


Idaho Department of Correction  	<b>Policy</b>	Title: <b>Seniority and Staffing</b>		<b>Page:</b> 1 of 2
		Control Number: <b>216</b>	Version: <b>4.0</b>	<b>Adopted:</b> 04-20-1988

**Henry Atencio, deputy director of the Idaho Department of Correction,  
approved this document on 09/01/2015.**

**Open to the general public:**  Yes  No

Redacted version available:  Yes  No

Revision History
Revision date (09/01/2015): 4.0 Periodic review to confirm content, correct titles, division names, etc.  Previous revision date (10/24/2013).

**BOARD OF CORRECTION IDAPA RULE NUMBER**

[None](#)

**POLICY STATEMENT**

It is the policy of the Board of Correction that the Idaho Department of Correction (IDOC) shall develop a definition of seniority and a method allowing some security classifications to bid for shift assignments, days off, and vacations based upon seniority.

**PURPOSE**

The purpose of this policy is to communicate the board's philosophy regarding the establishment and maintaining of processes needed for the prisons division and community reentry centers (CRCs).

**SCOPE**

This policy applies to all procedures created under the authority of this policy and to employees assigned to each prisons division and CRC correctional facilities.

**RESPONSIBILITY**

The chiefs of the Prisons division and the Probation and Parole division are responsible for overseeing the implementation of this policy and the development and implementation of standard operating procedures (SOP) to meet correctional facility staffing needs. The SOPs will take into account the need for:

- Identifying and staffing administrative and exempt security positions;
- A standardized process for scheduling and filling security posts and positions;
- Identifying and staffing the remaining security positions through a seniority bidding process;

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- Bids to cover, in successive order, shift, days off, and vacation dates; and
- A standardized process for managing schedules and overtime.

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