

# **State of Iowa Department of Corrections**

## **Policy and Procedures**

Policy Number: OP-RA-02

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 5: OFFENDER PROGRAMS

Sub Chapter: RECREATION & ACTIVITIES

Related DOC Policies: AD-CI-01, PI-601

Administrative Code Reference: 4017

Subject: INCARCERATED INDIVIDUAL ORGANIZATIONS/SELF HELP GROUPS

ACA Standards: 5-ACI-7C-06

Responsibility: William Sperflage

Effective Date: May 2021

Authority:

### **1. PURPOSE**

To describe the procedures that shall be used by the Iowa Department of Corrections (IDOC) to review prospective organizations and the conditions under which such groups may operate.

### **2. POLICY**

It is the policy of the IDOC to permit advisory councils or organized groups to be established in an effort to improve communication between staff and incarcerated individuals and/or promote community linkages and pro-social behavior with incarcerated individuals. Such councils or groups shall function in accordance with specific bylaws approved by the Warden.

### **CONTENT**

- A. Incarcerated Individual Organizations and Self Help Group
- B. Discussions
- C. Fundraisers

### **3. DEFINITIONS – See IDOC Policy AD-GA-16 for Definitions.**

### **4. PROCEDURES**

## **A. Incarcerated Individual Organizations and Self Help Groups**

1. Incarcerated individual organizations and Self Help Groups may include the involvement of community volunteers. These organizations and activities shall function only with the approval of the Warden/Designee. **(5-ACI-7D-06)**
2. Incarcerated individual Organizations and Self Help Groups shall not be used as a vehicle to voice individual disenchantment or promote dissension/disharmony.

## **B. Discussions**

1. Meeting discussions shall be limited to the application of general institutional policies, practices, or conditions of a non-confidential nature or official business of the organization.
2. Any unauthorized discussion, activity, gathering, or abuse of privileges that might violate institutional security regulations or concerns shall result in immediate action taken by the Warden. This action may include dissolving the council or group's functions.
3. All meetings and activities of an approved organization shall be supervised by designated staff.

## **C. Fundraisers**

Fundraising activities for incarcerated individual organizations and self help groups shall be approved by the Warden/Designee as outlined by IDOC policy **PI-601**, *Commissary Personal Property for Incarcerated Individuals*.