Henry Atencio, deputy director, approved this document on 2/17/2015.

Open to the public: ☒ **Yes** ☐ No

Redacted version available: ☐ Yes ☐ No

BOARD OF CORRECTION IDAPA RULE NUMBER

None.

POLICY STATEMENT

It is the policy of the Board of Correction that corrective or disciplinary measures be administered in a fair and reasonable manner when an employee's performance or conduct does not meet Idaho Department of Correction (IDOC) standards.

PURPOSE

The purpose of this policy is to communicate the Board's philosophy in regards to administering corrective or disciplinary actions and provide guidance and authorization in the development and implementation of the corrective and disciplinary action system for the IDOC.

SCOPE

This policy applies to all procedures created under the authority of this policy and to all managers, supervisors, and employees of the IDOC.

RESPONSIBILITY

The director of the IDOC and the Manager of Human Resources (HR) are responsible for overseeing the implementation of this policy and the development and implementation of a standard operating procedure (SOP) for a progressive corrective and disciplinary action system.

At a minimum, the following conditions must be addressed in the SOP:

- The basis and applicability of progressive corrective and disciplinary actions;
- Corrective actions, their use, and documentation;
- Disciplinary actions, their use, and documentation;

- Due process procedures;
- Performance improvement plans; and
- Relevance to performance evaluations.

REFERENCES

None

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