

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: AD-IS-02
Applicability: Institutions
Policy Code: Public Access
Iowa Code Reference: N/A
Chapter 1: ADMINISTRATION & MANAGEMENT
Sub Chapter: INFORMATION SYSTEM/RESEARCH
Related DOC Policies: N/A
Administrative Code Reference: N/A
Subject: MASTER POPULATION REPORTS
PREA Standards: N/A
Responsibility: Nick Lamb
Effective Date: August 2024
Authority:

1. PURPOSE

To describe the population record system that shall be used in Iowa Department of Corrections (IDOC) institutions.

2. POLICY

It is the policy of the IDOC to maintain a continuous record of the identity and location of each incarcerated individual in its institutions, and to maintain aggregated record-keeping systems that enable total reconstruction of the population of a single facility or the entire system at any given time.

CONTENTS

- A. Record of Movement
- B. Reports

3. DEFINITIONS – As used in this document:

Iowa Corrections Offenders Network (ICON) – The computer system utilized by the State of Iowa to maintain data on incarcerated individuals. Incarcerated individual needs, incarcerated individual interventions, and Board of Parole release plans are part of ICON.

4. PROCEDURES

A. Record of Movement

Each institution shall maintain an accurate record of all movement into, out of, and within the institution through the ICON system. The Records Administrator or designee at each institution shall oversee the movements for accuracy. The Warden or designee of each institution shall designate which staff is responsible for data entry of specific items. Each institution shall determine if a hard copy back-up system is maintained of the Daily Record.

1. The count shall be as of 12:01 a.m. of the current day
2. The count includes those incarcerated individuals:
 - a. Inside the institution
 - b. Minimum live-out
 - c. On furlough
 - d. On trips
 - e. Hospitalized
 - f. Out on temporary court order
3. The count does not include those incarcerated individuals released because of:
 - a. Death
 - b. Escape
 - c. Transfer
 - d. Final release
 - e. Parole
 - f. Work release
 - g. Shock probation

- h. Appeal bond
- i. Permanent court order

B. Reports

1. The daily movement report can be generated in ICON by going to Reports, Housing Reports, and Daily Population Movements.
2. Current count is available in ICON, at any time, by looking in ICON under Reports, Housing Reports, and Institutional Count Summary.
3. An alphabetical listing of incarcerated individuals can be found in ICON under Reports, Housing Reports, Institutional Housing (Alpha Roster).
4. Each institution shall maintain a photo of each incarcerated individual in ICON.