



Iowa Department of Corrections

GOVERNOR KIM REYNOLDS
LT. GOVERNOR CHRIS COURNOYER

BETH SKINNER, PHD, DIRECTOR

IOWA BOARD OF CORRECTIONS AGENDA Friday July 10th, 2025, 10:00 a.m.

In-Person Location: 510 E 12 Street Des Moines, IA 50319, Jessie Parker Building, Room 130

Virtual Location: meet.google.com/krb-pbph-jjj

TOPIC	PRESENTER
➤ Call to Order Approval of April 10, 2026 BOC Minutes (Action Item)	Trent Keller, Chair
➤ Next Board Meeting Friday, October 9, 2026	Trent Keller, Chair
(A meeting notice will be posted on the DOC website: https://doc.iowa.gov/)	
Welcome	Dr. Beth Skinner, Director
Budget Update	Steve Dick, Financial Manager
District Director Hire – 1 st District	Joel McAnulty, Deputy Director
District Director Hire – 6 th District	Joel McAnulty, Deputy Director
Administrative Rules Update	Jen Rathje, Legislative Liaison
Public Comments ¹	Public
Open Discussion	Board Members
Adjournment	Board Members

¹ Please note, during the public comment period on the agenda, members of the audience may address the board for a period not to exceed two minutes. The board reserves the right to reduce this time based on the number wishing to speak. Acknowledgement and an opportunity to speak will be at the discretion of the chairperson.

The mission of the Iowa Department of Corrections is to:
Creating Opportunities for Safer Communities

This meeting will be live-streamed via the Department's YouTube Channel for members of the public that would like to observe. You can also view previous Board of Corrections meetings at this site.

Link: <https://www.youtube.com/channel/UCItY2PABjitQpT4Op2w3kTw>

Department of Corrections
General Fund FY 2027 Budget

															Total FY 2027 Budget New Funding Requests Above Base Budget (FTE Changes Only)
Appr.	Total FY 2026	Distribute A34 \$'s to DOC	FTE's	Gartner Contract Elimination	FTE's	Reduction of SAS Licenses	FTE's	Reduction of Shipping Dates	FTE's	Prison Garden Expansion	FTE's	Dept Wide Duties-FY27	FTE's	FTE's	
CBC District 1	A01	\$ 17,301,981	\$ 94,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 17,395,981 -
CBC District 2	A02	\$ 13,945,725	\$ 160,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 14,105,725 -
CBC District 3	A03	\$ 8,915,376	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 8,915,376 -
CBC District 4	A04	\$ 6,465,898	\$ 98,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 6,563,898 -
CBC District 5	A05	\$ 25,006,813	\$ 188,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 25,194,813 -
CBC District 6	A06	\$ 17,406,811	\$ 148,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 17,554,811 -
CBC District 7	A07	\$ 11,003,457	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 11,003,457 -
CBC District 8	A08	\$ 10,241,148	\$ 18,778 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 10,259,926 -
Central Office	A20	\$ 8,165,695	\$ 1,900,000 -	\$ (270,000) -	\$ (80,000) -	\$ (65,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 9,650,695 -
ICON	A21	\$ 2,000,000	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 2,000,000 -
Department Wide Duties	A34	\$ 5,905,778	\$ (5,905,778) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	6,275,000	\$ - -	\$ - -	\$ 6,275,000 -
County Confinement	A24	\$ 1,345,319	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 1,345,319 -
Federal Prisoners	A25	\$ 234,411	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 234,411 -
Corrections Education	A26	\$ 3,108,109	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 3,108,109 -
Mental Health/Substance Abuse	A30	\$ 28,065	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 28,065 -
State Cases - Std.	897	\$ 10,000	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 10,000 -
Fort Madison	A40	\$ 46,561,722	\$ 173,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (10,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 46,724,722 -
Anamosa	A45	\$ 39,358,974	\$ 907,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (10,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 40,255,974 -
Oakdale	A50	\$ 58,954,020	\$ 400,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (10,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 59,344,020 -
Oakdale Pharmacy	A52	\$ 10,175,417	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 10,175,417 -
Newton	A55	\$ 32,279,092	\$ 240,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (10,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 32,509,092 -
Mt. Pleasant	A60	\$ 30,356,297	\$ 273,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (10,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 30,619,297 -
Rockwell City	A65	\$ 11,721,579	\$ 200,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (5,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 11,916,579 -
Clarinda	A70	\$ 29,252,380	\$ 436,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (10,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 29,678,380 -
Mitchellville	A75	\$ 26,082,539	\$ 278,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (10,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 26,350,539 -
Fort Dodge	A80	\$ 34,085,251	\$ 392,000 -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ - -	\$ (10,000) -	\$ - -	\$ - -	\$ - -	\$ - -	\$ 34,467,251 -
General Fund Total		\$ 449,911,857	\$ - -	\$ (270,000) -	\$ (80,000) -	\$ (65,000) -	\$ (85,000) -	\$ - -	\$ - -	\$ 6,275,000	\$ - -	\$ - -	\$ - -	\$ - -	\$ 455,686,857 -
													GF Increase by % GF Increase by		1.28% \$ 5,775,000

FY2026 New Packages Coding

Fund	Dept	Approp	Organiz	Object Class	Amount	FTE	Job Class
Distribute A34 Department Wide Duties from FY25							
0001	238	A34	A34A	05A	\$ (8,654,633.00)	-	- Move A34 to Approps
0001	221	A01	1141	05A	\$ 475,000.00	-	- Move A34 to Approps
0001	222	A02	1141	05A	\$ 304,530.00	-	- Move A34 to Approps
0001	223	A03	1141	05A	\$ 300,000.00	-	- Move A34 to Approps
0001	225	A05	1141	05A	\$ 644,466.00	-	- Move A34 to Approps
0001	226	A06	1141	05A	\$ 275,000.00	-	- Move A34 to Approps
0001	227	A07	1141	05A	\$ 315,000.00	-	- Move A34 to Approps
0001	228	A08	1141	05A	\$ 240,000.00	-	- Move A34 to Approps
0001	238	A20	4003	05A	\$ 120,398.00	-	- Move A34 to Approps
0001	242	A40	1474	05A	\$ 937,000.00	-	- Move A34 to Approps
0001	243	A45	1474	05A	\$ 400,000.00	-	- Move A34 to Approps
0001	244	A50	1474	05A	\$ 1,187,000.00	-	- Move A34 to Approps
0001	245	A55	1474	05A	\$ 637,000.00	-	- Move A34 to Approps
0001	246	A60	1474	05A	\$ 625,000.00	-	- Move A34 to Approps
0001	247	A65	1474	05A	\$ 349,239.00	-	- Move A34 to Approps
0001	248	A70	1474	05A	\$ 600,000.00	-	- Move A34 to Approps
0001	249	A75	1474	05A	\$ 545,000.00	-	- Move A34 to Approps
0001	252	A80	1474	05A	\$ 700,000.00	-	- Move A34 to Approps
Loss of Telephone Fund Proceeds							
0001	238	A20	4003	414	\$ 300,000.00	-	- Contracts with IWD/DOT
0001	238	A20	4003	418	\$ 83,000.00	-	- Contract for Inmate Law Library
0001	238	A26	2020	406	\$ 500,000.00	-	- Education
0001	242	A40	1109	101	\$ 75,000.00	-	- Existing Employee at ISP
Staffing Package							
0001	238	A20	4007	101	\$ -	-	90645 Attorney 3
0001	238	A20	4020	101	\$ -	-	00641 Compliance Officer 2-Investigations
0001	238	A20	4012	101	\$ -	-	90768 Training Specialist 2-CBC Training Academy
0001	238	A20	4012	101	\$ -	-	00711 Executive Officer 2-CBC Training Academy
0001	238	A20	4012	101	\$ -	-	04023 Program Planner 3 for Learning Center CQI
0001	238	A20	4005	101	\$ -	-	00641 Compliance Officer 2-CBC Security/Policy Audits
0001	244	A50	1348	101	\$ -	-	00641 Medical Compliance Officer
WRAP Treatment Package							
0001	222	A02	1141	101	\$ -	-	30407 Community Corrections Program Coordinator
0001	226	A06	1141	101	\$ -	-	30407 Community Corrections Program Coordinator
0001	228	A08	1141	101	\$ -	-	30407 Community Corrections Program Coordinator
0001	242	A40	1389	101	\$ -	-	86419 Correctional Counselor
0001	252	A80	1389	101	\$ -	-	86419 Correctional Counselor
0001	238	A20	4005	101	\$ -	-	00711 Executive Officer 2 (CQI)
0001	238	A20	4005	301	\$ -	-	- client workbooks
0001	238	A20	4005	202	\$ -	-	- training for staff
ICON							
0001	238	A21	A21A	418	\$ -	-	- ICON Programming/Enhancement Funding

Increased DAS Costs

0001	221 A01	1141	414	\$	-	-	-	Increased DAS Costs
0001	222 A02	1141	414	\$	-	-	-	Increased DAS Costs
0001	223 A03	1141	414	\$	-	-	-	Increased DAS Costs
0001	224 A04	1141	414	\$	-	-	-	Increased DAS Costs
0001	225 A05	1141	414	\$	-	-	-	Increased DAS Costs
0001	226 A06	1141	414	\$	-	-	-	Increased DAS Costs
0001	227 A07	1141	414	\$	-	-	-	Increased DAS Costs
0001	228 A08	1141	414	\$	-	-	-	Increased DAS Costs
0001	238 A20	4003	414	\$	-	-	-	Increased DAS Costs
0001	242 A40	1474	414	\$	-	-	-	Increased DAS Costs
0001	243 A45	1474	414	\$	-	-	-	Increased DAS Costs
0001	244 A50	1474	414	\$	-	-	-	Increased DAS Costs
0001	245 A55	1474	414	\$	-	-	-	Increased DAS Costs
0001	246 A60	1474	414	\$	-	-	-	Increased DAS Costs
0001	247 A65	1474	414	\$	-	-	-	Increased DAS Costs
0001	248 A70	1474	414	\$	-	-	-	Increased DAS Costs
0001	249 A75	1474	414	\$	-	-	-	Increased DAS Costs
0001	252 A80	1474	414	\$	-	-	-	Increased DAS Costs

Increased Costs-Workers Comp Premiums

0001	222 A02	1111	414	\$	6,500.00	-	-	Increased Workers Comp Premiums
0001	223 A03	1111	414	\$	394.00	-	-	Increased Workers Comp Premiums
0001	225 A05	1111	414	\$	54,170.00	-	-	Increased Workers Comp Premiums
0001	226 A06	1111	414	\$	5,011.00	-	-	Increased Workers Comp Premiums
0001	227 A07	1111	414	\$	26,726.00	-	-	Increased Workers Comp Premiums
0001	242 A40	1474	414	\$	42,884.00	-	-	Increased Workers Comp Premiums
0001	243 A45	1474	414	\$	114,381.00	-	-	Increased Workers Comp Premiums
0001	244 A50	1474	414	\$	100,573.00	-	-	Increased Workers Comp Premiums
0001	245 A55	1474	414	\$	190,734.00	-	-	Increased Workers Comp Premiums
0001	246 A60	1474	414	\$	2,876.00	-	-	Increased Workers Comp Premiums
0001	247 A65	1474	414	\$	12,433.00	-	-	Increased Workers Comp Premiums
0001	248 A70	1474	414	\$	42,581.00	-	-	Increased Workers Comp Premiums
0001	249 A75	1474	414	\$	40,332.00	-	-	Increased Workers Comp Premiums
0001	252 A80	1474	414	\$	168,333.00	-	-	Increased Workers Comp Premiums

Increased Pharmacy Costs

0001	244 A52	0A52	310	\$	250,000.00	-	-	Increased Statewide Pharmacy Costs
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Iowa Department of Corrections
FY 2026
Financial Status Reports
Through the Period Ending **June**
2026

