

<p style="text-align: center;">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>		Policy Number	Applicability
		AD-GA-16	<input checked="" type="checkbox"/> DOC <input checked="" type="checkbox"/> CBC
		Policy Code	Iowa Code Reference
		Public Access	Chapter 904, 905
Chapter 1	Sub Chapter	Related DOC Policies	Administrative Code Reference
ADMINISTRATION & MANAGEMENT	GENERAL ADMINISTRATION	ALL	201
Subject		ACA Standards	Responsibility
DEFINITIONS USED IN POLICIES		N/A	Director Jerry Bartruff
		Effective Date	Authority
		December 2017	Jerry Bartruff Director Signature on file at Iowa DOC

I. PURPOSE

To define the terms referenced in the Iowa Department of Corrections (IDOC) institutional and community based corrections policies that are effective and approved by the Director and Executive Staff.

II. POLICY

It is the policy of the IDOC to define terms that have been referred to in the IDOC institutional and community based corrections policies. Terms have been defined for the employees, offenders and the general public for better clarification and understanding

III. DEFINITIONS – As used in the Iowa Department of Corrections policies:

Accident Report - Written process to comply with insurance requirements as well as prompt resolution and payment of claims.

Accreditation - The process whereby correctional agencies are evaluated against national standards in order to promote improvement in the management of the agency.

ADA Coordinator - Individual that reviews requests for reasonable accommodations.

Adjunct Training Staff - Instructors certified or designated to teach specialized curricula on a part-time or as needed basis.

Administrative, Management Employee - Appointing authority, executive team, and department head responsible to set goals, direct the operations of, monitor the performance of, and set and implement policy for the office, institution, facility, or agency.

Admission Date - The specific calendar day that an offender enters IDOC and is entered into the computer for time calculation.

Advanced Employee (New Employee) - Management, executive employee, supervisor, or senior clinical/technical specialist professional employee (i.e., physician, pharmacist, lawyer) who has been hired, contracted with, or moved to a new position within the last six months who possess advanced correctional, clinical, or technical experience and background as designated by the Warden, Judicial District Director, or Director of the IDOC.

Affirmative Action - Action appropriate to overcome the effects of past or present practices, policies, other barriers to equal employment opportunity.

Affirmative Action Compliance Officer - IDOC Central Office staff member who oversees action appropriate to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

Audits - An annual review by an outside agency of examining the level of compliance with applicable standards and policies.

Board of Corrections - Seven board members appointed by the Governor subject to confirmation by the senate which adopts and establishes policies for the operation and conduct of the IDOC and the implementation of all IDOC programs.

Bond/Bonded/Bonding - Dollar exchange for selected employees.

Budget - Process whereby a request is made to the Board of Corrections, Governor, and state legislature requesting funds for facilities in IDOC to include funding for operations, capital improvement, and personnel.

Associate Warden/Administration - Individual the Warden delegates to be responsible for the day-to-day financial management of the institution.

Capital Assets - Assets which meet a certain dollar value which can be different depending on the asset.

Capital Budget - Funding needed for additional space within the facility and any attendant construction, renovation, or major repairs expected, as well as major equipment for the facility.

Central File - Refers to the hard copy files. Items not found in the central file are located in the ICON computer system.

Central Office - The headquarters of the IDOC.

Certificate of Eligibles - List of eligible applicants for a position who have applied to the DAS/HRE and have met all qualifications for that position.

Civilian Health and Medical Program of Uniformed Services (CHAMPUS) - Military health coverage.

Commitment Paper - A document signed by a sentencing judge or duly authorized officer of the court, ordering or authorizing imprisonment of the offender. Certified copy accompanies the offender upon admission at the Iowa Medical & Classification Center (IMCC), Iowa Correctional Institution for Women (ICIW) and Anamosa State Penitentiary (ASP) or IDOC Reception Centers.

Community Based Corrections (CBC) - A Judicial District Department of Correctional services, established as required by **Iowa Code Section 905.2**.

Computer - An electronic device that performs logical, arithmetical, and memory functions by manipulations of electronic or magnetic impulses, and includes all input, output, processing, storage, computer software, and communication facilities which are connected or related to the computer in a computer system or computer network.

Computer Network - A set of related, remotely connected devices and communication facilities including two or more computers with compatibility to maintain data among them through communication facilities.

Computer Program - An ordered set of instructions or statements that, when executed by a computer, causes the computer to process data.

