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GOVERNOR

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JOHN Q. HAMM
COMMISSIONER

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ADMINISTRATIVE REGULATION
NUMBER 250

OPR: PERSONNEL

GENERAL WORK RULES AND STANDARDS OF CONDUCT

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures concerning the general work rules and standards of conduct employees are required to follow.

II. POLICY

It is the policy of the ADOC for all employees to adhere to high ethical standards in all relationships and provide courteous, fair, and competent service while performing their job responsibilities.

III. DEFINITIONS AND ACRONYMS

Employee: Any person employed by the ADOC as a full-time, part-time, or temporary employee. All other persons such as contractors, vendors, and volunteers are also subject to this AR, and failure to adhere to this AR may result in being removed and/or barred from an ADOC facility/division...

IV. RESPONSIBILITIES

- A. Deputy/Associate Commissioners, Regional Directors, Wardens, and Division Directors are responsible for implementing and adhering to this policy.
- B. The ADOC Personnel Director is responsible for implementing, distributing, and maintaining this AR to ensure it complies with State Personnel Department policies and procedures and applicable employment laws.

- C. Employees are responsible for reading, understanding, and complying with this AR. Failure to abide by these standards may result in corrective action up to and including termination from State service.

V. **PROCEDURES**

A. General Work Rules:

- 1. In addition to any special rules various Deputy/Associate Commissioners, Regional Directors, and Wardens/Division Directors may implement to guide their employees, the following non-exhaustive list of standard general work rules shall apply to all employees. The lists are not all-inclusive and do not imply that the ADOC may not impose corrective action for other sufficient reasons. These rules are consistent with those in Chapter 670-x-19-.01, *Alabama Administrative Code*, as amended.
 - a. Violations that normally result in corrective actions of increasing severity:
 - (1) Absenteeism – unexcused absences, unreported absence, a pattern of absences, or excessive absences.
 - (2) Tardiness- not on the job ready to work at the beginning of the shift.
 - (3) Inattention to the job – doing anything distracting that prevents the employee from remaining alert and completing job duties.
 - (4) Failure to perform job properly.
 - (5) Misuse or abuse of equipment.
 - (6) Unauthorized and/or unlicensed operation of vehicles, machinery, or equipment.
 - (7) Participation in unauthorized activity or solicitations on work premises.
 - (8) Violations of department rules.
 - b. More serious violations that may result in suspension, involuntary demotion, or termination on the first offense:
 - (1) Violations of safety rules;

- (2) Insubordination: Disrespectful or disruptive conduct, failure to follow an order, disobedience, failure to submit to authority as shown by demeanor or words with the one exception of not following an order the employee reasonably believes is unsafe or illegal;
- (3) Theft or unauthorized possession of ADOC property;
- (4) Fighting;
- (5) Use of abusive or threatening language;
- (6) Falsification of records: Application for Employment, timecard, doctor's excuse, etc.;
- (7) Unauthorized possession or use of intoxicants, illegal substances, or controlled substances on/in state property;
- (8) Sleeping on the job;
- (9) Leaving before the end of the scheduled work hours, walking off the job, or refusing as mandated;
- (10) Serious violation of any other ADOC rule;
- (11) Leaving job station without permission;
- (12) Disruptive conduct of any sort;
- (13) Conduct unbecoming a state employee;
- (14) Destruction of State documents or records;
- (15) Unauthorized possession of a firearm in a state building.

- c. The above list of violations is not meant to be all inclusive, does not imply that corrective action (may not be imposed for other sufficient reasons, and does not mean that termination cannot occur for the first violation.

B. Standards of Conduct:

Employees are expected to demonstrate high standards of personal integrity, conduct themselves in a professional manner, and display an attitude of cooperation and respect. Interaction with fellow employees must not cause dissension or discord. Employees are expected to perform their assigned duties conscientiously

and to respond readily to the direction of supervisors. Employees who violate or fail to adhere to these standards of conduct may be subjected to employee corrective action in accordance with AR 208, *Employee Corrective Action*.

