

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: AD-PR-06

Applicability: Institutions, CBC, Central Office, IPI

Policy Code: Public Access

Iowa Code Reference: Chapter 124, 914, 702.11, 708, 724

Chapter 1: ADMINISTRATION & MANAGEMENT

Sub Chapter: PERSONNEL

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: EMPLOYMENT OF FORMERLY INCARCERATED INDIVIDUALS AND COMMUNITY-BASED CORRECTIONS CLIENTS

PREA Standards: N/A

Responsibility: Susie Pritchard

Effective Date: June 2023

Authority:

1. PURPOSE

To outline the general procedures for employing former clients/incarcerated individuals.

2. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) to allow, under specified circumstances, the employment of qualified applicants who have been convicted of criminal offenses.

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A. Employment

B. Use of Firearms

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

4. PROCEDURES

A. Employment

1. Former clients/incarcerated individuals shall not be hired for any position for at least 18 months after they have been released from community and institutional supervision, or a finding of guilt of a felony or misdemeanor without written approval of the DOC Director.
2. Former clients/incarcerated individuals must meet the minimum qualifications and the employment must be processed in accordance with Iowa Department of Administrative Services/Human Resources Enterprise (DAS/HRE) and IDOC policy.
3. Former clients/incarcerated individuals may be unable to obtain a weapons permit and, therefore, cannot be trained in the use of firearms. This may disqualify some applicants for certain positions.

B. Use of Firearms

1. Prior to receiving firearms training for the purpose of official duty, a person must have the legal right to possess a firearm.
2. Iowa's Governor has the authority to restore firearms rights for non-serious convictions from Iowa's Courts. Restoration of firearms rights for any federal or out-of-state convictions cannot be restored by Iowa's Governor.

- a. Per Iowa Law, a person convicted of a forcible felony per **Iowa Code § 702.11**, a felony in violation of **Iowa Code Chapter 124** involving a firearm, a felony violation of **Iowa Code Chapter 724**, a misdemeanor crime of domestic violence per **Iowa Code § 724.26(2)(c)**, or a misdemeanor conviction involving a firearm per **Iowa Code § 914.7(2)**, shall not have any rights of citizenship restored to the extent of allowing the person to receive, transport, or possess firearms.
 - b. Refer to the Governor's website <https://governor.iowa.gov/> for further information regarding restoration of firearm rights.
3. Following whichever of the two previous standards apply, the employee/applicant must also receive written authorization to possess a firearms permit from the Director of the Alcohol, Tobacco, and Firearms and Department of the Secretary of the United States Treasury.
4. Effective July 1, 1989, any person convicted of a forcible felony in violation of **Code of Iowa section 702.11**, a felony in violation of the **Code of Iowa Chapter 124** involving a firearm, or a felony in violation of **Code of Iowa Chapter 724**, shall not have any rights of citizenship restored to the extent of allowing the person to receive, transport, or possess firearms.