

# Fiscal Year 2018 Annual Report



## SERVING 11 COUNTIES IN NORTHEAST IOWA

**Allamakee • Black Hawk • Buchanan**  
**Chickasaw • Clayton**  
**Delaware • Dubuque • Fayette • Grundy**  
**Howard • Winneshiek**

Our Website: [www.FirstDCS.com](http://www.FirstDCS.com)

## Message from the Director

Director Jerry Bartruff  
Department of Corrections Central Office  
510 East 12<sup>th</sup> Street  
Des Moines, Iowa 50319

This annual report is prepared pursuant to the Code of Iowa and provides information about the First Judicial District Department of Correctional Services' organizational composition, financial reports, correctional programming, supervision, strategic plan, and significant events during the year.

The First District is committed to providing effective community based correctional services. During this past year we have evolved our treatment groups to using the ACTV: Achieving Change through Value-Based Behavior and trained numerous staff to begin facilitating such. We are in the process of moving toward a 5 level supervision system based on offender risk. We are building capacity to provide treatment programming specific to those who pose the greatest risk to our communities. Over this past year we have also moved to using the Good Lives curriculum for our sex offender population. Again we committed numerous resources to training for all involved staff as well as updating resources.

We have also worked to improve our proficiency in completing risk assessments. We recently added an executive officer position that will help continue progress in this regard as well as our overall commitment to continuous quality improvement. We realize the importance of "getting risk right" and are committed to working with the Department of Corrections on this objective.

As always budgets are tight but I feel the staff of the First District have been good stewards of the tax payer dollar. We have kept our budget tight to the vest and scrutinized expenses thoroughly while also collecting dollars owed from offenders at a good rate. We have many maintenance issues to address given the large square footage of building and office space in the district. We will continue to try to address at least one or two significant building needs each year as well as making sure staff have the necessary resources to complete their duties successfully.

I want to thank the Board of Directors, Advisory Committees, community partners, and the Department of Corrections for their on-going support. I also want to express my appreciation to the employees of the First District. Their hard work and commitment to community safety is on display daily.

Respectfully,



Ken Kolthoff  
District Director

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## Our Vision, Mission, Values & Beliefs, and Goals

### VISION



### MISSION

Creating Opportunities for Safer Communities

### VALUES & BELIEFS

People can change  
Our efforts help make people safer  
We must work as a team if we are to succeed  
Every person should be treated with dignity and respect

### GOALS

- ❖ To implement evidence-based practices in treatment and supervision for the purpose of supporting consistency and decreasing recidivism.
- ❖ To increase offender satisfaction in their treatment and supervision experience.
- ❖ To embrace diversity through enhancing sensitivity to differences, recognize the commonalities, and respect the uniqueness of all individuals.
- ❖ To provide training to all staff consistent with their job responsibilities and the department's mission.
- ❖ To provide a safe environment for visitors, employees, and offenders.
- ❖ To provide technological and information resources for staff to more efficiently and effectively do their jobs.
- ❖ To provide office space and residential facilities which meet the needs of the offenders being served.
- ❖ To provide accurate and efficient accountability in all fiscal activities.

## First Judicial District 5 Year Strategic Plan Fiscal Year 2017 through Fiscal Year 2022

### **Priorities, Goals, & Desired Outcomes**

**Strategic Priority #1:** Identify and focus resources toward individuals most likely to reoffend.

#### **Strategic Goals:**

- Continuously review data and make evidenced based decisions.
- Complete thorough investigations and provide to the court prior to sentencing.
- Support sentencing options that provide individuals an opportunity to change while prioritizing safety to the community.
- Assess all individuals placed under supervision to make informed decisions for supervision levels and programming needs.
- Deploy techniques that enhance offenders' motivation and capabilities to complete treatment successfully.
- Work with the institutions to effectively transition offenders returning to the community.

**Strategic Priority #2:** Focus on evidence based and research-informed practices for improved offender success.

#### **Strategic Goals:**

- Invest in program models that reduce recidivism.
- Support supervision and treatment opportunities for mentally ill offenders.
- Use cognitive behavioral and social learning models.
- Continuously review and evaluate offender program effectiveness.
- Expand continuous quality improvement processes.
- Measure process, practice, and outcomes.
- Monitor the quality and performance of implemented program models to ensure recidivism reduction outcomes.
- Expand collaboration with other agencies, organizations, and community partners to better utilize resources and improve outcomes.

**Strategic Priority #3:** Funding and budget focused toward staff resources, training, and equipment to carry out the agency mission at the highest level.

#### **Strategic Goals:**

- Improve supervision success rates by providing staffing sufficient to offenders risk and needs.
- Increase the use of "banked" caseloads for lower risk offenders allowing manageable workloads for high risk caseloads.
- Increase residential officer positions to improve accountability and compliance monitoring.

- Adequately staff secretarial, cook, and maintenance positions.
- Allocate and restructure management staff to improve ability to effectively train, support, and provide guidance to staff districtwide.

#### **Desired Outcomes:**

- Evidenced based decisions supporting *long-term public safety*.
- Adequate fiscal support to carry out the agency mission at the *highest level*.
- Responsible use of taxpayer dollars- offenders will be effectively monitored for compliance and accountability while being provided opportunities for *successful supervision*.
- Quality Assurance and *Continuous Quality Improvement*.
  - Will have regularly scheduled training and booster opportunities.
  - Case managers will be proficient in the use of assessment instruments.
  - Offenders will be supervised at an appropriate level.
  - Offenders will be referred appropriately to interventions, internal as well as external, to effectively address their needs.

## Department Overview

The First Judicial District Department of Correctional Services is an agency established under Iowa Code Chapter 905 to provide correctional services throughout the eleven counties of Northeast Iowa, comprising the First Judicial District.

In October of 1973, the first efforts at establishing community-based corrections in the First Judicial District revolved around a Waterloo based agency established to provide correctional services in Black Hawk, Grundy, and Buchanan Counties, named the “Tri-County Department of Court Services.”

In late 1974, a similar office was established in Oelwein to provide correctional services in Fayette, Chickasaw, Clayton, Howard, Winneshiek, and Allamakee Counties.

In November of 1976, the two agencies were merged into one to provide most of the basic pre-institutional services in nine of the eleven counties of the district and a limited level of service in Dubuque and Delaware Counties. In 1977, all eleven counties merged into one agency called, “The First Judicial District Department of Correctional Services.”

Early efforts to establish a residential facility/probation office in the Waterloo-Cedar Falls area finally paid off in late 1976 with the establishment of a residential facility in the old Ellis Hotel building in downtown Waterloo. A second residential facility was leased in 1978 in Dubuque at an old house on Garfield Street. In November of 1981, Waterloo probation staff separated from the residential setting and moved from the Ellis Hotel to the current Waterloo Probation/Parole Office at 527 E. 5<sup>th</sup> Street. In 1984, a 36-bed facility was built in Dubuque on Elm Street; and in 1985, the Waterloo Residential Facility moved from the condemned Ellis Hotel to a newly constructed 56-bed facility at 310 East 6<sup>th</sup> Street.

