to-date job information will be maintained on each inmate and retained in the jobs office. (See Policy #512.01)
2. This program file shall be transferred with inmates as a part of the inmate institutional record (IIR) in accordance with Policies #403.01 and #403.01.1. Work supervisors may also maintain files on all inmate workers in their area.
3. No inmate, including clerks, will be permitted to have any access to any portion of another inmate’s institutional record IIR or employees’ home addresses, telephone numbers, social security numbers, etc. This includes the program files mentioned above.

K. Monitoring:

1. A minimum of five assignment audits will be performed monthly by the IJC. Selection of job positions to audit may be obtained from a random list of job positions available monthly on OMS Job Audit Request report. Results will be recorded on OMS under Job Audit. The IJC may audit classes, as well as programs. The IJC shall provide the Warden/Superintendent/designee and supervisor of the specific area a written report of all non-compliant findings. The supervisor will prepare a corrective action plan and submit it to the Warden/Superintendent/designee and the IJC within ten working days of the report.

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2. The IJM may require the IJC to conduct an assessment of a job/position and submit a report in addition to completing the monthly job audits.
 3. The IJM may perform institutional audits at any time. Any disagreements in recommended changes will be reconciled by the Assistant Commissioner of Rehabilitative Services and/or the Assistant Commissioner of Prisons, depending upon the location of the assignment area.
 4. INFOPAC reports BI01MEN, Program Assignments by Race, and BI01MEM, Program Assignments by Race Summary reports, are to be used as monitoring tools by institutional and Central Office staff to ensure compliance with Title VI of the Civil Rights Act of 1964. Title VI prohibits discrimination in all aspects of departmental operation (including inmate assignments and dismissals) on the basis of gender, sexual orientation, disability, political beliefs, race, color, age, or national origin.
 5. The Inmate Overtime Report is due by the 15th of the following month. The IJC shall ensure that the information for any required report is sent to the IJM in a timely manner.
 6. The IJC shall forward an up-to-date copy of related institutional policies to the IJM.
 7. If the unassigned rate reaches 10% or more for 30 days as shown on the Jobs by Site Report, the Warden/Superintendent shall notify the Assistant Commissioner of Rehabilitative Services in writing and provide a plan of corrective action to address the problem or explanation of circumstances beyond the control of the Warden/Superintendent, such as state hiring freezes or other state mandated reasons. Specific details shall be provided (e.g., one vacant academic teacher position is vacant resulting in 32 inmate positions that can not be filled). The Warden/Superintendent shall forward a copy of the correspondence to the IJM.
 - a. The assigned percentage rate is based on all eligible inmates at the institution who are currently assigned or identified as job waiting. The number of inmates determined to be unassignable due to their status is not used in determining the percentage.
 - b. The computer-generated Assignments by Site Report will be forwarded to at least the Deputy Commissioners, the Assistant Commissioners, Wardens/Superintendents, AWTs, and Inmate Jobs Coordinators.
 - L. A handbook for supervisors and the *Inmate Job Coordinator User's Guide* will be updated as needed by the IJM.
 - M. Policies and procedures established by TRICOR shall not conflict with Policy #505.07.
- VII. ACA STANDARDS: 5-ACI-3D-04, 5-ACI-7A-01 through 5-ACI-7A-06, 5-ACI-7A-10, and 5-ACI-7A-13.
- VIII. EXPIRATION DATE: March 15, 2024

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**TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR PLACEMENT ON JOB REGISTER**

DATE: _____

TO: _____

FROM: _____
Name TDOC ID Housing Unit

Please place my name on the job register for _____ (D.O.T. Title)

If the job is semiskilled or skilled, state your qualifications or other reason(s) why your name should be put on the register.



**TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR PLACEMENT ON JOB REGISTER**

DATE: _____

TO: _____

FROM: _____
Name TDOC ID Housing Unit

Please place my name on the job register for _____ (D.O.T. Title)

If the job is semiskilled or skilled, state your qualifications or other reason(s) why your name should be put on the register.



