

# **State of Iowa Department of Corrections**

## **Policy and Procedures**

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Chapter 3: INSTITUTIONAL OPERATIONS

Sub Chapter: HOUSING

Related DOC Policies: N/A

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Subject: ADMISSIONS HOUSING

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Authority:

### **1. PURPOSE**

To provide guidelines regarding admissions housing operations at the Iowa Correctional Institution for Women (ICIW) and the Iowa Medical and Classification Center (IMCC).

### **2. POLICY**

It is the policy of the Iowa Department of Corrections' to provide newly admitted incarcerated individuals an appropriate housing environment, separate from the general population, while these incarcerated individuals are assessed and classified prior to institution or housing assignment.

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### **3. PROCEDURES**

#### **A. Housing Assignment**

Institutions shall establish procedures that outline where new incarcerated individuals will be housed.

#### **B. Intake Orientation**

Institutions shall establish procedures that outline how incarcerated individuals are oriented to the housing unit

#### **C. Operations – Security**

1. Institutions shall establish procedures governing the types and frequency of area searches within the unit, and documentation of such.
2. Institutions shall establish procedures to prevent unauthorized access to housing and living units.
3. Institutional procedures shall outline security measures directly affecting unit operations for the following security topics:
  - a. Housing Unit Control Center operations
  - b. Incarcerated individual counts
  - c. Security inspections
  - d. Searches
  - e. Key control

f. Tool control

4. 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 or in their handbook. At a minimum, the corresponding policy and procedure shall be identified.

**D. Operations – Out-of-Cell Time**

Institutions shall establish procedures that govern out-of-cell time for incarcerated individuals.

**E. Operations – Movement**

Institutions shall establish procedures governing movement in/out of and within the housing and living units. 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 prosocial 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 deescalating techniques.
- 2. Living Unit Officers shall conduct formal rounds of the living unit observing all incarcerated individuals at least once every 30 minutes 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 Post Log Book or 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. Living Unit 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 Living Unit 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 post in the living unit until properly relieved or directed otherwise by proper authority.
7. The Warden or 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. Such visits shall be noted in the appropriate Post Log Book or the appropriate PDA scan points.

#### **G. Operations - Leisure Activities**

Institutions may develop opportunities for leisure activities for incarcerated individuals assigned to the unit.

#### **H. Operations - Programs and Services**

1. Institutional procedures shall outline access to:
  - a. Meals
  - b. Mail
  - c. Laundry
  - d. Health care
  - e. Personal hygiene
  - f. Commissary
  - g. Religious programs
  - h. Social services
  - i. Education
  - j. Counseling

- k. Visits
  - l. Library (on-unit)
  - m. Laundry (on-unit)
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 or in their handbook. 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. Institutions may elect to provide the required information in a separate policy and/or within this policy or in their handbook. 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.