Computer Software - A set of computer programs, procedures, or associated documentation used in the operation of a computer.

Computer System - Related, connected or unconnected, computers or peripheral equipment.

Conflict of Interest - An employee's private gain or advantage through the use of state time, facilities, equipment, and supplies or the badge, uniform, prestige, or influence of one's state office or employment.

Consolidated Omnibus Budget Reconciliation Act (COBRA) - A federal program giving former employees, retirees, spouses, and dependent children the right to temporary continuation of health coverage.

Contract Employee - Full-time or part-time non-IDOC or non-judicial district employee providing a service.

Control Systems - Process by which cash and negotiable funds are stored in a safe and transfer of monies are receipted.

Corrections Division of the Iowa Attorney General's Office - Attorneys who represent IDOC and staff in litigation of complaints filed with the courts as a result of performing their duties and statutory obligations.

Dangerous Contraband - The term includes, but is not limited to, a firearm, knife, bludgeon or other weapon, device, instrument, material, or substance, whether animate or inanimate, which is readily capable of causing or inducing fear of death or serious physical injury, or any flammable substance or incendiary device. Includes altering of authorized property (such as razors) for purposes of a weapon. Also includes diagrams, directions, drawings, for explosive devices, or other weapons.

Data - A representation of information, knowledge, facts, concepts or instructions that have been prepared or are being prepared in a formalized manner and have been processed, or are intended to be processed in a computer. Data may be in any form including, but not limited to, printouts, magnetic storage media, punched cards and as stored in the memory of a computer.

Debitek Card - An electronic cash system capable of holding funds electronically for the purchase of various vending type items. This is a pre-paid card, only allowing purchases when funds are available.

Defusing - An informal meeting immediately following a critical/traumatic incident with employees who were directly affected by the incident in order to provide information and assess any need for further mental/ health services.

Department of Administrative Services/DAS/HRE/GSE - State agency responsible for all human resource matters and centralized purchasing for state government departments.

Auto-Deductions - Deductions from revenue posted to an offender's account that are automatically taken by the IDOC banking system (restitution, savings, child support, court filing fees, DOC sanctions, etc.)

Deputy Director - The person responsible for supervising IDOC Institution Operations and Community Based Corrections and Prison Industries.

Direct Supervision - An approach to management of offenders within a living unit, whereby a single officer is assigned on a continuous basis to supervise a manageable number of offenders within an environment that maximizes staff interaction with offenders in a way that promotes staff and offender safety, offender adherence to the rules and the principles behind those rules, and provides opportunities for offenders to make positive choices. In order to facilitate staff interaction with offenders, physical barriers are minimized.

Direct Threat - A significant risk of substantial harm to health or safety within the IDOC that cannot be eliminated or reduced by reasonable accommodation.

Director - The chief administrative officer for the IDOC.

Director of Human Resources - IDOC employee who has the responsibility of overseeing human resource functions of IDOC institutions and providing opinions and assistance to local Human Resource offices.

Director of Training & Professional Development (IDOC Training Director) - IDOC staff member responsible for comprehensive oversight of the development and implementation and review of IDOC's agency-wide staff development training policy and staff development program including implementation of the plan, curriculum approval, program audit, evaluation, and supervisor of the Iowa Corrections Training Center (ICTC).

Disability - Any physical or mental impairment that substantially limits one or more major life activities, such as walking, talking, hearing, etc. Coverage also includes people with a record of such impairment or who are regarded as having such impairment.

Discrimination - An act or acts which result in adverse effects on the opportunities of individuals because of their race, color, creed, religion, sex, national origin, disability, or age. Unlawful discrimination may be either intentional or unintentional.

District Director - The Chief Executive Officer of a judicial district who is responsible for community corrections services within that district. The District Director is appointed by the Judicial District's Community Based Corrections Board.

Emergency Preparedness Coordinator - The staff person designated by the Warden and trained to meet the IDOC standards.

Emergency Preparedness Standards - Training standards of the IDOC where training was provided by the Incident Command System for Corrections.

Emergency Staff Services (ESS) - A broad range of services designed to provide for the extraordinary needs of individuals affected by a critical incident or traumatic event. Services may include, but are not limited to, next of kin notification, group counseling, transportation assistance, lodging assistance, child care, media intermediary and rehabilitation services.

