

# **State of Iowa Department of Correction Policy and Procedures**

Policy Number: AD-GA-04

Applicability: Institutions, CBC, Central Office

Policy Code: Public Access

Iowa Code Reference: Chapter 904.108, 904.301, 904.301A

Chapter 1: Administration & Management

Sub Chapter: General Administration

Related DOC Policies: NA

Administrative Code Reference: NA

Subject: Delegation of Authority

PRE Standards: NA

Responsibility: Director Beth Skinner

Effective Date: July 2024

Authority:

## **1. PURPOSE**

To outline the qualifications for appointment of Deputy Directors, District Directors and Wardens and the authority by which they are appointed and may be removed within the Iowa Department of Corrections (IDOC).

## **2. POLICY**

It is the policy of the IDOC to recruit and appoint highly qualified administrators to fill the exempt administrative positions of Deputy Director, District Director and Warden. The Director shall establish educational, operational and administrative qualifications in his/her capacity of appointing authority.

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## **3. PROCEDURES**

### **A. Appointments and Delegation of Authority**

1. The IDOC Director shall appoint Deputy Directors who shall have the responsibility and authority to provide leadership and strategic direction within their divisions according to the lines of authority delineated in the organizational chart posted on the IDOC website (<https://doc.iowa.gov>).
2. The IDOC Director also shall appoint other administrators of the Executive Staff, subject to all applicable state regulations, and may delegate such authority to these administrators as necessary to operate and manage the agency, subject to policy, regulation and statute.
3. The IDOC Director shall appoint, subject to the approval of the Board of Corrections, the Wardens of the institutions and Directors of the districts. **(Iowa Code 904.301 and 904.301A)**
4. The District Director/Warden is in charge of all personnel, volunteers, programs and activities, and has the immediate custody, control and supervision, subject to the orders and policies of the IDOC Director, of incarcerated individuals/clients, and property used in connection with the institution/district except as otherwise provided by statute.

#### **B. Minimum Qualifications of Deputy Director, District Director and Warden**

Appointees for Deputy Director, District Director, and Warden must meet minimum qualifications as set forth by the Department of Administrative Services (DAS).

#### **C. Tenure of Office of the Deputy Director**

The tenure of office of the Deputy Director shall be at the pleasure of the appointing authority.

#### **D. Tenure of Office of the Warden**

The tenure of office of a Warden shall be at the pleasure of the appointing authority but a Warden may be removed for inability or

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Replaces Policy AD-I-01and Policy PR-II-66.

Effective: July 2006. Revised: Sept. 2007, Aug. 2008, July 2009. Reviewed: Sept. 2012, May 2013. Revised: Dec. 2013. Reviewed: Feb. 2014. Revised: April 2016, March 2021, July 2024.

refusal to properly perform the duties of the office. Removal shall occur only in accordance with **Iowa Code 904.301**.

#### **E. Tenure of Office of the District Director**

The tenure of office of the District Director shall be at the pleasure of the appointing authority but a District Director may be removed for inability or refusal to properly perform the duties of the office.

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Replaces Policy AD-I-01and Policy PR-II-66.

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