

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: IO-SC-27

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: 904.512

Chapter 3: INSTITUTIONAL OPERATIONS

Sub Chapter: SECURITY & CONTROL

Related DOC Policies: N/A

Administrative Code Reference: 201-20.8

Subject: TOURS

PREA Standards: N/A

Responsibility: Nick Lamb

Effective Date: February 2024

Authority:

1. PURPOSE

To establish procedures to authorize the Warden to allow certain segments of the public to safely participate in controlled tours of the institutions under the supervision of the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy of the IDOC to enhance its public information program by allowing the public to tour institutions. Tours may be provided to professional work-related groups, college classes and special interest groups, upon the approval of the Warden.

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3. PROCEDURES

A. Age and Security Level

1. Tours of institutions and facilities are normally arranged for adult groups only.
2. No children under the age of 18 shall be allowed to tour.

B. Conditions

1. All individuals shall be treated courteously and shall be required to abide by all institutional rules, regulations and instructions of the employee(s) conducting the tour.
 - a. All persons touring shall be informed of this condition at the earliest possible time before the tour begins.
 - b. Those individuals who fail to abide by the rules, regulations, and instructions shall be immediately escorted from the grounds.
2. Relatives or close friends of incarcerated individuals shall not be permitted to tour under any circumstances without prior approval of the Warden.
3. Employees who conduct tours shall be familiarized with the process of escorting groups so that questions can be answered intelligently and factually.
4. Tour groups shall not be taken to any area of the institution or facility not designated on the official tour route without prior approval of the Shift Supervisor.
5. Stamping hands of tour participants and/or the wearing of clip-on guest tags shall be left to the discretion of the Warden.

C. Size of Tour Groups

1. Each Warden shall establish minimum and maximum numbers for the size of the tour groups.
2. Depending on the size of the tour groups, the Warden shall assure that there is a sufficient number of trained employees accompanying the group so that proper security is maintained. (CERT and/or K-9 units may be called upon to escort and accompany tours.)

D. Special Interest Groups

1. Only the following individuals are authorized to visit all institutions under the control of the IDOC:
 - a. Members of the Executive Council
 - b. The Attorney General and staff
 - c. The Governor and Lieutenant Governor and staff
 - d. Members of the General Assembly and staff
 - e. Judges of the Supreme and District Courts and Court of Appeals
 - f. Judicial Magistrates
 - g. County Attorneys
 - h. Law enforcement agents and other government agencies
 - i. Members of the Board of Corrections
 - j. Members of the Parole Board and staff
 - k. Members of the Citizens Aide/Ombudsman Office
2. No other persons shall be granted admission except by permission of the Warden.