

**SUPPLEMENT TO THE INITIAL STATEMENT OF REASONS**  
*Concerning CALPIA Inmate Recruitment and Hiring Processes*

OAL File Number 2015-0928-01 is incorporated by reference in its entirety. The Initial Statement of Reasons within OAL File Number 2015-0928-01 is also incorporated by reference. CALPIA has determined the following amendments shall be included in the Initial Statement of Reasons:

**Information Digest/Policy Statement Overview**

For clarity purposes, "IEP" means Industry Employment Program at CALPIA.

Additional statements of necessity are added to the Initial Statement of Reasons to define the following changes to the IEP - F002 & F003 Worker Application & Intake Form (IEP Form):

The word "Inmate" was changed to "Offender" in Part A of the IEP Form because CALPIA is a member of the National Correctional Industries Association (NCIA). The NCIA is an international association whose members represent industry work programs for offenders in correctional facilities. NCIA and federal guidelines refer to incarcerated individuals as offenders, not inmates. CALPIA is in the beginning stages of integrating 'offender' (in lieu of 'inmate') into documentation and regulations.

'Enterprise' was added to Part A of the IEP Form to allow offenders to specify which enterprise<sup>1</sup> they are applying for. CALPIA staff cannot assign offenders to an enterprise without knowledge of which enterprise the offender is applying for.

'LWOP' was added to Part A of the IEP Form to determine specific information about offenders with life sentences without parole (LWOP). LWOP offenders are not eligible for CALPIA assignment without an exemption<sup>2</sup>. CALPIA hiring staff needs to distinguish between Lifers and LWOPs to ensure compliance with regulations.

'Job Skills' was deleted from Part A of the IEP Form because space is provided on page 4 of 6 to provide any additional information. It is redundant and unnecessary to provide space for listing job skills twice.

'Basic Computer Skills' was added to Part A of the IEP Form to efficiently screen applicants when job openings require necessary levels of computer skills.

'Pay Rate' was deleted from each Employment History of the IEP Form because this information is unnecessary. Offender pay rates are regulated; therefore, any history of pay rate is irrelevant to rates that are regulated.

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<sup>1</sup> 15 CCR § 8000 "Enterprise" means organized business practices that comprise manufacturing, agriculture and various other operations under the authority of CALPIA.

<sup>2</sup> 15 CCR § 8004(d)(4) Institutions/facilities with a population resulting in inmate worker unavailability may utilize inmates with LWOP sentences with the approval of the Warden at the institution/facility on a case-by-case basis.

'Position Number' was added to the 'Assignment Information' of the IEP Form to track all offenders based on their assignment information which is driven by a position number. Proper tracking ensures multiple offenders are not assigned the same position number.

'SOC Code<sup>3</sup>' and a 'web address' was added to the 'Assignment Information' of the IEP Form because the Occupational Information Network (O\*NET) program is the nation's primary source of occupational information. O\*NET is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA) through a grant to the North Carolina Department of Commerce. CALPIA uses this site to research SOC Code specifications and labor/wage projections when creating a new enterprise. IEP specifically uses this site to ensure our job titles fall within the correct SOC Code.

'Job Status at Start' was added to the 'Assignment Information' of the IEP Form to inform hiring staff if an offender is eligible for participation in certified programs. To be eligible for certifications, an offender must meet certain criteria of 3 years or less to release date and a minimum of 6 months consecutively in a position. If an offender is in a Lead position, they are exempt from meeting the criteria; eligibility is automatic when status is marked as "Lead" position.

The following language was removed from the Initial Statement of Reasons:

'County of Last Residence' is omitted from under the heading titled, 'Specific Purpose and Rationale for Each Section, Per Government Code 11346.2(b)(1).' It was determined 'County of Last Residence' was unnecessary and is no longer valid in this rulemaking file.

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<sup>3</sup> Standard Occupational Classification