

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: AD-TS-05

Applicability: Institutions, CBC, Central Office, IPI

Policy Code: Public Access

Iowa Code Reference: 904.108

Chapter 1: ADMINISTRATION & MANAGEMENT

Sub Chapter: TRAINING & STAFF MANAGEMENT

Related DOC Policies: AD-CI-01, AD-CI-02, AD-CI-03, AD-GA-12, AD-PR-02, AD-PR-25, AD-TS-01, AD-TS-04, CBC-06, CBC-HRU-03, CBC-HRU-10, IO-SE-06, IO-SC-08, IO-SC-09, IO-SC-25, IO-SC-30, IO-SC-31, IO-SC-32

Administrative Code Reference: N/A

Subject: IN-SERVICE TRAINING

PREA Standards: PREA Standards 115.31(a) (1-9) (b)(c)(d)

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1. PURPOSE

To describe the Iowa Department of Corrections (IDOC) training program designed to address the ongoing, advanced or specialized training needs of the IDOC workforce. Refer to **AD-CI-01** and **AD-CI-03** for Volunteers and Community Partners, **AD-CI-04** for Contractors and **AD-CI-02** for Interns. (Note: Contract employees are the same as DOC employees for purposes of training.)

2. POLICY

It is the policy of the IDOC to provide employees with the knowledge and skills necessary to perform their duties to the best of their ability in a safe, efficient and effective manner. The IDOC recognizes the need for continued employee professional development to include refresher courses, training in advanced concepts and skills that qualify employees to perform certain duties, and training in highly specialized skills for some employees who must perform specific tasks necessary to ensure that the IDOC satisfies its mission of creating opportunities for safer communities.

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3. DEFINITIONS – as referenced in this policy and in AD-TS-01, Staff Professional Development Training Program.

External Training - Training conducted by an external agency or individual.

Internal Training - Training conducted by a DOC employee.

4. PROCEDURES

A. In-Service Training Requirements

Training for staff that includes mandatory training and other training relevant to their specific job duties. Training topics as determined by the IDOC Learning Plan and set forth annually by the Learning Center and in the IDOC Learning Management System (LMS). Supervisors are responsible for ensuring their staff complete the assigned/required training.

B. Specialty Teams

See associated policies for competency requirements for various specialized training consistent with the duties being performed.

Specialty Teams may include but are not limited to the following:

1. Canine – See IDOC policy **10-SC-25**, *K-9 Team Program*.

2. Emergency Response – See IDOC policy **IO-SC-30**, *Corrections Emergency Response Team (CERT)*
3. High Risk Units - See **CBC-HRU-03** *Training Requirements*
4. Negotiations – See IDOC policy **IO-SC-32**, *Crisis Negotiations Team (CNT)*
5. Security Threat Group (STG) Intelligence Officers – See IDOC policy **AD-GA-12**, *Security Threat Groups*
6. Staff Support Teams (SST) - See IDOC policy **AD-PR-25**, *Staff Support Teams*

C. In-Service Training Delivery

1. Mandatory minimum in-service topics shall be delivered as determined by the IDOC Training Director.
2. Additional in-service training may be provided via eLearning, classroom, hands-on, roll-call, or other training methods as determined by the IDOC Training Director or by the Warden/Director or designee for local in-service training.
3. Institutional/district procedures shall outline how staff are afforded the opportunity to complete in-service training.
4. The local Training Specialist/Coordinator shall submit a session request form via the LMS for all staff receiving in-service training, and instructors/trainers shall verify the attendance.

D. Continued Professional Development

1. Nothing in this policy precludes additional in-service training to be conducted or attended by staff. Additional training is encouraged beyond the minimum requirements. See **AD-TS-01** for procedures and documentation.
2. Efforts shall be made to accommodate employee requests for leave and approval shall be provided by the direct supervisor as scheduled and

resources allow. Documentation of attendance at outside courses and conferences should be submitted to the local Training Specialist or Training Coordinator or designee to determine if training objectives requirements are in accordance with IDOC guidelines.

E. Medical Waivers

1. If an employee has a medical condition that affects full participation in training, the employee shall notify their Supervisor, Human Resource staff or designee of the concern and modifications needed in order to be excused from normal active participation in all aspects of training. A physician's note or **AD-TS-04 F-1**, *Personal Safety Defensive Tactics Medical Waiver* may be required at the discretion of the Warden/District Director/Designee. District Directors and Wardens (or their designees) are authorized to manage staff training schedules and grant deferments for a specific training session; however, if the employee is unable to complete the annual training requirement by the end of the fiscal year, a physician's note shall be required.

If a physician's note is required, it must be dated within 6 months of the training and contain at minimum:

- a. The specific training activities for which the staff person is restricted from participating.
 - b. The accommodations/restrictions that would be necessary for the staff person during training.
 - c. All documentation shall be retained per **AD-PR-02**.
2. The Human Resource staff or designee shall review the physician's statements and determine if accommodation for training is necessary. The Human Resources staff or designee will consult with the IDOC Training Director when applicable to help determine what accommodations may be needed.
 3. If there are any exercises/techniques staff cannot perform due to their medical condition, this information shall be clearly communicated to the instructors per local procedures and the employee shall still be expected to demonstrate competency of the skill. They shall demonstrate competency of the skill by doing it at a lower level of physical

activity or by verbally talking through the exercise/technique to the instructor, whichever is appropriate for the individual.