

State of Iowa Department of Corrections

Policy and Procedures

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Chapter 3: INSTITUTIONAL OPERATIONS

Sub Chapter: HOUSING OPERATIONS

Related DOC Policies: IO-HO-01, IO-SC-18, IS-CL-02, IS-CL-03, IS-SH-02

Administrative Code Reference: N/A

Subject: MINIMUM LIVE OUT HOUSING

PREA Standards: N/A

Responsibility: Nick Lamb

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Authority:

1. PURPOSE

To provide guidelines regarding minimum live-out housing operations in Iowa Department of Corrections (IDOC) institutions.

2. POLICY

The IDOC's housing for minimum live-out incarcerated individuals is intended to provide an environment that prepares incarcerated individuals to be prosocial members of society by giving them an opportunity to live in an open housing environment and participate in work programs as part of the preparation process for reentry.

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3. PROCEDURES

A. Housing Assignment

1. Incarcerated Individuals are assigned to minimum live out housing based on classification, bed availability and other custody, release or security needs.
2. Institutions shall establish procedures consistent with **IO-HO-01**, *Unit Management* for assigning minimum live-out beds. Such assignments shall consider, at a minimum:
 - a. Sexual violence propensity
 - b. Vulnerability concerns
 - c. Keep separates
 - d. Programmatic requirements
 - e. Physical, cognitive and/or mental disabilities
3. Procedures shall outline at a minimum:
 - a. Housing assignment/reassignment
 - b. Immediate measures that may be taken to separate or isolate incarcerated individuals in urgent or emergency situations or for movement of an incarcerated individual to a more secure environment pending further classification.
4. Institutions shall develop procedures for periodic review of incarcerated individuals' status and housing assignment. Reviews

will occur at least annually and may be accomplished during annual classification reviews. Interim reviews shall be conducted at set intervals and/or on an as-needed basis. Incarcerated individual status reviews shall be conducted in accordance with **IO-HO-01**, *Unit Management*, **IS-CL-03**, *Re-Entry Case Management* and **IS-CL-02**, *Incarcerated Individual Classification*.

B. Housing Unit Orientation

1. All incarcerated individuals shall be oriented to their assigned housing and living units within 72 hours of assignment.
2. Orientation may include written and/or posted materials and shall include the opportunity for incarcerated individuals to seek clarification and receive answers to their questions. Orientation topics shall include, at a minimum:
 - a. Unit schedule
 - b. Unit rules/regulations
 - c. Unit activities
 - d. Incarcerated individual accountability
 - e. Incarcerated individual expectations – conduct rules, property, dress, etc.
 - f. Access to programs and services
 - g. Avenues for resolving conflict and grievances

C. Operations – Security

1. Institutions shall establish procedures governing the types and frequency of area searches within the unit, and documentation of such.
2. Consistent with **IO-SC-18**, *Searches*, institutions shall establish procedures governing personal searches to include at a minimum:
 - a. Entry/exit to/from the living unit
 - b. Entry/exit to/from the housing unit

- c. Type of searches
 - d. Random searches (and frequency)
 - e. Documentation of searches
- 3. Institutions shall establish procedures to prevent unauthorized access to housing and living units.
- 4. Institutional procedures shall outline security measures directly affecting unit operations for the following security topics:
 - a. Staff Work Stations
 - b. Incarcerated individual counts
 - c. Security inspections
 - d. Searches
 - e. Key control
 - f. Tool control
- 5. In lieu of including these institutional procedures within this policy, institutions may elect to provide the required information in a separate policy and/or within this policy. At a minimum, the corresponding policy and procedure shall be identified.

D. Operations – Out-of-Room Time

- 1. Institutions shall maximize opportunities for out of room time for minimum live out incarcerated individuals.
- 2. Out-of-room time shall include both formal opportunities such as programs, work assignments and yards, as well as housing unit- or living unit-based activities such as dayroom time, access to exercise yards, and access to unit services consistent with the physical plant.
- 3. Institutional procedures shall implement out-of-room time; procedures shall also address quiet hours, lights out, etc. through institutional schedules that reflect the unique physical plant, program opportunities, and other local factors.

