State of Iowa Department of Corrections

Policy and Procedures

Policy Number: AD-PR-05
Applicability: Institutions, CBC, Central Office, IPI
Policy Code: Public Access
Iowa Code Reference: Chapter 8A, Chapter 730.5
Chapter 1: ADMINISTRATION & MANAGEMENT
Sub Chapter: PERSONNEL
Related DOC Policies: AD-PR-02, AD-PR-07, AD-PR-08, HSP-206
Administrative Code Reference: 11-54.7
Subject: HIRING PROCESS
PREA Standards: 115.17(a)(b)(c)(f)(g)(h), 115.217(a)(b)(c)(f)(g)(h)

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Effective Date: July 2025
Authority:

1. PURPOSE

To describe the hiring process for all Iowa Department of Corrections (IDOC) employees.

2. POLICY

It is the policy of the IDOC to ensure that its hiring process complies with applicable federal, state, and local laws and IDOC policies. Within the limits imposed by law or regulations, the IDOC hiring process ensures employment of the most qualified applicants regardless of race, color, sex, religion, marital status, national origin, age, physical abilities, or veteran status, except where such a factor is a bona fide occupational qualification.

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3. DEFINITIONS - As used in this document:

A. Bona fide Occupational Qualification – An officially recognized vocational qualification.

B. Conditional Job Offer - An offer of employment made to an applicant who was selected for employment and is conditioned on obtaining satisfactory results on all post-offer assessments.

C. Hiring Authority – The Warden/District Director or designee is the ultimate hiring authority.

D. Institution/Facility – Any facility/ institution which is owned, operated, or managed by, or provides services on behalf of any State of political subdivision of a State; and which is:

1. For persons who are mentally ill, disabled, or *intellectually challenged*, or chronically ill or handicapped; or

2. A jail, prison, or other correctional facility; or

3. A pretrial detention facility; or

4. For juveniles:

    a. held awaiting trial; or

    b. Residing in such facility or institution for purposes of receiving care or treatment; or

    c. Residing for any State purpose in such facility or institution (other than a residential facility providing only elementary or secondary education that is not an institution in which reside juveniles who are adjudicated delinquent, in need of supervision, neglected, placed in State custody, mentally ill or disabled, *mentally challenged*, or chronically ill or handicapped); or

5. Providing skilled nursing, intermediate or long-term care, or custodial or residential care. (42 USC 1997)

4. PROCEDURES

A. Procedures for All IDOC Positions

1. Applicants that are selected for an interview must complete **AD-PR-07 F-1** *Authority for Release of Information and Applicant's Background Information*. **(PREA 115.17(a-c)(f-g), 115.217(a-c)(f-g))**

2. Background checks shall be conducted in accordance with **AD-PR-07** *Background Checks for Applicants and Current Employees*.

3. All documentation associated with the application, hiring and selection process shall be maintained by the hiring authority for a minimum of three years.

4. Institution Only (non-Community-Based Corrections): Applicants chosen as final candidates must undergo a pre-employment health screen in accordance with IDOC Policy **HSP-206** *Employee Health*.

B. Hiring and Promotion Decisions

1. The IDOC shall not hire or promote anyone who may have contact with clients/incarcerated individuals, who:

    a. Has engaged in sexual violence in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution/facility (as defined in 42 U.S.C. 1997);

    b. Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or

    c. Has been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

(PREA 115.17(a)(1)-(3), 115.217(a)(1)-(3))

2. The IDOC shall consider any incidents of sexual harassment in determining whether to hire or promote anyone, who may have contact with clients/incarcerated individuals. **(PREA 115.17(b), 115.217(b))**

3. Before hiring any new IDOC employees who may have contact with clients/incarcerated individuals, the following shall be completed:

    a. Perform a criminal records check in accordance with IDOC Policy **AD-PR-07** *Background Checks for Applicants and Current Employees* and maintain documentation in the designated local Human Resources Office; and

    b. Consistent with Federal, State, and local law, contact all prior institutional/facility (as defined by the PREA Standards) employers for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse.

    (PREA 115.17(c)(2), 115.217(c)(2))

4. The IDOC shall ask all applicants and employees who may have contact with clients/incarcerated individuals directly about previous misconduct described in paragraph (1) above of this section in written applications or interviews for hiring or promotions and in any interviews or written self-evaluations conducted as part of reviews of current employees. The institution/community-based corrections shall also impose upon employees a continuing affirmative duty to disclose any such misconduct. **(PREA 115.17(f), 115.217(f))**

5. Material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination. **(PREA 115.17(g), 115.217(g))**

6. Adverse outcome results from the above shall be reviewed and documented by the Warden/District Director. If any conditions above are met, an offer of employment shall not be made.

