

State of Iowa Individual Performance Plan and Evaluation – Part 1 – Employee, Position, and Agency Information

Name: _____ Department: Corrections
Class Title: Warden/Superintendent Division/Bureau: _____
Position Number: _____ Work Unit: _____
Period Covered: _____ to _____ Work Location: _____
Purpose: Annual Review Probationary Review Other: _____

State Vision: One Iowa, One Unlimited Future. Time in Current Position: _____
Enterprise Goal(s): _____

- Agency Strategic Plan Goal(s):
1. Impact recidivism through provision of evidence based programs, interventions, case planning and reentry initiatives.
 2. Impact corrections system growth in community and prisons.
 3. Provide adequate and diverse human, financial resources and processes to maintain infrastructure and delivery of services.
 4. Maintain operational effectiveness through utilization of “Best Practices”.
 5. Reinvent the way the Department does business to manage resources in the most cost effective and productive manner to produce value for taxpayer dollars.
 6. Use data and evidence to make fiscally responsible decisions.

Performance Plan Core Function(s): OFFENDER SUPERVISION, CUSTODY AND TREATMENT CORE FUNCTION -- Manage offenders commensurate with their individual risk and program needs in order to reduce offender risk to the public.
RESOURCE MANAGEMENT CORE FUNCTION -- Provide leadership, human, fiscal, physical and information resources to facilitate public safety and offender management, which is achieved by an open, accessible system.

Agency Mission Statement: We Protect the Public, Employees, and Offenders from Victimization.

Job Contributes to the Mission by: As Warden at the _____, your organizational leadership and management of resources enables staff, offenders, and the community to promote the Department’s vision of safe communities by preventing further harm and victimization.

Work Performed/Core Responsibilities—activities, services provided and/or products produced (or attach copy of PDQ): Operate comprehensive security and correctional program for a _____ offender institution. Oversee the development and administration of a multi-million budget. Serve as appointing authority and oversee all personnel-related activities including recruitment, selection, training, evaluation and disciplinary matters for all employees. Oversee administrative/support operations to ensure a safe, secure, healthy and humane environment in compliance with applicable codes and regulations that prepares offenders to return to the community. Oversee planning activities to ensure long and short-term needs of the institution are met, including physical plant, personnel, fiscal and resource needs. Ensure that external and internal relations are maintained and enhanced through effective communication, credible flow of information and collaborative relationships.

State of Iowa Individual Performance Plan and Evaluation – Part 2 – Alignment with the Agency Performance Plan

STRATEGIES FOR THIS RATING PERIOD

EXPECTATIONS AND EVALUATION

| Individual Performance Strategy (Goal) | Action Steps | Performance Objectives | |
|---|---|--|-----------|
| | | Measures | Timetable |
| 1. Positively Impact Recidivism | 1. Implement EBP Action Plan 2. Deploy Re-Entry Model ✓ Reentry case plan ✓ Completion of core assessments ✓ Pre release & transition planning ✓ Recommended release date utilization ✓ Evidence based treatment/intervention capacity at promising or excellent level. | 1. % of offender re entry case plans completed per policy 2. % of correctional intervention programs achieving designation “promising” or “excellent” 3. % of LSI’s audited as required per policy 4. % of GED completions per Community College contract | |
| <p>RESULTS:</p> <p><input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations</p> | | | |

| Individual Performance Strategy (Goal) | Action Steps | Performance Objectives | |
|--|--|---|-----------|
| | | Measures | Timetable |
| 2. Positively Impact Safe & Orderly Environment | 1. Deploy Safety Program 2. Continue to improve Institution Climate and Culture | 1. Security Audit 2. Vulnerability Assessment 3. Emergency Preparedness Audit 4. Number of staff serious injuries 5. Number of offenders deaths* and/serious injuries 6. Number of critical incidents; types/times/locations <ul style="list-style-type: none"> ● Escapes (#Max/#Med-Minimum) ● Disturbance/hostage/uprising ● Staff sexual misconduct 7. Positive change in climate indicators | |
| RESULTS: <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations | | | |

| Individual Performance Strategy (Goal) | Action Steps | Performance Objectives | |
|---|--|--|-----------|
| | | Measures | Timetable |
| 3. Encourage Restoration/Reparation of Victims | <ol style="list-style-type: none"> 1. Support victim service professionals in the Institution 2. Support the inclusion of victim or victim service professional representative on Corrections boards and committees 3. Increase education of all correctional staff on the rights and needs of crime victims, including staff and offenders as victims. For example, attendance at the VAC's National Crime Victim's Rights Week annual panel. Participate in or develop a Crime Victim's Rights Week event at the Institution 4. Expand and support restorative-based programs that bring victims, offenders and communities together to address the aftermath of crime 5. Support Victim Impact Classes according to the Victim Advisory Council's EBP Guidelines report. 6. Ensure that the Institution has enough qualified/trained VI facilitators 7. Support Department policy that each Institution hold a fundraiser for victims (donate to victim services, victim compensation fund, or the VAC victim fund) 8. Support the Victim Advisory Council's strategic plan | <ol style="list-style-type: none"> 1. Amount of restitution paid by offenders 2. Number of community service hours | |
| <p>RESULTS:</p> <p><input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations</p> | | | |

| Individual Performance Strategy (Goal) | Action Steps | Performance Objectives | |
|--|--|---|-----------|
| | | Measures | Timetable |
| 4. Establish Effective Resource Management | 1. Contribute to Population management ✓ Manage risk effectively 2. Utilize Data Based Decisions ✓ Sustain data systems ✓ Consistent reporting 3. Exhibit sound Fiscal management ✓ Efficiencies ✓ Return on investment 5. Support Workforce Investment ✓ Diverse Workforce ✓ Implement Executive Order Number 4 ✓ Health & safety ✓ Training ✓ Leadership development ✓ Performance evaluation & recognition 6. Support Renewable Energy | 1. Parole Release recommendation rate/BOP release decisions vs. target 2. Reporting compliance level 3. Per Diem Cost 4. % of appropriation redirected due to return on investment strategies 5. % Positive change in diversity of applicant pool interviewed 6. Positive change in diverse composition of staff 7. % increase in use of E85 fuel 8. % increase of interoperable radio capabilities 9. CO overtime as % of payroll 10. Each staff person will have their performance evaluation completed on an annual basis 11. Develop a new performance plan for the next reporting period with each staff member during annual review | |
| RESULTS: <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations | | | |

| Individual Performance Strategy (Goal) | Action Steps | Performance Objectives | |
|--|--|--|-----------|
| | | Measures | Timetable |
| 5. Provide Exemplary Leadership | <ol style="list-style-type: none"> 1. Model the Way – set up performance expectations for the organization to achieve the desired goals set forth in this document 2. Inspire a Shared Vision – Consistently convey DOC’s focus on reducing recidivism while maintaining a safe environment. Develop champions throughout the institution for reducing recidivism and evidenced-based practices 3. Challenge the Process – Change processes or programs to achieve better results with the limited resources available 4. Enable Others to Act – Develop leaders internally through formal training, fostering coaching and mentoring among staff and fully leveraging action learning circles and practice fields 5. Encourage the Heart – enhance the current culture to create positive feedback and acknowledge successes by leadership at all levels of the organization | <ol style="list-style-type: none"> 1. Deployment of a Reward/Recognition system that supports Mission and Strategic plan 2. Leadership Training for Managers/Supervisors 3. Leadership Development activities and exercises <ul style="list-style-type: none"> • Leadership Retreats • Leadership Circle Participation • Individual Leadership Plans • Mentoring | |
| RESULTS: <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations | | | |

State of Iowa Individual Performance Plan and Evaluation – Part 3 – Achievements, Strengths, and Overall Rating

| Supervisor's Comments: | Employee's Comments: |
|--|---|
| Achievements and Strengths: | My noteworthy achievements: |
| Additional comments: | Additional comments: |
| Development Plans: | Support I need to improve my performance: |
| <p>Exceeds Expectations: The employee consistently performs well beyond expectations and does outstanding work.</p> <p>Meets Expectations: Performance consistently fulfills the job requirements and expectations. The employee is doing the job expected for employees in this classification.</p> <p>Does Not Meet Expectations: Performance does not consistently meet expectations.</p> | |
| <p>Overall Rating: <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Does Not Meet Expectations</p> <p>I have received a copy of this performance evaluation and it has been discussed with me. I understand that my signature does not necessarily indicate agreement.</p> <p>Employee Signature: _____ Date: _____</p> <p>Supervisor Signature: _____ Date: _____</p> <p>Next Higher Level Management Signature: _____ Date: _____</p> | |