Employee Assistance Program (EAP)/Iowa Employee Assistance Program (IEAP) - A program in the Department of Administrative Services (DAS) designed to provide counseling referrals for employees who are experiencing problems that may affect their ability to perform their duties and responsibilities.

Employee Recognition Program - A strategy, ceremony, or event designed to regularly recognize staff, volunteers or contract employees for achievements, accomplishments and/or contributions made to enhance the effectiveness of state government or the lives of Iowa's citizens.

Equal Employment Opportunity (EEO) - The right of all persons to apply and be evaluated for job opportunities without regard to their race, color, national origin, sex, religion, age, creed, political affiliation, and mental or physical ability.

Essential Personnel - Those employees whose presence on the job is necessary in order to prevent disruption of services essential to protecting the public, sustaining IDOC operations, or ensuring the safety or security of the public, employees, or offenders.

Ethnic Racial Minorities - The term minority includes people of the following racial/ethnic groups: American Indian or Alaskan Native; Asian or Pacific Islander; African American (not of Hispanic origin); and Latino.

1. African American - Origins in any of the black racial groups of Africa.
2. Asian/Pacific Islander - Origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent, or the Pacific Islands.

3. Native American/Alaskan Native - Origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
4. Latino - Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Executive Staff - The Director, Deputy Directors, and other administrators to include:

1. Health Care Administrator - The person responsible for supervising the Health Services Division of the IDOC.
2. General Counsel - The legal advisor to the Director.
3. Inspector General.
4. Financial Manager.
5. Media and Public Relations Director.
6. Director of Training and Professional Development.
7. Risk Reduction Director.

Expensed Property - Piece of equipment costing under \$2,000.00 including freight charges and installation.

Experienced Employee - Employee with previous correctional experience who has moved into a new position by new hire, transfer, promotion, or demotion within the last six months.

Field Training/On-The-Job Training (FTOP/OJTP) - Job specific Foundation and Unit Level training conducted by experienced staff who have been trained in training techniques, liability, documentation, and trainee evaluation using a performance based training model.

Financial Management Administrator - Individual responsible for the day-to-day financial management of the agency.

Fines, Penalties, Surcharges - Any financial assessment ordered by the court as a result of a criminal conviction.

Fixed Assets - Piece of equipment costing \$5,000.00 or more including freight charges and installation.

Foundation Level Training - Those courses and minimum hour requirements that are required by the IDOC for all designated employees.

Generally Accepted Accounting Principals (GAAP) Report - Generally Accepted Accounting Principals report gives the current status of all the institutions accounting activities and becomes part of the states comprehensive annual financial report.

General Accounting Expenditure (GAX) - Document request for payments to be made.

General Counsel - The employee in Central Office who is responsible for providing legal assistance and guidance to IDOC staff.

Grievance - A disagreement, dispute, or controversy between an employee and this agency, the employee's appointing authority, or a representative of the appointing authority with respect to circumstances and conditions of employment.

Half-Staff - The position of the flag when it is one-half the distance between the top and bottom of the staff.

Human Resources Associate - Personnel representative who performs assignments of technical and specialized nature in one of the established personnel programs of the Iowa Department of Administrative Services/Human Resources Enterprise.

I-3 System - Integrated information for Iowa in a computer-based system that covers accounting, budget, purchasing, and human resource functions.

Iowa Corrections Offenders Network (ICON) - Iowa Corrections Offenders Network (ICON) is IDOC's electronic offender management system.

Imprest Fund - An account with a fixed balance that will periodically be reimbursed to keep the balance at an established level.

Inclement Weather - May include, but is not limited to, floods, high winds, blizzards, lightning storms and ice storms.

Indigent - An offender who has less than \$6.00 in his/her account, has not exceeded a \$6.00 balance in his/her account in the last thirty days and whose net revenue has not exceeded \$6.00 in the last thirty days.

Information Technology Resources - Those facilities, technologies and information resources required to accomplish information processing, storage and communication, whether individually controlled or shared, stand-alone or networked. Included in this definition are all electronic resources and computing and electronic communication devices and services, such as, but not limited to, computers, terminals, printers, modems, e-mail, Internet access, Iowa Correctional Offender Network (ICON) database, multi-media, instructional materials, and any other computer and system peripherals.

Infrastructure - Long lived capital assets, stationary in nature, can be preserved for more years than most capital assets and of value only to the government.

