

State of Iowa Department of Corrections

Policy and Procedures

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1. PURPOSE

To provide general information regarding statewide and institutional transition incentive programs, consistent with risk assessment, risk management, and risk reduction to increase the likelihood of incarcerated individuals reentering their communities from the least restrictive custody designation in the Iowa Department of Corrections (IDOC) institutions.

2. POLICY

It is the policy of the IDOC to develop and implement a coordinated Transition Incentive Program (TIP). The TIP is an incarcerated individual management tool that grants privileges to incarcerated individuals who demonstrate pro-social behavior and invest in recommended treatment programs while limiting the privileges of incarcerated individuals who violate institutional rules or fail to make satisfactory investment in programs. Institution Classification and Transition Incentive Programs shall be coordinated through the Deputy Director of Institution Operations/Designee to provide incentives for transition from higher to lower facility security designation institutions when custody classification and community safety considerations make it reasonable to do so.

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3. DEFINITIONS -

- A. Committee - Committee refers to those established by the institutional procedures as being responsible for review of the Transition Incentive Program (TIP). The Committee may be established as the Classification Team, Treatment Team, Unit Team, or Segregation Review Team.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Facility Security Designation

1. Facility Security Designations provide an overview of perimeter security and internal operations and are general in nature. Institutions have a high degree of flexibility in their internal operations. Facilities are encouraged, in the use of the Transition Incentive Program, to grant and restrict privileges in accordance with both individual and corporate levels of responsibility.
2. Security Designation 1 (SD-1) facilities are characterized by open dormitory or multiple occupancy rooms and allow a great deal of freedom of movement on facility grounds. The population of a SD-1 facility consists of incarcerated individuals classified as minimum live-out custody. Primary purposes to house minimum custody incarcerated individuals in dormitory housing units that are eligible for release consideration and focus on preparation for successful reentry, risk reduction, core programs, aftercare, life skills, release planning and transitioning incarcerated individuals to work release or parole

supervision. The Correctional Release Center, the Mt. Pleasant Correctional Facility Minimum Live-Out Unit and the Iowa Correctional Institution for Women Minimum Live-Out Unit are SD-1 facilities.

3. Security Designation 2 (SD-2) facilities are characterized by open dormitory or multiple occupancy rooms and allow a great deal of freedom of movement within the confines of the fence. Movement through the fenced perimeter is controlled and is limited to those incarcerated individuals specifically authorized. The population of a SD-2 facility consists of incarcerated individuals classified as minimum or minimum work-out custody. Primary purposes to house minimum custody incarcerated individuals in dormitory housing units that are eligible for release consideration and focus on preparation for successful reentry, risk reduction, core programs, aftercare, life skills, release planning and transitioning incarcerated individuals to work release or parole supervision. The North Central Correctional Facility (NCCF) and the Mt. Pleasant Correctional Facility (MPCF) are SD-2 facilities.
4. Security Designation 3 (SD-3) facilities are characterized, generally, by multiple occupancy rooms and freedom of movement in designated areas of the facility. The population of a SD-3 facility consists of incarcerated individuals classified as medium custody. SD-3 facilities may have a small number of incarcerated individuals classified as minimum work-out custody for, primarily, on-grounds work projects. Primary purposes to house medium custody incarcerated individuals in dormitory housing units and focus on preparation for successful reentry, risk management, risk reduction, core programs including sex offender treatment, minimum work out, transitioning incarcerated individuals to lower security designations to facilitate successful reentry, release planning and transitioning incarcerated individuals to work release or parole supervision.

Exception: The Iowa Correctional Institution for Women (ICIW), by virtue of its multiple occupancy rooms and allowable internal movement, is a SD-3 facility housing maximum, medium, minimum and minimum live-out custody incarcerated individuals.

5. Security Designation 4 (SD-4) facilities are characterized by multiple occupancy cells though some cells may be designated for single occupancy. The doors of most cells in a SD-4 facility are controlled by staff though some housing units may have doors accessible by a key issued to the occupants. Movement through the facility is relatively open during normal activity hours. The population of a SD-4 facility consists of incarcerated individuals classified as medium custody. SD-4 facilities

may house a small number of incarcerated individuals classified as maximum custody in designated specialized housing units. SD-4 facilities may also have a small number of incarcerated individuals classified as minimum work-out custody for, primarily, on-grounds work projects. Primary purposes to house medium custody incarcerated individuals in celled housing units and focus on preparation for successful reentry, risk management, risk reduction, core programs, minimum work-out, transitioning incarcerated individuals to lower security designations to facilitate successful reentry, release planning and transitioning incarcerated individuals to work release or parole supervision. The Anamosa State Penitentiary (ASP), Clarinda Correctional Facility (CCF), the Newton Correctional Facility (NCF) and the Fort Dodge Correctional Facility (FDCF) are SD-4 facilities.