1. All ADOC employees shall adhere to the following standards:
 - a. Report for work on time and in a condition to perform their job properly, obtaining approval for any absence from work.
 - b. Tardiness, failure to follow proper call-in procedures, and unexcused absences shall subject the employee to corrective action (reference AR 220, *Departmental Leave Policy*).
 - c. Render full, efficient, and industrious service.
 - d. Respond promptly to directions and instructions of supervisors.
 - e. Exercise courtesy and tact.
 - f. Maintain a clean and neat appearance, in accordance with AR 217, *Dress Code*.
 - g. Protect and conserve funds, property, equipment, and materials.
 - h. Observe all laws, rules, and regulations.
 - i. Uphold, with integrity, the public's trust involved in their position.
 - j. Prevent any abuse of authority attached to the use of the badge that does not relate to a correctional officer or other law enforcement officer performing and executing his/her duties in accordance with Title 14, Code of Alabama 1975, as amended.
 - k. Obtain prior written approval from the Warden/Division Director before becoming financially involved with an inmate.
 - l. Promptly report any incidents of sexual misconduct involving yourself, another employee, inmate, or other individual in accordance with AR 206, *Harassment and Discrimination*, and AR 454, *Inmate Sexual Abuse and Harassment (Prison Rape Elimination Act [PREA])*.
 - m. Report all instances when the ability to supervise a subordinate employee is affected by a personal and/or non-working relationship with that employee (reference AR 235, *Fraternization Policy*).

- n. Notify the Warden/Division Director in writing immediately and follow the inmate visiting regulations when a family member is incarcerated in the ADOC in accordance with AR 303, *Visitation*, and AR 318, *Employee/Inmate Relationships*.
 - o. Complete a written report of all unusual incidents that occur during a shift in accordance with AR 302, *Incident Reporting*.
 - p. Submit to a personal search whenever required by the proper authority in accordance with AR 336, *Searches*. This search may also be extended to the employee's personal property and vehicle located on ADOC owned or state-owned property.
 - q. Submit to drug testing as required by AR 227, *Controlled Substance Testing for Employees*, AR 211, *Pre-Employment/Re-Employment Drug Testing Applicants for Correctional Officer Jobs*, and AR 352, *Alcohol Sobriety Field Test*
 - r. Each employee's conduct shall, at all times, be consistent with the maintenance of proper security and welfare of the facility and of the inmates under his/her supervision.
2. ADOC employees shall not:
- a. Use profane, abusive, or threatening language in communication with other employees, the public, or inmates.
 - b. Abuse inmates in any manner.
 - c. Trade, barter, or accept a gift from or give a gift to an inmate, an inmate's family, or any other person on behalf of that inmate, or those on parole in violation of AR 318, *Employee/Inmate Relationships*.
 - d. Correspond or fraternize socially with an inmate or an inmate's family, unless written approval obtained from the Warden/Director of the employee and of the inmate in violation of AR 318, *Employee/Inmate Relationships*.
 - e. Show partiality toward or become emotionally involved with an inmate or parolee in violation of AR 318, *Employee/Inmate Relationships*.
 - f. Take any article or property whatsoever from any facility or from state property not specifically authorized by regulation.