Initial Incident Report - A report to be submitted to Central Office completed by the supervisor in charge of the institution or the judicial district at the time of the incident. (See IDOC Policy **AD-GA-06**, *Reporting of Critical Incidents and Duty Officer System*.)

Institution Training Specialist - Person responsible for daily oversight/supervision of facility or office training program.

Institutional Farm Manager and Farm Leader - Institutional staff member responsible for the day-to-day farm activities and the efficient operation of the overall farm operation.

Insurance - State coverage through self-insurance with respect to vehicle operations, employee civil liability, and property loss and damage.

Investigation - A searching inquiry for ascertaining facts.

Iowa Public Employee's Retirement System (IPERS) - Iowa's retirement benefit plan for career public employees.

IPI Advisory Board - A seven-person board whose principal duties are to promulgate and adopt rules, and to advise the Deputy Director of IPI regarding the management of IPI.

Major Emergency - An emergency which is life threatening, may not be contained by on-duty staff and/or which may require the assistance of off-duty staff or outside personnel.

Mandated Training - All identified staff development and training requirements defined by statute, code, rules, policies, and administrative directive.

Medical Records - Records of an offender's medical history, which is maintained by the Health Services Department at each institution.

Net Revenue - Revenue posted to an offenders account less any auto-deductions.

New Hire (New Employee) - Recently hired probationary employee and person hired for the first time into a full-time professional service contract position.

News Media Representatives - A qualified and properly identified representative of general circulation newspapers, magazines or national circulation sold through newsstands and/or mail subscriptions to the general public, national/ international news services, or radio/television stations holding a Federal Communications Commission license.

No Contact Employee (Incumbent Employee) - Employee who does not impact the behavior of offenders, is not the only person present with or who never controls, accounts for, directs, or supervises the work or activities of offenders or who would not be placed in a situation where they may need to protect his/herself from or interact with offenders in the performance of his/her job duties. Direct contact would not normally exceed one hour per day.

Non-Occupational Injury/Illness - An injury/illness sustained while not performing the duties of employment.

Occupational Injury/ Illness - An injury/illness that the IDOC determines to be sustained while performing the duties of employment.

Offender Contacts/ Supervision Employee (Incumbent Employee) - Case manager, Correctional Officer, Chaplain, Teacher, medical person, food service, industry, clerical support staff, and other specialists who account for, control, direct, supervise, impact the behavior of, or deliver programs or services to offenders.

Office of Victim Services Programming Manager - Oversees the implementation of programs, procedures, and policies to ensure that the rights of victims of the IDOC offenders are enforced. Serves as the primary contact between the IDOC and other state and local victim assistance programs, including non-profit and community-based programs. Is responsible for all matters related to information, registration, notification, protection from harassment and harm, referral to support programs, restitution, and advocacy for under-served victims. Assists in the development of the victim programs for offenders and consults on the training of correctional staff on general victim issues, as well as issues specific to offender programs. Also assists with recruiting crime victim-related volunteers to participate in the programs. Provides staff support and coordination to the Victim Advisory council, and to staff responsible for preparing for and responding to incidents of workplace violence and

staff victimization. Develops and distributes brochures describing staff victimization and assistance available.

Operating Budget - Planned funding for the facility for the coming year at current operating levels and increased costs as deemed necessary for operation.

Overtime - Time that a contract employee works in excess of 40 hours per workweek.

Pecuniary Damages - All damages to an extent not paid by an insurer which the victim could recover against an offender in a civil action arising out of the same facts or event, except punitive damages and damages for pain, suffering, mental anguish, and loss of consortium. Without limitation, pecuniary damages includes damages for wrongful death.

Peer Support Program (PSP) - A process whereby co-workers (peer supporters), who are trained to recognize various symptoms and problems, assist their fellow staff through listening, understanding and providing appropriate referrals when necessary. Peer support programs may serve as early detection mechanisms to help staff deal with personal problems before they become more serious.

Personnel Budget - Funding for current staffing levels and any additional personnel resources needed for the coming year.

Political Activity - Any activity or series of activities, designed to influence the outcome of an election for partisan political office, as defined in Iowa law.

Pre-deprivation Notice - A written notice to the offender of intent to deduct restitution from all account credits, and an opportunity to object.

Procurement - The purchase of goods and services.

Public - Individuals who are not officials in the law enforcement or academic communities, news media representatives, employees of the IDOC, or offenders or their family members.