	Department Revised Budget	Actual Revenues and Expenditures	Encumbrances	Actual + Encumbrances	Percent (Actual of Budget)
FTE Positions					
Correctional Officer	-				
Total Staffing	3,775.72				
Resources Available					
04B Balance Brought Forward	557,273.00	741,612	-	741,612.16	1.33
05A Appropriation	449,911,857.00	449,911,857	-	449,911,857.00	1.00
--- Appropriation Transfer	-	-	-	-	---
--- Legislative Adjustments	-	-	-	-	---
201R Federal Support	472,247.00	1,065,428	-	1,065,428.00	2.26
202R Local Governments	422,288.00	371,071	-	371,070.97	0.88
204R Intra State Receipts	6,309,470.00	6,563,977	-	6,563,976.95	1.04
205R Reimbursement from Other Agencies	42,123.00	42,000	-	42,000.00	1.00
234R Transfers - Other Agencies	190,549.00	1,195,885	-	1,195,884.63	6.28
301R Interest	11,000.00	34	-	34.03	0.00
401R Fees, Licenses & Permits	6,358,857.00	6,878,226	-	6,878,226.32	1.08
501R Refunds & Reimbursements	17,444,754.00	15,395,210	-	15,395,210.00	0.88
601R Refunds & Reimbursements	5.00	-	-	-	-
602R Sale of Equipment & Salvage	1,005.00	68	-	68.32	0.07
603R Rents & Leases	82,750.00	75,935	-	75,935.08	0.92
604R Agricultural Sales	2,000.00	-	-	-	-
606R Other Sales & Services	-	-	-	-	---
701R Unearned Receipts	2.00	871,606	-	871,605.82	435,802.91
704R Other Sales & Services	149,816.00	119,857	-	119,857.40	0.80
Total Resources Available	481,955,996.00	483,232,766.68		483,232,766.68	1.00
Funds Expended and Encumbered					
101 Personal Services-Salaries	382,433,329.00	357,676,848	-	357,676,848.42	0.94
202 Personal Travel (In State)	644,901.00	634,540	-	634,539.92	0.98
203 State Vehicle Operation	1,202,215.00	1,079,979	1,515	1,081,493.97	0.90
204 Depreciation	10,298.00	6,839	-	6,839.38	0.66
205 Personal Travel (Out of State)	107,999.00	71,208	-	71,208.10	0.66
301 Office Supplies	492,484.00	498,290	1,267	499,556.78	1.01
302 Facility Maintenance Supplies	1,943,656.00	2,108,181	29,970	2,138,150.70	1.10
303 Equipment Maintenance Supplies	884,622.00	895,920	35,138	931,058.49	1.05
304 Professional & Scientific Supplies	1,663,952.00	1,880,256	16,928	1,897,184.74	1.14
306 Housing & Subsistence Supplies	3,385,256.00	3,753,668	88,553	3,842,221.65	1.13
307 Ag,Conservation & Horticulture Supply	81,507.00	86,221	821	87,041.79	1.07
308 Other Supplies	615,838.00	767,132	15,431	782,563.32	1.27
309 Printing & Binding	1,146.00	340	-	340.40	0.30
310 Drugs & Biologicals	10,175,417.00	9,156,972	-	9,156,972.19	0.90
311 Food	15,381,480.00	16,441,554	173,386	16,614,939.36	1.08
312 Uniforms & Related Items	1,435,192.00	1,643,120	50,131	1,693,250.53	1.18
313 Postage	94,514.00	110,150	-	110,149.60	1.17
401 Communications	1,568,555.00	1,466,704	5,866	1,472,569.64	0.94
402 Rentals	886,171.00	872,995	8,508	881,502.70	0.99
403 Utilities	12,137,126.00	12,607,020	123,251	12,730,271.59	1.05
405 Professional & Scientific Services	5,713,651.00	7,698,476	41,525	7,740,001.04	1.35
406 Outside Services	7,670,808.00	8,776,699	63,234	8,839,933.07	1.15
407 Intra-State Transfers	5,907,100.00	5,949,677	-	5,949,677.20	1.01
408 Advertising & Publicity	131,005.00	56,835	-	56,834.50	0.43
409 Outside Repairs/Service	2,795,068.00	2,946,734	87,553	3,034,287.48	1.09
412 Auditor of State Reimbursements	300.00	-	-	-	-
414 Reimbursement to Other Agencies	9,194,085.00	7,860,445	-	7,860,445.44	0.85
416 ITD Reimbursements	5,429,086.00	9,309,599	9,803	9,319,401.73	1.72
417 Worker's Compensation	6,000.00	-	-	-	-
418 IT Outside Services	2,075,915.00	2,160,813	-	2,160,812.52	1.04
419 Intra Agency Reimbursement	-	-	-	-	---
433 Transfers - Auditor of State	1,500.00	1,302	-	1,302.00	0.87
434 Transfers - Other Agencies Services	387,796.00	77,994	-	77,994.07	0.20
501 Equipment	863,763.00	748,492	77,427	825,919.03	0.96
502 Office Equipment	33,566.00	75,936	-	75,935.62	2.26
503 Equipment - Non-Inventory	646,097.00	911,076	117,292	1,028,367.83	1.59
510 IT Equipment	2,348,994.00	2,658,461	4,893	2,663,354.13	1.13
601 Claims	306.00	865	-	865.37	2.83
602 Other Expense & Obligations	3,280,764.00	2,912,070	351	2,912,420.38	0.89
604 Securities	-	-	-	-	---
701 Licenses	22,880.00	24,667	-	24,667.00	1.08
702 Fees	70.00	-	-	-	-
705 Refunds-Other	5,500.00	28,757	-	28,756.81	5.23
901 Capitals	200,100.00	309,749	-	309,749.32	1.55
--- Balance Carry Forward	95,989.00	-	-	-	-
--- Reversion	-	-	-	-	---
Total Expenses and Encumbrances	481,955,996.00	464,266,585.32	952,842.49	465,219,427.81	0.97
Ending Balance				18,013,338.87	

Iowa Department of Corrections
FY 2026
Financial Status Reports
Through the Period Ending June
2026

	Department Revised Budget	Actual Revenues and Expenditures	Encumbrances	Actual + Encumbrances	Percent (Actual of Budget)
FTE Positions					
Correctional Officer	-				
Total Staffing	2,601.45				
Resources Available					
04B Balance Brought Forward	2	263,127.73	-	263,127.73	131,563.87
05A Appropriation	318,827,271	318,827,271.00	-	318,827,271.00	1.00
--- Appropriation Transfer	-	-	-	-	---
--- Legislative Adjustments	-	-	-	-	---
201R Federal Support	2	-	-	-	-
202R Local Governments	138,000	113,952.58	-	113,952.58	0.83
204R Intra State Receipts	3,373,833	3,524,113.27	-	3,524,113.27	1.04
205R Reimbursement from Other Agencies	123	-	-	-	-
234R Transfers - Other Agencies	162,505	943,155.67	-	943,155.67	5.80
301R Interest	-	-	-	-	---
401R Fees, Licenses & Permits	840,000	858,294.76	-	858,294.76	1.02
501R Refunds & Reimbursements	947,000	863,606.48	-	863,606.48	0.91
601R Refunds & Reimbursements	5	-	-	-	-
602R Sale of Equipment & Salvage	1,005	68.32	-	68.32	0.07
603R Rents & Leases	82,750	75,935.08	-	75,935.08	0.92
604R Agricultural Sales	-	-	-	-	---
606R Other Sales & Services	-	-	-	-	---
701R Unearned Receipts	1	-	-	-	-
Total Resources Available	324,372,497	325,469,524.89		325,469,524.89	1.00
Funds Expended and Encumbered					
101 Personal Services-Salaries	257,485,609	241,077,035.25	-	241,077,035.25	0.94
202 Personal Travel (In State)	377,715	409,866.09	-	409,866.09	1.09
203 State Vehicle Operation	842,567	734,304.22	1,514.85	735,819.07	0.87
204 Depreciation	10,297	6,839.38	-	6,839.38	0.66
205 Personal Travel (Out of State)	27,992	11,548.13	-	11,548.13	0.41
301 Office Supplies	220,639	242,175.56	1,266.69	243,442.25	1.10
302 Facility Maintenance Supplies	1,734,728	1,812,715.59	29,969.58	1,842,685.17	1.06
303 Equipment Maintenance Supplies	884,622	892,361.75	35,138.42	927,500.17	1.05
304 Professional & Scientific Supplies	1,293,917	1,562,237.52	16,928.25	1,579,165.77	1.22
306 Housing & Subsistence Supplies	2,988,553	3,398,778.82	88,553.21	3,487,332.03	1.17
307 Ag,Conservation & Horticulture Supply	81,507	86,220.99	820.80	87,041.79	1.07
308 Other Supplies	526,688	608,769.24	15,431.09	624,200.33	1.19
309 Printing & Binding	145	264.66	-	264.66	1.83
310 Drugs & Biologicals	10,175,417	9,156,972.19	-	9,156,972.19	0.90
311 Food	13,216,084	14,158,971.77	173,385.69	14,332,357.46	1.08
312 Uniforms & Related Items	1,425,692	1,627,307.77	50,130.82	1,677,438.59	1.18
313 Postage	49,466	78,134.73	-	78,134.73	1.58
401 Communications	639,257	630,330.07	5,865.72	636,195.79	1.00
402 Rentals	108,987	65,841.13	8,508.18	74,349.31	0.68
403 Utilities	10,666,035	11,112,584.95	123,251.19	11,235,836.14	1.05
405 Professional & Scientific Services	2,565,419	2,979,792.61	41,524.88	3,021,317.49	1.18
406 Outside Services	1,666,963	3,929,575.90	63,233.77	3,992,809.67	2.40
407 Intra-State Transfers	121	42,999.20	-	42,999.20	355.37
408 Advertising & Publicity	127,002	56,609.51	-	56,609.51	0.45
409 Outside Repairs/Service	1,895,070	1,994,481.99	81,914.40	2,076,396.39	1.10
412 Auditor of State Reimbursements	-	-	-	-	---
414 Reimbursement to Other Agencies	6,476,058	6,785,368.80	-	6,785,368.80	1.05
416 ITD Reimbursements	2,827,235	4,560,839.13	9,803.00	4,570,642.13	1.62
417 Worker's Compensation	-	-	-	-	---
418 IT Outside Services	215	8,119.49	-	8,119.49	37.77
419 Intra Agency Reimbursement	-	-	-	-	---
433 Transfers - Auditor of State	-	-	-	-	---
434 Transfers - Other Agencies Services	372,095	71,132.07	-	71,132.07	0.19
501 Equipment	629,339	508,482.24	77,426.73	585,908.97	0.93
502 Office Equipment	25,645	9,743.85	-	9,743.85	0.38
503 Equipment - Non-Inventory	355,881	456,181.67	117,291.95	573,473.62	1.61
510 IT Equipment	1,537,542	1,423,937.35	4,893.44	1,428,830.79	0.93
601 Claims	306	865.37	-	865.37	2.83
602 Other Expense & Obligations	3,115,644	2,764,636.14	350.83	2,764,986.97	0.89
604 Securities	-	-	-	-	---
701 Licenses	21,880	24,482.00	-	24,482.00	1.12
702 Fees	70	-	-	-	-
705 Refunds-Other	-	-	-	-	---
901 Capitals	100	-	-	-	-
--- Balance Carry Forward	-	-	-	-	---
--- Reversion	-	-	-	-	---
Total Expenses and Encumbrances	324,372,497	313,290,507.13	947,203.49	314,237,710.62	0.97
Ending Balance				11,231,814.27	

Iowa Department of Corrections
FY 2026
Financial Status Reports
Through the Period Ending **June**
2026

	Department Revised Budget	Actual Revenues and Expenditures	Encumbrances	Actual + Encumbrances	Percent (Actual of Budget)
FTE Positions					
Correctional Officer	-				
Total Staffing	1,123				
Resources Available					
04B Balance Brought Forward	-	293,875.97	-	293,875.97	---
05A Appropriation	110,287,209.00	110,287,209.00	-	110,287,209.00	1.00
--- Appropriation Transfer	-	-	-	-	---
--- Legislative Adjustments	-	-	-	-	---
201R Federal Support	472,245.00	395,115.81	-	395,115.81	0.84
202R Local Governments	284,288.00	257,118.39	-	257,118.39	0.90
204R Intra State Receipts	706,778.00	856,778.00	-	856,778.00	1.21
205R Reimbursement from Other Agencies	42,000.00	42,000.00	-	42,000.00	1.00
234R Transfers - Other Agencies	28,044.00	252,608.05	-	252,608.05	9.01
301R Interest	11,000.00	34.03	-	34.03	0.00
401R Fees, Licenses & Permits	5,518,857.00	6,005,773.65	-	6,005,773.65	1.09
501R Refunds & Reimbursements	16,457,754.00	14,471,005.48	-	14,471,005.48	0.88
602R Sale of Equipment & Salvage	-	-	-	-	---
603R Rents & Leases	-	-	-	-	---
604R Agricultural Sales	2,000.00	-	-	-	-
606R Other Sales & Services	-	-	-	-	---
701R Unearned Receipts	1.00	871,605.82	-	871,605.82	871,605.82
704R Other Sales & Services	149,816.00	119,857.40	-	119,857.40	
Total Resources Available	133,959,992	133,852,981.60		133,852,981.60	1.00
Funds Expended and Encumbered					
101 Personal Services-Salaries	117,708,889	110,087,136	-	110,087,136.25	0.94
202 Personal Travel (In State)	245,540	207,674	-	207,673.79	0.85
203 State Vehicle Operation	324,741	310,371	-	310,371.35	0.96
204 Depreciation	-	-	-	-	---
205 Personal Travel (Out of State)	55,005	50,305	-	50,305.25	0.91
301 Office Supplies	257,773	234,397	-	234,396.59	0.91
302 Facility Maintenance Supplies	208,928	295,466	-	295,465.53	1.41
303 Equipment Maintenance Supplies	-	3,558	-	3,558.32	---
304 Professional & Scientific Supplies	370,034	318,019	-	318,018.97	0.86
306 Housing & Subsistence Supplies	396,703	354,890	-	354,889.62	0.89
307 Ag,Conservation & Horticulture Supply	-	-	-	-	---
308 Other Supplies	76,785	141,967	-	141,966.85	1.85
309 Printing & Binding	1,000	70	-	70.38	0.07
310 Drugs & Biologicals	-	-	-	-	---
311 Food	2,165,396	2,282,582	-	2,282,581.90	1.05
312 Uniforms & Related Items	9,500	15,812	-	15,811.94	1.66
313 Postage	38,442	24,447	-	24,446.80	0.64
401 Communications	786,936	701,889	-	701,889.32	0.89
402 Rentals	774,158	804,127	-	804,127.39	1.04
403 Utilities	1,471,091	1,494,435	-	1,494,435.45	1.02
405 Professional & Scientific Services	3,137,230	4,031,351	-	4,031,351.32	1.29
406 Outside Services	531,180	604,304	-	604,304.29	1.14
407 Intra-State Transfers	1,200	900	-	900.00	0.75
408 Advertising & Publicity	4,003	225	-	224.99	0.06
409 Outside Repairs/Service	899,998	952,252	5,639	957,891.09	1.06
412 Auditor of State Reimbursements	300	-	-	-	-
414 Reimbursement to Other Agencies	2,114,931	599,983	-	599,982.99	0.28
416 ITD Reimbursements	764,982	2,349,882	-	2,349,881.61	3.07
417 Worker's Compensation	6,000	-	-	-	-
418 IT Outside Services	-	63,840	-	63,840.29	---
419 Intra Agency Reimbursement	-	-	-	-	---
433 Transfers - Auditor of State	-	-	-	-	---
434 Transfers - Other Agencies Services	10,000	900	-	900.00	0.09
501 Equipment	234,423	240,010	-	240,010.06	1.02
502 Office Equipment	7,921	61,546	-	61,546.17	7.77
503 Equipment - Non-Inventory	285,215	454,824	-	454,824.46	1.59
510 IT Equipment	730,068	947,396	-	947,396.21	1.30
601 Claims	-	-	-	-	---
602 Other Expense & Obligations	135,120	147,429	-	147,429.34	1.09
604 Securities	-	-	-	-	---
701 Licenses	1,000	175	-	175.00	0.18
702 Fees	-	-	-	-	---
705 Refunds-Other	5,500	28,757	-	28,756.81	5.23
901 Capitals	200,000	309,749	-	309,749.32	1.55
--- Balance Carry Forward	-	-	-	-	---
--- Reversion	-	-	-	-	---
Total Expenses and Encumbrances	133,959,992	128,120,670.65	5,639.00	128,126,309.65	0.96
Ending Balance				5,726,671.95	

