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GOVERNOR

State of Alabama Alabama Department of Corrections

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DONAL CAMPBELL
COMMISSIONER

December 1, 2003

ADMINISTRATIVE REGULATION
NUMBER 230

OPR: Personnel

NEPOTISM POLICY

I. GENERAL

This regulation establishes responsibilities, policies, and procedures to comply with the Alabama State Nepotism Policy Act of 1963.

II. POLICY

Alabama Department of Corrections' (ADOC) employees who are relatives shall not be placed in, or permitted to have positions in which one employee is under direct supervision of the other.

III. DEFINITION(S) AND ACRONYM(S)

- A. Relative: A parent, foster parent, parent-in-law, child, step-son, step-daughter, spouse, brother, sister, foster brother, foster sister, grandparent, grandchild, son-in-law, brother-in-law, daughter-in-law, sister-in-law, or any other family member who resides in the same household.
- B. Direct Supervision: A working relationship normally indicated by the chain of command or staffing chart, whereby one employee has direct authority over another. Within an institution, one shift employee does not supervise another shift employee, but the Warden supervises all security staff within that institutional site.

IV. RESPONSIBILITIES

It shall be the responsibility of all Wardens and Division Directors to immediately implement this regulation and insure strict compliance.

V. PROCEDURES

Whereas a result of marriage, employees are in violation of the prohibition established by this policy, the appointing authority shall advise the employees of alternatives available to resolve the violation. The employee shall be given the opportunity to select among available alternatives within sixty days, and then the authority shall take appropriate action to resolve the violation.

VI. DISPOSITION

This regulation has no forms, therefore there is no disposition statement.

VII. FORMS

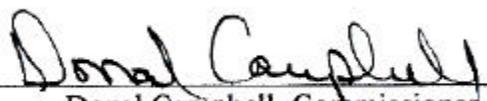
This regulation has implemented no forms at this time.

VIII. SUPERSESSSION

This being a new regulation, there are no other regulations at this time that will supercede.

IX. PERFORMANCE

- A. Nepotism in state service is prohibited, Code of Alabama 1975, Section 41-1-5.
- B. This regulation complies with Alabama State Nepotism Policy Act of 1963.



Donal Campbell, Commissioner