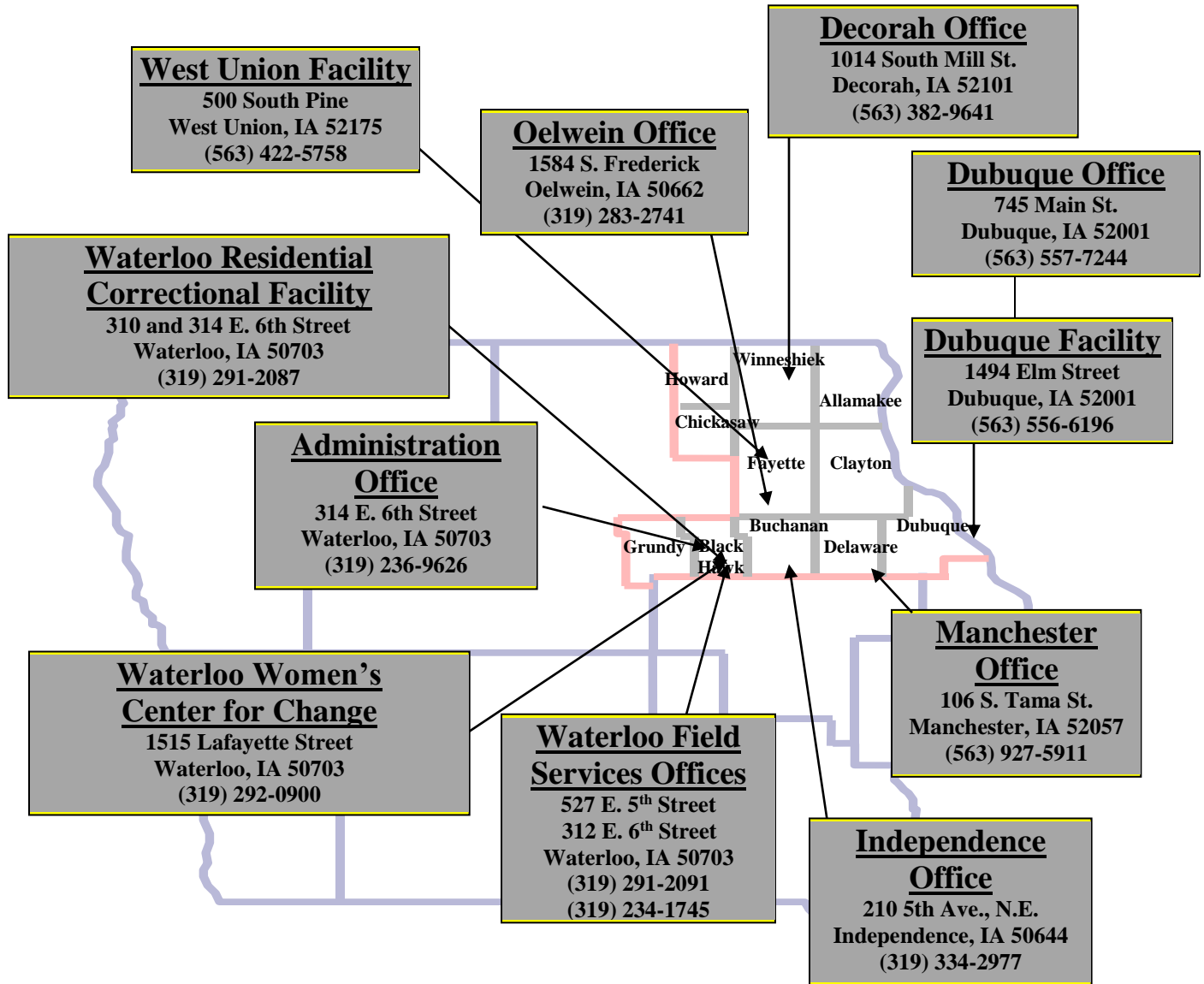
On July 1, 1984, the State Department of Corrections turned over the administration of all community-based correctional services to the eight judicial districts, bringing on Parole, Compact Services, and Work Release for those inmates released from prison. The Work Release Facility in Waterloo had been in operation since November of 1971. In March of 1991 an addition was completed to the Waterloo Residential Facility to house Work Release and Administrative Offices. In this transition Work Release expanded from a 20-bed facility to a 64-bed multi-program facility.

In 1992, a 32-bed multi-program correctional facility was completed in West Union. In 1995, an 8-bed expansion was built creating a 40-bed co-correctional facility. In 2001 an additional 8 beds were added, raising capacity to 48. In May of 1999, the Dubuque Field Services Offices moved to a new location at 745 Main Street. In early 2001, a 44-bed expansion of the Dubuque Residential Facility was completed bringing the total design capacity to 80 beds. In June of 2004, the Oelwein Field Services Office moved to 1584 South Frederick Street in Oelwein. In April of 2005, the Decorah Field Services Office moved to 1014 South Mill Street in Decorah.

In June 2011, construction of the Waterloo Women’s Center for Change at 1515 Lafayette Street was completed. This new facility is dedicated to serve female offenders in the Waterloo area. The center combines both residential and field services programming with 45 residential beds and office space for probation officers and other staff.

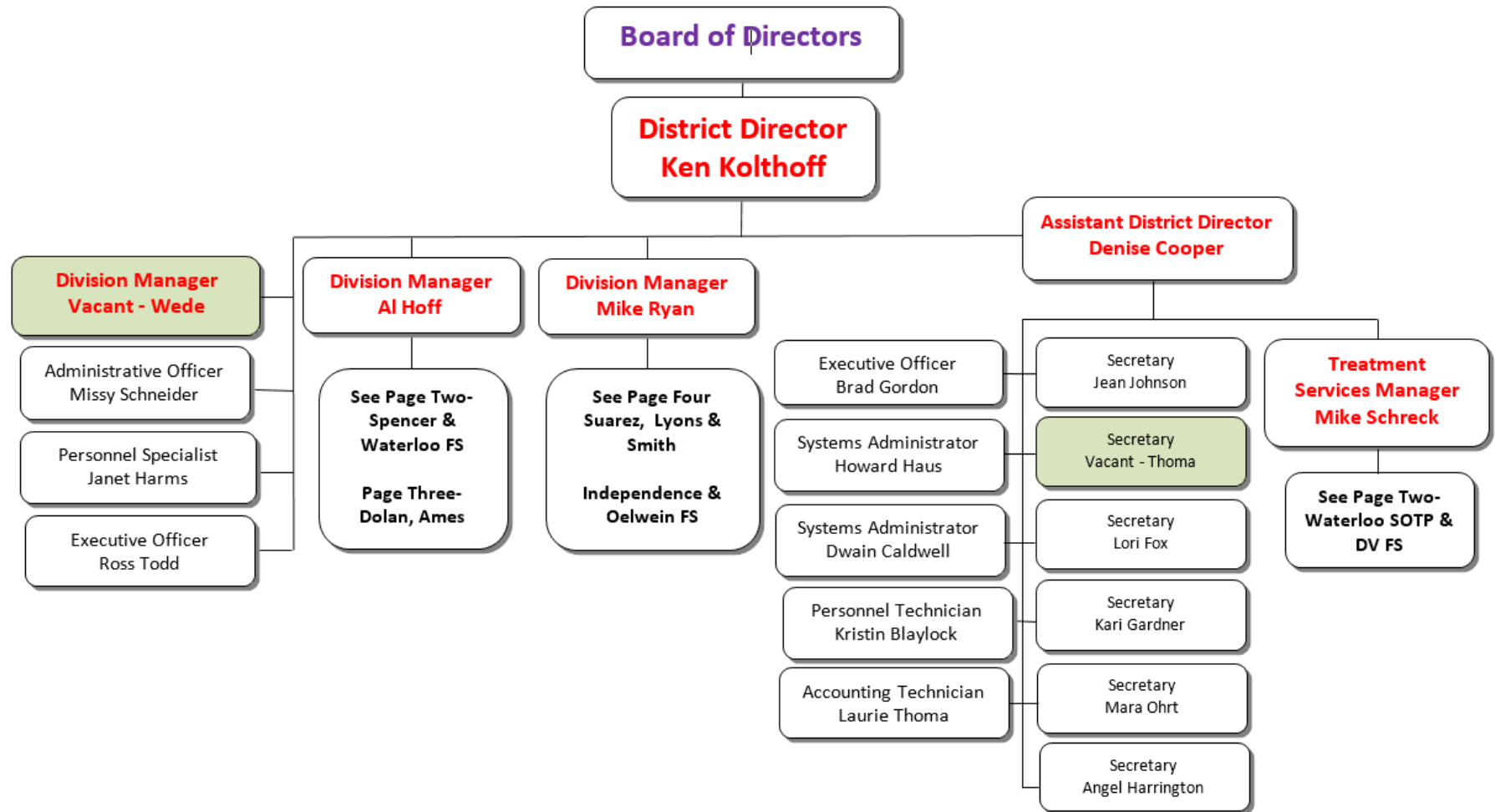
The First Judicial District Department of Correctional Services provides a comprehensive program of community correctional services, including: Pre-trial Services, Pre-sentence Investigations, Probation Supervision, Residential Correctional Facilities, Work Release, Parole, Interstate Compact Services, and Special Programs.

