Attachment A
OP-030103

INMATE JOB DESCRIPTION

JOB CREW:	JOB ASSIGNMENT:	
SUPERVISOR:	ASSIGNED AREA:	
WORK SCHEDULE:		
Minimum Number of Hours per Week: _	Days of the Week:	
Minimum Normal Schedule:		
Secondary Schedule: Work schedules n	nay be increased dependent upon assigned	

BASIC DESCRIPTION OF DUTIES

GENERAL DUTIES:

projects.

1.	
2.	
3.	
4.	

ADDITIONAL STANDARDS:

- 1. Maintain satisfactory personal grooming standards.
- 2. Perform to the best of ability with minimal errors.
- 3. Maintain prompt reporting habits.
- 4. Perform assigned tasks regardless of environmental and situational conditions.

SAFETY STANDARDS AND CONCERNS:

- 1. Use proper equipment and chemical handling techniques.
- 2. Personal protective equipment may be required for certain tasks.
- 3. _____
- 4. _____

I hereby certify that I have read and agree to abide by the terms and conditions outlined in the above listed job description. I have also been trained on safety standards of the job.

INMATE NAME and ODOC#:	
INMATE SIGNATURE:	DATE:
RECEIVING SUPERVISOR APPROVAL:	DATE:
SENDING SUPERVISOR APPROVAL:	DATE: