State of Iowa Department of Corrections

Policy and Procedures

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Responsibility: Nick Lamb
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1. PURPOSE

To describe the system that shall be used to manage security operations in Iowa Department of Corrections (IDOC) institutions.

2. POLICY

It is the policy of the IDOC to maintain a secure institutional environment that ensures the safety of the public, provides a safe working climate for employees, and offers humane and safe living conditions for incarcerated individuals confined therein. To accomplish this end, a highly organized system of inter-related policies, procedures, emergency plans, and systematic manpower practices is employed.

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3. PROCEDURES

A. Responsibility

1. The Deputy Director of Institution Operations is responsible for the overall management of the IDOC's security program and operations.

2. The institutional Associate Warden/Security is responsible for the management of the local security program and operations in each institution.

B. Documentation

The Associate Warden/Security shall develop a local security and staff management plan that includes the following information:

1. A complete set of IDOC security operational policies and procedures.

2. Locally written procedures developed to facilitate security policy implementation. The Associate Warden/Security is responsible for the maintenance of this body of information, and the Warden is responsible for final review and signature. All security policies and procedures shall be made available to staff, updated as necessary and shall be reviewed at a minimum annually.

3. Memoranda and other instructional materials issued by the Warden and Associate Warden/Security to facilitate the implementation of the policies and procedures.

4. All necessary staff assignment, roster, and timekeeping records, in accord with IDOC policy.

5. All local security post orders and current, pertinent information shall be readily available for employees assigned to posts. All post orders shall be reviewed annually and updated if necessary.

6. All local emergency plans.

C. Staff Visibility

1. A high priority in all IDOC institutions shall be the visibility of top staff in the institution where they shall be available to all incarcerated individuals, line staff and mid-level managers for communication.

2. The Shift Supervisors or designated alternate supervisor, shall tour every main living unit of the institution at least once each shift. Satellite living units such as minimum live out sites shall be routinely inspected by supervisory staff at least weekly. The Associate Warden of Security shall routinely review logs and other documentation of such tours. Unoccupied areas may be inspected on a weekly basis. Each agency shall have a policy to prohibit staff from alerting other staff members that these supervisory rounds are occurring, unless such announcement is related to the legitimate operational functions of the facility.

3. A written report or logbook of tours shall reflect any deficiencies observed and corrective action taken. There shall be a permanent log maintained and recorded in the Shift Supervisors report.

4. Correctional staff shall visually inspect all cells and other living quarters at a minimum once each day. They shall maintain a permanent log containing routine information, emergency situations and unusual incidents.

5. No incarcerated individuals or group of incarcerated individuals shall be given authority over other incarcerated individuals, manage any institutional program, or have any policy setting role in the institution.

6. Routine inspection of the institution by management staff is an important component of institutional operations. The Warden, Deputy Warden, and Associate Warden/Security shall routinely make rounds of the facility with a goal of visiting each major area of the facility monthly. The assigned Duty Officer shall inspect all areas of the facility during the assigned Duty Week. Department Heads shall routinely make rounds of their areas of responsibility and, occasionally, all areas of the facility. Each agency operating a facility shall implement a policy and practice of having intermediate-level or higher-level supervisors conduct and document unannounced rounds to identify and deter staff sexual abuse and sexual harassment. Such policy and practice shall be implemented for night shift as well as day shifts.