## First District Offices and Residential Facilities

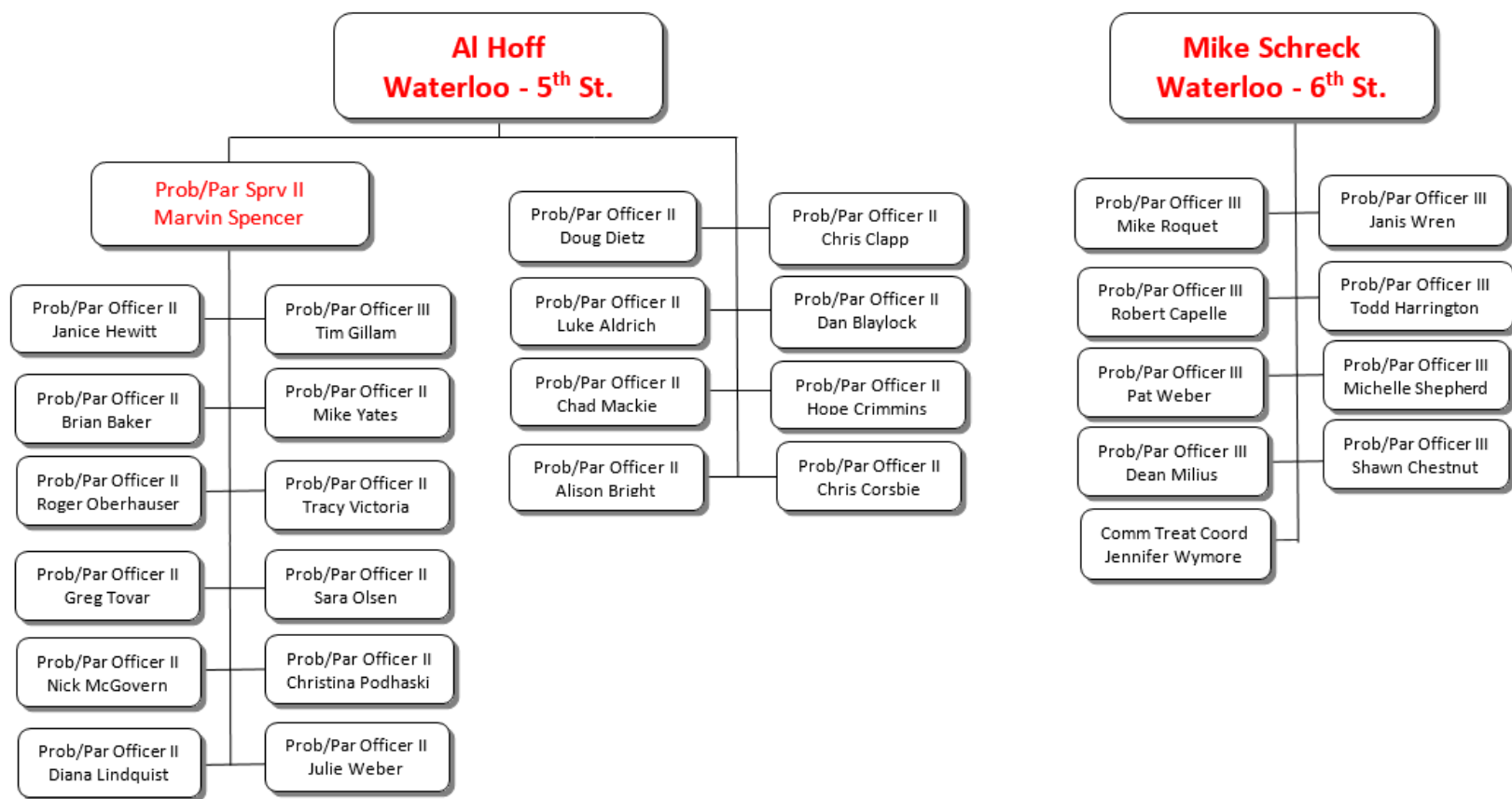


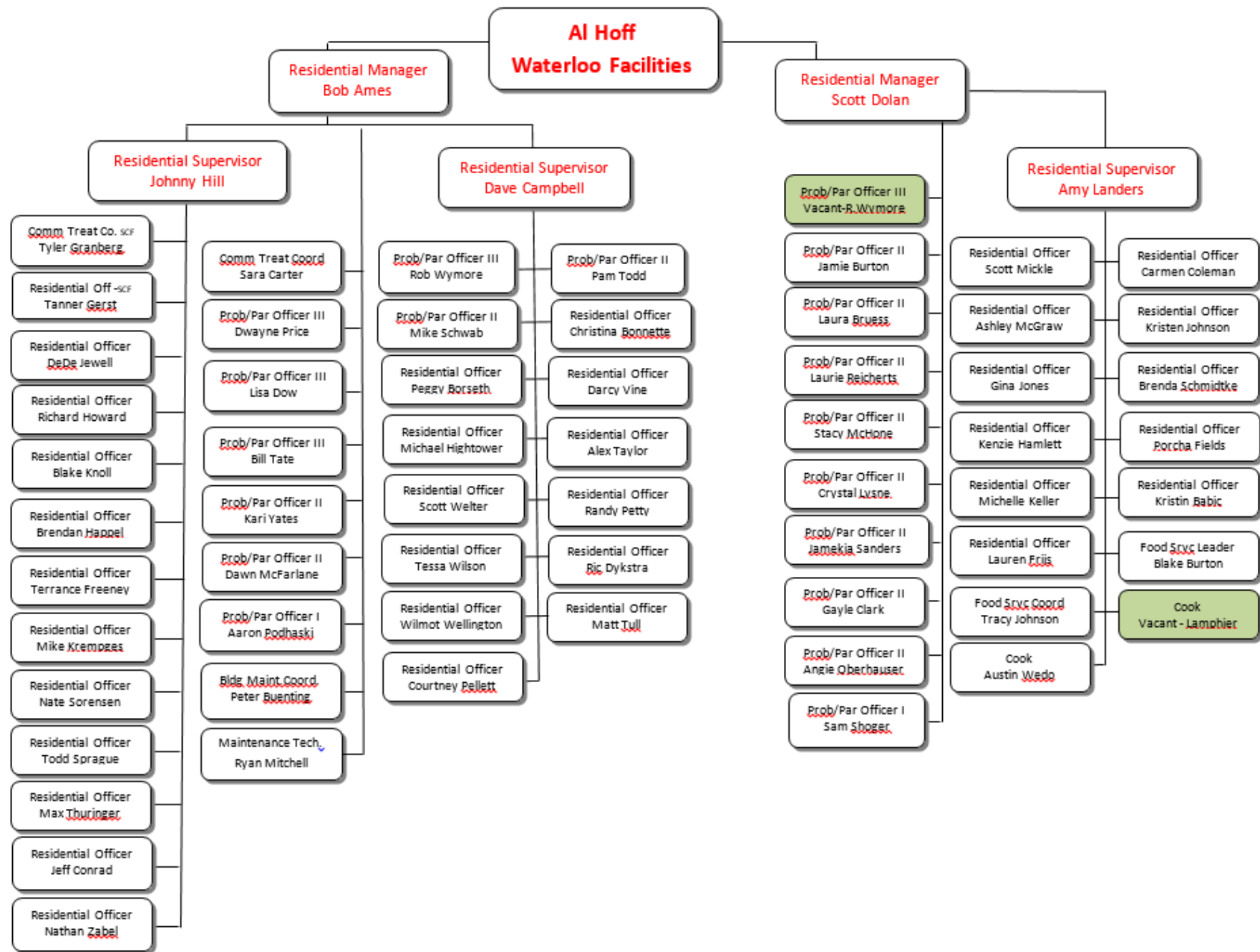


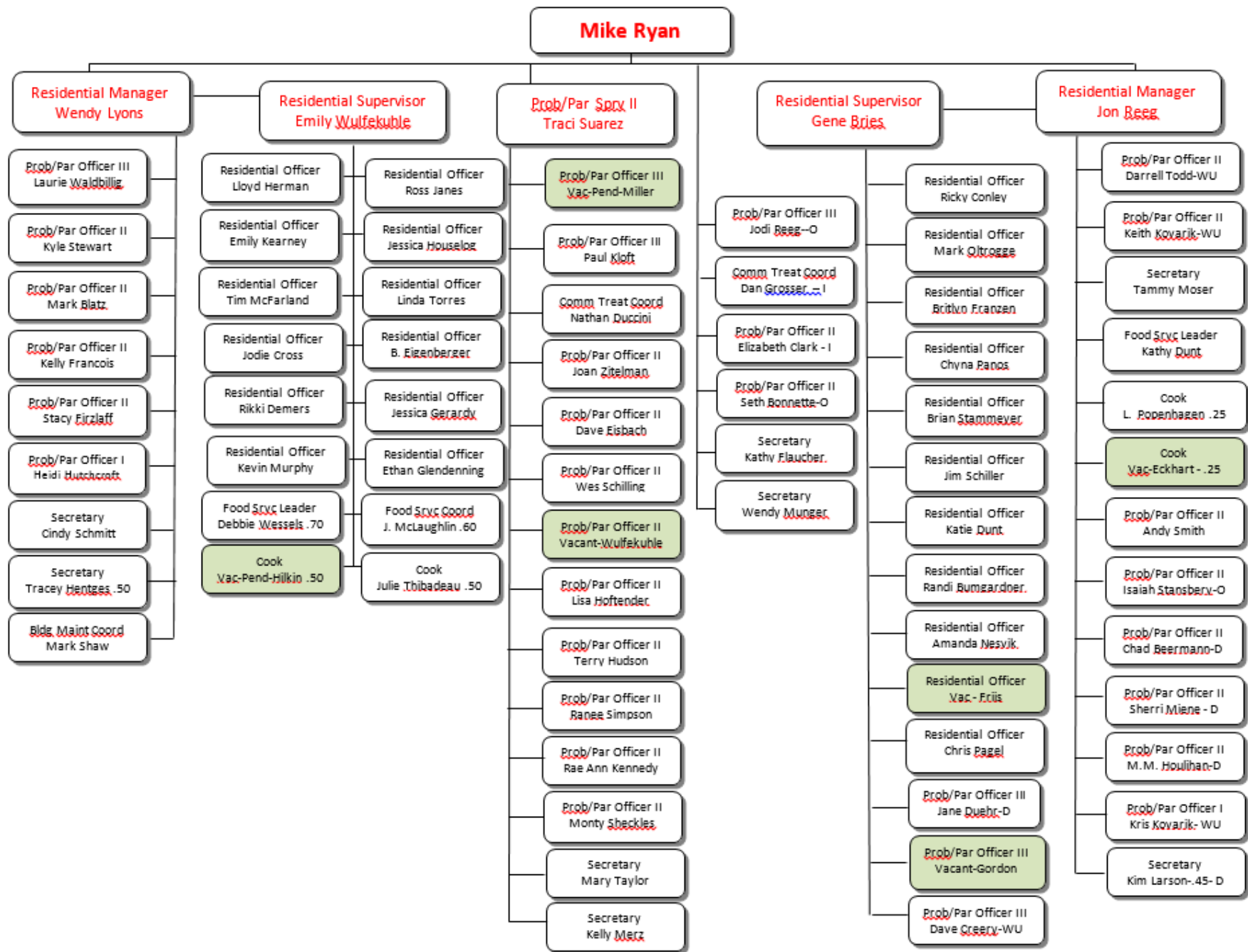
# Table of Organization as of June 30, 2018



189.75 FTE's







## Board of Directors

### 1st Judicial District Department of Correctional Services Board of Directors (\*Indicates Executive Committee Member)

Allamakee County-----	Larry Schellhammer*
Black Hawk County-----	Frank Magsamen* – Chair
Buchanan County-----	Gary Gissel
Chickasaw County-----	Tim Zoll*– Vice Chair
Clayton County-----	Ray Peterson
Delaware County-----	Shirley Helmricks
Dubuque County-----	Jay Wickham
Fayette County-----	Darrel Dolf*
Grundy County-----	Chuck Bakker
Howard County-----	Pat Murray
Winneshiek County-----	Floyd Ashbacher*
Judicial-----	Linda Nilges
Judicial-----	Linda Hall*
Judicial-----	Max Kirk
Eastern Advisory-----	John Shook*
Northeast Advisory-----	Jason Howes
Western Advisory-----	Bob Greenlee

## Advisory Committees

### Eastern

Scott Crabill  
Len Decker  
Bill Hickson  
Joseph Kennedy  
John LeClere  
Deb Prier  
John Shook

### Northeastern

Bill Bouska  
Jason Howes  
Tiffany Kragnes  
Marcia Oltrogge  
Matthew Steven  
Deidre Vick  
Bill Wolfgram  
Dave Zimmer

### Western

Marilyn DeKoster  
JoAnn Finkenbinder  
Bob Greenlee  
Leon Mosley  
Valerie Nehl  
Lynn Neill

## Drug Courts

*Available in Black Hawk, Dubuque, and Delaware Counties*

Drug Court represents a non-traditional approach to criminal offenders who are addicted to drugs. Rather than focusing only on the crimes and punishments, Drug Court also attempts to solve some of each individual's underlying problems. The program is built upon a unique partnership between the criminal justice and drug treatment communities, one which structures treatment intervention around the authority and personal involvement of a single Drug Court Judge.

The Drug Court Teams utilize a group of professionals consisting of the following:

**Drug Court Judge  
Defense Attorney  
Law Enforcement Representative**

**County Attorney  
Probation/Parole Officer  
Substance Abuse Treatment Provider**

***In FY18 the Office of the State Public Defender provided funding for legal representation for all Drug Court Participants.***

Drug Court is dependent upon the creation of a non-adversarial courtroom atmosphere where a single Judge and dedicated correctional and treatment staff work together toward the common goal of breaking the cycle of drug abuse and criminal behavior. An environment with clear and explicit rules is created and a participant's compliance is within their own control.

The mission of Drug Court is to enhance public safety and benefit the community through a judicially supervised, collaborative effort to more efficiently work with substance abusing offenders, thereby reducing recidivism and associated crime.