E. Operations – Movement

Institutions shall establish procedures governing movement within the unit on the grounds of the Minimum Live Out complex and off grounds assignments. Institutions shall also establish procedures governing movement in/out of and within the parent facility for minimum live out incarcerated individuals. The movement procedures shall address any documentation accounting for movement that is required. Procedures will address the following types of movement at a minimum:

1. Escorted
2. Directed
3. Observed
4. Restricted Movement

F. Operations – Managing Incarcerated Individual Behavior

1. In order to promote and encourage prosocial incarcerated individual behavior and minimize disruptive incarcerated individual behavior, staff will actively supervise incarcerated individuals. Active supervision of incarcerated individuals requires staff to:
 - a. Be a pro-social role model;
 - b. Clearly communicate expectations for incarcerated individuals;
 - c. Have positive and appropriate interaction with incarcerated individuals;
 - d. Resolve incarcerated individual concerns at the lowest level possible;
 - e. Be approachable and responsive to incarcerated individuals and their needs; and
 - f. Manage conflict using de-escalation techniques.
2. Officers shall conduct formal rounds of the living unit observing all incarcerated individuals at least once every hour on an irregular

basis. During rounds, staff will communicate with incarcerated individuals, look for damage and contraband, inspect to identify safety and security issues, resolve minor issues, etc. Formal rounds shall be documented in the appropriate PDA scan points.

3. Staff shall manage incarcerated individual behavior using a variety of strategies that routinely initiate interaction with incarcerated individuals and provide continual visual observation of the living unit. Staff shall:
 - a. Monitor all incarcerated individuals and areas,
 - b. Respond to incarcerated individual requests in a timely and fair manner,
 - c. Investigate any activities or changes in incarcerated individual behavior appearing out of the ordinary,
 - d. Recognize potential problems between incarcerated individuals and move swiftly to resolve them,
 - e. Enforce facility rules consistently,
 - f. Provide feedback that encourages self-assessment and self-correction, and assists in developing personal responsibility by advancing incarcerated individual self-sufficiency, and
 - g. Communicate with incarcerated individuals in a respectful and courteous manner.
4. Minimum Live Out Staff shall be watchful for incarcerated individuals who are not actively participating in unit activities or are not productively engaged and, when appropriate, staff shall work with the incarcerated individual and unit team members to advance constructive use of the incarcerated individual's time.
5. Institutions shall establish procedures that outline the extent of authority Minimum Live Out Staff have regarding modifying of privileges, imposing sanctions (rule violations), developing and administering incentives, addressing negative or noncompliant behavior, etc.
6. Staff shall remain on their assigned post until properly relieved or directed otherwise by proper authority.

7. The Warden/Designee, Deputy Warden, and designated department heads shall visit each housing/living unit at least monthly to promote informal contact with staff and incarcerated individuals and to informally observe living and working conditions. The Deputy Director of Institution Operations may grant exceptions to this requirement based on physical distance between the MLO Housing Unit and the parent institution. Such visits shall be noted in the appropriate PDA scan points.

G. Operations - Leisure Activities

1. Institutions shall incorporate a wide range of leisure time activities within the housing and living units to keep incarcerated individuals productively engaged, to reduce idleness, to build socialization skills, and to create opportunities for self-awareness, character building and team building. The degree to which activities are offered shall be guided by the institution's level incentive program, physical plant, staffing levels, incarcerated individuals' custody status, etc.
2. Leisure time activities will be delivered in a variety of settings within the unit:
 - a. Group and individual leisure activities,
 - b. Organized events,
 - c. Nonscheduled activities,
 - d. Peer-led activities/events
 - e. Activities/events may include, but are not limited to:
 - 1) Television
 - 2) Telephone
 - 3) Games – board, card
 - 4) Computer
 - 5) Exercise yard
 - 6) Publications

