

### Inmate Jobs/Wages

- As outlined in OP-120230 entitled “Offender Banking System”, twenty percent (20%) of all inmate income is apportioned to an inmate mandatory savings account per O.S. 57 § 549 with the exception of inmates serving a sentence of life without the possibility of parole (since November 1, 2014).
- An inmate’s wage is determined by type of job, the inmate’s custody level as well as their earned credit level assignment.
- Each facility creates and maintains a job description for each inmate job available at their facility as outlined in OP-030103 entitled “Inmate Job and Program Assignments” and, for example, can include the following:
  - o Facility maintenance - Landscaping, janitorial, electricians, plumbers, etc.
  - o Facility support - Laundry, kitchen workers, law library clerks, etc.
- Inmate pay for facility inmate jobs is determined by the inmate’s level assignment as outlined in OP-060107 entitled “Systems of Incarceration” and is broken down as follows:
  - o Earned Credit Level 1 - None (this is evaluated after 30 days)
  - o Earned Credit Level 2 - \$7.23 per month
  - o Earned Credit Level 3 - \$10.84 per month
  - o Earned Credit Level 4 - \$14.45 per month
- Under the same policy (OP-060107) exceptions to pay levels may occur under the following circumstances:
  - o Journeymen/licensed inmates, inmates assigned to the construction and maintenance department are paid as a special project pay grade (which does not exceed .54 per hour)
  - o Mechanics, offender research assistants/law clerks may be paid at a rate of \$27.09 per month if approved by the facility head/regional director
  - o Cooks/bakers are paid at a rate of \$27.09 per month
- Inmates who are assigned jobs at Oklahoma Correctional Industries (OCI) are paid as outlined in OP-080501 entitled “Oklahoma Correctional Industries Pay Plan”. The Oklahoma Correctional Industries Pay Report (DOC 080501F) is utilized to determine an inmates monthly wage by scoring 6 measurable areas of work performance and assigned pay grade. There are a total of five assigned pay grades and are broken down as follows:
  - o Grade One - Inmates new to OCI and on trial status
  - o Grade Two - Unskilled inmates performing general labor-type activities or trainees
  - o Grade Three - Semi-skilled positions requiring some proficiency and skill

- o Grade Four - Positions requiring a high level of training, skills and applied techniques
  - o Grade Five - Positions held by inmates who are fully trained and skilled in key functions and procedures
- Oklahoma Correctional Industries inmate jobs can include the following:
  - o Factory Workers - Garment, Furniture and Metal Fabrication
  - o Syspro Support Clerks
  - o Receptionist
- Inmates who are assigned to community corrections and eligible for work release as outlined in OP-090110 entitled “Work Release” provides inmates with the opportunity to seek, obtain and maintain employment in the community. Work release is not voluntary for eligible inmates.
  - o Inmates must work for at least minimum wage
  - o Employment must be full time, preferably no less than 30 hours per week