***In FY18 funding from the Black Hawk County Attorney's Office paid for substance abuse treatment programming for BHC Drug Court Participants.***

Drug Court Totals	
Active on 7/1/17	43
New Admissions	18
Closed	27
Active on 6/30/18	34
Total served FY'18	61

## OWI Programs

### *Available in Waterloo and West Union Facilities*

District Residential Facilities in Waterloo and West Union provide programs for offenders convicted of multiple Operating While Intoxicated (OWI) charges, as authorized by the Iowa Code, Chapter 904.153. Although they are considered to be state inmates, offenders in these programs are allowed to reside in a residential facility and participate in treatment rather than going to prison. OWI offenders are required to complete a substance abuse evaluation and participate in a variety of treatment activities. Substance abuse group treatment and individual counseling are provided through contracted services with local substance abuse agencies.

OWI Programs	
Active on 7/1/17	9
New Admissions	33
Closed	38
Active on 6/30/18	4
Total served FY'18	42

## Iowa Domestic Abuse Program

### *Available District-wide*

Iowa law mandates anyone convicted of domestic abuse must complete the Iowa Domestic Abuse Program (IDAP). This program provides group education and treatment for offenders who have either been convicted of domestic abuse charges or who have a pattern of abusive behavior within their relationships. Classes are offered at a variety of times to accommodate offender personal schedules. To complete the program, participants must attend 24 two-hour sessions and satisfactorily complete all homework. In addition, all participants are responsible for paying for their classes.

Iowa Domestic Abuse Program	
Active on 7/1/17	484
New Admissions	310
Closed	284
Active on 6/30/18	492
Total served FY'18	794



## Mental Health Jail Assessment & Diversion

*Available in Dubuque, Buchanan, Delaware, Bremer, and Black Hawk Counties*

Community Treatment Coordinators in all three Divisions conduct mental health screenings on individuals incarcerated in local county jails to determine if appropriate services exist within the community that would allow the offender a suitable placement alternative in lieu of prison or jail. Through collaboration with multiple community agencies, each individual's mental health needs are addressed in conjunction with issues related to housing, medications, provider support, and appropriate correctional supervision. The Community Treatment Coordinators may supervise offenders in the community or make referrals to various mental health programs within the Department. The Mental Health Jail Assessment Program has proven to be a valuable asset to the First District in our efforts to more effectively address the needs and issues of mentally ill people in the correctional system.

<b>Mental Health Jail Assessment Programs</b>	<b>Black Hawk County</b>	<b>Bremer County</b>	<b>Buchanan County</b>	<b>Delaware County</b>	<b>Dubuque County</b>
Number of Offenders screened in Fiscal Year 2018	134	17	20	18	34
Number of Offenders released from jail to the community with services provided	118	12	14	13	26
Number of Offenders released from jail to a Residential Care Facility	13	3	4	1	8
Number of Offenders Supervised by CTC in Fiscal Year 2018	97	20	26	21	103

## Mental Health Re-Entry

*Available in Black Hawk County*

With the growing prevalence of mentally ill people on correctional supervision, the need to offer more rehabilitative options in conjunction with specialized supervision has become necessary. The Department has a total of four Probation/Parole Officers specifically assigned to supervise high-risk/high-need mentally ill offenders in Black Hawk County. These agents supervise male and female offenders on pre-trial, probation, parole, and in the Waterloo Residential Facilities. "Mental Health Re-entry" is a broad term used to identify this offender population.

***In FY18 grant funding from the Governor's Office of Drug Control Policy paid for additional mental health programming for correctional offenders.***

<b>Mental Health Re-Entry</b>	
Active on 7/1/17	120
New Admissions	172
Closed	155
Active on 6/30/18	140
Total served FY'18	292



## Black Hawk County Culturally Specific Re-entry Initiative

### *Available in Black Hawk County*

The Black Hawk County Culturally Specific Re-entry Initiative began operations in 2009. Development of this initiative can be attributed to the on-going efforts of the Department of Correctional Services to become more responsive to the needs of our African-American community. African-American men who are assessed to be high risk, excluding those meeting the criteria for specialized programming such as sexual offender treatment and/or mental health, meet the initial eligibility requirements. Along with trying to implement culturally responsive groups and smaller caseloads, community involvement is a primary focus. A Re-entry Steering Committee focuses on increasing the level of community investment and involvement. Circles of Support & Accountability have been developed. These teams are comprised of community members who donate their time to provide guidance, support, encouragement, and accountability to the Department and the clients.

Black Hawk County Re-Entry Initiative	
Active on 7/1/17	35
New Admissions	18
Closed	36
Active on 6/30/18	17
Total served FY'18	53

## Moving On

### *Available District-wide*

Moving On is a 26-session curriculum-based program that was developed exclusively for women offenders. The primary goal of the program is to provide women with pro-social alternatives and choices so that they can make lifelong changes. Weekly groups address topics such as strengths, assertiveness, skills, emotions, decision making, problem solving, family relationships, parenting, unhealthy relationships, and stress management. This is a research-based cognitive behavioral approach to learning and provides women with a network of support with opportunities to identify, understand, and use resources necessary to make healthy choices. The program has received positive reviews from both clients and facilitators.

Moving On	
Active on 7/1/17	0
New Admissions	11
Closed	11
Active on 6/30/18	0
Total served FY'18	11

## Sex Offender Treatment & Supervision

### *Available District-wide*

Program staff for the SOTP unit includes 10 Specialized Probation/Parole Officers located across the District. All sex offenders are supervised at an enhanced level of supervision and are expected to participate in treatment provided by the Department. Various assessments are used to determine individual risk and ascertain treatment needs and goals. Testing instruments such as the polygraph are used to verify information about sexual deviancy patterns and monitor compliance with supervision conditions.

Specialized SOTP Treatment groups using the Good Lives curriculum are conducted by Probation/Parole Officers in the Sex Offender Unit. Supervision of the SOTP unit has been streamlined in order to more efficiently address the complexities of specific laws for sex offenders, sex offender registry issues, increased periods of supervision, electronic monitoring requirements, and the development of more uniform programming across the District.

Sex Offender Treatment & Supervision	
Active on 7/1/17	247
New Admissions	74
Closed	60
Active on 6/30/18	258
Total served FY'18	321

## Electronic Monitoring

### *Available District-wide*

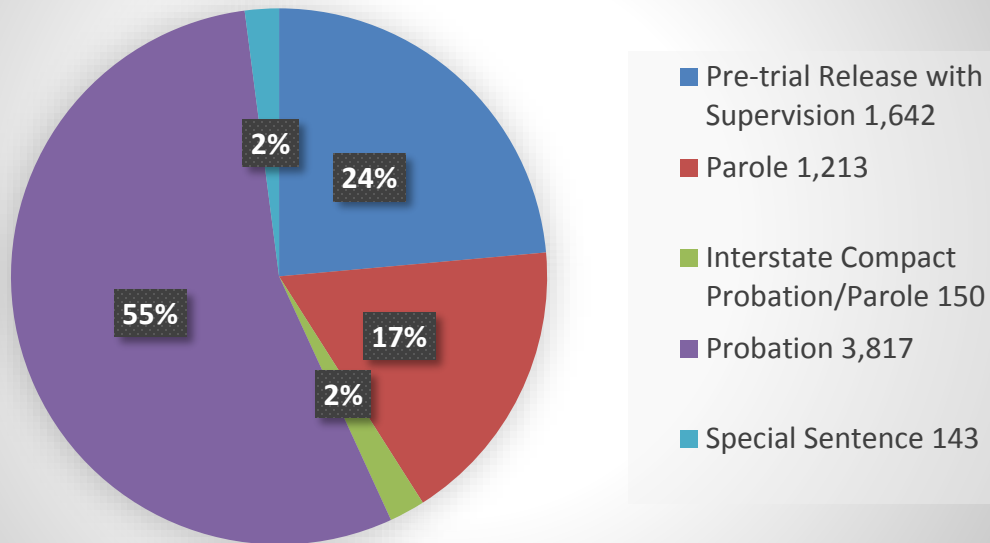
Electronic monitoring is used to enhance offender accountability through the use of sophisticated technology. It is a cost-effective tool used to assist officers in monitoring the whereabouts of offenders in the community. Electronic monitoring is used primarily with sex offenders. As mandated by Iowa law, sex offenders may be required to wear electronic monitoring (EM) devices or global positioning system (GPS) units depending on their crime. The movements of an offender can be tracked by the GPS and viewed via computer by Department staff.