	Department Revised Budget	Actual Revenues and Expenditures	Encumbrances	Actual + Encumbrances	Percent (Actual of Budget)
FTE Positions					
Correctional Officer	-				
Total Staffing	51				
Resources Available					
04B Balance Brought Forward	557,271	184,608	-	184,608.46	0.33
05A Appropriation	20,797,377	20,797,377	-	20,797,377.00	1.00
--- Appropriation Transfer	-	-	-	-	---
--- Legislative Adjustments	-	-	-	-	---
201R Federal Support	-	670,312	-	670,312.19	---
202R Local Governments	-	-	-	-	---
204R Intra State Receipts	2,228,859	2,183,086	-	2,183,085.68	0.98
205R Reimbursement from Other Agencies	-	-	-	-	---
234R Transfers - Other Agencies	-	121	-	120.91	---
301R Interest	-	-	-	-	---
401R Fees, Licenses & Permits	-	14,158	-	14,157.91	---
501R Refunds & Reimbursements	40,000	60,598	-	60,598.04	1.51
602R Sale of Equipment & Salvage	-	-	-	-	---
603R Rents & Leases	-	-	-	-	---
604R Agricultural Sales	-	-	-	-	---
606R Other Sales & Services	-	-	-	-	---
701R Unearned Receipts	-	-	-	-	---
Total Resources Available	23,623,507	23,910,260.19		23,910,260.19	1.01
Funds Expended and Encumbered					
101 Personal Services-Salaries	7,238,831	6,512,677	-	6,512,676.92	0.90
202 Personal Travel (In State)	21,646	17,000	-	17,000.04	0.79
203 State Vehicle Operation	34,907	35,304	-	35,303.55	1.01
204 Depreciation	1	-	-	-	-
205 Personal Travel (Out of State)	25,002	9,355	-	9,354.72	0.37
301 Office Supplies	14,072	21,718	-	21,717.94	1.54
302 Facility Maintenance Supplies	-	-	-	-	---
303 Equipment Maintenance Supplies	-	-	-	-	---
304 Professional & Scientific Supplies	1	-	-	-	-
306 Housing & Subsistence Supplies	-	-	-	-	---
307 Ag,Conservation & Horticulture Supply	-	-	-	-	---
308 Other Supplies	12,365	16,396	-	16,396.14	1.33
309 Printing & Binding	1	5	-	5.36	5.36
310 Drugs & Biologicals	-	-	-	-	---
311 Food	-	-	-	-	---
312 Uniforms & Related Items	-	-	-	-	---
313 Postage	6,606	7,568	-	7,568.07	1.15
401 Communications	142,362	134,485	-	134,484.53	0.94
402 Rentals	3,026	3,026	-	3,026.00	1.00
403 Utilities	-	-	-	-	---
405 Professional & Scientific Services	11,002	687,332	-	687,332.23	62.47
406 Outside Services	5,472,665	4,242,819	-	4,242,819.11	0.78
407 Intra-State Transfers	5,905,779	5,905,778	-	5,905,778.00	1.00
408 Advertising & Publicity	-	-	-	-	---
409 Outside Repairs/Service	-	-	-	-	---
412 Auditor of State Reimbursements	-	-	-	-	---
414 Reimbursement to Other Agencies	603,096	475,094	-	475,093.65	0.79
416 ITD Reimbursements	1,836,869	2,398,878	-	2,398,877.99	1.31
417 Worker's Compensation	-	-	-	-	---
418 IT Outside Services	2,075,700	2,088,853	-	2,088,852.74	1.01
419 Intra Agency Reimbursement	-	-	-	-	---
433 Transfers - Auditor of State	1,500	1,302	-	1,302.00	0.87
434 Transfers - Other Agencies Services	5,701	5,962	-	5,962.00	1.05
501 Equipment	1	-	-	-	-
502 Office Equipment	-	4,646	-	4,645.60	---
503 Equipment - Non-Inventory	5,001	70	-	69.75	0.01
510 IT Equipment	81,384	287,127	-	287,127.13	3.53
601 Claims	-	-	-	-	---
602 Other Expense & Obligations	30,000	4	-	4.07	0.00
604 Securities	-	-	-	-	---
701 Licenses	-	10	-	10.00	---
702 Fees	-	-	-	-	---
705 Refunds-Other	-	-	-	-	---
901 Capitals	-	-	-	-	---
--- Balance Carry Forward	95,989	-	-	-	-
--- Reversion	-	-	-	-	---
Total Expenses and Encumbrances	23,623,507	22,855,407.54	-	22,855,407.54	0.97
Ending Balance				1,054,852.65	

Iowa Department of Corrections
FY 2026
Financial Status Reports
Through the Period Ending June
2026

		Department Revised Budget	Actual Revenues and Expenditures	Encumbrances	Actual + Encumbrances	Percent (Actual of Budget)
FTE Positions						
	Correctional Officer	-				
	Total Staffing	-				
Resources Available						
04B	Balance Brought Forward	11,692,897	11,692,898	-	11,692,897.79	1.00
05A	Appropriation	4,163,847	4,163,847	-	4,163,847.00	1.00
---	Appropriation Transfer	-	-	-	-	---
---	Legislative Adjustments	-	-	-	-	---
201R	Federal Support	-	-	-	-	---
202R	Local Governments	-	-	-	-	---
204R	Intra State Receipts	-	-	-	-	---
205R	Reimbursement from Other Agencies	-	-	-	-	---
234R	Transfers - Other Agencies	-	-	-	-	---
301R	Interest	-	-	-	-	---
401R	Fees, Licenses & Permits	-	-	-	-	---
501R	Refunds & Reimbursements	-	-	-	-	---
602R	Sale of Equipment & Salvage	-	-	-	-	---
603R	Rents & Leases	-	-	-	-	---
604R	Agricultural Sales	-	-	-	-	---
606R	Other Sales & Services	-	-	-	-	---
701R	Unearned Receipts	-	-	-	-	---
Total Resources Available		15,856,744	15,856,744.79		15,856,744.79	1.00
Funds Expended and Encumbered						
101	Personal Services-Salaries	-	-	-	-	---
202	Personal Travel (In State)	-	-	-	-	---
203	State Vehicle Operation	-	-	-	-	---
204	Depreciation	-	-	-	-	---
205	Personal Travel (Out of State)	-	-	-	-	---
301	Office Supplies	-	-	-	-	---
302	Facility Maintenance Supplies	-	443,383	-	443,382.82	---
303	Equipment Maintenance Supplies	-	-	-	-	---
304	Professional & Scientific Supplies	-	153,900	-	153,900.00	---
306	Housing & Subsistence Supplies	-	-	-	-	---
307	Ag,Conservation & Horticulture Supply	-	-	-	-	---
308	Other Supplies	1	8,952	-	8,952.21	8,952.21
309	Printing & Binding	-	-	-	-	---
310	Drugs & Biologicals	-	-	-	-	---
311	Food	-	-	-	-	---
312	Uniforms & Related Items	-	-	-	-	---
313	Postage	-	-	-	-	---
401	Communications	-	11,898	-	11,897.91	---
402	Rentals	-	-	-	-	---
403	Utilities	-	-	-	-	---
405	Professional & Scientific Services	-	-	-	-	---
406	Outside Services	4,227,028	45,786	-	45,786.00	0.01
407	Intra-State Transfers	4,163,847	-	-	-	-
408	Advertising & Publicity	-	-	-	-	---
409	Outside Repairs/Service	289,130	134,717	-	134,717.00	0.47
412	Auditor of State Reimbursements	-	-	-	-	---
414	Reimbursement to Other Agencies	-	-	-	-	---
416	ITD Reimbursements	-	-	-	-	---
417	Worker's Compensation	-	-	-	-	---
418	IT Outside Services	-	-	-	-	---
419	Intra Agency Reimbursement	-	-	-	-	---
433	Transfers - Auditor of State	-	-	-	-	---
434	Transfers - Other Agencies Services	3,070,170	6,700,338	-	6,700,337.76	2.18
501	Equipment	706,344	460,954	-	460,954.16	0.65
502	Office Equipment	-	-	-	-	---
503	Equipment - Non-Inventory	1,217,907	271,203	-	271,203.23	0.22
510	IT Equipment	25,000	1,531,910	-	1,531,910.04	61.28
601	Claims	-	-	-	-	---
602	Other Expense & Obligations	-	-	-	-	---
604	Securities	-	-	-	-	---
701	Licenses	-	-	-	-	---
702	Fees	-	-	-	-	---
705	Refunds-Other	-	-	-	-	---
901	Capitals	2,157,317	2,157,317	-	2,157,317.29	1.00
---	Balance Carry Forward	-	-	-	-	---
---	Reversion	-	-	-	-	---
Total Expenses and Encumbrances		15,856,744	11,920,358.42	-	11,920,358.42	0.75
Ending Balance					3,936,386.37	

Final Legislative - SF2484
FY2027

RIIF (Rebuild Iowa Infrastructure Fund)

\$ 2,775,898 Year 2-4th District Council Bluffs Renovation/Construction

\$ 2,775,898 Total RIIF

TRF (Technology Reinvestment Fund)

74,925 Body Camera Upgrades/Replacements

34,363 PDA Replacement at ICIW

500,000 Camera Upgrades at ISP

88,137 Building Automation at NCF (CRC)

697,425 Total TRF

Administrative Rules Package

This information will be reviewed during the Board of Corrections meeting as it relates to the Red Tape Review and Executive Order 10.

Items to Review

- Chapter 1: Departmental Organization and Procedures
- Chapter 20: Institutions Administration

TITLE I
GENERAL DEPARTMENTAL PROCEDURES

CHAPTER 1

DEPARTMENTAL ORGANIZATION AND PROCEDURES

201—1.1(904) Title I definitions.

“Department” means the department of corrections.

“Director” means the director of the department of corrections.

“District department” means the same as defined in Iowa Code section 904.101(7).

~~*“Plan of compliance”* means a schedule of action to be followed in correcting statute or rule deficiencies cited by the department of corrections.~~

~~*“Public official”* means any officer of the federal government, any state or a political subdivision thereof, receiving a salary or per diem, if elected or appointed or whether serving full-time or part-time.~~

201—1.2(904) Mission and function.

1.2(1) The department of corrections is ~~mandated~~ established by Iowa Code chapter 904 and consists of ~~a policy~~ an advisory board, a director and areas of responsibility.

1.2(2) The mission of the department of corrections is creating opportunities for safer communities.

201—1.3(904) Offices.

1.3(1) *Central office.* The central office for the department of corrections is located in the Jessie Parker State Office Building in the Capitol Complex in Des Moines. Its mailing address is the Department of Corrections, Jessie Parker State Office Building, 510 E.

12th Street, Des Moines, Iowa 50319; ~~telephone (515)725-5701. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.~~

~~1.3(2) *Division offices.* The central offices of the divisions of the department are also located in the Jessie Parker State Office Building.~~

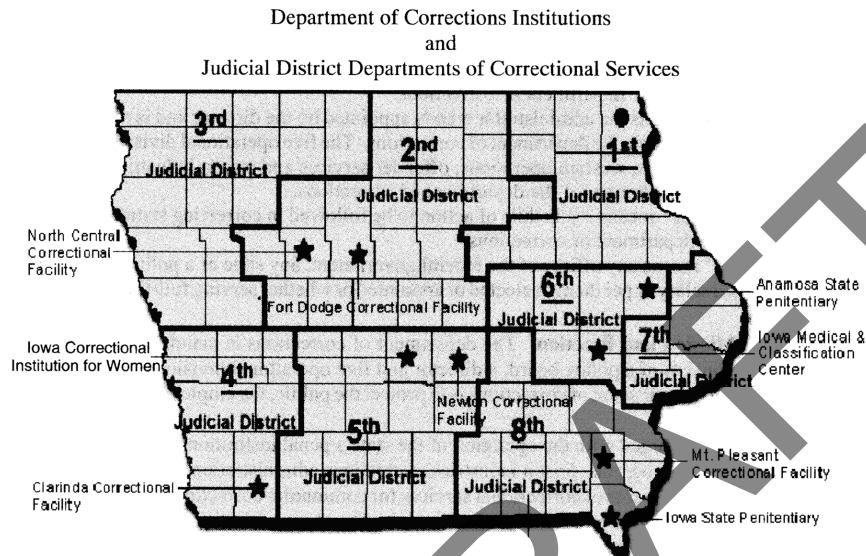
~~1.3(3)~~ 1.3(2) *Contact information.* Contact information for correctional institutions ~~and judicial district departments of correctional services~~ and judicial district departments and other offices located outside the

Commented [1]: Rule 1.1 – Removed terms that are either unused or already defined in Iowa Code.

Commented [2]: Rule 1.2 – Updated to reflect changes to the board as mandated by 2024 Iowa Acts, Chapter 1182 (HF 2686).

Commented [3]: Rule 1.3 – Removed granular data (office hours, specific phone/fax numbers) that are subject to frequent change.

principal headquarters ~~is listed below and~~ may also be found on the department's website, ~~which is listed in rule 201—1.4(904) at doc.iowa.gov.~~ The following map provides a general overview of ~~judicial district department of correctional services district department~~ and correctional institution locations.



[Anamosa State Penitentiary](#)

406 North High Street

Anamosa, IA 52205

(319)462-3504

(319)462-4962 Fax

[Iowa Medical and Classification Center](#)

2700 Coral Ridge Avenue

Coralville, IA 52241

(319)626-2394

(319)626-2141 Fax

[Mt. Pleasant Correctional Facility](#)

4200 East Washington

Mt. Pleasant, IA 52644

(319)385-9511

(319)385-8828 Fax

[Iowa State Penitentiary](#)

2111 330th Avenue, P.O. Box 316

Fort Madison, IA 52627

(319)372-5432

(319)372-6967 Fax

Newton Correctional Facility
307 S. 60th Avenue W, P.O. Box 218
Newton, IA 50208
(641)792-7552
(641)791-1683 Fax
-

North Central Correctional Facility
313 Lanedale
Rockwell City, IA 50579
(712)297-7521
(712)297-7875 Fax
-

Clarinda Correctional Facility
2000 N. 16th Street
Clarinda, IA 51362
(712)695-7140
(712)695-7130 Fax
-

Second Judicial District, DCS
509 Main Street, Suite 200
Ames, IA 50010
(515)232-1511
(515)232-9453 Fax
-

Fourth Judicial District, DCS
810 South Tenth Street
Council Bluffs, IA 51504
(712)325-4943
(712)325-0312 Fax
-

Sixth Judicial District, DCS

Fort Dodge Correctional Facility
1550 L Street
Fort Dodge, IA 50501-5767
(515)574-4700
(515)574-4707 Fax
-

Iowa Correctional Institution for Women
420 Mill Street SW
Mitchellville, IA 50169
(515)725-5042
(515)725-5015 Fax
-

First Judicial District, DCS
314 East Sixth Street, P.O. Box 4030
Waterloo, IA 50704-4030
(319)236-9626
(319)291-3947 Fax
-

Third Judicial District, DCS
515 Water Street
Sioux City, IA 51103
(712)252-0590
(712)252-0634 Fax
-

Fifth Judicial District, DCS
4000 Washington Street
Des Moines, IA 50314
(515)242-6611
(515)242-6656 Fax
-

Seventh Judicial District, DCS

951 29th Ave.

