

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: AD-PR-28

Applicability: Institutions, CBC, Central Office, IPI

Policy Code: Public Access

Iowa Code Reference: 904.305

Chapter 1: Administration & Management

Sub Chapter: Personnel

Related DOC Policies: AD-FM-09, AD-PR-27

Administrative Code Reference: NA

Subject: Use of State Equipment & Property by Employees & Personal Services by
Clients/Incarcerated Individuals

PREA Standards: NA

Responsibility: John Needelman

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Authority:

1. PURPOSE

To describe proper use of state property and equipment for employees of the Iowa Department of Corrections (IDOC) and to describe the circumstances in which the use of clients/incarcerated individuals for providing personal services to employees is allowable and when it is not.

2. POLICY

It is the policy of the IDOC that state equipment, materials, and property be used for state business only. Any unauthorized use or the misuse of property or equipment shall be subject to disciplinary action.

The IDOC recognizes that staff/client/incarcerated individual relationships are based upon the authority a staff member maintains over the client/incarcerated individual and that the relationship must remain professional in nature. To protect the integrity of the IDOC and the trust of the public, employees are prohibited from using their

official position to secure personal services from clients/incarcerated individuals, for themselves or others, unless specifically authorized by the IDOC Director or designee.

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3. DEFINITIONS – See IDOC Policy **AD-GA-16** for Definitions.

4. PROCEDURES

A. Regulations

1. Employees may not use their official position or state materials or equipment to influence, intimidate, or deceive others or to obtain any privileges or articles for which they are not otherwise authorized.
2. No state property or equipment shall be utilized for personal use without prior written approval from the Warden, District Director, respective Deputy Director, or IDOC Director. This does not preclude sales allowed by Iowa Prison Industries (IPI) per Code of Iowa. Wardens may authorize delivery of employee-purchased items from IPI to the institution warehouse for pickup by the employee.
3. Any damage, breakage, or loss of state property, keys, credit cards, or identification must be reported to a supervisor as soon as possible. The unauthorized possession, lending, borrowing, duplication, or careless or improper use of state property or identification is prohibited.
4. Unauthorized entry into state buildings or grounds; the use, abuse, or misuse of state property, equipment, and materials; or the unauthorized possession or sale of items is prohibited.

5. Removal or posting of signs and bulletins on state property is prohibited without approval of the appointing authority or as allowed by the collective bargaining agreements.
6. Improper use of state vehicles, equipment, facilities or materials, or the state telephone, mail courier, and copying systems is considered misconduct.
7. See IDOC Policy **AD-PR-27**, *Utilization of Information Technology Resources*, for regulations about computers and IDOC's information technology resources.
8. Employees must comply with officially posted notices, signs, warnings, instructions, and designated eating, drinking, smoking areas, and non-smoking areas.
9. Employees must have authorization to remove materials or equipment from the institution, facility, office or areas of jurisdiction.
10. Employees may not have unauthorized materials or equipment on their person, their vehicle, or on state property.
11. Employees are required to observe all safety, health, and sanitation rules, including the use of protective equipment and clothing and while operating vehicles or machinery. Unsafe or defective equipment must be reported to a supervisor immediately.
12. Additional or modified guidelines may apply to persons living in employee housing.

B. Personal Use of Telephones

1. Personal telephone calls may be made on work time if brief and only when necessary.
2. Personal long distance phone calls made from state locations must be billed to a personal telephone number, made collect, or billed to a telephone credit card.
3. The following applies to institution employees who do not use an outside telephone line as a regular part of normal duties, do not have an outside

telephone line readily available, or do not have a regular telephone contact with persons outside the institution in the course of performing normal duties.

- a. All incoming personal calls (local and long distance) will be routed to a contact person(s), e.g., Shift Supervisor, immediate supervisor, or control center, where messages can be taken for employees or arrangements made for the employee to take the call.
- b. Employees must be relieved by their supervisor prior to placing outgoing personal telephone calls.

C. Personal Services

1. Housing (Iowa Code 904.305)

- a. All persons residing in state-owned housing shall agree to a written contract that sets forth services that are authorized in connection with the living arrangement.
- b. Where these living arrangements exist, the state shall be responsible for maintenance/necessary improvements to the buildings/property as needed, and may utilize clients/incarcerated individuals to complete the work.
- c. Wardens may receive housing and services as part of their agreed upon compensation for performance of duties. (See IDOC Policy **AD-FM-09**, *Reimbursement of Expenses*)
 - 1) When housing is available on institutional grounds, Wardens may choose to live on or off grounds.
 - 2) For Wardens who choose to live off institutional grounds, no housing subsistence shall be paid.
 - 3) Where housing is not available on institutional grounds, Wardens may be paid a housing subsistence based on fair market value for housing. This figure, based on homes comparable to state housing for Wardens, is \$725.00 per month. Fair market value shall be evaluated at two-year

intervals and the housing subsistence adjusted accordingly.

2. Non-authorized Services

- a. Employees may not request, entice, demand, or coerce a client/incarcerated individual to provide a good or service for themselves or others if an authorized established procedure does not exist.
- b. At no time may an employee compensate a client/incarcerated individual or any other person in order to receive client/incarcerated individual goods and/or services.