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GOVERNOR

# State of Alabama Department of Corrections

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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;