Public Employment Relations Board (PERB) - Board consisting of three members appointed by the Governor that administers provisions of employment relations.

Qualified Disability - A physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment.

Qualified Individual - Individual with a disability who, with or without reasonable accommodations, can perform the essential functions of the employment position the individual holds or desires.

Race/Ethnic/Age/Sex-Based Harassment - Behavior that ridicules or denigrates an employee because of their race/ethnicity/age/gender.

Reasonable Accommodation - Any modification or adjustment to a job, an employment practice, or the work environment that makes it possible for an individual with a disability to enjoy an equal employment opportunity.

Relationship or Association - Refers to family relationships and any other social or business relationship or association.

Release Date - Date of offender release from IDOC control, either to another jurisdiction, community, or end of sentence.

Restitution - Payment of pecuniary damages to a victim in an amount provided by the court ordered plan of restitution. Restitution will also include fines, penalties and surcharges, the payment of crime victim assistance reimbursements, court costs, court-appointed attorney's fees, the expense of a public defender or the performance of a public service by an offender in an amount set by the court when no victim has suffered financial damages not paid by insurance and the offender cannot reasonably pay all or part of the court costs, court-appointment attorney's fees, or the expense of a public defender.

Restitution Payment Plan - The schedule of payments the institution has developed to comply with the court ordered restitution plan.

Restitution Plan - The amount of restitution as set forth by the court.

Restricted Duty - A temporary work assignment that may assist employees that are unable to perform some or all of their normal duties following an injury or illness. Restricted duty may be less demanding physically or mentally than normal job duties.

Return to Work Disposition Form - A certified release by a qualified physician that an employee can perform the normal duties of his/her position.

Security Audit Coordinator - A member of the audit team designated by a Deputy Director to coordinate auditing activities.

Security Audit Instrument - A document that assists security auditors during an audit by setting expectations and standards, related issues to specific policy

statements, measuring sound correctional practices, and allows for documentation of findings.

Security Audit Team - A group of IDOC employees, who are Security Auditors, under the supervision of the Security Audit Coordinator, which conducts security audits in IDOC institutions.

Security Auditor - An IDOC employee or contract person trained in the security audit procedures who participates in an IDOC security audit.

Security Standard - An operating requirement, that establishes required security practices. Standards are derived from policy and procedures or mutually acceptable practices in the profession.

Sexual Harassment

1. Verbal or physical conduct of a sexual nature constitutes illegal sexual harassment when:
 - a. Submission to or rejection of such conduct is made a term or condition of an individual's employment.
 - b. Submission to or rejection of such conduct is used as a basis for individual employment decisions.
 - c. The conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.
2. Sexual harassment may include, but is not limited to, the following:
 - a. Unsolicited sexual advances by a person toward another person who has clearly communicated the desire not to be the subject of those desires.
 - b. Giving preferential treatment because of submission to sexual advances.
 - c. Tolerance of a sexually hostile environment.
 - d. Offensive sexual remarks or graphic sexual displays directed at a person who had clearly communicated objection to that conduct, and where the person is not free to avoid that conduct due to the requirements of the employment or the confines or operations of the institution.

- e. Dress requirements that bear no relation to the person's employment responsibilities.
 - f. Requesting or offering sexual favors in return for job benefits.
 - g. Sexual actions such as cornering, patting, pinching, or brushing up against a person's body.
 - h. Open speculation or repeated inquiries about another person's sex life.
 - i. Sexual jokes, remarks, or innuendoes about another person, or about women and men in general.
 - j. Displaying sexually explicit material in the workplace.
 - k. Unwelcome comments about appearance, or the use of sexually explicit language.
 - l. Whistling, leering, improper gestures, unwelcome and repeated flirtations, propositions, or advances.
3. Discriminatory Harassment
- a. Harassment of employees based on their race, creed, color, religion, gender, national origin, age, or physical or mental disability constitutes discriminatory harassment.
 - b. Discriminatory harassment may include, but is not limited to the following:
 - (1.) Abusing the dignity of an employee through insulting or degrading remarks or conduct.
 - (2.) Threats, demands, or suggestions that an employee's work status is contingent upon the employee's submission to discriminatory harassment.
 - (3.) Subjecting an employee to demeaning or degrading activities to gain co-worker acceptance.
4. Disciplining or terminating an employee because of worker incompatibility that is caused by prohibited discrimination (e.g., prejudiced or biased behavior).

