


DEPARTMENT OF CORRECTION  	<b>COMMUNITY CORRECTIONS DIVISION</b>  <b>Community Work Centers</b>	<b>DIRECTIVE NUMBER:</b> 507.04.03.001	<b>PAGE NUMBER:</b> 1 of 2
		<b>SUBJECT:</b> Threats to Security (Work Stoppage)	Reviewed: 06-2002 Revised: 10-29-02

**01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Idaho Board of Correction that the Department of Correction will maintain emergency response plans to include escapes, manmade or natural disasters, and any type of emergency or disorder. Response to emergencies is the responsibility of every correctional employee, and all employees will be trained in emergency response procedures for IDOC work sites.

**01.01.00. Purpose**

The Work Center shall maintain a written plan, which provides for continuous facility operation in the event of a concerted employee work stoppage or other job action.

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**01.00.00. POLICY OF THE DEPARTMENT**

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**03.00.00. REFERENCES**

American Correctional Association (ACA) Performance-Based Standards 4-ACRS-1C-06 and 4-ACRS-1C-07.

Department Policy 507, Response To Emergencies, Disorders, And Escapes.

**04.00.00. DEFINITIONS**

Board. The state Board of Correction.

Department. The state Department of Correction.

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Inmate. An individual in the physical custody of the Board. (See also Offender.)

Offender. A person under the legal care, custody, supervision or authority of the Board including a person within or without the state pursuant to agreement with another state or a contractor. (See also Inmate.)

**05.00.00. PROCEDURE**

**05.01.00. Plan Availability And Review**

Copies of the Work Center's plan shall be available to all supervisory personnel. They shall be required to familiarize themselves with its contents. Since the plan is of a confidential nature, only the elements basic to creating a plan shall be detailed in this procedure. The plan shall be reviewed and, if necessary, revised or developed.

**05.02.00. Elements Of The Work Stoppage Plan**

Elements of the work stoppage plan include:

Maintain a listing of all essential personnel to be contacted in the event of an action;

Notify work center personnel of the emergency as appropriate;

Assign staff to strategic areas within the facility; and,

Determine which operations can be discontinued.

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**Administrator, Operations Division**

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**Date**