TENNESSEE DEPARTMENT OF CORRECTION
JOB REGISTER PLACEMENT

INSTITUTION

DATE: _____

TO: _____

FROM: _____, Job Coordinator

Your name has been placed in the job register for _____

The request to have your name placed on the job register for: _____

has been denied because _____

Your name on the job register for: _____

has been removed because _____

Comments: _____



TENNESSEE DEPARTMENT OF CORRECTION
INMATE PROGRAMMING ASSIGNMENT
(Programs / Classes / Jobs)

INSTITUTION

HOUSING UNIT / CELL: _____

DATE: _____

TO: _____ TDOC ID: _____

FROM: _____, Job Coordinator

You have been assigned to the following: _____

Master List Title / Position or Section Number

You are to report _____
Date and Time

Location

Your supervisor is: _____

Comments: _____



TENNESSEE DEPARTMENT OF CORRECTION
NOTICE OF DENIAL OF PROGRAM CREDITS

INSTITUTION: _____

INMATE: _____ TDOC ID _____

You have received less than the maximum total program credits for the period of: _____

Because: _____

Total Program Credits Awarded for this Period: _____

Supervisor: _____ Date: _____

If you wish to appeal this decision, sign and forward your copy to the Warden/Superintendent within five (5) days.

Inmate's Signature _____ TDOC ID _____ Date _____
Briefly state the reason(s) you believe you should have received more program credits: _____

Warden's/Superintendent's decision: Affirm [] Reversed [] Modify []

Comments/Reasons: _____

Warden's/Superintendent's Signature _____ Date _____



**TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR REMOVAL FROM JOB REGISTER**

INSTITUTION

DATE: _____

TO: _____, Job Coordinator

FROM: _____
Inmate Name – Printed TDOC ID

My name has been placed on the job register for _____
and I am no longer interested in this position. I am requesting that you remove my name from
the job register effective on this the _____ day of _____ 20 ____.

Inmate Signature

Witness

TDOC ID

Cell Location

Comments: _____

_____ Approved

_____ Denied

Job Coordinator



TENNESSEE DEPARTMENT OF CORRECTION
REQUEST FOR PROGRAM DISMISSAL

INSTITUTION

DATE: _____

TO: _____, Inmate Job Coordinator

FROM: _____

INMATE NAME _____ TDOC ID: _____

I hereby request that the above inmate be dismissed from his/her position as a _____

_____ because:

Inability to perform the skills of the program as evidenced by: _____

_____ Change in custody level / medical status

_____ Excessive tardiness. Inmate was tardy on the following days: _____

_____ Other _____

Dismissal is effective: _____

Comments: _____

Approved _____ Denied _____

Approved _____ Denied _____

Job Coordinator

Warden/Superintendent/Designee

Date

Date



TENNESSEE DEPARTMENT OF CORRECTION

INMATE JOB INTERVIEW

INSTITUTION

TO: _____

FROM: _____, Job Coordinator

DATE: _____

INMATE _____ TDOC ID _____

has applied for the job of _____.

Please interview this inmate and determine if he/she is qualified for this position and indicate below whether or not he/she meets all requirements.

TO: _____, Job Coordinator

FROM: _____

DATE: _____

_____ Yes, this inmate meets all job requirements and is qualified.

_____ No, this inmate is not qualified. The reason he/she is not qualified is:

The above justification has been entered in the inmate's Contact Notes using contact code "TEIN."

Supervisor's Signature

PLEASE RETURN THIS FORM TO THE JOB COORDINATOR BY: _____



TENNESSEE DEPARTMENT OF CORRECTION

**WAIVER OF PLACEMENT
in the
ADULT BASIC EDUCATION PROGRAM**

I, _____ (PRINTED NAME),
TDOC ID _____, hereby freely, voluntarily, and without duress or coercion
waive placement in the Adult Basic Education program for one of the following reasons:

I AM 62 YEARS OF AGE OR OLDER

OR

**PER 113.21 HEALTH CLASSIFICATION, I AM CURRENTLY CLASSIFIED AS
CLASS C, SEVERELY RESTRICTED OR INMATES WITH MULTIPLE
RESTRICTIONS.**

I fully understand and acknowledge the ramifications of this waiver and hereby voluntarily relinquish any and all claims and causes of action against the State of Tennessee, the Tennessee Department of Correction, and all of their respective contractors, agencies, and agents, whether current or former, all in their official and individual capacities, and their successors, assigns, servants, agents, attorneys, officers and directors, which might accrue as a result of my execution of this waiver.

SIGNATURE

DATE

WITNESS