

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: PI-201

Applicability: IPI

Policy Code: Public Access

Iowa Code Reference: 904.705, 706, 803

Chapter 9: IOWA PRISON INDUSTRIES

Sub Chapter: OPERATIONS

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: FARM OPERATIONS

PREA Standards: N/A

Responsibility: Robert Fairfax

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Authority:

1. PURPOSE

To outline the farm operations of Iowa Prison Industries (IPI) a division of the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy of the IDOC that the farm operations be designed to promote the positive development of incarcerated individual work habits, standards and attitudes, and to raise crops and livestock for institution consumption and or resale. All operations are to be self-funding and are intended to operate without the financial support of the department or General Fund.

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- A. Personnel Responsibilities
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3. DEFINITIONS – As used in this document:

- A. IDOC Prison Industries Supervisor/Farms – Staff member appointed by the Deputy Director of Iowa Prison Industries (IPI) who oversees the farm operations at all institutions of the IDOC.
- B. Institutional Farm Manager and Farm Leader – Institutional staff member responsible for the day-to-day farm activities and the efficient operation of the overall farm operation.
- C. IPI Advisory Board – A seven-person board whose principal duties are to promulgate and adopt rules, and to advise the Deputy Director of Iowa Prison Industries (IPI) regarding the management of IPI as outlined in **Iowa Code 904.803**.
- D. State Auditor- Chief and legal independent assessor of procedural, accounting and operational activities as outlined in the Iowa Code.
- E. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Personnel Responsibilities

- 1. All farm staff is funded via the revolving fund.
- 2. Work hours are reported to the central farm office weekly.
- 3. Incarcerated individual worker hours are recorded daily and funds are transferred monthly to reimburse for the stipends the incarcerated individuals are paid.
- 4. The payroll records and employee evaluations are retained at each of the Institutions (Anamosa, Fort Madison and Newton) where the Farm employee is located.
- 5. Local farm staff is to cooperate and assist institution staff when requested.

B. Standards

Farm Operations are governed by **Iowa Code 904.705, 904.706, 904.803**.

C. Records and Inventory

1. All livestock including breeding stock must be inventoried and accounted for at least monthly and reported to the Deputy Director of IPI quarterly. Quarterly reports will include any loss of livestock and special mention as to the circumstances. All livestock shall be sold at public auction except the occasional small twin calf or orphaned calf. Special care including the count by a staff member shall be conducted at the time livestock are loaded for auction. Sale transaction records shall note the number of livestock sold as well as the price received. All livestock shall be earmarked, or branded as IPI property.
2. Grain transactions shall require the solicitation of 3 bids and be approved by the Prison Industries Supervisor/Farms before the sale is consummated. The solicited bids are documented and retained. Exceptions: Grain bids will not be required for overruns when filling a contract, cleaning out a storage bin or for damaged grain.
3. All buildings, grounds, vehicles, and machinery used in the farming operation shall be properly maintained, accounted for, and inventoried including state identification tags.
4. Annually, the Iowa Prison Industries Supervisor/Farms shall submit a discussion/report to the Deputy Director of IPI. It should outline the farm operations and any needs for the upcoming year.
5. No less than yearly shall the Prison Industries Supervisor/Farms present progress updates to the IPI advisory board.
6. Financial record keeping shall be current and consolidated quarterly. The December year-end report shall be available no later than the first day of February.
7. The State Auditor's Office shall issue a Report of Approval or Deficiency yearly. Copies are to be distributed to the Governor, Director of Corrections, IPI Advisory Board and Board of Corrections.

D. Expenditures

The Deputy Director of IPI shall approve all expenditures over \$5,000.00 (excluding seed and chemicals).

Replaces Policy FS-III-10.

Effective: Jan. 2006. Revised: April 2007, May 2008, May 2009, April 2010, Feb. 2012. Reviewed: Sept. 2013.
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