- g. Introduce into any facility or bring upon an ADOC state property any article or property that is not authorized by written directive nor has the written approval of the Warden/Division Director.
 - h. Recommend or furnish any advice concerning the selection of a specific lawyer for an inmate.
 - i. Carry any weapon, chemical agents, or ammunition into the facility or on the grounds of any ADOC state property, except as authorized by ADOC ARs.
 - j. Have keys to any area of an ADOC facility without authorization or in violation of AR 337, *Key Control*.
 - k. Disregard ADOC regulations concerning the proper conduct and notification when family members are incarcerated in ADOC custody in violation of AR 318, *Staff/Inmate Relationships*).
 - l. Release any information relative to the ADOC to any source including newspapers, radio, television, or any other source or agency in violation of AR 005, *Public Information*, AR 234, *Social Media*, or AR 315, *Use of Information Technology*).
 - m. Provide false information, alter an investigation or incident report, and/or intentionally omit facts pertinent to the inquiry.
 - n. Falsify or refuse to sign documents in connection with the application process, their job duties, performance evaluation, or a departmental AR, SOP, or other departmental policy.
 - o. Abuse sick leave in violation of AR 220, *Departmental Leave*.
 - p. Apply physical force to an inmate, except and only to the degree that is reasonably necessary in self-defense, to prevent an escape, to prevent an injury to a person or the destruction of property, to quell a disturbance, or to restrain an inmate who exercises physical resistance to a lawful command in violation of AR 327, *Use of Force*.
 - q. Use ADOC owned property or any state-owned property for his/her personal use without the approval of the Commissioner.
3. Alcohol/Drugs in the Workplace:
- a. The ADOC prohibits unauthorized use or possession of intoxicants, illegal substances, and controlled substances in the workplace. Accordingly, employees shall not:

- (1) Report for duty or exercise supervision or control over inmates while under the influence of an intoxicant and/or illegal drug.
 - (2) Report for duty or exercise supervision or control over inmates while under the influence of a narcotic, barbiturate, hallucinogenic drug, central nervous system stimulant or depressant. Exceptions may be made only for medications that have been prescribed by and are taken under a doctor's care, and only if such medications do not impair the employee in performing his/her required job duties (the employee's supervisor shall be notified prior to the beginning of the tour of duty in these instances).
 - (3) While on duty, use or be under the influence of intoxicants or illegal drugs.
- b. Employees and applicants are subject to alcohol and drug testing in accordance with AR 211, *Pre-Employment/Re-Employment Drug Testing Applicants for Correctional Officer Jobs*, AR 227, *Controlled Substance Testing for Employees*, and AR 352, *Alcohol Sobriety Field Test*.

4. Smoking/Use of Tobacco Products:

The ADOC has a responsibility to provide a healthy and safe environment for everyone. Thus, it is the policy of the ADOC that all ADOC-owned or leased buildings/facilities and vehicles are smoke free, where the use of tobacco products/devices that produce smoke is prohibited (e.g., cigarettes, e-cigarettes, and vape devices). Certain other buildings/facilities and vehicles may be designated as tobacco -free, where the use of any tobacco product is prohibited (e.g., cigars, cigarettes, e-cigarettes, vape devices, snuff, or similar goods prepared for smoking chewing dipping, or other personal use).

- a. Smoking is strictly prohibited within all ADOC buildings/facilities and vehicles. This includes, but is not limited to, offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, and ADOC vehicles.
- b. Smoking will be permitted outside all buildings/facilities only at designated smoking areas. Designated smoking areas will not be closer than ten (10) feet to the entrance of the building/facility. Designated smoking areas must be kept neat and free from litter with a fire-resistant receptacle available for cigarette butt disposal.

- c. In accordance with Federal Statute 20 USCA 6082, regardless of any smoking policy, smoking by juvenile inmates shall not be permitted. A juvenile is an individual who has not attained the age of eighteen (18) years.
 - d. “No Smoking” signs shall be posted at all building entrances and throughout buildings/facilities.
 - e. Employees who desire to smoke during their scheduled work hours must do so during their authorized rest period(s), if applicable. Preferential treatment of employees who smoke, such as granting multiple breaks from assigned duties, is prohibited.
 - f. Customers and other non-ADOC employees are also prevented from violating this policy and may be politely reminded that ADOC facilities are “no smoking areas.” The use of any other tobacco product (e.g., e-cigarettes, smokeless tobacco) is likewise prohibited except in designated areas.
 - g. The ADOC and the State Employee Insurance Board offer tobacco cessation programs and literature for inmates and employees, respectively. A representative from each building/facility should be appointed to serve as a contact person for employees and inmates who would like to quit smoking and/or stop using tobacco.
5. Care of Official Documents:
- a. All records and documents a employee generates and/or maintains are ADOC property and must be used and maintained in accordance with state law.
 - b. It is unlawful to remove, duplicate, conceal, alter, mutilate, or destroy records or documents, or to remove or attempt to remove records with the intent to perform any of the above actions.
 - c. Employees must not remove / duplicate records and documents from official files without approval from the proper ADOC authority.
 - d. Employees must not take records or copies of records home or forward work documents to personal email accounts, and must comply with the AR 027, *Records Retention*, and any litigation holds.
 - e. Employees must dispose, destroy, or distribute ADOC documents in accordance with established procedures and statutes.