SW

Cedar Rapids, IA 52404

(319)398-3675

(319)398-3684 Fax

-

Eighth Judicial District, DCS

1805 West Jefferson, P.O. Box 1060

Fairfield, IA 52556-1060

(641)472-4242

(641)472-9966 Fax

605 Main Street

Davenport, IA 52803-5244

(563)322-7986

(563)324-2063 Fax

~~201—1.4(904) Internet website.~~ The department's internet home page is located at dcj.iowa.gov.

~~201—1.5.1.4(904) Method by which and location where the public may obtain information or make submissions or reports.~~ Public contact information.

~~1.5(4)1.4(1)~~ Persons wishing to obtain information from or report information to the department may contact any of the offices listed in rule ~~201—1.3(904)~~ or found on the department's website. Information regarding department offices and methods for contacting the department are available on the department's website.

~~1.5(2) 1.4(2)~~ Persons wishing to make submissions to the department may do so by delivering or forwarding information to the principal offices of the affected division or, if the subject matter is relevant to a specific prison or judicial district department of correctional services, the nearest office as listed in rule ~~201—1.3(904)~~ or found on the department's website. Public records requests shall be submitted in accordance with 201-Chapter 2505.

~~201—1.6.1.5(904) Board of corrections.~~ The director of the department has, by statute, the advice and counsel of the board of corrections. This seven-member board is appointed by the governor with

Commented [4]: Website referenced in rule 1.3

Commented [5]: Rule 1.4 – Edited to simplify the process for public submissions and clarify that public records must follow specific procedures as outlined in Iowa Administrative Code.

Commented [6]: Updated to reflect operational changes to the board as mandated by 2024 Iowa Acts, Chapter 1182 (HF 2686); Cites Iowa Code directly; and removes provisions already governed by Iowa Code chapters 21 and 904. Non-statutory procedures removed to remain in alignment with EO10 requirements.

confirmation by the senate, and its powers and duties are ~~polymaking and~~ advisory with respect to the services and programs operated by the department.

1.5(1) The board will oversee the work of the department as defined in Iowa Code section 904.105 and, for this purpose, will have access at any time to all books, papers, documents, and records of the department.

1.5(2) Meetings of the board and any committees appointed by the chairperson will be conducted in accordance with Iowa Code chapter 21. The chairperson may appoint committees as necessary to conduct the business of the board.

~~1.6(1)~~ 1.5(3) A quorum shall consist of two-thirds of the membership appointed and qualified to vote.

~~1.6(2)~~ 1.5(4) When a quorum is present, a position is carried by a majority of the qualified members of the board.

~~1.6(3)~~ Copies of administrative rules and other materials considered are made a part of the minutes by reference.

~~1.6(4)~~ Copies of the minutes are kept on file in the director's office.

~~1.6(5)~~ At each meeting the board shall set the date and location of the next meeting.

~~a.~~ Notice of the meetings shall be given pursuant to Iowa Code chapter 21.

~~b.~~ When it is determined by the chairperson of the board that an emergency meeting is required, the communications media shall be notified as far in advance of the meeting as time allows. The nature of the emergency shall be stated in the minutes.

~~c.~~ 1.5(5) Persons wishing to appear before the board shall submit their request to the department office not less than ten days prior to the meeting. Presentations may be made at the discretion of the chairperson and only upon matters appearing on the agenda.

~~d.~~ 1.5(6) Persons wishing to submit written material should do so at least ten days in advance of the scheduled meeting to ensure that board members have adequate time to receive and evaluate the material.

~~1.6(6)~~ In cases not covered by these rules, Robert's Rules of Order shall govern.

~~—1.6(7)—The chairperson may appoint committees of the board as necessary to conduct the business of the board. Committee meetings shall comply with Iowa Code chapter 21.~~

~~—1.6(8)—The board shall:~~

~~—a. Oversee the work of the department as defined in Iowa Code section 904.105 and, for this purpose, the board shall have access at any time to all books, papers, documents and records of the department.~~

~~—b. Report to the governor and the general assembly recommendations regarding the activities of the department when necessary.~~

~~201—1.7~~1.6(904) Director.

~~1.7(4)~~1.6(1) The governor appoints the director of the department of corrections. The director is responsible for the daily administration of the department ~~as follows:~~

~~1.7(2)~~ 1.6(2) The appointment ~~and~~ qualifications, and duties of the director are mandated in Iowa Code ~~section~~ sections 904.107 and 904.108 and other applicable provisions of the Iowa Code.

~~—1.7(2)—Duties of the director are prescribed in Iowa Code section 904.108.~~

~~—1.7(3)—The director shall have the authority to place on notice intended administrative action pursuant to Iowa Code chapter 17A by approval of the board of corrections. A report listing all rules placed under notice during the previous month shall be submitted to the board of corrections at its regular meeting for review. The board of corrections shall review and shall adopt rules following the period of public comment.~~

~~201—1.8~~ 1.7(904) Organization of the department. The department of corrections is established by Iowa Code section 904.102 to perform the functions and duties set forth in that section, Iowa Code section 904.103, in other applicable provisions of the Iowa Code provisions, and in the Iowa Administrative Code. ~~The deputy director of institutional operations is responsible for all institutions and facilities. These descriptions are in no way binding on the director's authority to transfer incarcerated individuals between institutions.~~

~~—a. The deputy director of institutional operations is responsible for:~~

Commented [7]: Cited Iowa Code sections 904.107 and 904.108 directly.

Commented [8]: Removed exhaustive list of internal responsibilities not required by Iowa Code, including specific facility assignments.

- ~~—(1) The Iowa state penitentiary, Fort Madison.~~
- ~~—(2) The Anamosa state penitentiary, Anamosa.~~
- ~~—(3) The Iowa medical and classification center, Coralville.~~
- ~~—(4) Mount Pleasant correctional facility, Mount Pleasant.~~
- ~~—(5) The Iowa correctional institution for women, Mitchellville.~~
- ~~—(6) The Clarinda correctional facility, Clarinda.~~
- ~~—(7) The north central correctional facility, Rockwell City.~~
- ~~—(8) The Newton correctional facility and the Newton correctional release center, Newton.~~
- ~~—(9) The Fort Dodge correctional facility, Fort Dodge.~~
- ~~—b. The deputy director of institutional operations is also responsible for the following:~~
- ~~—(1) Classification.~~
- ~~—(2) Education.~~
- ~~—(3) Safety officers.~~
- ~~—(4) Records.~~
- ~~—(5) Transfers.~~
- ~~—(6) Security operations.~~
- ~~—1. Investigations.~~
- ~~—2. Reserved.~~
- ~~—1.8(2) The deputy director of community based corrections:~~
- ~~—a. Is responsible for the coordinating of Code of Iowa requirements as they apply to the judicial district department of correctional services for all eight judicial districts to include:~~
- ~~—(1) The first judicial district department of correctional services.~~
- ~~—(2) The second judicial district department of correctional services.~~
- ~~—(3) The third judicial district department of correctional services.~~
- ~~—(4) The fourth judicial district department of correctional services.~~
- ~~—(5) The fifth judicial district department of correctional services.~~

- ~~—(6) The sixth judicial district department of correctional services.~~
- ~~—(7) The seventh judicial district department of correctional services.~~
- ~~—(8) The eighth judicial district department of correctional services.~~
- ~~—b. Is to act as liaison with and assist community-based corrections through the purchase of service agreement and periodic review and accreditation of these programs:~~
- ~~—(1) Pretrial interviews.~~
- ~~—(2) Pretrial supervision.~~
- ~~—(3) Presentence investigation.~~
- ~~—(4) Probation.~~
- ~~—(5) Residential services.~~
- ~~—(6) Community service sentencing.~~
- ~~—(7) OWI facilities.~~
- ~~—(8) Parole supervision.~~
- ~~—(9) Interstate compact.~~
- ~~—(10) Substance abuse treatment services.~~
- ~~—(11) Cognitive learning.~~
- ~~—(12) Iowa domestic abuse program.~~
- ~~—(13) Sex offender treatment.~~
- ~~—(14) Preemployment programs.~~
- ~~—(15) Special sentences.~~
- ~~—1.8(3) The fiscal manager for the division of administration shall be responsible for the following:~~
- ~~—a. Budget development and control.~~
- ~~—b. Personnel.~~
- ~~—c. Accountable government oversight.~~
- ~~—d. Planning and development.~~
- ~~—e. General administrative support.~~

~~—f. Fiscal policy and procedures.~~

~~—g. Engineering.~~

~~—h. Data processing.~~

~~—1.8(4) The deputy director for prison industries shall be responsible for the following:~~

~~—a. The manufacturing/service/purchasing operations.~~

~~—b. The activities and programs of the sales manager and territorial sales staff of Iowa prison industries.~~

~~—c. The budget, income and expense forecasts and financial record keeping/reporting required to operate Iowa prison industries as a self-supporting activity.~~

~~—d. Private sector employment.~~

~~—e. Farms.~~

~~—f. Centralized canteen.~~

~~—g. State and federal surplus.~~

~~—1.8(5) The director of research/recidivism reduction shall be responsible for the following:~~

~~—a. Learning center.~~

~~—b. Research department.~~

~~—1.8(6) The general counsel shall be responsible for the following:~~

~~—a. Legal services.~~

~~—b. Coordination of court orders.~~

~~—c. Public records.~~

~~—d. Civil rights.~~

~~—e. Administrative law judges.~~

~~—f. Jail inspections.~~

~~—g. Administrative rules.~~

~~—1.8(7) The director of media and public relations shall be responsible for the following:~~

~~—a. Providing public information to constituency groups and the media.~~

~~—b. Facilitating internal communications in the department.~~

~~—c. Legislative program.~~

~~—1.8(8) The medical services director shall be responsible for the following:~~

~~—a. Institutional medical services.~~

~~—b. Central pharmacy.~~

These rules are intended to implement Iowa Code sections 904.101 to 904.108.

DRAFT

TITLE II
INSTITUTIONS
CHAPTER 20
INSTITUTIONS ADMINISTRATION
[Prior to 10/1/83, Social Services[770] Ch 16]
[Prior to 3/20/91, Corrections Department[291]]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

201—20.1(904) Application of rules. The rules in this chapter apply to all adult correctional institutions outlined in Iowa Code section 904.102, unless otherwise stated. ~~The institutions covered by these rules are the Iowa state penitentiary, Fort Madison, the Anamosa state penitentiary, Anamosa, the Iowa correctional institution for women, Mitchellville, the Iowa medical and classification center, Coralville, the Newton correctional facility, Newton, the Mt. Pleasant correctional facility, Mt. Pleasant, the Clarinda correctional facility, Clarinda, the north central correctional facility, Rockwell City, and the Fort Dodge correctional facility, Fort Dodge.~~

This rule is intended to implement Iowa Code section 904.102.

[ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.2(904) Title II definitions.

~~“Class I Disciplinary Report” means the same as a major report and is defined in department policy IO-RD-03.~~

~~“Class II Disciplinary Report” means the same as a minor report and is defined in department policy IO-RD-02.~~

“Commercially published information or material” means any book, booklet, pamphlet, magazine, periodical, newsletter, photograph or other pictorial depiction, or similar document, including stationery and greeting cards, published by any individual, organization, company, or corporation, which is distributed or made available through any means or media for commercial purposes. This definition includes any portion extracted, photocopied, or clipped from such items.

“Contraband” means weapons; alcohol; drugs; money; obscene materials; or materials advocating disruption of or injury to incarcerated individuals, employees, programs, or physical facilities. Contraband shall also include anything which is illegal to possess under federal or state law; anything which is against institutional regulations; drugs or alcohol or materials which are used in the production or use of drugs or alcohol or weapons, explosives, or potential weapons and explosives; and altered authorized property. The term also includes possession or use of any prohibited communication device.

“Department” means the Iowa department of corrections.

“Features” means that the publication contains depictions of nudity or sexually explicit conduct on a routine or regular basis or promotes itself based upon such depictions in the case of individual one-time issues. Publications containing nudity illustrative of medical, educational, or anthropological content may be excluded from this definition.

“Furlough” means any temporary release from custody as granted in accordance with Iowa Code section 904.108(2).

“Furlough residence” means any private dwelling, apartment, house, ~~trailer court~~ mobile home park, hotel, motel or community dwelling place.

“Immediate family” means an incarcerated individual’s spouse, mother, father, sister, brother, child, grandparent, established legal guardian or other who acted in place of parents, and step- or half-relation if the step- or half-relation and the incarcerated individual were raised as cohabiting siblings.

For the purpose of visitation, all the above will be included as immediate family provided a positive relationship exists. Immediate family members may be subject to criminal background investigation.

Commented [1]: Cited code directly.

Commented [2]: strike definition, not cited in current rule.

Commented [3]: outdated terminology

~~“Law enforcement checks” means prescheduled, in person, check ins at designated law enforcement agencies such as police departments, sheriff’s offices and highway patrol offices.~~

“Medical practitioner” means medical doctor, osteopathic physician or physician assistant employed by the department.

“Nudity” means a pictorial depiction where genitalia or female breasts are exposed. When the pictorial depiction of the female breast displays the areola or nipple, this material will be rejected.

“Obscene material” means the same as that described in 20.6(5).

~~“Performance evaluation” means evaluation of work and program participation as well as other areas of behavior.~~

“Plan of payment” means the method by which the incarcerated individual is to make restitution. The plan may include legal financial obligations. The plan is to reflect the incarcerated individual’s present circumstances, such as income, physical and mental health, education, employment and family circumstances.

“Plan of restitution” means a plan stating the amount of restitution as set by the court.

“Publication” means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific incarcerated individual, such as catalogs.

~~“Responsible person” means an individual on the incarcerated individual’s visiting list of legal age and, in the judgment of the staff, is a person of accountability, is able to think and act rationally, and is willing to facilitate the incarcerated individual’s successful completion of furloughs within the furlough rules and facilitate the return of the incarcerated individual to the institution. A responsible person shall further mean an individual not now under indictment, sentence or conviction of an indictable public offense. Ex felons will not be permitted to act as responsible persons for furlough until the demonstration of two years’ successful adjustment in the community after release from any supervision.~~

“Sexually explicit” means a pictorial depiction of actual or simulated sexual acts including sexual intercourse, oral sex, or masturbation. Sexually explicit material does not include material of a news or information type. Publications concerning research or opinions on sexual, health, or reproductive issues should be admitted unless the publications are otherwise a threat to legitimate institutional interests.

