

Scanning & Data Entry

Complete Catalog



AVI Conversion, Data Entry, Document Scanning, Large Format Scanning, Microfilm, & More!



Department of Corrections
Utah Correctional Industries

UCI MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

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The State Use Law

63G-6a-804. Purchase of prison industry goods.

- (1) (a) A procurement unit that is not a political subdivision shall purchase goods and services produced by the Utah Correctional Industries Division as provided in this section.
- (b) A political subdivision of the state may, and is encouraged to, purchase goods and services under this section.
- (c) A procurement unit is not required to use a standard procurement process to purchase goods or services under this section.
- (2) On or before July 1 of each year, the director of the Utah Correctional Industries shall:
 - (a) publish and distribute to all procurement units and other interested public entities a catalog of goods and services provided by the Correctional Industries Division, including a description and price of each item offered for sale; and
 - (b) update and revise the catalog described in Subsection (2)(a) during the year as the director considers necessary.
- (3) (a) A procurement unit that is not a political subdivision of the state may not purchase any goods or services provided by the Correctional Industries Division from any other source unless it has been determined in writing by the director of Correctional Industries and by the procurement officer or in the case of institutions of higher education, the institutional procurement officer, that purchase from the Correctional Industries Division is not feasible due to one of the following circumstances:
 - (i) the good or service offered by the division does not meet the reasonable requirements of the procurement unit;
 - (ii) the good or service cannot be supplied within a reasonable time by the division; or
 - (iii) the cost of the good or service, including basic price, transportation costs, and other expenses of acquisition, is not competitive with the cost of procuring the item from another source.
- (b) In cases of disagreement under Subsection (3)(a):
 - (i) the decision may be appealed to a board consisting of:
 - (A) the director of the Department of Corrections;
 - (B) the director of Administrative Services; and
 - (C) a neutral third party agreed upon by the other two members of the board;
 - (ii) in the case of an institution of higher education of the state, the president of the institution, or the president's designee, shall make the final decision; or
 - (iii) in the case of any of the following entities, a person designated by the applicable rule-making authority shall make the final decision:
 - (A) a legislative procurement unit;
 - (B) a judicial procurement unit; or
 - (C) a public transit district.

Get To Know UCI

UCI is Utah's prison industries program. Under the direction of the UCI director and the Utah Department of Corrections, UCI operates productive enterprises utilizing offender labor to benefit tax-supported entities, which includes all state agencies and political subdivisions.

UCI is a self-supporting program, deriving its revenues solely from the sales of products and services. Not only do you receive quality products when you purchase from UCI, you are also supporting a great program. UCI provides goods and services for public use while saving taxpayers money.

UCI provides training and structured activity for offenders in a real work environment. Offenders working at UCI acquire vocational skills under working conditions similar to those which prevail in private industry; preparing them for legitimate employment after they are released from prison.

UCI provides high quality products designed and manufactured with you in mind. Few people are aware of the numerous products and services that we offer. We can furnish your office, conference room, lounge, waiting room, library, or other work area with quality industry-standard products. Labor intensive services such as general construction are offered as well.

At UCI you can also purchase clothing, mattresses, interior and exterior signage, and a wide variety of printing services. In an effort to increase our offender employment numbers, we are constantly looking for new products and services. As such, our product line is so diverse and flexible that we are confident that we will always meet the needs of our customers.

Our staff and employees are equally flexible. If there is something you need that we don't offer, we can make the necessary changes to accommodate you and meet your needs.

We invite you to contact one of our marketing representatives for special needs and up-to-date information on any of our products & services or if you would simply like more information about UCI. The number listed below can also be used for requesting information on your current order and to obtain current pricing information.



Department of Corrections
Utah Correctional Industries

Contact Information:
801-522-7931
ucicustomerservice@utah.gov

Visit our website at
UCI.UTAH.GOV

14717 South Minuteman Drive
Draper, UT 84020



Utah Correctional Industries

Traditional Industries Programs - Our traditional industries work programs provide cost-effective, quality goods and services to state agencies, counties, cities, other government municipalities, and numerous private sector partners. Each year these manufacturing and service operations save Utah taxpayers hundreds of thousands of dollars while providing meaningful work experience to inmate workers.

Private Sector Partnerships - UCI offers the opportunity for (PS) Private Sector partnerships and/or (PIE) Prison Industries Enhancement programs. Below is a detailed breakdown of what a PIE Certification Program is and how you can participate.

The PIE Certification Program was created by Congress in 1979 to encourage states and units of local government to establish employment opportunities for prisoners that emulate private-sector work opportunities. The program is designed to place inmates in a realistic work environment, pay them the prevailing local wage for similar work, and enable them to acquire marketable skills to increase their potential for successful rehabilitation and meaningful employment upon release. A total of 50 jurisdictions may be certified under the PIE Certification Program. To become certified, each program must demonstrate to the Director of the Bureau of Justice Assistance (BJA), U.S. Department of Justice, that it meets statutory and guideline requirements as listed under Mandatory Criteria for Program Participation. The statute and guidelines are designed to create a level playing field with the private sector. UCI has been PIE certified since 1985.

