

State of Iowa Department of Corrections

Policy and Procedures

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Chapter 1: ADMINISTRATION & MANAGEMENT

Sub Chapter: PERSONNEL

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: ESSENTIAL PERSONNEL

ACA Standards: N/A

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1. PURPOSE

To describe the general procedures to be used by Iowa Department of Corrections (IDOC) leadership in order to identify and assign staff who are considered essential to the operation of the institution.

2. POLICY

It is the policy of the IDOC to ensure the continuation of essential services, regardless of weather conditions or other emergencies through the identification of essential personnel, who have a higher order of responsibility for reporting for duty.

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A. Identification

B. Availability

3. DEFINITIONS – As used in this document:

- A. Essential Personnel – Those employees whose presence on the job is necessary in order to prevent disruption of services needed to protecting the public, sustaining IDOC operations, and/or ensuring the safety or security of the public, employees, or incarcerated individuals.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Identification

- 1. Each Warden shall submit to the institution's Human Resources Office, and update as necessary, a list of position classifications that have been designated as essential in the institution.
 - a. These may include, but are not limited to, correctional officers, dietary staff, medical personnel and maintenance workers.
 - b. All staff identified as institutional duty officers shall be considered essential management personnel.
- 2. The Director may identify positions in the Central Office considered essential to the overall operation of the IDOC.
- 3. All staff identified as IDOC duty officers shall be considered essential management personnel.

B. Availability

- 1. The institution shall attempt to reschedule staff who have served as volunteer firefighters, volunteer ambulance personnel, or volunteer emergency medical technicians during the preceding 24-hours.
- 2. All essential positions shall be identified on the institutional assignment roster.
- 3. In a time of emergency, essential personnel shall remain on duty at their assigned institution until relieved by the Warden or designee.

4. Essential personnel who are unable to report to work due to hazardous travel conditions or other emergencies shall immediately notify their institution and follow instructions issued by the supervisor on duty.