This rule is intended to implement Iowa Code section 904.108(1) “k.”

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 4062C, IAB 10/10/18, effective 11/14/18; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.3(904) Visits to incarcerated individuals. Visiting is a privilege which allows incarcerated individuals to maintain and strengthen relationships with family members and friends. Though visits are encouraged, institutions’ space, schedules, personnel constraints, treatment considerations, or other safety and security issues of the institutions and their operations may result in limiting the number and length of visits. Visitation is additionally governed by the provisions of department of corrections policy OP-MTV-04.

20.3(1) Incarcerated individuals will be provided information on the structured visiting process during orientation to the institution, and are responsible to communicate visiting procedures to potential visitors.

20.3(2) The visiting application, and information pertaining to the visitation of incarcerated individuals is available on the department’s website at doc.iowa.gov. Visitor applications may also be provided to the incarcerated individual at each institution to be mailed by the incarcerated individual to potential visitors.

~~—20.3(1) Definitions.~~

Commented [4]: Maintaining for public transparency. This information is on our DOC website, including the visiting policy OP-MTV-04 (also on website) Note: language removed is outlined in policy/website.

—“*Application*” means a written application identifying the visitor and the visitor’s relationship to the incarcerated individual.

—“*Background investigation*” means the process by which central visiting authority staff verify the accuracy of a visitor’s application for any reason.

—“*Central visiting authority*” or “*CVA*” means the department office that conducts the visitor application approval process.

—“*Extended family*” means the incarcerated individual’s aunts, uncles, nieces, nephews, cousins, great grandparents, great grandchildren, and in-laws.

—“*Group*” means a family unit (e.g., aunt, uncle and minor nieces and nephews) residing at the same address.

—“*Immediate family*” means an incarcerated individual’s spouse, mother, father, sister, brother, child, grandparent, grandchild (when minors become adults, they will be required to complete the formal visiting application process), established legal guardian or other who acted in place of parents, and step or half relation if the step or half relation and the incarcerated individual were raised as cohabiting siblings.

—“*Incarcerated individual*” means a person who has been committed to the custody of the department of corrections or to a judicial district department of correctional services.

—“*Personal search*” means a pat-down search on top of the visitor’s clothes or the nonintrusive use of an electronic search process.

—“*Visiting list*” means the screened list of approved visitors with authorized visiting privileges at all department of corrections institutions.

—**20.3(2) *Schedule.*** Each department of corrections institution will structure a visiting schedule allowing visitation for a minimum of four days per week. Each institution’s visiting room will be open a minimum of four hours on each authorized day of visiting. The warden will designate the time for visiting on certain days/holidays and advise the incarcerated individuals. The incarcerated individual is responsible for informing the visitor of the days and hours for visitation.

—**20.3(3) *Authorized visitors.***

—*a.* The central visiting authority will establish an approved visiting list for each incarcerated individual. This visiting list remains valid when the incarcerated individual is transferred to another institution.

—*b.* To meet facility design limitations and security considerations, the visiting list shall be limited to the following individuals:

—(1) Immediate family members.

—(2) A total of six other individuals or groups who are the incarcerated individual’s friends or extended family members.

—(3) Minor children under the immediate supervision of their parent or legal guardian. The minor children of an incarcerated individual shall also be allowed to visit under the immediate supervision of any adult on the incarcerated individual’s approved visiting list.

—*c.* Limitation. An individual on the approved visiting list of one incarcerated individual shall not be on the approved visiting list of another incarcerated individual, regardless of the location(s) of the incarcerated individuals. An exception may only be granted pursuant to 20.3(5) “*b.*”

—**20.3(4) *Nonauthorized visitors.***

—*a.* The following persons shall not be authorized to visit:

—(1) Individuals whose behavior represents a control problem or is counterproductive to stable behavior of an incarcerated individual. This determination may be reflected in the background investigation report which shows that the individual has a record of carrying concealed weapons, use of a controlled substance, previous violation of institutional rules, or similar behavior.

—(2) Individuals under criminal indictment.

- ~~—(3) Individuals on probation, work release, or parole.~~
- ~~—(4) Individuals found to be involved with or convicted of incidents of aiding an escape or introducing contraband in any detention or supervised correctional setting.~~
- ~~—(5) Individuals who intentionally give false information on the visitor's application form.~~
- ~~—(6) Individuals convicted of a felony.~~
- ~~—(7) Individuals who may compromise the order and security of the institution.~~
- ~~—b. A person working in any institution as a volunteer shall not be on an incarcerated individual's visiting list except with the permission of the warden or designee.~~
- ~~—c. Neither a victim of a sex offense, whether registered or not, nor the victim's family members will be approved for the visiting list of the perpetrator in the victim's case until department staff consult with the victim and restorative justice administrator of the department. Visitation requests from victims shall be considered only when the incarcerated individual has successfully completed all recommended treatment programs of the department or board of parole. If the victim's or victim's family member's visitation request is denied, the victim or victim's family member may file an appeal pursuant to 20.3(6) "d."~~
- ~~—d. A sex offender whose victim was a minor shall not be permitted to have any children on the incarcerated individual's visiting list until the incarcerated individual has completed the sex offender treatment program. After the incarcerated individual's completion of the treatment program, a minor victim of the incarcerated individual may be added to the incarcerated individual's visiting list only with the approval of the institutional treatment team and the victim and restorative justice administrator of the department. Other children may be added to the incarcerated individual's visiting list after the incarcerated individual's completion of the treatment program and approval of the institutional treatment team.~~
- ~~—e. An application from a victim of a crime other than a sex offense who seeks to be added to the visiting list of the perpetrator in the victim's case shall be reviewed with the victim and restorative justice administrator of the department prior to any approval or denial.~~
- ~~—20.3(5) Exceptions. The following exceptions may be implemented by the central visiting authority upon the approval of the warden or designee.~~
- ~~—a. The incarcerated individual's spouse, child, mother or father who is currently under department supervision or on probation, work release, or parole may be approved to visit the incarcerated individual by the warden or designee after consultation with the supervising parole/probation officer. The warden or designee may authorize either contact or noncontact visiting.~~
- ~~—b. The warden or designee may grant an exception to the limitation in 20.3(3) "c" when the person is an immediate family member of more than one incarcerated individual and seeks to be added to the visiting lists of only those incarcerated individuals.~~
- ~~—c. A former or current department employee or volunteer who is a member of an incarcerated individual's immediate family may be approved to visit the incarcerated individual by the warden or designee.~~
- ~~—d. A former department employee or volunteer who is not an immediate family member of an incarcerated individual may be allowed to visit six months after leaving employment or ceasing volunteer service if the former employee or volunteer passes the normal background investigation, there are no security issues arising from the person's prior employment or volunteer service, and the CVA receives approval from the warden or designee.~~
- ~~—e. An incarcerated individual who is an immediate family member discharged from prison without correctional supervision must wait six months before contact visits may be arranged. Noncontact visiting may be authorized only for the spouse, child, mother or father of an incarcerated individual.~~
- ~~—20.3(6) Application process.~~

~~—a. Visitor application forms shall be provided to incarcerated individuals at each institution. Incarcerated individuals are responsible for mailing visitor application forms to prospective visitors, who may then apply to be added to the incarcerated individual's visiting list. The completed visitor application form must be sent for processing to the central visiting authority at the following address: Mt. Pleasant Correctional Facility, Attn: Central Records, 1200 E. Washington, Mt. Pleasant, Iowa 52641.~~

~~—b. All adults, including the incarcerated individual's own children if they are 18 years of age or older, must complete the visitor application process in order to be considered for inclusion on an incarcerated individual's visiting list.~~

~~—c. Written notification. Written notification of denial of a visitor application will be given to both the incarcerated individual and the applicant within 30 days from the CVA's receipt of the application. Notification of approval of a visitor application will be given only to the incarcerated individual. The incarcerated individual is responsible for notifying the approved visitor.~~

~~—d. Appeals. When an application is denied, the applicant and the incarcerated individual shall be apprised of the reasons for denial.~~

~~—(1) Applicants may appeal to the warden or designee in writing. An appeal by an applicant who is the victim of a sex offense, or who is the victim's family member, and is seeking to visit the perpetrator of the crime shall be reviewed in consultation with the department sex offender treatment director or the institution's treatment director for participation in evidence based programs.~~

~~—(2) The decision of the warden or designee may be appealed to the director of the department of corrections or the director's designee. The decision of the director or the director's designee constitutes final agency action.~~

~~—20.3(7) Removal from visiting list. If an incarcerated individual wishes to have a visitor removed from the incarcerated individual's visiting list, the incarcerated individual shall complete the Removal of Visitor form contained in department policy OP-MTV-04 and send it to the central visiting authority. Upon receipt of the removal request, the central visiting authority shall respond to the request within seven business days and notify the incarcerated individual of the completed removal. Once a visitor has been removed from a visiting list, six months must elapse before reapplication by the removed visitor.~~

~~—20.3(8) Searches. Approved visitors shall be subject to search. In accordance with 20.3(14), the search may include a pat down, search by an electronic detection device, or visual search.~~

~~—20.3(9) Identification. All visitors shall present proper identification before the start of the visit. Photo identification is preferred, but any identification presented shall identify personal characteristics, such as color of hair and eyes, height, weight, and birth date.~~

~~—a. Signature cards may be required from visitors.~~

~~—b. All visitors may be required to be photographed for future identification purposes only.~~

~~—20.3(10) Special visitors.~~

~~—a. Law enforcement. Division of criminal investigation agents, Federal Bureau of Investigation agents, and law enforcement officials shall present proof of identity upon entrance to the institution.~~

~~—b. Attorneys. Attorneys must complete an initial visitor application form to visit an incarcerated individual; however, this initial application shall will apply to multiple visiting lists. After initial approval is established, attorneys must are to contact the central visiting authority at (319)385-9511 to be added to the visiting lists of additional incarcerated individuals. Background checks are not required, and attorneys shall will not be counted as a friend on an incarcerated individual's visiting list as set forth in 20.3(3) "b." department of corrections policy OP-MTV-04.~~

~~Attorneys shall present proof of identity before the start of the visit. The incarcerated individual must express a desire to visit with an attorney before the attorney will be admitted. Attorney visits shall be~~

during normal visiting hours unless a special visit has been requested by the incarcerated individual and approved by the warden or designee prior to the visit.

An attorney testing positive by an electronic detection device may be required to visit without direct contact.

— *c. Ministers.* Ministers must complete an initial visitor application form to visit an incarcerated individual; however, this initial application shall apply to multiple visiting lists. After initial approval is established, ministers must contact the central visiting authority at (319)385-9511 to be added to the visiting lists of additional incarcerated individuals. Background checks are required. Ministers shall not be counted as a friend on an incarcerated individual's visiting list as set forth in 20.3(3) "b."

Ministers shall present proof of identity before the start of the visit. The incarcerated individual must express a desire to visit with a minister before the minister will be admitted. Minister visits shall be during normal visiting hours unless a special visit has been requested by the incarcerated individual and approved by the warden or designee prior to the visit.

A minister testing positive by an electronic detection device may be required to visit without direct contact.

— **20.3(11) Termination of visiting privileges.** Individuals may have visiting privileges modified or terminated when:

— *a.* The incarcerated individual or visitor engages in behavior that may in any way be disruptive to the order and control of the institution.

— *b.* The visitor or incarcerated individual fails to follow the established rules and procedures of the institution.

— *c.* The visitor and incarcerated individual directly exchange or attempt to exchange any object or article. This restriction does not apply to purchases from the canteen or visiting room vending machines that are consumed during the visit.

— *d.* The visitor tests positive for drugs or explosives as determined by an authorized electronic detection device calibrated and operated for testing for the presence of drugs or other contraband.

— *e.* The visit or future visiting is detrimental to the health or welfare of the incarcerated individual or visitor.

— *f.* The visitor does not supervise the visitor's children to prevent them from interfering with or disrupting other visits.

Incarcerated individuals may request reconsideration of denied visitors six months after resolution of the reason for denial or when approved by the warden or designee or institutional deputy director.

— **20.3(12) Noncontact visiting.** The warden or designee may allow noncontact visits when the order or security of the institution may be threatened or when disciplinary rules or procedures have been violated. Noncontact visiting hours will be provided on a scheduled basis. The hours and days will be posted by the warden or designee, and notice will be posted at least one week prior to any change. Visitors on the noncontact list at the time of a schedule change will be notified of the schedule change by regular mail sent to the last known address.

— **20.3(13) Clothing.** Visitors shall be properly attired prior to entering a correctional setting. All visitors shall wear shoes. Visitors wearing miniskirts, shorts (that are above the knee), muscle shirts, see through clothing or halter tops will not be allowed to visit. Visitors wearing clothing with slogans, pictures, or words intended to deprecate race, sex, or cultural values will not be allowed entry. Visitors may be required to remove for the duration of the visit outerwear such as, but not limited to, coats, hats, gloves, or sunglasses. A medical need for sunglasses must be verified by prescription.

— **20.3(14) Security procedures.** Visitors may be requested to submit to a personal search (pat down) or an electronic search for weapons or contraband. "Personal search" means a pat down search on top of the visitor's clothes or the nonintrusive use of an electronic search process. If the initial electronic test confirms the presence of a controlled substance, the visitor will be given a second confirmation

test. When the electronic detection device alarm is activated, the visitor shall produce the item that set off the alarm or a personal search may be made to find the item. If the visitor refuses to submit to a search, access to visiting shall be denied and entrance shall be denied. All searches shall be conducted in a courteous manner to respect the visitor's privacy. Minors are subject to personal and electronic searches. When a visitor accompanied by a minor refuses to leave the minor with a staff person and does not want the minor present during the search, the visit will be denied. When a minor is searched, the supervising adult shall be present in the room at all times.

— *a.* The warden or designee will maintain records of all searches which produce positive results, including the name of each person subjected to a search, the names of the persons conducting and in attendance at the search, and the time, date, and place of the search. The written record shall reflect the reason for the search and the results of the search. The written authorization for the search shall be included in the record. Testing records will be maintained by the institution for one year and then expunged. Records of positive tests will be maintained for five years and then expunged. All testing records are confidential and will be released only upon the order of a court of proper jurisdiction.

— *b.* When a visitor tests positive by an electronic search device, the visitor may appeal to the warden or designee in writing. The decision of the warden or designee may be appealed to the director of the department of corrections or the director's designee. The decision of the director or the director's designee constitutes final agency action.