- f. The loss, disappearance, or theft of official documents when such can be attributed to neglect or carelessness will result in corrective action.

6. Care and Use of Equipment and Facilities:

- a. Equipment issued or assigned to an ADOC employee is property of the state. The employee has no individual property interest in such equipment, nor should the employee have any expectation of privacy when using such equipment. ADOC equipment is available for maximum use and can be reassigned to other ADOC employees as deemed appropriate.
- b. The ADOC expects employees to protect and preserve the condition and quality of all state property the ADOC entrusts or issues to them, promptly report the loss of or damage to the property and return all state property if he/she is placed on mandatory leave or separates from the ADOC.
- c. Deliberately or carelessly misusing state equipment, vehicles, and/or supplies resulting in loss or damage is strictly prohibited.
- d. Offices, desks, computers, phones, and file cabinets located in ADOC facilities are department property and are to be utilized exclusively for the purpose of completing the assigned employee's daily duties. No employee has a reasonable expectation of privacy with regard to the content stored in their assigned offices, desks, computers, phones, or file cabinets.
- e. Authorized personnel may inspect all offices, desks, computers, phones, and file cabinets at any time to ensure proper care and use, neatness, and the absence of unauthorized contraband. In instances where misuse is discovered, the official authorized to perform the inspection will notify the violating employee's respective Warden/Division Director, who will determine the most appropriate corrective action.
- f. A neat, clean, and orderly appearance shall be maintained around and within all ADOC facilities, buildings, and vehicles. The personnel assigned to the facility, building, or vehicle bear the basic responsibility for maintenance and cleanliness at their location.
- g. Bulletin boards will be neat, clean, and current. No employee may add, remove, or deface any material posted on bulletin boards without first having approval of an authorized ADOC official.

7. Employee/Witness Statements:

- a. Employees must cooperate with and may be required to participate in administrative proceedings associated with due process (pre-disciplinary hearings/conferences), appeal hearings, incident reporting, and/or internal investigations performed by authorized ADOC staff.
 - b. Employees must cooperate with and may be required to participate in ADOC related litigation proceedings and witness preparation sessions.
 - c. Any ADOC employee who makes false statements, refuses to testify, make statements, and/or answer questions, or is obviously evasive in answers shall be subject to corrective action , up to and including termination.
 - d. Any employee who threatens, harasses, intimidates, or coerces another individual based on his/her participation in such administrative proceedings, appeal hearings, incident reporting, internal investigations, litigation proceedings, or witness preparation sessions shall be subject to corrective action, up to and including termination.
 - e. Any employee who is the subject of an administrative proceeding, appeal hearing, incident reporting, internal investigation, or litigation proceeding and who engages in any activity that jeopardizes or has the potential to jeopardize the outcome of said investigation or proceeding shall be subject to corrective action, up to and including termination of employment.
8. Sexual Harassment:
- a. The ADOC is committed to fostering a work environment free from all forms of sexual harassment and intimidation. The ADOC strictly prohibits verbal and physical conduct of a sexual nature including sexual advances, requests for sexual favors, or other conduct which tends to create an intimidating, hostile, or offensive work environment by any employee, supervisor, manager, contractor, vendor, inmate, or guest of the ADOC.
 - b. AR 206, *Harassment and Discrimination Policy*, establishes the ADOC's responsibilities, policies, and procedures for fair and equitable treatment of all individuals and prohibits and requires the reporting of sexual harassment.
 - c. Employees who violate AR 206, *Harassment and Discrimination*, and AR 454, *Inmate Sexual Abuse and Harassment (PRISON Rape Elimination Act [PREA])* prohibiting sexual harassment will be subject to corrective action, up to and including termination.
9. Workplace Bullying/Violence:

a. Bullying:

- (1) ADOC employees are entitled to be treated with dignity and respect. The ADOC defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one (1) or more persons against another or others, at the place of work and/or in the course of employment.” To establish and maintain such a working environment, it is essential that supervisors remain attentive to employee behavior and recognize and confront potential bullying.
- (2) Bullying may be intentional or unintentional. However, it must be noted that a bully’s intention is not determinative of what corrective action the ADOC will take. The ADOC considers the following types of behavior as examples of bullying:
 - (a) Verbal bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
 - (b) Physical bullying: Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person’s work area or property.
 - (c) Gesture bullying: gestures or glances that convey threatening messages.
- (3) Employees who believe they were/are being subjected to workplace bullying/violence should report such incidents to their immediate supervisor. In cases where an employee feels threatened or uncomfortable reporting such conduct to his/her immediate supervisor, he/she should report the conduct to a higher-level supervisor within his/her chain of command or the ADOC Personnel Director.
- (4) The ADOC will conduct a prompt, thorough, and impartial investigation following ADOC guidelines, with special efforts to keep the matter confidential and prevent reprisal.
- (5) An employee who is intentionally non-compliant with the provisions included in this section may be subject to corrective action, up to and including termination.

b. Violence:

- (1) Employees whom the ADOC determines to be exhibiting dangerous or potentially dangerous behavior must be advised of this assessment and offered available counseling services through the Employee's Assistance Program ("EAP"). Supervisors are responsible for notifying their warden/division director and the ADOC Personnel Director, or his/her designee, immediately upon observing such behavior, documenting unacceptable behavior, and offering EAP and relaying the employee's response to the ADOC Personnel Director, or his/her designee.
- (2) Any employee who is deemed unfit to perform his/her duties safely will be prohibited from continuing to work and be placed on mandatory leave (the ADOC Personnel Director must request and receive approval from the State Personnel Director prior to placing an employee on mandatory leave). Such employees will not be able to return to work until they receive a release from a licensed physician indicating a fitness for duty. Failure to comply with an assessment and counseling recommendation may be subject to corrective action, up to and including termination.
- (3) This policy should be viewed as a positive and proactive step towards providing a safe workplace for all employees. It is the ADOC's desire to help employees with issues that could result in workplace violence by offering them professional assistance that will prevent harm to themselves or others.

10. Conforming to Laws:

- a. Employees must obey federal and state laws.
- b. Any employee who is convicted of a crime relating to his/her employment shall be subject to corrective action, up to and including termination.
- c. Any employee who is indicted, arrested, or convicted for a crime that reasonably gives rise to legitimate fear for the safety of other employees, the property of the state, or jeopardizes the public trust in ADOC employees or undermines trust in the integrity of the laws of Alabama may also be subject to corrective action, up to and including termination.
- d. Any employee who is indicted, arrested, or convicted for any crime must, within 24 hours, report through his/her supervisory chain of command any incident of arrest or conviction of a felony or misdemeanor (except minor traffic violations), arrest/ conviction for Driving Under the Influence, and any requirement to appear as a

defendant in a criminal court. An employee's failure to report an arrest or indictment within 24 hours may result in corrective action, up to and including termination.