C. External Reference Checks

Unless prohibited by law, IDOC shall provide information on substantiated allegations of sexual violence involving a former employee upon receiving a request from an institutional/community-based corrections employer for whom such employee has applied to work. The request must include permission to release such information signed by the former employee. **(PREA 115.17(h), 115.217(h))**

D. Hiring Process

1. Vacant or New Positions to be filled

The hiring authority/designee shall prepare a new or updated position description questionnaire and submit it to their Human Resources office. The PDQ will be reviewed and finalized by the Department of Administrative Services/Human Resources Enterprise.

2. Position Announcements

Vacancies shall be posted for application on the Department of Administrative Services/Human Resources Enterprise (DAS/HRE), and the IDOC website. Promotional opportunities shall be posted for IDOC applicants, or all applicants, dependent upon position and availability of a pool of qualified candidates. Internal only posting of promotional positions is not authorized without prior approval of the DOC Human Resources Director and the designated Deputy Director.

3. Assessments

a. Institutions (Correctional Officers): Human resource staff will contact applicants to complete the Work Habits and Profile Assessments within five calendar days. Veteran's points are added to the overall score of the CO Profile Assessment. Applicant Assessments are valid for six months.

b. Districts (Probation/Parole Officers and Residential Officers): Human resource staff will contact applicants to complete the PPO Profile Assessment or RO Profile Assessment, as applicable within five calendar days. This assessment is a normative tool;

therefore, if hired, it remains valid and can be utilized throughout their employment.

4. Screening and Interviews

a. The hiring authority/designee shall form a selection panel of managers, supervisors and/or human resource staff who are knowledgeable in hiring practices. The selection panel will develop viable written screening and selection tools, interview questions, a scoring criteria and a weighted hiring matrix., that are applicable to the core competencies of a position.

b. Correctional Officers Only: The selection panel will use the interview questions and matrix in the CO Hiring template 5.0 and any additional questions in the interview guide from the CO Work Habits and CO Profile reports of each applicant.

c. Correctional Officers Only: Applicants that are interviewed must complete **AD-PR-05 F-1** *Officer Use of Force Form*.

d. Correctional Officers Only: The Management Strategies Section of the CO Work Habits and CO Profile Reports will be reviewed and utilized by the supervisor(s) of every applicant that is hired. The strategies section will be maintained in the supervisory file.

e. When hiring certain skill specific positions (e.g. electronics, information technology) a subject matter expert may be an active participant in the selection panel. The selection panel shall conduct the applicant interviews. When non-supervisory or non-HR employees are invited to participate in interviews they shall advise on the interview only, they shall not be part of the subsequent confidential background investigation, reference/ employment checks, decision making and selection process. If a second interview is needed, at least one person from the original interview panel shall be on the second interview committee. For designated executive level positions such as Deputy Warden/ Associate Warden/Assistant Director positions, the designated Deputy Director/Designee shall be on the selection panel.

f. Veterans' points shall be added to the overall score of the initial application screening.

g. All hires shall be reviewed and approved by the Warden/District Director/Designee.

h. All applicants shall receive an acknowledgement and status of the vacancy at the end of the hiring process.

5. Drug Testing (Correctional Officers Only)

a. A urinalysis or saliva drug test shall be conducted at the institution during the pre-employment health screen or on the first day of employment. The urinalysis or saliva test shall screen for marijuana, cocaine, amphetamines and narcotics.

b. Correctional Officer applicants with positive drug test results shall be interviewed. If the applicant disputes the urinalysis test results, a second test shall be done by the vendor utilizing chromatography methodology using the remainder of the original sample preserved by chain of custody. If the applicant disputes the saliva test results, a urinalysis test shall be sent to the vendor utilizing chromatography methodology. Results of the repeat test shall be given to the applicant in an interview. Positive drug tests without documentation to mitigate the positive result tests, i.e. false positives due to a prescription or non-prescription substance, prohibits the applicant from further employment consideration from the department.

E. Procedures for Lateral Reassignment Request for Vacant Positions

1. When vacancies are posted within the institution or district, it will be by shift and days off and will be posted for five calendar days.

2. Employees within the same classification may submit a documented request for reassignment to their supervisor or human resources/ personnel department and must meet all of the following:

a. Must "Meet" or "Exceed" Expectations on their most recent performance appraisal/evaluation;

b. Must not have received a disciplinary written reprimand in the last six months;

c. Must not have received any disciplinary suspensions within the last year;

d. Must not have eight or more unscheduled occurrences of sick leave in the last year;

e. Must meet all qualifications on the posting; and

f. Staff are not allowed to move more than one time every six months. This only applies to institutions.

g. Reassignment will be made by the longest length of service in state employment.