— *c.* Staff may request that local law enforcement search visitors if search procedures or an electronic testing device shows that there is a clear, reliable reason to believe a particular visitor is attempting to smuggle contraband into the facility. If the search reveals drugs or illegal contraband, the item shall be confiscated and preserved by local law enforcement. Visitors found in possession of contraband shall be referred by local law enforcement to the county attorney for prosecution.

— **20.3(15)** *Money orders, cashier's checks, and electronic funds transfers.* Money orders and cashier's checks for deposit in the incarcerated individual's account must be made payable to the Iowa Department of Corrections Incarcerated Individual Fiduciary Account (IDOC IIFA) and sent to: Fort Dodge Correctional Facility, 1550 L Street, Suite B, Fort Dodge, Iowa 50501, and must include the incarcerated individual's name and ID number and the sender's name and complete address. Funds will also be accepted via electronic funds transfers from authorized vendors. Personal checks and cash will not be accepted. An incarcerated individual's suspected abuse of requests for money from the public may be cause for limits or restrictions on the amounts of money which can be received and from whom money can be received.

— **20.3(16)** *Limits.* Each institution, according to its facilities and conditions, shall limit the number of visitors an incarcerated individual may have at any one time and the length of visits.

— **20.3(17)** *Segregation status.* Incarcerated individuals who are assigned to special units such as disciplinary detention or administrative segregation status may have visits modified in regard to place, time, and visitor, depending on the staff and space available.

— **20.3(18)** *Abuse of visiting privileges.* Visiting privileges may be modified, suspended, or terminated when abuses are evidenced or planned.

— **20.3(19)** *Special visits.* The warden or designee may permit special visits not otherwise provided for in this rule. These may include, but are not limited to, extended visits for close family members traveling extended distances, immediate visits for close relatives or friends about to leave the area, visits necessary to straighten out critical personal affairs, and other visits for similar reasons. All these visits shall be at the sole discretion of the warden or designee. When ruling on such visits, the warden or designee shall consider appropriate factors including the uniqueness of the circumstances involved for both the incarcerated individual and the visitor; security, order, and administrative needs of the institution; and available alternatives to a special visit. The decision of the warden or designee in these cases constitutes final agency action.

~~20.3(203) Temporary modifications. Visiting procedures may be temporarily modified or suspended in the following circumstances: riot, disturbance, fire, labor dispute, space and personnel restrictions, natural disaster, or other emergency.~~

This rule is intended to implement Iowa Code section 904.512

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.4(2C,904) Mail. Constructive, unlimited correspondence with family, friends, and community sources will be encouraged and facilitated. Incarcerated individuals have the responsibility in the use of correspondence to be truthful and honest. Institutions have the responsibility to maintain a safe, secure, and orderly procedure for use of the mail by an incarcerated individual. Mail is additionally governed by the provisions of department of corrections policy OP-MTV-01.

20.4(12) Nonconfidential.

a. In an effort to maintain proper security measures, mail may be monitored and read on a random basis.

b. All nonconfidential mail ~~shall~~will be inspected for contraband, and is processed through a central processing facility.

20.4(23) Confidential.

a. Confidential mail, as defined in this rule, will not be read or censored.

b. Confidential mail will be delivered unopened and then, in the presence of the incarcerated individual, will be opened and inspected for contraband and to ensure that the contents are from the return addressee.

Confidential mail may be read only after a finding of probable cause by a court of competent jurisdiction that a threat to the order and security of the institution or abuse of correspondence exists.

c. The incarcerated individual receiving confidential mail will be directed to photocopy each page using the designated copier under direct supervision of a staff person. Upon completion of copying each page, the incarcerated individual will check to verify all original documents have been copied appropriately.

~~c. Confidential letters may be written to: (the sender's name and address must be appropriately identified on the envelope)~~

~~(1) Officers of federal, state, or municipal courts (judges, judges-law clerks, prosecuting attorneys, court administrators);~~

~~(2) Federal agencies chief administrative officer, elected or appointed officials;~~

~~(3) State agencies chief administrative officer, elected or appointed officials;~~

~~(4) Clerk of court;~~

~~(5) The sentencing state department of corrections chief executive officer, deputy directors;~~

~~(6) Sentencing state board of parole;~~

~~(7) Attorney;~~

~~(8) The office of ombudsman;~~

~~(9) Any additional exception by law or policy;~~

~~(10) Civil rights commission;~~

~~d. Envelopes containing confidential correspondence shall be marked as "confidential" by the sender.~~

d. Pursuant to Iowa Code chapter 2C, mail addressed to and received from the ombudsman office will be delivered unopened.

20.4(31) General.

a. Mail is additionally governed by the provisions of department policy OP-MTV-01.

b. Information on how to correspond with an incarcerated individual is available on the department's website at doc.iowa.gov.

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Commented [6]: This was moved from section 20.4(1) "General" to "Confidential"

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~~a. Pursuant to Iowa Code chapter 2C, mail addressed to and received from the ombudsman office shall be delivered unopened.~~

~~b. When sending confidential mail, incarcerated individuals may be requested to seal the envelope in the presence of staff after the envelope and letters have been inspected for contraband.~~

~~c. All letters mailed by incarcerated individuals will be left unsealed for inspection of the contents only. Envelopes shall contain letters to the addressee only.~~

~~d. All other nonconfidential correspondence and packages, both incoming and outgoing, shall be opened for inspection to remove items of contraband.~~

To facilitate institutional inspection of first class mail, writers should avoid enclosures other than the written correspondence. Traditional items such as snapshots of appropriately clothed individuals and clippings from published material may be permitted. Each institution shall have guidelines for the amount and type allowed.

~~e. With the exception of weekends and holidays, incoming and outgoing mail will not be retained for more than 24 hours prior to delivery unless unusual circumstances exist such as staff shortage, suspected correspondence violations, disturbance, or similar constraints.~~

~~f. Persons under the age of 18 must provide written permission to the warden from parents or guardian before correspondence with incarcerated individuals will be allowed.~~

~~g. Incarcerated individuals under correctional supervision or detention will not be allowed to correspond with other incarcerated individuals unless the individuals are immediate family and approved by the authority of the institution or both authorities in the case of correspondence between facilities.~~

“Immediate family” means mother, father, sister, brother, half sister, half brother, spouse, son, daughter, natural grandparents, and natural grandchildren. Legal guardian, foster parents, stepparents, stepchildren, stepsister, and stepbrother will be included provided a positive relationship exists or contact will confer a benefit to the incarcerated individual.

~~h. Incarcerated individuals will be denied mail privileges with persons that might present a risk to the order and security of the institution.~~

~~i. All outgoing mail must be sent directly to the individual that the correspondence is written to, and all incoming mail must be sent directly from the individual that wrote the correspondence.~~

~~j. No limit will be placed on the number of letters mailed for incarcerated individuals able to pay the mailing costs. Incarcerated individuals who are unable to pay mailing costs for legal mail will receive limited assistance which may be recoverable.~~

~~k. Stamped, return addressed envelopes will be sold through canteen services for all outgoing letters and will be purchased by the incarcerated individual.~~

~~l. Special equipment may be used to review envelopes for items in the envelopes other than the letter. When the contents of the correspondence is inappropriate or contraband items which are not illegal to possess under the law are found in the mail, the mail will be rejected and the incarcerated individual shall be notified with the option to return to sender or destroy.~~

~~m. When mail is rejected due to inappropriate contents of the correspondence or contraband is found, provided the correspondence is not retained for investigation or prosecution, the incarcerated individual to whom the mail was addressed will have the option of paying the postage to return the mail to the sender or having the mail destroyed by institutional staff. The incarcerated individual must choose one of the two options within three days of the rejection notice. This rule is in reference to the return of opened mail per United States Postal Service, Office of Classification and Rates Administration, Ruling #206.~~

The sender of rejected correspondence may protest the decision in writing to the warden.

~~n. All outgoing parcel post items will be packed and sealed by the mail room and postage charged to the incarcerated individual.~~

Commented [8]: language moved to a new section above.

- ~~—o. Letters will not be delivered which are written in a foreign language or code unless the foreign language is the only language of the incarcerated individual (exceptions may be made by the warden).~~
- ~~—p. The sender's name shall be signed in full at the end of the letter. The sender's name and address shall appear in the upper left hand corner of the envelope.~~
- ~~—q. The incarcerated individual's name, ID number, box number or street address, city, state, and zip code shall also appear on the envelope of incoming mail.~~
- ~~—r. All outgoing mail shall contain a return address including the incarcerated individual's name and ID number as well as the name of the institution, address, and zip code.~~
- ~~—s. Reasonable size restrictions of envelopes may be imposed.~~
- ~~—t. Each institution shall have written procedures for disposition (safekeeping and preservation) of contraband.~~
- ~~—u. Only first class letters and packages will be forwarded after an incarcerated individual's transfer or release.~~

~~v. An individual may deposit funds in an incarcerated individual's account by money order, cashier's check, or electronic funds transfer. Personal checks and cash will not be accepted. Only money orders and cashier's checks will be accepted for deposit into an incarcerated individual's account by mail. Money orders and cashier's checks must be made payable to the Iowa Department of Corrections Incarcerated Individual Fiduciary Account (IDOC IIFA) and sent to: Fort Dodge Correctional Facility, 1550 L Street, Suite B, Fort Dodge, Iowa 50501, and must include the incarcerated individual's name and ID number and the sender's name and complete address. Funds will also be accepted via electronic funds transfers from authorized vendors. An incarcerated individual's suspected abuse of requests for money from the public may be cause for limits or restrictions on the amounts of money which can be received and from whom money can be received.~~

~~w. Misuse of mails will result in institution discipline and be reported to the United States Postal Inspector or other state or federal agencies for action.~~

~~x. O mail. "O mail" is electronic mail that can be sent to and from incarcerated individuals and the public.~~

~~(1) The incarcerated individual's family and friends shall be responsible for registering on the eorlinks Internet site to enroll in the O-mail system: www.eorlinks.com.~~

~~(2) Each O-mail message is limited to two pages, and attachments are not allowed.~~

~~(3) There is a cost for sending an O-mail message, which shall be the responsibility of the sender.~~

~~(4) Incoming and outgoing O-mail shall meet the same standards as referenced in this rule for incarcerated individuals' mail.~~

~~(5) Staff may review the contents of O-mail messages.~~

This rule is intended to implement Iowa Code section 2C.14.

[ARC 9097B, IAB 9/22/10, effective 10/27/10; ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.5(904) Money orders, cashier's checks, and electronic funds transfers for incarcerated individuals. An individual may deposit funds in an incarcerated individual's account by money order, cashier's check, or electronic funds transfer unless they are the protected party of an active no contact order. Personal checks and cash will not be accepted. Only money orders and cashier's checks will be accepted for deposit into an incarcerated individual's account by mail. Money orders and cashier's checks must be made payable to the Iowa Department of Corrections Offender Fiduciary Account (IDOC OFA) and sent to: Fort Dodge Correctional Facility, 1550 L Street, Suite B, Fort Dodge, Iowa 50501, and must include the incarcerated individual's name and ID number and the sender's name and complete address. Funds will also be accepted via electronic funds transfers from authorized vendors. An incarcerated individual's suspected abuse of requests for money from the public may be cause for

Commented [9]: This is covered in IAC 20.5., redundant.

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limits or restrictions on the amounts of money which can be received and from whom money can be received.

This rule is intended to implement Iowa Code section 904.506.

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.6(904) Publications.

20.6(1) The institution ~~shall~~ will allow incarcerated individuals access to publications when doing so is consistent with institutional goals of maintaining internal order, safety, security, and rehabilitation. Publications are additionally governed by the provisions of department of corrections policy OP-MTV-02.

20.6(2) Publications include any periodical, newspaper, book, pamphlet, magazine, newsletter, or similar material published by any individual, organization, company, or corporation, and made available for a commercial purpose. Publications may be purchased by a third party or an incarcerated individual and shall be unused and sent directly from an approved publisher or bookstore which does mail order business. Any exceptions must be authorized by the warden. No publication will be denied solely on the basis of its appeal to a particular ethnic, racial, religious, or political group. The quantity of printed materials, as with other personal property, shall be controlled for safety and security reasons.

20.6(3) All publications not on the approved list ~~shall~~ will be reviewed by a publication review committee for approval or denial.

a. The committee ~~shall~~ will be appointed by the director or designee, department of corrections, and ~~shall include~~ includes:

- (1) A person with broad exposure to various publications.
- (2) Two representatives of correctional operations.

b. The committee ~~shall~~ will fairly review all types of publications to be received by incarcerated individuals in accordance with these rules.

20.6(4) The following procedures ~~shall~~ will be used when a publication not on the approved list is reviewed:

a. The committee ~~shall~~ will approve or deny publications within 30 working days of receipt of the publication.

b. When a publication is denied, the committee ~~shall~~ will send the incarcerated individual a written notice stating the publication involved, the reason for denial, and the incarcerated individual's available appeal process.

c. The incarcerated individual ~~shall~~ will have ten days from receipt of the notice of denial to notify the designated institution staff to destroy the publication, to specify where to send the publication at the incarcerated individual's expense, or to notify the institution that the decision is being appealed.

d. A list of approved publications ~~shall~~ will be maintained.

20.6(5) A publication may be denied when the publication presents a danger to the security or order of an institution or is inconsistent with rehabilitation goals. Authorized reasons for denying a publication are that the publication:

- a.* Is likely to be disruptive or produce violence.
- b.* Contains material which portrays or simulates a minor (any person 17 years of age or younger) engaged in or simulating any act that is sexual in nature.
- c.* Contains lewd exhibition of the genitals or material which is sexually explicit or features nudity.
- d.* Contains information relating to escapes or formulating escape plans.
- e.* Contains information relating to provoking a riot or disturbance.
- f.* Contains information relating to obtaining an emotional or behavioral state comparable to those produced by a controlled substance, by using aerosols, glue, or other chemical materials.
- g.* Contains materials which illustrate, explain, describe, or teach martial arts, or other manufacture of weapons or explosives, or advocate behavior contrary to duly established institution rules or Iowa

statutes. Contains materials which illustrate, explain, describe, or teach ability to frustrate crowd or riot control methods. Contains materials which illustrate, explain, describe, or teach ability to sabotage or disrupt communications networks, including a prison's internal and external communications and automated information systems.

h. Contains information concerning criminal activities.

i. Contains encoded material. This ~~shall~~ will not automatically include foreign language publications not otherwise prohibited in these rules.

j. May violate postal regulations, such as threats, blackmail, contraband, or similar violations.

k. Is a catalog or other publication whose purpose is primarily or significantly to sell items or materials that are expressly prohibited inside any of the department institutions. The warden can make exceptions for materials that serve reentry efforts.