Global Positioning - Satellite	
Active on 7/1/17	92
New Admissions	118
Closed	143
Active on 6/30/18	70
Total served FY'18	210

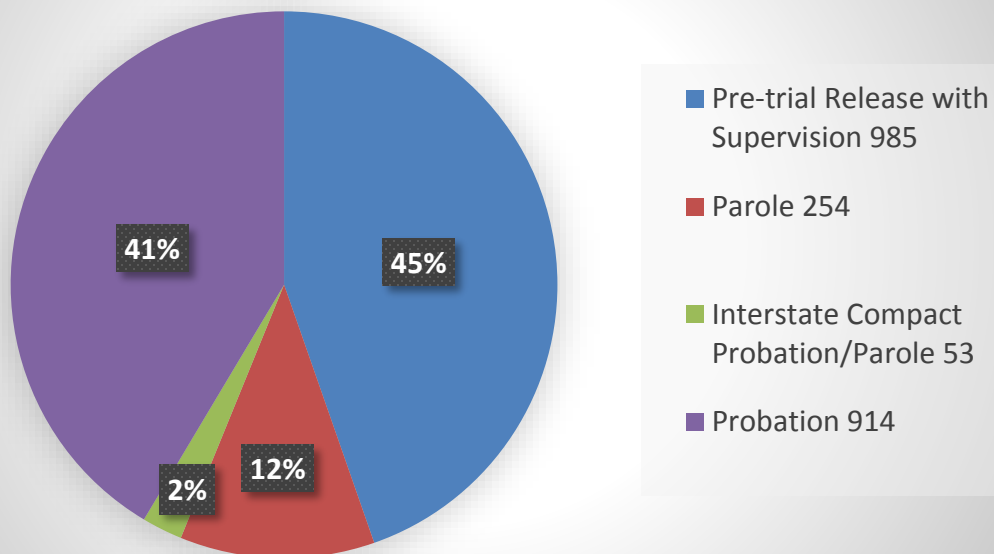
## Field Services Division

The majority of offenders supervised by the Department of Correctional Services are monitored by staff in the Field Services Division. Often referred to as “street supervision” this category typically includes pre-trial supervision, various probation supervision levels, and parole. The following pages include information about the numerous supervision types and services provided by the Field Services Division.

### Offenders Served in Field Services



### Field Services Successful Discharges



## Standard Pre-Trial Supervision

### *Available District-wide*

The Department established Pre-Trial Services in 1974. Arrestees are interviewed in local jails and are assessed for their likelihood to be present for future Court appearances and their potential danger to the community. Recommendations to the Court for release may include release on own recognizance, release with supervision, release on bond, or release on bond with supervision. If release with supervision is ordered, the defendant is monitored to assure attendance at Court appearances and compliance with conditions of release. Defendants are supervised until the disposition of their cases or until further Court order.

**Pre-Trial Interviews  
Completed FY '18=846**

Standard Pre-trial Supervision	
Active on 7/1/17	438
New Admissions	1,204
Closed	1,112
Successful Completion Rate	88.6% (985)
Unsuccessful Completion Rate	1.3% (15)
Administrative Closures	10.1% (112)
Active on 6/30/18	551
Total served FY'18	1,642

## Intensive Pre-Trial Supervision

### *Available in Black Hawk County*

An Intensive Pre-Trial Supervision Program was initially established in 1985 to help alleviate jail overcrowding in Black Hawk County. Even after the construction of a new county jail, Intensive Pre-trial Supervision has continued to provide services for high-risk defendants who may otherwise remain incarcerated. The program is a cost-effective alternative to incarceration for people awaiting further Court proceedings in their cases.

**Intensive Pre-Trial  
Interviews  
Completed FY '18=73**

Intensive Pre-trial Supervision	
Active on 7/1/17	92
New Admissions	141
Closed	145
Successful Completion Rate	69.7% (101)
Unsuccessful Completion Rate	2.8% (4)
Administrative Closures	24.1% (35)
Intermediate Sanction	3.4% (5)
Active on 6/30/18	90
Total served FY'18	233

## Low Risk Probation

### *Available District-wide*

The Low Risk Supervision Program was developed to remove the majority of low risk offenders from standard supervision caseloads in order to address high caseloads for standard officers in a cost-effective manner. Offenders participate in a group intake where they are informed of their court-ordered obligations and responsibilities for supervision. Once their obligations are met, they may be eligible for discharge from supervision.

Low Risk Probation	
Active on 7/1/17	861
New Admissions	584
Closed	534
Successful Completion Rate	67.3% (359)
Unsuccessful Completion Rate	2.6% (14)
Administrative Closures	24.7% (132)
Intermediate Sanction	5.4% (29)
Active on 6/30/18	912
Total served FY'18	1,445

## Intensive Probation & Parole—Domestic Violence

### *Available in Black Hawk County*

Domestic Violence offenders who have been assessed as high-risk and require more assistance and supervision than those on standard probation or parole are placed on Intensive Supervision. These offenders may be subject to increased contact standards, frequent home visits, curfews, surveillance, and may be required to wear electronic monitoring devices. In addition, these offenders are required to participate in Iowa Domestic Abuse Program groups and regularly report to the Domestic Violence Court.

Intensive Probation & Parole—Domestic Violence	
Active on 7/1/17	75
New Admissions	88
Closed	64
Successful Completion Rate	54.7% (35)
Unsuccessful Completion Rate	15.6% (10)
Administrative Closures	7.8% (5)
Intermediate Sanction	21.9% (14)
Active on 6/30/18	99
Total served FY'18	163

## Probation & Parole

**Probation:** Offenders are placed on probation after being found guilty of a criminal offense. They typically receive a jail or prison sentence which is suspended “with good behavior” and they are then placed on probation. This sentencing option gives offenders an opportunity to correct their behavior while remaining in the community. In order to effectively address criminogenic needs, offenders participate in an assessment process, case planning, and appropriate treatment. Probation Officers monitor compliance with supervision expectations, work with offenders to facilitate behavioral change, and report progress to the Court.

