

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: IO-SE-15

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 3: INSTITUTIONAL OPERATIONS

Sub Chapter: SAFETY & EMERGENCY PROCEDURES

Related DOC Policies: IO-SC-06, IO-SC-07, IO-SC-08, IO-SC-15, IO-SC-16, IO-SC-19, IO-SC-25, IO-SC-33, IO-SE-01, IO-SE-06, IS-CL-02, IS-RO-01, IS-RO-02

Administrative Code Reference: N/A

Subject: WORKPLACE VIOLENCE PREVENTION AND RESPONSE

PREA Standards: N/A

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Authority:

1. PURPOSE

The purpose of this Workplace Violence Prevention and Response program is to provide general guidelines for Iowa Department of Corrections (IDOC) facilities.

2. POLICY

This policy is specific to the mitigation efforts of addressing the hazards of working in correctional facilities with incarcerated individuals. All IDOC employees shall adhere to DAS Violence Free Workplace Violence Policy for Executive Employees.

3. DEFINITIONS

- A. Workplace Violence: Violent acts, including physical assaults and threats of assaults, directed towards persons at work or on duty.
- B. Engineering Controls: Used to remove hazardous conditions or by placing a barrier between the worker and the hazard.

- C. Administrative Controls: Training, procedure, or policy that lessen the treat of a hazard.

4. PROCEDURES

A. Engineering Controls

1. Security policies and procedures are used to mitigate and control the threat of violence to IDOC staff. The following policies are in place to mitigate the risk of workplace violence.
 - a. **IO-SC-15**, *Tool Control*
 - b. **IO-SC-06**, *Camera Systems*
 - c. **IO-SC-33**, *Communication Systems*
 - d. Entrance/Screening Procedures (**IS-RO-01** *Incarcerated Individual Admission Procedures* and **IS-RO-02** *Incarcerated Individual Intake and Orientation*)
 - e. **IO-SC-19**, *Restraints*
 - f. **IO-SC-08**, *Use of Force*
 - g. **IO-SC-25**, *K-9 Team Program* (if applicable)
 - h. OC (**IO-SC-07**, *Use of Chemical Agents*)
2. Reducing risk of workplace violence through physical plant
 - a. Employees must report failed, defective, inoperable, or otherwise compromised security devices, lighting, or other facility structures. This may include, but not limited to- emergency lights, cameras, radios, body cameras (if applicable), etc.
 - b. Each facility will establish a system of reporting (report to supervisor, submit work order, etc.)
 - c. Security inspections are conducted in accordance with **IO-SC-16**, *Security Inspections*.

- d. Safety inspections are conducted in accordance with **IO-SE-01**, *Fire and Life Safety*.

B. Administrative Controls

1. Classification- All incarcerated individuals are reviewed upon admission and as needed by facility classification teams and Offender Services
 - a. Refer to **IS-CL-02**, *Incarcerated Individual Classification*
 - b. **IS-CL-02 Attachment A**, *Custody Classification Manual*
 - c. Acts of violence against staff are reviewed locally by each facilities classification team. Transfer requests are referred and reviewed by Offender Services.
2. Emergency Preparedness
 - a. All IDOC staff are trained on Incident Command System (ICS) and Emergency Response. (See **IO-SE-06**, *Emergency Response Plan*)
 - b. All assigned/selected staff will be made aware of their requirement to respond to emergency at the start of their shift.
3. Training
 - a. Training shall be provided to all IDOC staff on workplace violence and prevention.
 - b. All IDOC shall participate in personal safety training upon hire and annually thereafter.
 - c. All incarcerated individuals will attend orientation on department/facility rules and behavior expectations.