

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: AD-GA-05

Applicability: Institutions, CBC, Central Office

Policy Code: Public Access

Iowa Code Reference: Chapter 904.303

Chapter 1: Administration & Management

Sub Chapter: General Administration

Related DOC Policies: NA

Administrative Code Reference: 201-1

Subject: Table of Organization

PRE Standards: 115.11(b), 115.211(b)

Responsibility: Director Beth Skinner

Effective Date: July 2024

Authority:

1. PURPOSE

To outline procedures whereby the Iowa Department of Corrections (IDOC) organizational structure shall be maintained.

2. POLICY

It is the policy of the IDOC to maintain a current organizational chart that reflects the positions or titles of all employees of the Department, and to maintain similar materials relating to the organizational structure of each institution and district.

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3. PROCEDURES

A. Central Office

1. The IDOC Director's Executive Assistant shall maintain a current organizational chart that reflects the positions and titles of all employees of the Central Office, and the subsections of the organization in which they work, by function, service, or activity. This chart shall represent, by physical placement of properly

identified and oriented blocks and lines, staff functions within the organization or within a component of an organization. This chart shall group similar functions and provide a clear picture of the chain from line positions to the Director.

2. The Central Office of the IDOC shall be organized with administrators to include the following:
 - a. Director
 - b. Deputy Director, CBC Operations
 - c. Deputy Director, Institution Operations
 - d. Financial Manager, Administration
 - e. Health Services Administrator
 - f. Deputy Director, Iowa Prison Industries
 - g. General Counsel
 - h. Chief of Staff
 - i. Research Director
 - j. Training Director
 - k. Chief Information Officer
3. These administrators shall serve as a reference to field staff for technical support, as auditors for assuring policy compliance, and as prime resources in each specialty area for the IDOC Director.

B. Institutions/Districts

1. Each Warden/District Director shall maintain a current organizational chart that reflects the positions and titles of all employees at the local level, and the subsections of the organization in which they work, by similar functions, services, or activities.
2. This chart shall be used and updated by management in regular reviews of the personnel structure of the organization. In addition

to this chart, a listing of all job titles and position descriptions will be maintained.