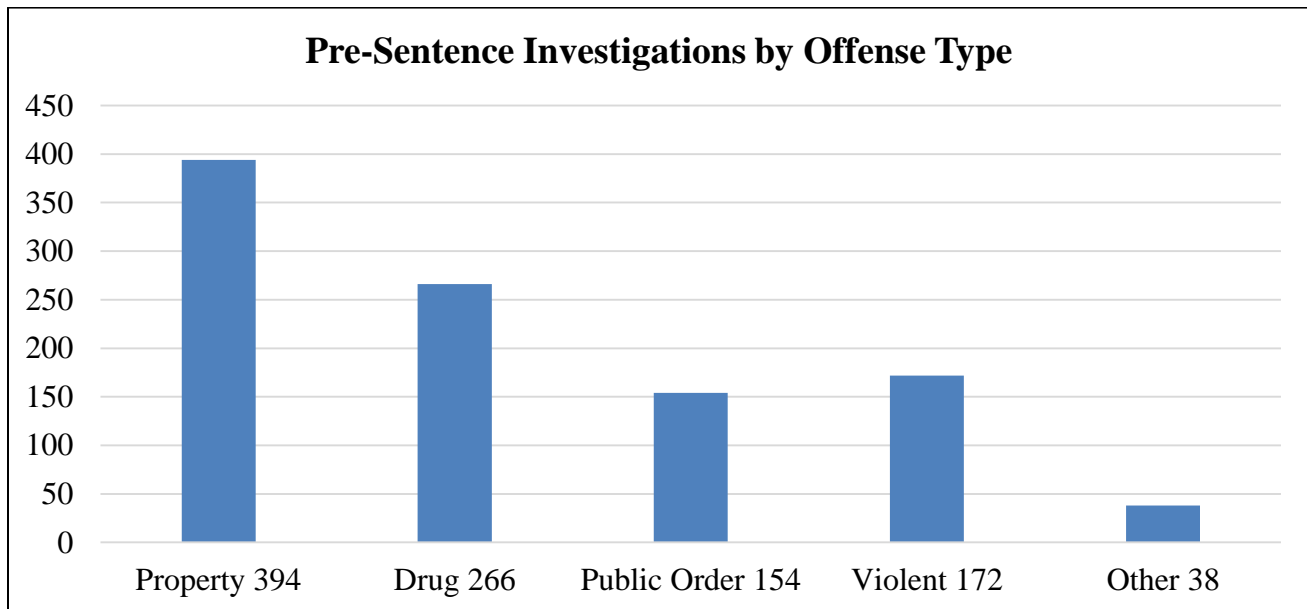
**Parole:** Offenders are granted a parole as authorized by the Iowa Board of Parole either directly out of a state institution or from a Work Release Facility. The 1<sup>st</sup> District Re-Entry Coordinator works with prison counselors and re-entry coordinators to help facilitate a smooth transition from incarceration back to the community. Parole Officers conduct assessments, make referrals for treatment and assistance, facilitate lifestyle changes, and monitor compliance with parole conditions.

Probation (all Specialties included)	
Active on 7/1/17	2,318
New Admissions	1,499
Closed	1,218
Successful Completion Rate	75.0% (914)
Unsuccessful Completion Rate	22.3% (272)
Administrative Closures	2.7% (32)
Active on 6/30/18	3,118
Total served FY'18	3,817

Parole (all Specialties included)	
Active on 7/1/17	637
New Admissions	576
Closed	546
Successful Completion Rate	46.5% (254)
Unsuccessful Completion Rate	33.9% (185)
Administrative Closures	0.6% (3)
Intermediate Sanction	19.0% (104)
Active on 6/30/18	744
Total served FY'18	1,213

## Pre-Sentence Investigations

The Pre-Sentence Investigation (PSI) is a detailed report provided to the Court prior to sentencing. Because the Court has considerable discretion in most cases, it relies on the report to provide an accurate and objective description of the individual and their background. The report includes details regarding an individual's criminal history, substance abuse issues, social history, family, education, employment, and other pertinent information. Also included are proposed correctional and treatment plans to meet the needs of the offender and safeguard the public. Finally, a sentencing recommendation from the Department is made to the Court. The Pre-Sentence Investigation report also provides valuable information to other correctional staff who later supervise the offender.



Pre-Sentence Investigations by Offense Class		
Offense Class	Total	Percentage
B Felony	41	4.0%
C Felony	190	18.5%
D Felony	633	61.6%
Felony - Enhancement to Original Penalty	30	2.8%
Aggravated Misdemeanor	69	6.7%
Serious Misdemeanor	53	5.2%
Simple Misdemeanor	6	0.6%
Other	6	0.6%
<b>Total/Percent</b>	<b>1,028</b>	<b>100%</b>

Pre-Sentence Investigations by Form Type		
Form Type	PSI Count	Percentage
Long	478	46.5%
Short	476	46.3%
Pre Plea	74	7.2%
<b>Total/Percent</b>	<b>1,028</b>	<b>100%</b>

## First District Residential Facilities: Dubuque, Waterloo, & West Union

Residential Supervision is provided in all four facilities for the following types of offenders:

- ❖ Work Release
- ❖ Operating While Intoxicated/321.J
- ❖ Probation
- ❖ Federal
- ❖ Direct Sentence/Alternative Jail Site
- ❖ Interstate Compact
- ❖ Parole
- ❖ Pre-trial Release

Offenders are committed to Residential Facilities either by Court order, through the Corrections Continuum, or as ordered by the Iowa Board of Parole. In addition, Federal residents may be housed in residential facilities via a contract with the United States Bureau of Prisons. Offenders may be placed in facilities on several different legal statuses such as pre-trial, probation, parole, work release, and federal.

First District Facilities provide safe and secure environments which are conducive to positive offender change. Offenders progress through facility programs via a level system, whereby privileges are gained through compliance with program rules and treatment objectives. Programming is individually tailored to meet offender needs and may include securing and maintaining employment, participating in an education program, performing community service work, substance abuse and mental health counseling, and cognitive-behavioral treatment. Probation/Parole Officers assist offenders with money management to ensure they meet their financial obligations including victim restitution and child support. Facility residents also pay rent to the facility, which helps defray the costs associated with their stay.

Program Utilization Summary (R & VC Beds)	
Active on 7/1/17	296
New Admissions	1,143
Closed	736
Active on 6/30/18	310
Total Served FY'18	1,439

**New admissions –  
1<sup>st</sup> District Facilities  
Fiscal Year 18: 1,143**

**Total Bed Capacity=323  
Male=252  
Female=71**

Average Daily Population	
Waterloo Residential Facility	144
Waterloo Women's Center for Change	40
Dubuque Residential Facility	74
West Union Residential Facility	45
Total	303