Smoking - Carrying or inhaling a lighted cigar, cigarette, pipe or other lighted tobacco products, this also includes an e-cigarette and vaping.

Special Needs (SN) - Special needs is a category that includes those offenders who fall under the definition of serious mental illness as well as the following diagnoses:

1. Borderline Personality Disorder
2. Intellectually and Developmentally Delayed/Disabled

Staff Development Training Audit - Formal review and evaluation of training operations for compliance with statute, code rule or policy, and performance improvement effectiveness.

Staff Development Training Needs Assessment - Formal process to examine and review information to identify basic performance competency needs of new staff and performance development improvement needs of existing staff as related to agency need.

Staff Victimization & Support Services (SVSS) - Combined services available to IDOC employees and are comprised of Emergency Staff services (ESS), Peer Support Program (PSP), and Staff Victimization Program (SVP).

Staff Victimization & Support Services Coordinator (SVSSC) - Person in the institution or judicial district responsible for oversight of program goals, objectives and evaluation, including Emergency Staff Services, Staff Victimization, and Peer Support.

Staff Victimization & Support Services Team (SVSST) - Team made up of staff volunteers that work under the SVSS Coordinator to provide Emergency, Staff Victimization, and Peer Support Program services.

Staff Victimization Program Coordinator (SVP) - A team member selected in each institution or judicial district to provide a folder of information on Staff Victimization in Corrections as well as any additional referrals for assistance in the community. Additionally, to act as liaison between staff and the Central Office of Victim Programs for further assistance.

Standards Variance - Exemption from a specific standard or policy required by IDOC.

Summary Discharge - Immediate termination of employment.

Supervisor Employee - Employee holding a job classification or position designated as supervisor and is therefore responsible for directing and evaluating the performance of subordinate employees.

Third Party Harassment - Behavior that is unwelcome to individuals who see and or hear it even though not directed at them.

Training and Staff Development Standards - Expectations set by IDOC.

Training Plan - The plan for providing staff development and training to all staff during a fiscal year.

Training Specialist - Full-time staff responsible for design, delivery, and evaluation of assigned training curriculum areas at the ICTC or correctional institution.

Training Year - Normally a fiscal year unless otherwise defined as certification period.

Trauma - An injury or state of emotional shock induced by severe stress and precipitated by an intense, unusual, and/or emergency event.

Traumatic Incident - An incident that significantly affects one's life, perhaps causing feelings of total loss of control, fear of loss of limb or life, or fear of permanent change to one's integrity. A traumatic incident is often unexpected, unpredictable, or of sudden onset, and it may generate severe panic. Such incidents include, but are not limited to, the following: physical assault; sexual assault; death of a staff member, volunteer, close work associate, or offender/releasee; psychological assault or death threat; hostage or riot situation; natural disaster or fire; exposure to a potentially life-threatening disease; or witnessing of a suicide or an attempted suicide to a staff member, volunteer, close work associate, or offender/releasee.

Treatment Files - Record of chronological offender progress and movement within the IDOC and maintained by the records office. This includes a separate legal file that contains all legal documents concerning the sentence(s).

Undue Hardship - Reason an employer may legally refuse to accommodate a disabled applicant or an employee which demonstrates such accommodation would result in a severe/excessive burden in terms of difficulty or expense.

Unit Level Training - Those courses identified by institutions and offices in their annual needs assessment to address operational and mission needs.

Victim - A person who has suffered physical, emotional, or financial harm as the result of a public offense or a delinquent act committed in this state. Victim may also

include the immediate family members of a victim, members of a victim's household, and/or witnesses.

Victim Counselor - A person who is engaged in a crime victim center, is certified as a counselor by the crime victim center, and is under the control of a direct services supervisor of a crime victim center, whose primary purpose is the rendering of advice, counseling, and assistance to the victims of crimes.

Volunteer (Incumbent Employee) - Individual providing limited services on a part-time, temporary basis. Training requirements will be based upon extent of work that involves working without supervision and the extent of offender contact or supervision.

Warden - The chief executive officer of a correctional institution.

Workers' Compensation - The law that requires most employers to provide medical and lost time benefits to eligible employees who have injuries or illnesses arising out of and in the course of employment.

Working Copies - Copies kept in personal file of originators.

Written Consent for Release of Confidential Information - IDOC form that an offender or former offender must sign before any information, other than public information, may be released.