

Idaho Department of Correction 	Policy	Control Number: 208	Version: 2.0	Page Number: 1 of 1
		Title: On-Call		Adopted: 8-1-1987 Reviewed: 1-20-2010 Next Review: 1-20-2012

**This document was approved by Brent Reinke, director of the Idaho
 Department of Correction, on 1/7/08 (signature on file).**

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) designates on-call staff to be available to respond to emergency situations after regular work hours and weekends.

PURPOSE

The purpose of this policy is to communicate the Board's philosophy in regards to having qualified staff available after hours to take care of IDOC business.

SCOPE

This policy applies to all procedures created under the authority of this policy and to those employees designated to provide on-call coverage.

RESPONSIBILITY

The director of the IDOC and division chiefs are responsible for overseeing the implementation of this policy and the development and implementation of a standard operating procedure (SOP) that provides guidance to employees required to be available on an on-call basis.

At a minimum, the SOP must identify and/or include the following:

- Responsibilities of staff,
- Personnel eligible for and exempt from on-call staffing,
- Calculation of on-call time,
- Coding of timesheets for on-call assignments, and
- On-call leave accrual.

REFERENCES

None