

State of Iowa Department of Corrections Policy and Procedures

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Chapter 1: Administration & Management

Sub Chapter: Personnel

Related DOC Policies: NA

Administrative Code Reference: NA

Subject: Duties and Assignment of Probationary Employees

PREA Standards: NA

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Authority:

1. PURPOSE

To describe necessary considerations and limitations when assigning probationary employees to duties within the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy of the IDOC to assign probationary employees in a manner consistent with security, staff safety, and operational needs.

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

4. PROCEDURES

Probationary Employee Assignments:

1. Probationary employees who have not yet successfully completed Pre-Service and required institutional training shall not work independently with incarcerated individuals, but may work under the general guidance of experienced staff.

2. Upon completion of Pre-Service and required institutional training, the employee's supervisor shall determine readiness for independent assignment and where necessary shall insure that additional training is completed prior to independent assignment.

Replaces Policy SE-IV-08.

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