- e. Employees should be perceptive and constantly alert to solicitations to accept money, consideration, or anything of value in return for acts or omissions involving their official functions. Employees shall avoid any statement or implication that they will or will not accept the bribe when they receive bribery overtures, attempt to hold the matter in abeyance, and immediately report the bribery attempt through his/her chain of command.
- f. Bribery and attempted bribery are criminal offenses which represent flagrant attacks on the integrity of the ADOC and its employees. Further, any employee who accepts a bribe will be immediately terminated. Employees who accept a bribe are also subject to criminal penalties.

11. Identification/Security Cards:

- a. The ADOC issues employee identification cards, security cardkeys, and/or badges to employees to establish identity, authority, and/or to gain access to ADOC facilities in connection with official job duties in accordance with AR 021, *Issue and Control of Employee Identification Cards*.
- b. The decision to require employees to openly display employee identification cards during work hours is delegated to Wardens/Division Directors, with consideration given to an employee's work location and/or job requirements.
- c. Employee security cardkeys are primarily issued to Central Office employees as a means by which employees secure building access; thus, employees must not loan their security cards to anyone, including other employees. Employees must report a broken or lost security card to the appropriate authority as soon as possible so the cardkey can be deactivated in the system. Employees may be held responsible for fees associated with replacing broken or lost cardkeys.
- d. Upon separation from employment, including mandatory leave and suspensions, employees must return security cardkeys, employee identification cards, and office keys to their supervisor. Returned items will then be forwarded to the appropriate ADOC official.

12. Firearms:

- a. AR 307, *Firearms*, establishes responsibilities, policies, and procedures for issuing, maintaining, controlling, and the safe handling of firearms by ADOC employees. Employees who are not authorized by AR 307, *Firearms*, to carry a firearm to perform his/her job responsibilities at the ADOC are prohibited from carrying or possessing firearms or other dangerous weapons while on duty.
 - b. Sworn law enforcement personnel who face corrective action in which a hearing/conference is held are prohibited from carrying or possessing firearms in or on the grounds of the state facility. in which a corrective action proceeding is held.
 - c. Employees who violate AR 307, *Firearms*, may be subject to corrective action, up to and including termination.
13. Confidentiality of Information:
- a. It is ADOC policy that all information an employee receives while performing his/her job should be considered confidential and not disclosed to external parties or to employees without a valid, verifiable work reason, as determined by an authorized ADOC official.
 - b. Employees must not attempt to obtain confidential information for which they are not authorized. If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.
14. Off-Duty Employment:
- a. Employees may engage in off-duty employment provided that such employment does not:
 - (1) Interfere with the performance of the employee's job duties and responsibilities.
 - (2) Bring discredit to the Department.
 - (3) Violate § 36-1-11, *Code of Alabama (1975)*, which establishes parameters for state employees engaging in concurrent private-sector employment.
 - b. Employees in the Correctional Officer (security) classifications shall not engage in employment that:
 - (1) Involves the wearing of an ADOC uniform or use of departmental facilities, materials, records, etc. to perform duties.

- (2) Involves the carrying of an ADOC assigned weapon.
 - (3) Includes duties that may result in endangering a life or destroying property.
 - (4) Involves employment by a known felon or the association with known felons.
 - (5) Involves criminal investigative work.
- c. Employees in the Correctional Officer (security) classifications shall notify their Wardens/Division Directors of all off-duty employment on ADOC Form 250-A (Notification of Off-duty Employment).
 - d. For off-duty employment requiring departmental approval, the security employee and the off-duty employer shall complete ADOC Form 250-B (Request for Approval of Off-duty Law Enforcement Employment – Waiver and Agreement).
 - e. Notification and requests for approval of off-duty employment shall be submitted through normal supervisory channels and will reflect the nature of work, number of hours to be worked, and the name, address, and telephone number of the employer.
 - f. The ADOC Legal Division is responsible for reviewing requests for off-duty employment that require the use of law enforcement powers and recommending departmental approval for such requests to the Commissioner.
 - g. Copies of the off-duty employment notification and approval forms are retained in the security employee's facility/divisional file.
 - h. A security employee shall notify his/her immediate supervisor when he/she is no longer engaged in off-duty employment and advise if the separation from employment was voluntary/involuntary.
 - i. The notification and departmental approval procedures shall not be a requirement for support (non-security) employees.
 - j. An employee's off-duty employment may be denied or revoked by any supervisor within the employee's chain of command who has direct knowledge that the employee engaged in conduct in violation of this policy, or for any of the following reasons:
 - (1) The employee fails to perform his/her ADOC job at an acceptable level.