This rule is intended to implement Iowa Code ~~section~~ sections 904.108(1) "*k.*" and 904.310A

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 4062C, IAB 10/10/18, effective 11/14/18; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.7(904) Interviews and statements.

20.7(1) When incarcerated individuals are selected to be interviewed and photographed within the institution, either individually or as part of a group, identifiable interviews or pictures ~~shall~~ will have the written consent of the incarcerated individual involved as well as prior consent of the warden or designee, and department chief of staff.

20.7(2) The warden is responsible for all communications with mass media after consultation and approval by the department chief of staff.

This rule is intended to implement Iowa Code section 904.108(1) "*k.*"

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.8(904) Guests of institution. Persons wishing to visit the institution ~~shall~~ are to give prior notice of their intended visit and receive approval for the visit. The prior notice and approval may be waived by the warden or designee for emergencies.

20.8(1) Any guest must agree to comply with the policy and procedures of the institution when signing in at the control center.

20.8(2) Persons under 18 years of age may only visit with prior approval of the warden or designee and shall be accompanied by a responsible adult. An adult shall be in charge of no more than four children. Persons under 18 years of age shall not be allowed to make institutional tours of maximum security prisons.

20.8(3) Guests ~~shall~~ will be escorted by a staff member. Any exception ~~shall~~ will have prior approval of the warden or designee.

20.8(4) Guests ~~shall~~ will be allowed personal contact with an incarcerated individual only when it serves the best interests of the incarcerated individual as determined by the warden or designee.

20.8(5) All contacts with incarcerated individuals ~~shall~~ will be absent of any encouragement, support, or suggestion of activity which would bring disorder to the institution.

This rule is intended to implement Iowa Code sections 904.108(1) "*k.*" and 904.512.

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.9(904) Donations. Donations of money, books, games, recreation equipment or other such gifts ~~shall~~ will be made directly to the warden or the warden's designee. The warden or the warden's designee ~~shall~~ will evaluate the donation in terms of the nature of the contribution to the institution program. The warden or the warden's designee is responsible for accepting the donation and reporting the gift to the institutional deputy director on a monthly basis.

This rule is intended to implement Iowa Code section 904.113.

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.10(904) Incarceration fees. The director may charge incarcerated individuals an incarceration fee, pursuant to Iowa Code section 904.108.

Commented [12]: aligns with AD-GA-09 policy.

Commented [13]: aligns with AD-GA-09 policy.

This rule is intended to implement Iowa Code section 904.108(6).

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.11(904,910) Restitution.

20.11(1) Every incarcerated individual required by a court order to pay restitution ~~shall~~ will have a restitution plan and a restitution plan of payment developed, unless a court-ordered restitution plan has been completed.

20.11(2) The restitution plan of payment ~~shall~~ will consider the present circumstances of an incarcerated individual's physical/mental health and other legal financial obligations.

20.11(3) The deputy director of institutions ~~shall~~ will ensure that there are written procedures governing the development and modification of each restitution plan and plan of payment.

20.11(4) Each incarcerated individual ~~shall~~ will be given a Predeprivation Notice: Notice of Intent to Deduct Restitution From All Account Credits and Notice of Opportunity to Respond during initial reception following admission to the Iowa medical and classification center (IMCC) or the Iowa correctional institution for women (ICTW).

20.11(5) Initial complaints by incarcerated individuals regarding restitution plans of payment or modifications may be addressed via the grievance procedure for incarcerated individuals.

20.11(6) ~~The staff shall explain the restitution plan of payment to the incarcerated individual.~~ Each incarcerated individual ~~shall~~ will receive a copy of the restitution plan of payment.

20.11(7) Restitution payments ~~shall~~ will be deducted from all credits to an incarcerated individual's account. Up to 50 percent may be deducted. The following are exempt for deductions from credits to an incarcerated individual's account from an outside source:

a. An amount, assessed by the warden or designee, specifically for medical costs. The same percent as established in the restitution plan will be deducted from any amount over the total amount assessed. If the medical procedures are not performed or carried out, the money ~~shall~~ will be returned to the sender at the incarcerated individual's expense.

b. An amount, assessed by the warden or designee, specifically for the cost of a funeral trip. The same percent as established in the restitution plan will be deducted from any amount over the total amount assessed.

c. An amount as assessed by the appropriate authority specifically for transportation fees as a result of work release/OWI violations or compact transfers. The same percent as established in the restitution plan will be deducted from any amount over the total amount assessed.

~~d. An account transfer from one institution to another.~~

e. Refunds from outside vendors or institution commissaries.

f. Property tort claims.

g. Any other exception approved by the warden or designee.

20.11(8) Restitution deductions ~~shall~~ will be forwarded to the clerk of court in the county of commitment on a quarterly basis.

20.11(9) When the department of corrections has knowledge of other income or assets the district court clerk of the sentencing county ~~shall~~ will be so notified.

20.11(10) A percent greater than that established in the restitution plan of payment may be deducted from a credit to an incarcerated individual's account by authorization of either the incarcerated individual or the warden or designee or by court order.

20.11(11) The restitution plan of payment may be modified through each level of commitment. (This includes preinstitutional services and postinstitutional services.)

This rule is intended to implement Iowa Code chapter 904 and sections 910.2, 910.3 and 910.5.

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter]

201—20.12(904) Furloughs.

Commented [14]: Process obsolete.

20.12(1) Furloughs are a privilege, not a right, and may be denied or canceled at any time for reasons deemed sufficient by the warden. Reasons for denial or cancellation ~~shall~~ will be given to the incarcerated individual.

20.12(2) Emergency family furlough ~~shall~~ will be considered in the event of a death or imminent death in the immediate family.

20.12(3) Emergency medical furlough is for those incarcerated individuals whose medical condition has deteriorated to the point of incapacitation or to a comatose state.

20.12(4) Both emergency family furloughs and emergency medical furloughs ~~shall~~ will have approval of the warden and the ~~institutional deputy director~~ deputy director of institution operations.

20.12(5) Furloughs are additionally governed by the provisions of the department's furlough policy IS-RL-04.

This rule is intended to implement Iowa Code section 904.108(2).

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

~~201—20.13(904) Board of parole interviews.~~ Each institution provides space for the conduct of interviews between the Iowa board of parole and institutional incarcerated individuals. When these meetings are held in correctional institutions, attendance is subject to security and safety regulations as stated herein. Any exception to these rules must have prior approval of the director of the department of corrections or designee. All board of parole interviews and case reviews are conducted virtually. Members of the public who wish to attend a hearing may access information on the board of parole website at bop.iowa.gov.

Commented [15]: All interviews are now held virtually. Directed to BOP website as they manage this process.

~~—20.13(1) Persons desiring to attend a board of parole interview who are not on an incarcerated individual's visiting list shall notify the warden of the respective institution of their intent to attend. A visitor's application will be sent to the person, and the completed application must be received back by the institution at least 15 days prior to the scheduled date of the parole interview in order that a background investigation with law enforcement officials may be completed prior to attendance at the parole interview. Following a successful background investigation, authorization to attend parole interviews will be continuous subject to these rules and any subsequent background investigations conducted at the discretion of the warden.~~

~~—20.13(2) Due to security considerations, those persons excluded from applying for visitation privileges pursuant to subparagraphs 20.3(4) "a" (1) to (7) department policy OP-MTV-04, inclusive, are also excluded from attending parole board interviews as listed below:~~

- ~~—a. Individuals who have been discharged from a correctional institution within the last 18 months.~~
- ~~—b. Individuals whose behavior represents a control problem or is counterproductive to the rehabilitation of the incarcerated individual. This may be reflected in the background investigation report which shows the individual's having a record of carrying concealed weapons, irresponsible or illegal use of a controlled substance, previous violation of institutional rules, or similar behavior.~~
- ~~—c. Individuals on probation, work release or parole.~~
- ~~—d. Individuals who have been convicted of incidents of aiding an escape or introducing contraband in any detention or supervised correctional setting.~~
- ~~—e. Individuals who intentionally give false information.~~
- ~~—f. Ex felons.~~
- ~~—g. When the interview is held inside the institution proper, no children under the age of 18 are allowed.~~

~~—20.13(3) Due to security considerations the following rules shall apply:~~

~~—a. Written notification of approval or denial will be given to the requester.~~

~~—(1) When approved, the requester shall be informed on the notification:~~

~~—1. That the attendee may be subject to a search (paragraph 20.13(3) "f") when a staff member has an articulable reason to believe that the attendee is concealing contraband;~~

~~— 2. That the search may include a pat down, a strip search, or a visual body cavity probe search; and~~

~~— 3. That the requester need not submit to a strip search although refusal may result in the forfeiture of attendance.~~

~~— (2) When denied, the applicant shall will be apprised of the reasons for denial.~~

~~— b. All requesters shall will present proper identification upon entrance to the institution. Photo identification is preferred, but all identification shall identify personal characteristics, such as color of hair and eyes, height, weight and birth date.~~

~~— (1) Signature cards may be required from requesters.~~

~~— (2) All requesters may be required to be photographed for future identification purposes only.~~

~~— c. Individuals may be required to leave the institution when:~~

~~— (1) The incarcerated individual or attendee engages in behavior that may in any way be disruptive to order and control of the institution.~~

~~— (2) The attendee fails to follow the established rules and procedures of the institution.~~

~~— (3) The attendee and incarcerated individual directly exchange any object or article.~~

~~— (4) The attendee talks or communicates with an incarcerated individual.~~

~~— (5) The effect of alcohol or narcotic drugs is detected on the attendee before or during the interview.~~

~~— (6) There is detriment to the health of the incarcerated individual or attendee.~~

~~— (7) The attendee does not manage children.~~

~~— d. Minors outside the immediate family shall will have written permission from their parent or guardian and be accompanied by an adult. All children shall have adult supervision. Exceptions shall will have prior approval of the warden or designee.~~

~~— e. Attendees shall are to be properly attired as would be expected in a public meeting place. Adults and teenagers shall will wear shoes and may not wear miniskirts, shorts, muscle shirts, see-through clothing, halter tops, clothing with obscene or lewd slogans, pictures or words, and similar apparel. Attendees may be required to remove, for the duration of the interview, outerwear such as, but not limited to, coats, hats, gloves, and sunglasses. A medical need for sunglasses must be verified by prescription.~~

~~— f. Attendees may be requested to submit to a personal search (pat down) or review by an electronic device for weapons or contraband. When the electronic device alarm is activated, the attendee shall produce the item or a personal search may be made to find the item that set off the alarm. Attendees may be requested to submit to a strip search when there is an articulable reason to believe the person is concealing a weapon or contraband. Each institution shall will designate the level of authority required to request a search through institutional policy. This person shall authorize the search in writing. The designation required pursuant to subrule 20.3(8) for visitation will suffice for this subrule as well. Entrance may be denied when the attendee is not willing to submit to a search. The request for a search shall will be conducted in an inconspicuous manner. The attendee may verbally request a review by the warden or designee at the time of request for a search.~~

~~— (1) Strip search means having a person remove or arrange some or all of their clothing so as to permit an inspection of the genitalia, buttocks, anus, female breasts, or undergarments of that person or a physical probe of any body cavity. Personal search means a pat down search on top of the attendee's clothing.~~

~~— (2) The search will be to the degree deemed appropriate or necessary. A strip search will be conducted only when the following conditions exist:~~

~~— 1. The search is conducted in a place where it cannot be observed by persons not conducting the search.~~

~~— 2. The search is conducted by a person of the same sex as the visitor, unless conducted by a medical practitioner or licensed registered nurse. A second correctional employee of the same sex as~~

the attendee shall also be present during the search. In addition, the attendee may request a third person of the same sex as the attendee to be present during the search.

— 3. A visual search or probing of any body cavity shall be performed under sanitary conditions. A physical probe of a body cavity other than the mouth, ear, or nose shall be performed only by a medical practitioner. In the absence of a medical practitioner, a licensed registered nurse will conduct the search and report the findings to the on-call medical practitioner.

— 4. It will be permissible and not considered a body cavity search to request that a female attendee remove a sanitary napkin or tampon.

— (3) An attendee accompanied by a minor child has the option of not having the child present during a strip search or pat down. The child will be attended by a staff person. When attendee refuses to leave the child with a staff person and does not want the child present during the search, attendance will be denied. At all times when a minor child is searched, the supervising adult may be present in the room.

— (4) When an attendee is arrested, the attendee may be searched for weapons which may inflict harm on the arresting officer.

— (5) Records shall be kept of all strip searches and shall include the name of the person subjected to the search, the names of the persons conducting and in attendance at the search, the time, date, and place of the search. The written record shall reflect the reason for the search and the results of the search. The written authorization for the search shall be included in the record.

— (6) Attendees found in possession of contraband shall be referred to the county attorney for prosecution.

20.13(4) The space provided for the parole interviews shall will have a posted maximum capacity set by the fire marshal. The number of individuals in the room shall will not exceed the maximum capacity. Individuals will be admitted on a first come, first serve basis.

— **20.13(5)** Cameras and recording devices are permitted with the following exceptions:

— *a.* Media equipment is subject to search prior to admittance and at any time said equipment is inside the institution. Search shall will be conducted in the presence of the photographer.

— *b.* Should the attendees be required to pass through areas of the institution where for reasons of security or right to privacy media equipment is disallowed, the use of such equipment is prohibited in those areas.

20.13(6) Interviews may be temporarily modified or suspended in the following circumstances: riot, disturbance, fire, labor dispute, space restriction, natural disaster, or other extreme emergency.

20.13(7) Refer to Iowa Administrative Code, Parole Board[205] for rules governing conduct at the hearings as required by the Iowa board of parole.

20.13(8) Rules that apply to registered victims are found in subrule 20.15(7).

This rule is intended to implement Iowa Code sections 904.102 and 904.103.

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter]

201—20.14(80A) Transportation for incarcerated individuals.

20.14(1) Companies under contract to county or state agencies to transport Iowa incarcerated individuals must meet the requirements of this rule to qualify for exemption under Iowa Code section 80A.2.