- 7) Late night
- 8) Books (on-unit library)
- 9) Self-help groups
- 10) Arts and crafts
- 11) Hobbycraft (may require a permit)
- 12) Special events/activities
- 13) Personal fitness
- 14) Community service activities
- 15) Electronic/Media devices
- 16) Musical instruments

- 3. The Warden shall designate a lead staff member who shall have oversight responsibility for the leisure time activities program. The types of leisure time activities offered shall be informed by incarcerated individual and staff surveys, the results of completed DRAOR assessments, etc. and be reflective of incarcerated individuals' needs and preferences. The leisure time activity program shall be evaluated on a periodic basis as determined by the institution but at least yearly.
- 4. A range of leisure activities shall be available when access to the living unit's common area is allowed.
- 5. Leisure activities shall be available and scheduled at various times during the day/week to accommodate various incarcerated individual schedules.

H. Operations - Programs and Services

- 1. When feasible, programs and services are delivered at the unit level. This will allow institutions to be more responsive to the needs of specific populations, will increase the frequency and quality of interaction between staff and incarcerated individuals, will create opportunities for unit staff to build rapport and will make certain that

program decisions are made by those who are most familiar with the incarcerated individual.

Institutional procedures shall outline access, eligibility criteria, days and hours of availability, and location for the following unit programs and services.

- a. Meals*
- b. Mail
- c. Laundry
- d. Health care
- e. Personal hygiene
- f. Self-help groups
- g. Commissary
- h. Religious programs
- i. Social services
- j. Education
- k. Counseling
- l. Visits
- m. Work assignments
- n. Library

*Meal procedures shall address whether attendance at centralized dining (if applicable) is mandatory or voluntary. If mandatory, procedures shall address what happens when an incarcerated individual refuses to go to dining. If voluntary, procedures shall address whether non-participating incarcerated individuals shall remain in their assigned living unit or other designated location. In addition, meal procedures shall address the provision of meals for those temporarily unable to attend centralized dining due to illness or other authorized reason.

2. In lieu of including these institutional procedures within the policy. Institutions may elect to provide the required information in a separate policy or within this policy. At a minimum, the corresponding policy and procedure shall be identified.

I. Operations – Housekeeping

1. Housing and living units shall maintain a clean and healthy environment in order to mitigate safety hazards and prevent infection and illness, while enhancing incarcerated individual life skills.
2. Institutional procedures shall outline a housekeeping plan for housing and living units consistent with **IS-SH-02, *Sanitation Procedures***. Institutions may elect to provide the required information in a separate policy and/or within this policy. At a minimum, the corresponding policy and procedure shall be identified.
3. Housekeeping plans shall require, at a minimum:
 - a. Daily cleaning and routine sanitizing of occupied cells/rooms
 - b. Daily cleaning and sanitizing of dayrooms and common areas
 - c. Routine cleaning and sanitizing of unoccupied cells/rooms
 - d. Routine cleaning and sanitizing of unoccupied areas
 - e. Distribution, handling and storage of cleaning supplies/materials
 - f. Handling and disposal of hazardous materials
 - g. Sanitation inspections on a daily, weekly, monthly and annual basis

J. Unit Documentation

1. Unit staff shall be required to document a full range of activities and tasks, including but limited to:
 - a. Living unit and cell assignments

- b. Entry/exit of staff, volunteers, visitors
 - c. Safety and security rounds begin and end times
 - d. Deviation from scheduled unit activities
 - e. Critical and unusual incidents
 - f. Area searches
 - g. Strip searches
 - h. Headcounts
 - i. Shift activity updates/briefings
 - j. Shift changes
2. Institutions shall establish procedures that outline the information to be recorded, the form of the documentation, and the staff post/position responsible for the documentation.
 3. Designated supervisor(s) shall review required documentation on a routine, regular basis to determine whether the required information is being properly documented, whether formal rounds are being performed in accordance with established procedure, if there are gaps in scheduled activities/services, trends in unit activity, etc. The designated supervisor shall take the necessary steps to resolve any identified discrepancies or deficiencies in documentation.