(2) A security employee authorized to work a modified/light duty assignment continues to perform security-related work for a secondary employer.

(3) Whenever deemed in the best interest of the ADOC.

15. Employees in the Correctional Officer (security) classification who engage in behavior that would disqualify them from certification or authority as a law enforcement officer by the Alabama Peace Officers Standards and Training Commission shall be subject to ECA, up to and including job reassignment or termination from State service, in accordance with AR 208, Employee Corrective Action.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. ANNEXES AND FORMS

A. ADOC Form 250-A, *Notification of Off-duty Employment*.

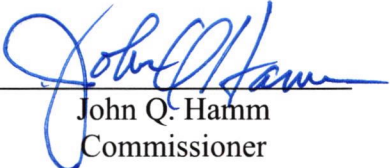
B. ADOC Form 250-B, *Request for Approval of Off-duty Law Enforcement Employment -Waiver and Agreement*).

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 009, *Smoke/Tobacco Free Policy* dated December 17, 2004, and AR 202, *Off Duty Employment* dated April 11, 2005.

IX. PERFORMANCE

Code of Alabama 1975 § 14-1-1.1 *et seq.*


John Q. Hamm
Commissioner

Alabama Department of Corrections

Notification of Off-Duty Employment

Employee's Name: _____

Address: _____

Phone Number: _____ Email: _____

1. **Department of Corrections Information**

Job Title: _____

Assigned Shift: _____

Facility/Division: _____

Immediate Supervisor: _____

Warden/Division Director: _____

2. **Off-Duty Employment Information**

Name of Off-Duty Employer:

Address: _____

Phone Number: _____

Supervisor's Name: _____

Description of Work: _____

I do hereby certify that this employment will not interfere with my duties and responsibilities and is in accordance with AR 250, *General Work Rules and Standards of Conduct* .

Employee's Signature

Alabama Department of Corrections

Request for Approval of Off-Duty Law Enforcement Employment
Waiver and Agreement

Employee's Name: _____

Address: _____

Phone Number: _____ Email: _____

1. **Department of Corrections Information**

Job Title: _____

Assigned Shift: _____

Facility/Division: _____

Immediate Supervisor: _____

Warden/Division Director: _____

2. **Off-Duty Employment Information**

Name of Off-Duty Employer: _____

Address: _____

Phone Number: _____

Supervisor's Name: _____

Description of Work and Schedule: _____

3. **Certification - ADOC Employee**

I do hereby certify that I, _____, release the Alabama Department of Corrections from any and all liability resulting from my off-duty employment as _____ with _____. I further certify that this employment is in accordance with Administrative Regulation 250, *General Work Rules and Standards of Conduct*, and that it will not interfere with my job duties and responsibilities with the Department of Corrections.

Employee's Signature

Sworn to and subscribed before me and given under my hand this _____ day of _____, _____.

My commission Expires _____.

Notary Public

4. Certification – Off-Duty Employer

I do hereby certify that I, _____, as an employer of _____, an employee of the ADOC, do hereby release the ADOC from any and all liability and consequences resulting from my employment of said employee in a law enforcement or other capacity.

Employer’s Signature

Sworn to and subscribed before me and given under my hand this _____ day of _____, _____.

My commission Expires _____.

Notary Public

5. ADOC Approval

Approved: _____ Disapproved: _____ _____ Date: _____ Warden/Division Director	Recommended: __ Not Recommended: __ _____ Date: _____ Legal Division
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Approved: _____ Disapproved: _____ Date: _____

Commissioner