**Section 117.30 Assignment to Correctional Industries**

a) The Chief Executive Officer of Correctional Industries shall ensure position descriptions for committed persons, including level of skill and education required, physical abilities required, and specific job requirements, are developed for each assignment.

b) Committed persons who are physically capable and who are not assigned full-time to other facility programming may be assigned through the Correctional Industries Program.

c) Committed persons may be referred for positions in correctional industry programs at the discretion of the Chief Administrative Officer of the facility based on, but not limited to, factors such as:

1) The committed person's security level, grade classification, and institutional adjustment; and

2) The skills required for the program.

d) The Superintendent of the industry at the facility shall have the authority to assign or reassign any committed person referred by the facility to ensure the safety, security, and efficient operation of industry programs.

e) Prior to placement in the Correctional Industries Program, committed persons shall be required to pass a physical examination to ensure they are physically able to perform the duties of the assignment.

f) Committed persons who participate in this program are required to contribute a portion of their earnings to offset their cost of incarceration. The rate of contribution, which shall be at least 3% but not more than 5% of the earnings, shall be established by the Director. Committed persons shall be advised of the current rate.