


Idaho Department of Correction 	Policy	Title: Hiring		Page: 1 of 1
		Control Number: 211	Version: 5.0	Adopted: 11-15-1986

Henry Atencio, deputy director, approved this document on 10/03/2016.

Open to the public: Yes

Revision Summary

Revision date (10/03/2016) version 5.0: This document was revised in its entirety. Standard operating procedure, 211.07.01.001 now contains the procedures and practices for hiring.

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT

It is the policy of Idaho Department of Correction (IDOC) that all positions are filled based on merit and in accordance with applicable federal and state laws.

In order to maintain and protect the security of the department and its facilities, the department performs thorough and careful screening of the applicants before hiring.

PURPOSE

The purpose of this policy is to establish guidelines for the hiring process.

SCOPE

This policy applies to all IDOC staff members.

RESPONSIBILITY

The human resources manager is responsible to develop a standard operating procedure that, at a minimum, covers the following:

- Hiring practices that ensure equal opportunity without regard to race, national origin, color, sex, age, religion, disability, or veteran status (unless discharged under other than honorable conditions)
- Recruitment practices
- Hiring processes for classified employees that conform to Division of Human Resources and Idaho Personnel Commission IDAPA rules

REFERENCES

None