The PIE Certification Program has two primary objectives:

1. Generate products and services that enable prisoners to make a contribution to society, help offset the cost of their incarceration, compensate crime victims, and support their families.
2. Reduce prison idleness, increase inmate job skills, and improve the prospects for successful inmate transition to the community on release.

Eligible jurisdictions that apply to participate in the PIE Certification Program must meet all nine of the following criteria:

1. Legislative authority to involve the private sector in the production and sale of prison-made goods, and administrative authority to ensure that mandatory program criteria will be met through internal policies and procedures.
2. Legislative authority to pay wages at a rate not less than that paid for similar work in the same locality's private sector.
3. Written assurances that the PIE Certification Program will not result in the displacement of workers employed before program implementation.
4. Authority to provide worker benefits, including workers' compensation or its equivalent.
5. Legislative or administrative authority to take deductions not to exceed 80 percent of gross wages for room and board; taxes (federal, state, local); allocations for support of family pursuant to state statute, court order, or agreement by offender; and contributions of not more than 20 percent, but not less than 5 percent of gross wages to any fund established by law to compensate the victims of crime.
6. Written assurances that inmate participation is voluntary.
7. Written proof of consultation with related organized labor before PIE Certification Program startup.
8. Written proof of consultation with related local private industry before PIE Certification Program startup.
9. Compliance with the National Environmental Policy Act and related federal environmental review requirements.

If you are interested in a PS/PIE opportunity or partnership, please call us at 801-522-7931.

Scanning & Data Entry



Shop Overview

The services provided by the UCI Scanning & Data Entry Shop allow our customers to retrieve new digital images of their old physical files.

You simply box up all of your files, documents, maps, etc and reach out to us. We will then schedule a pick-up to come get your files and have them brought to our shop at the Utah State Correctional Facility.

We will then scan everything according to the specifications you've determined (color, b&w, .jpeg, .pdf., .png, etc).

In addition to scanning your files, we will implement any metadata you'd like (file naming conventions, bookmarking, etc). From there our quality control and finalizing processes will ensure you're getting back exactly what you've requested.

Once the project is complete, we can either return your physical files to you, shred them, or send them to State Archives for permanent record storage. Your new digital files will then be delivered to you on DVDs or Hard Drives (which we offer).

AVI Conversion

With AVI Conversion we take your VHS tapes and convert the contents to digital files to be viewed as MP4 media.

Data Entry

Data Entry includes any metadata you'd like attached to your new digital files (bookmarking, populating a spreadsheet, etc). This also includes capturing data for files that are not scanned like surveys, reports, etc.

Document Scanning



Document Scanning consists of things like bound or unbound reports, memorandums, letters, books, or any other documents that are 11x17 or smaller.

Large Format Scanning



Large Format Scanning consists of things like maps, blueprints, or any other documents that are larger than 11x17.

Microfiche Microfilm, Photo, & Slide Scanning



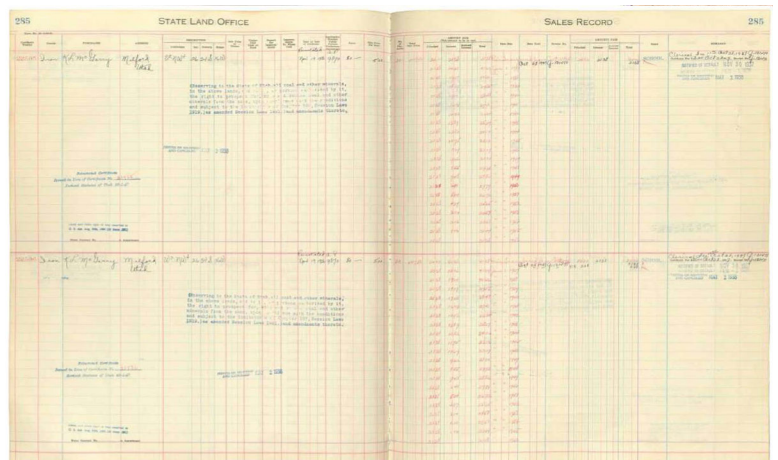
Microfiche, Microfilm, & Photo Negatives are all negative films that are either on strips or reels.

Slides are typically cardboard mounted or plastic mounted positive film/transparencies.

Photographs can include paper prints from film that are printed on standard or photo paper.

Aerial Photographs include positive or negative film rolls, large mylar images, and large paper images.

Non-Destructive Scanning



Non-Destructive Scanning is done from overhead and eliminates the need to run documents through a feeder.

This process allows historical books to be scanned without causing damage or spine-cutting.



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