6. Security Designation 5 (SD-5) facilities are characterized by both single and multiple occupancy cells. Cell doors are under control of staff except in certain designated areas of the facility. Movement through the facility is relatively open during normal activity hours. The population of a SD-5 facility consists primarily of incarcerated individuals classified as medium custody, but may have a significant number of maximum custody incarcerated individuals, and may have a small number of incarcerated individuals classified as minimum work-out custody for, primarily, on-grounds and off-ground work projects. Primary purposes to house high medium custody incarcerated individuals with long sentences in celled housing units and focus on preparation for successful reentry, risk management, risk reduction, treatment readiness, core programs, minimum work-out and transitioning incarcerated individuals to lower security designations to facilitate successful reentry.

The Iowa Medical and Classification Center (IMCC) is a SD-5 facility due to the nature of it as the Reception Center, its specialized housing and treatment programs for incarcerated individuals with physical and mental illness, and its general population housing program.

7. Security Designation 6 (SD-6) facilities are characterized by both single and multiple occupancy cells. Cell doors are under control of staff. Movement throughout the facility is relatively open, but somewhat more controlled than in other facilities. The population of a SD-6 facility consists primarily of incarcerated individuals classified as maximum custody but may have a significant number of medium custody incarcerated individuals. Primary purposes to house maximum custody incarcerated individuals with long sentences in celled housing units and focus on preparation for successful reentry, risk management, treatment readiness and transitioning incarcerated individuals to lower security

designations to facilitate successful reentry. The Iowa State Penitentiary (ISP) is a SD-6 facility.

B. Transition Incentive Program (TIP)

1. Each IDOC institution shall develop and implement a Transition Incentive Program (TIP) that is coordinated with other IDOC institutions through the Deputy Director of Institution Operations/Designee.
2. Each Transition Program shall be composed of:
 - a. An entry rank (TIP-2) to which newly transferred incarcerated individuals are placed following orientation;
 - b. One or more higher privilege ranks (TIP-3, TIP-4, etc.) and;
 - c. A negative rank (TIP-1) reserved for incarcerated individuals who, as a result of misconduct, failure to fully participate in recommended programs, or who otherwise fail to meet the clearly communicated expectations of the Committee having jurisdiction over the Transition Incentive Program.
3. Each institution's Transition Incentive Program shall clearly set forth behavioral and programmatic expectations as well as the timelines and processes necessary for advancement through the TIP.
4. Program guidelines shall describe the processes by which an incarcerated individual may maintain incentives and those choices that could lead to a loss of incentives. Though a reduction of only one rank (i.e. from TIP-4 to TIP-3) is more typical; serious or repeated instances of misconduct; repeated failure or refusal to fully participate in recommended programs may result in reduction of two or more TIP ranks. Institutional procedures shall include explanation of the appeal process and ensure incarcerated individual access to at least one level of appeal.

C. Incentives

1. Incentives are intended to reward prosocial behavior and provide motivation for incarcerated individuals to move to institutions with a lower facility security designation.

2. Each institution is responsible for the development of incentives that are meaningful to the institution's population and reflect the institution's resources, physical plant, and capabilities. Each institution's Transition Incentive Program shall be submitted to the Deputy Director of Institution Operations or Designee for review in order to enhance Department-wide coordination of the Program and to ensure that overall IDOC purposes are met. Incentive privileges may include, but are not limited to:
 - a. Expanded Visitation and Telephone Privileges
 - b. Yard time
 - c. Work Allowance
 - d. Personal Property
 - e. Canteen
 - f. Recreation - Gym/Music/Choir/Sport Leagues
 - g. Participation in Fundraisers and Special Activities
 - h. Programming
 - i. Hobbycraft
 - j. Library
 - k. Participation on Incarcerated Individual Committees

D. Long Term and Life Sentences

As described in the procedures of each institution, incarcerated individuals serving long term sentences and incarcerated individuals with life sentences will be eligible to participate in the Transition Incentive Program. Institutional procedures, however, may require substantially longer periods of time before TIP advancement to the highest ranks.

E. Transfer from One Facility to Another

1. Transfer from one facility to another is a classification decision based upon a large number of factors including, but not limited to, the individual's custody score, crime and criminal history, institutional adjustment and participation in recommended programs, proximity to anticipated release, etc. As a reflection of institutional adjustment and program participation, the incarcerated individual's TIP rank shall be a significant consideration in transfer from a higher security designation to lower security designation facility. Incarcerated individuals in the institution's highest TIP ranks shall be routinely reviewed for transfer.
2. Incarcerated individuals transferred from a higher security designation to a lower security designation facility shall be reviewed by the receiving institution's Committee for placement into the appropriate TIP rank following institutional orientation. The Committee shall ensure that incarcerated individuals transferred to a lower security designation facility are, as soon as practical, placed into a TIP rank with privileges similar to the privileges afforded the incarcerated individual at the sending facility. This is to ensure that transfer to a lower security designation does not result in fewer privileges and serve as a disincentive to transfers.