20.14(2) To comply with the exemption in Iowa Code section 80A.2, the following requirements shall apply:

a. Companies contracting with any jurisdiction/agency within the state of Iowa ~~shall~~ will provide, upon request, training and compliance with policy standards governing weapons, security, transportation, and management procedures for incarcerated individuals essential to accomplishing safe and secure movement of incarcerated individuals.

b. Companies contracting to provide transportation for incarcerated individuals with a jurisdiction/agency within the state of Iowa ~~shall~~ will provide proof of insurance coverage including,

but not limited to, comprehensive general liability, automobile liability, workers' compensation insurance, all inclusive policies, general liability, and errors or omissions.

c. Companies contracting with any jurisdiction/agency within the state of Iowa ~~shall~~will provide the names, dates of birth, and social security numbers of all transportation personnel for criminal history checks.

d. All transporting personnel ~~shall~~will possess appropriate and valid driver's licenses as required by the regulatory agencies.

e. All transporting vehicles ~~shall~~will be licensed under the appropriate Interstate Commerce Commission (ICC) regulations and the state where the vehicle is registered.

f. All transmitting/receiving radios and communication equipment ~~shall~~will comply with Federal Communications Commission (FCC) regulations.

g. This exemption applies only to transportation companies for incarcerated individuals. This exemption does not provide exemption for any other part of this statute.

This rule is intended to implement Iowa Code ~~section~~ sections 80A.2 and 904.320

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter]

201—20.15(915) Victim notification.

20.15(1) Definitions.

"Notification" means ~~mailing by regular mail or providing for hand delivery of appropriate information or papers. However, this notification procedure does not prohibit an agency from also providing appropriate information to a registered victim by telephone the same as the term is defined by Iowa Code section 915.10(1).~~

"Registered" means having provided the appropriate office, agency, or department with the victim's written request for notification and current mailing address and telephone number.

"Victim" means a person who has suffered physical, emotional, or financial harm as the result of a public offense, other than a simple misdemeanor, committed in this state. The term also includes the immediate family members of a victim who died or was rendered incompetent as a result of the offense or who was under 18 years of age at the time of the offense.

"Violent crime" means ~~a forcible felony, as defined in Iowa Code section 702.11, and includes any other felony or aggravated misdemeanor which involved the actual or threatened infliction of physical or emotional injury on one or more persons the same as defined in Iowa Code section 915.10(5).~~

20.15(2) A victim of a violent crime ~~Victims may become registered with the department of corrections which entitles the victim to be notified of changes in an incarcerated individuals status as outlined in Iowa Code 915.17 and 915.17A. when the incarcerated individual is to be released in any of the following situations:~~

—*a. Work release.* Approximate date of release and whether the incarcerated individual is expected to return to the community where the victim resides will be provided.

—*b. Furlough.* Date of leave, date of return and whether the incarcerated individual is expected to return to the community where the victim resides will be provided.

—*c. Escape.* Date of escape will be provided.

—*d. Expiration of sentence.* Date of discharge from an institution will be provided.

—*e. Recommendations for parole.* The institution has submitted a recommendation for parole.

—*f. Parole.* Approximate date of release and whether the incarcerated individual is expected to return to the community where the victim resides.

20.15(3) A victim will become registered upon official request by the county attorney to the Director, or designee, Iowa Department of Corrections, 510 East 12th Street, Des Moines, Iowa 50319.

20.15(4) Assistance for registering may be obtained through the county attorney or by contacting the department of corrections, director office of victim programs, at (515)725-5704 (800) 778-1182.

20.15(5) All information with regard to a registered victim will be kept confidential.

Commented [16]: language verbatim, referenced code.

Commented [17]: language verbatim, referenced code.

Commented [18]: Referenced code to better reflect notification obligations because not all of them are about "release."

20.15(6) A registered victim is responsible for notifying the department of corrections of address or telephone changes.

20.15(7) Registered victims of the Iowa board of parole may attend hearings in accordance with ~~the following rules:~~ procedures established by the board of parole pursuant to Iowa Code section 915.18. Information on this process may be accessed on the board of parole website at bop.iowa.gov.

~~a. Registered victims by the parole board have the right to appear at the parole/work release hearing of the incarcerated individual(s) either personally or by counsel.~~

~~b. The parole board notifies victims of any scheduled parole/work release hearings where the board will interview the incarcerated individual not less than 20 days prior to the hearing.~~

~~c. The parole board notification will request any victim(s) planning to attend a hearing to notify the warden of the intention to attend prior to the hearing.~~

~~d. A victim may only be denied attendance when, in the opinion of the warden or designee, the victim(s) presents a threat to the security and order of the institution.~~

~~e. If a victim is denied attendance at a hearing, the parole board shall be notified immediately.~~

~~f. The security director or designee should consider separation of the victim(s) and family/friends in attendance at the same hearing. If there are any signs of conflict between the victim(s) and family/friends of incarcerated individuals, the victim(s) shall be escorted out of the institution to avoid an unsupervised contact situation on institution grounds.~~

This rule is intended to implement Iowa Code chapter 915.

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

201—20.16Reserved.

201—20.17(904) Institutional community placement.

20.17(1) *Home care program.* This program allows for selected incarcerated individuals to be released from institutional confinement for a set period of time for the purpose of caring for the incarcerated individual's immediate family. Release may be to a community correction residential facility/halfway house or to the incarcerated individual's home, home of an immediate family member, or other approved arrangements, provided the living environment is suitable to institutional requirements. Release may be for a set number of hours or days as appropriate.

a. Eligibility criteria.

(1) The incarcerated individual must be the natural parent or legal guardian of the child/children.

(2) The incarcerated individual must show cause that this program can provide more suitable care than the present living situation of the child/children.

(3) The child/children must be minor(s).

(4) The incarcerated individual must have been the primary caretaker of the child/children prior to incarceration.

(5) Investigating staff must be able to confirm that the incarcerated individual had satisfactorily served this care prior to incarceration.

(6) The proposed living arrangements shall provide a suitable environment for the incarcerated individual and dependents.

(7) The physical structure of the residence shall provide for adequate space, meet sanitary, health and safety requirements, and be in good repair. A functional telephone must be maintained in the residence at all times.

(8) It will be verified that the incarcerated individual, including spouse or immediate family member living at the same residence, can and will provide adequate support towards the child, children, or other dependent. Eligibility requirements for assistance through the department of health and human services programs (FIP, food stamps, etc.) will be verified prior to final approval.

Commented [19]: Updated due to alignment (DHS merged with IDPH and became HHS.)

(9) It will be verified that the incarcerated individual or immediate family living at the residence can provide adequate transportation or that public transportation is available.

(10) Adequate support services (medical, psychological, educational, as well as other treatment programs) must be arranged and available to both the incarcerated individual and dependents.

(11) Dependent care for an adult member of the incarcerated individual's immediate family must include a medically documented need with periodic supervision or other approved arrangements by a health-trained professional.

b. Requirements.

(1) Education/employment/child care/adult dependent care. Where all dependents are involved in full-time school, participation in an educational or employment program may be required of the incarcerated individual. Where such dependents are not yet in school, child care may be considered as full-time employment.

(2) Child care/adult dependent care. Child care shall be provided in the home. Therefore, the residence will be considered as the designated place of assignment. Deviations from same shall be reported to staff in advance.

20.17(2) Work program—eligibility criteria. This program allows for selected incarcerated individuals to be released from institutional confinement for a period of time for gainful employment in the community. The program may also include placement in a community corrections residential facility/halfway house, or to the incarcerated individual's home, home of an immediate family member, or other approved arrangements, provided the living environment is suitable to institutional requirements. Release may be for a set number of hours or days as appropriate.

a. The incarcerated individual must show a substantial need and interest for participation in the program.

b. The incarcerated individual must seek and apply for employment through established procedures of the furlough program or through institutional correspondence, telephone, or visiting procedures.

c. Suitable employment and verification must be obtained by staff prior to consideration.

20.17(3) Educational program—eligibility criteria. This program allows for selected incarcerated individuals to be released from institutional confinement for a period of time for educational opportunities in the community. This program may also include placement in a community corrections residential facility/halfway house or to the incarcerated individual's home, home of an immediate family member, or other approved arrangements, provided the environment is suitable to institutional requirements. Release may be for a set number of hours or days as appropriate.

a. The incarcerated individual must show a substantial need and interest for participation in the program.

b. The incarcerated individual must seek educational opportunities and financial support through established procedures of the furlough program or through institutional correspondence, telephone, or visiting procedures (financial arrangements can only include family support or grants). Educational loans or loans of any type will not be allowed while on institutional count. Additional community corrections restriction may apply while under community supervision.

20.17(4) General requirements for all three programs.

a. Participation in any of these programs at any level is a privilege, not a right, of which participating incarcerated individuals are subject to and held accountable for all provisions of this policy as well as the specific program plan.

b. Institutional progress and recommended program participation must reflect an average or above rating.

c. Incarcerated individuals must be furlough-eligible in accordance with furlough eligibility standards in ~~DOC~~ department policy IS-RL-04 and rule 201—20.12(904).

d. If applicable, community corrections residential/halfway house rules and regulations will apply as well as institutional rules including all program plan rules.

e. Local authorities will be contacted to determine possible concerns (correctional services, county attorney, law enforcement).

f. The incarcerated individual may be required to submit to periodic or regular U.A. Testing (this procedure may be completed at any correctional institution, community corrections facility/office, or at the residence).

g. All activity will be monitored by community corrections staff and institutional staff as agreed.

h. All employment and educational earnings, less payroll deductions including education grants and expenses, ~~shall~~ will be surrendered to the residential facility/halfway house staff according to established procedures or to the institution business manager, whichever applies, according to the program plan. Employment earning deductions will be prioritized in accordance with Iowa Code section 904.905 for all levels of placement.

i. Contact frequency. A minimum of one home visit and one other face-to-face contact per month is required of staff. Furthermore, a sufficient number of collateral contacts will be made each month to ensure that the incarcerated individual is meeting requirements of the program plan.

j. Special needs. In situations where incarcerated individuals or the family have special needs, a case planning system shall be incorporated to address needs, capabilities, and specific goals. Special attention ~~shall~~ will be given to past or immediate problems.

k. Travel. Supervisory staff may grant permission for travel within the state. Standard policy will apply to out-of-state travel.

l. Temporary absence. Incarcerated individuals may temporarily leave the residence for necessary purposes such as shopping, religious services, family recreation, medical appointments, employment, etc., as indicated on the plan.

20.17(5) Application procedures.

a. Applications must be made to the present institutional classification committee ~~(utilizing Form 14)~~.

b. The application must contain all pertinent information and resources for the requested program.

c. The classification committee shall review each case considering all standards and criteria.

d. The classification committee's recommendation must be approved by the warden.

e. If approved by the warden, the recommendation and all pertinent information shall be forwarded to the institutional deputy director for final approval.

f. If the recommendation is approved by the institutional deputy director, the incarcerated individual must agree to abide by all rules established in the program plan including institutional rules and community corrections rules as well as all local, state, and federal laws.

g. Each level of review has the authority to deny the application or to make changes in the program plan including level of placement, i.e., institutional, residential/halfway house, home, as well as electronic monitoring devices.

h. Incarcerated individuals placed in any of these programs will not be relieved of paying restitution or any other financial obligation as required by the court or institution.

20.17(6) Violations.

a. Violation of any rule set forth in the program plan including any additional rules set forth by any authority listed in this policy may constitute the revocation of participation in either program at any level.

b. Revocation may also occur for improper care of children or dependents, inadequate earnings, failure to maintain employment or unacceptable employment conduct, rule violations, or failure to meet program expectations.

20.17(7) Program activity. This rule does not create any liberty interest in the incarcerated individual's continued participation in any of the programs at any level listed under this rule, and the department of corrections or its designee(s) reserves the right to revoke, suspend, or limit/restrict program activity from the listed programs for any reason, without hearing.

20.17(8) Waiver of liberty interests. As a condition for an incarcerated individual to participate in any of the programs at any level listed under this rule, the incarcerated individual must voluntarily waive any and all liberty interests to a hearing should the department exercise its right to revoke, suspend or limit/restrict program activity. This waiver must be signed prior to an incarcerated individual's acceptance into a program. The signed waiver shall remove any and all rights to due process should the department exercise its right to revoke, suspend or limit/restrict program activity. This rule is intended to implement Iowa Code section 904.910.

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter]

201—20.18(904) Violator/shock probation programs. Rescinded ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter.

201—20.19Reserved.

~~201—20.20(904) Incarcerated individuals' telephone commissions.~~

~~—20.20(1) Definitions.~~

~~—“Corrections board” means the department of corrections board.~~

~~—“Deputy director of institutions” means the person responsible for operation of institution services.~~

~~—“Director” means the chief executive officer of the department of corrections.~~

~~—“Financial manager of administration” means the person responsible for budgeting and planning.~~

~~—“Warden” means the chief executive officer of the institution or correctional facility.~~

~~—20.20(2) Deposit of funds.~~ The department of corrections shall deposit and account for all telephone commissions in a clearing account within the central office. The financial manager of administration will determine commissions generated by each institution, based on a report from the vendor, for deposit in the institution's telephone rebate fund for incarcerated individuals.

~~—20.20(3) Request for funds.~~ Each warden will determine recurring needs and special projects and submit a written proposal to the deputy director of institutions for all expenditures and encumbrances.

~~—20.20(4) Review and approval of expenditures.~~ The deputy director of operations and the financial manager of administration will review the proposals for an annual presentation by the director to the corrections board for approval. The director will notify the chairpersons and ranking members of the justice system's appropriations subcommittee of the proposals prior to the corrections board approval. All expenditures and encumbrances shall require prior approval from the corrections board and the deputy director of operations. Institutions shall not be allowed to encumber or expend funds without approval. Revenues generated by telephone commissions at each institution shall be used to determine the availability of funds for each project.

~~—20.20(5) Permitted expenditures.~~ The director shall advance to the corrections board for approval only projects that benefit incarcerated individuals. Expenditures may include, but are not limited to, projects that provide educational, vocational or recreational services or projects, or work or treatment programs for incarcerated individuals. Expenditures may also be used to initiate new programs, services, or projects. Institutions shall give spending priority to programs, services, and projects that promote the health and welfare of incarcerated individuals.

~~This rule is intended to implement Iowa Code section 904.508A.~~

[ARC 3929C, IAB 8/1/18, effective 9/5/18; see Delay note at end of chapter; ARC 6431C, IAB 7/27/22, effective 8/31/22]

Commented [20]: Striking rule. Commissions are no longer allowed out of the Inmate Telephone Fund due to the FCC ruling.

The FCC issued a final ruling under the federal Martha Wright-Reed Act that explicitly prohibits telephone providers from paying "site commissions". If there are no funds to manage, there is no process to govern.

DRAFT