

FINAL PROPOSED TEXT

In the following text:

single underline indicates added or amended text

single strikeout indicates deleted text

Title 15. Crime Prevention and Corrections

Division 8. California Prison Industry Authority

Chapter 1. Rules and Regulations of California Prison Industry Authority

Article 3. CALPIA Inmate Work/Training and Education

Amended section 8004.2 is amended to read:

§ 8004.2. Recruitment and Appointment Process.

- (a) The CALPIA Prison Industries Administrator/Lead Manager at each facility shall be responsible for coordinating the recruitment of inmates with the institution/facility's correctional counseling staff or the classification services staff.
- (b) Inmates shall obtain and complete the Worker Application and Intake IEP-F002/IEP-F003, 12/24/2015 Rev. H Form, which is incorporated by reference, to apply for a CALPIA work/training position. This form is made available by CALPIA staff to the inmate population throughout institutions with CALPIA enterprises.
- (c) Inmates shall submit completed forms referenced in subsection (b) to the correctional counselor staff at the inmate's institution to begin initial screening process.
- (d) The Prison Industries Administrator/Lead Manager shall, in coordination with the correctional counselor staff, conduct a central file review, ensuring eligibility standards and requirements, in sections 8004 and 8004.1 are met.
- (e) Upon confirmation of program eligibility, inmates who have applied for a CALPIA position and have been placed into CALPIA's Inmate Candidate Pool (ICP) may be assigned to an appropriate work program in accordance with California Code of Regulations (CCR), Title 15, Division 3, Section 3040(c).
- (f) Upon the availability of a vacant CALPIA position, CALPIA enterprise staff shall:
 - (1) Request a list of eligible inmates from the ICP from the institution/facility Assignment Lieutenant responsible for maintaining the ICP list.
 - (2) Interview inmates from the ICP list.
 - (3) Make the final selection of inmates based on priority of the following educational achievements:
 - (A) High School Diploma or GED
 - (B) Enrolled in GED program
 - (C) No Diploma/GED and not enrolled in an education program

- (4) Submit a final list of successful inmate applicants in writing to the institution/facility's Assignment Lieutenant.
- (g) In addition to the priorities set forth in subsection (f)(3)(A) through (C), CALPIA will also give consideration to part time CALPIA inmates who graduate from a substance abuse program or complete any other CDCR rehabilitating programs when filling full time assignments.
- (h) A urinalysis test shall be requested on all inmates newly assigned to CALPIA within 30 days of their start date. See subsection 8004.3(a) for requesting guidelines.
- (i) Inmates entering employment in any CALPIA assignment shall serve a probationary period of ninety (90) days.
- (1) During the probationary period, inmates will be evaluated at the end of each 30 day period of time. Ratings will be based on the following categories:
- (a) Observance of rules in the work place, particularly safety regulations.
 - (b) Relationship with others, including fellow employees and staff.
 - (c) Quality of work.
 - (d) Care of tools and equipment.
 - (e) Reliability, punctuality.
 - (f) Production output.
 - (g) Appropriate dress and personal appearance.
 - (h) Inability to perform required job duties.
 - (i) Inability to work required work schedule because of programs or other activities.
 - (j) Behavioral problems during work assignment or refusal to participate in work assigned duties.
 - (k) Inability to successfully complete training and earn competence in training skills and duties specific to their work assignments.
- (2) Each category referenced in subsection (i)(1) above shall be rated as:
- "above satisfactory";
 - "satisfactory"; or as
 - "unsatisfactory".
- Unsatisfactory ratings must be accompanied by a written recommendation for improvement in the specific area(s).
- (3) An inmate who receives any unsatisfactory ratings for two (2) rating periods will be terminated during the probationary period.
- (4) At the conclusion of the ninety (90) day probationary period, an inmate receiving all satisfactory ratings shall have completed their probationary period.
- (5) Assignment to a CALPIA program is a privilege earned by good conduct and good performance.

Authority: Sections 2801 and 2808, Penal Code.

Reference: Sections 2801 and 2805, Penal Code.