## First District Residential Facilities



**Waterloo Women's Center for Change, Bed Capacity=45, Females Only**



**West Union Residential Facility  
Bed Capacity=48  
Male=40, Female=8**

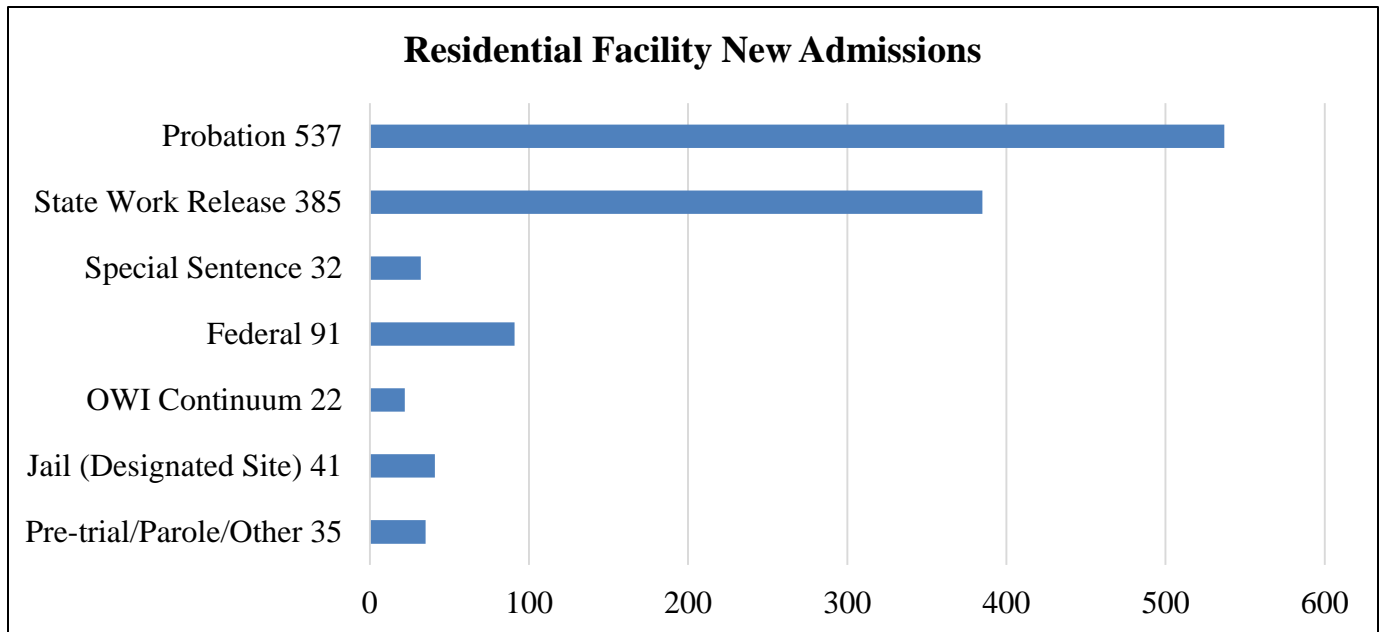


**Dubuque Residential Facility  
Bed Capacity=80  
Male=62, Female=18**



**Waterloo Residential Facility, Bed Capacity=150, Males Only**

## First District Residential Facilities



## Community Service Work

### *Available District-wide*


The 1<sup>st</sup> District is committed to helping restore harm done to the many victims in our communities. One method used to help accomplish this goal is for offenders to perform community service work in our neighborhoods. While this labor certainly benefits the community, it can also provide opportunities for offenders to learn job skills and develop a sense of responsibility to society. There are several options for how and why community service work is ordered and incorporated into programming. These may include:

- ***Community Service Sentencing:*** Offenders are ordered by the Court to perform community service work as part of their probation conditions.
- ***Community Service In Lieu of Payment for Court Fees:*** Offenders may perform community service work in lieu of paying selected court fees, if approved by the Court. Community service work cannot be used to repay any victim damages or victim restitution.
- ***Community Service as an Intermediate Sanction:*** Offenders may be ordered by the Court or the Corrections Continuum Committee to perform community service work as a penalty for violations of supervision.
- ***Community Service as a Component of the Level System:*** Offenders may be required to perform community service work in order to advance through the Residential Facility Level System, which determines eligibility for furloughs and successful discharge from the facility.

***Community Service Work Hours completed in First District in FY '18 = 12,970***

## FY '18 Financial Information

TOTAL REVENUES BY SOURCE	FY 2018	FY 2017	% Change
State	14,653,435	14,636,766	+0.11%
Federal	970,045	886,953	+9.37%
County	574,335	544,852	+5.41%
Offender Fees (Detailed Below)	2,795,539	2,774,457	+0.76%
Iowa Domestic Abuse Program Support	190,563	191,459	-0.47%
Intra-State Transfers	0	150,000	-100.00%
Interest	5,002	4,790	+4.43%
Other	35,816	31,192	+14.82%
Previous Fiscal Year Carryover	807,391	708,770	+13.91%
<b>TOTAL</b>	<b>20,032,126</b>	<b>19,929,239</b>	<b>+0.52%</b>



Offender Fees Collected	FY 2018	FY 2017	% Change
Residential Rent	2,035,990	2,008,147	+1.39%
Residential Day Reporting Fees	176,352	156,353	+12.79%
Supervision Fees	552,894	576,536	-4.28%
Program Fees	30,303	33,421	-10.29%
<b>TOTAL</b>	<b>2,795,539</b>	<b>2,774,457</b>	<b>+0.76%</b>

## FY '18 Financial Information

Expenditures by Cost Center	FY 2018	FY 2017	% Change
Salaries & Benefits	17,125,409	17,107,533	+0.10%
Travel & Subsistence	58,718	59,372	-1.11%
Supplies	654,508	741,388	-13.27%
Contractual Services	1,056,499	1,082,839	-2.49%
Equipment & Repairs	358,569	96,300	+272.35%
Debt Reduction & Insurance	50,420	34,416	+46.50%
<b>TOTAL</b>	<b>19,304,123</b>	<b>19,121,848</b>	<b>+0.95%</b>

Expenditures by Major Cost Center	FY 2018	FY 2017	% Change
Administration **	1,577,984	1,461,653	+7.96%
Probation/Parole	5,475,519	5,508,273	-0.60%
Residential Services	8,519,292	8,438,789	+0.95%
Special Projects (detailed below)	3,731,328	3,713,133	+0.49%
<b>TOTAL</b>	<b>19,304,123</b>	<b>19,121,848</b>	<b>+0.95%</b>

**\*\*First District Administration directs, manages, establishes policies and procedures, and oversees all community based district operations including: strategic planning, budgeting, personnel, technology, fiscal management and accountability, offender services, program development, and contracted services.**

<b>FY '18 EXPENDITURES BY SPECIAL PROJECT BY REVENUE SOURCE</b>	State	Federal, Local, Or Other	Total
Probation/Parole/Pre-trial Intensive	104,799	133,113	237,912
Sex Offender Treatment	1,172,219	284,512	1,456,731
Mental Health	116,851	433,768	550,619
Iowa Domestic Abuse Program	0	439,716	439,716
Drug Courts	323,500	140,354	463,854
Culturally Specific Re-Entry	220,573	2	220,575
Jail Assessment	0	310,952	310,952
Swift, Certain, and Fair	0	50,969	50,969
<b>TOTAL</b>	<b>1,937,942</b>	<b>1,793,386</b>	<b>3,731,328</b>

## FY '18 Financial Information

	FY18	Department Revised Budget	Actual Revenues and Expenditures	Percent (Actual of Budget)
	<b>Resources Available</b>			
04B	Balance Brought Forward	807,391	807,391.04	100%
05A	Appropriation	14,786,766	14,786,766.00	100%
---	Appropriation Transfer	0	0	0
---	Legislative Adjustments	(133,331)	(133,331.00)	100%
201R	Federal Support	93,000	50,109.89	53.88%
202R	Local Governments	556,124	574,335.38	103.27%
204R	Intra State Receipts	0	0	0
205R	Reimbursement from Other Agencies	60,500	60,500.00	100%
234R	Transfers – Other Agencies	0	0	0
301R	Interest	4,500	5,001.88	111.15%
401R	Fees, Licenses & Permits	790,000	869,352.05	110.04%
402R	Tuition & Fees	0	0	0
501R	Refunds & Reimbursements	2,757,900	3,008,434.13	109.08%
602R	Sale of Equipment & Salvage	0	600.00	--
603R	Rents & Leases	0	0	0
604R	Agricultural Sales	0	0	0
606R	Other Sales & Service	0	0	0
704R	Other	2,500	2,966.59	118.66%
	<b>Total Resources Available</b>	<b>19,725,350</b>	<b>20,032,125.96</b>	<b>1-1.56%</b>
	<b>Funds Expended</b>			
101	Personal Services-Salaries	17,834,928	17,125,408.80	96.02%
202	Personal Travel (In State)	30,000	28,518.30	95.06%
203	State Vehicle Operation	37,000	30,199.69	81.62%
204	Depreciation	0	0	--
205	Personal Travel (Out of State)	1,250	0	0
301	Office Supplies	36,000	38,588.15	107.19%
302	Facility Maintenance Supplies	13,000	9,238.68	71.07%
303	Equipment Maintenance Supplies	0	0	0
304	Professional & Scientific Supplies	44,600	40,077.05	89.86%
306	Housing & Subsistence Supplies	80,000	109,511.85	136.89%
307	Ag. Conservation & Horticulture Supply	0	0	0
308	Other Supplies	1,000	1,865.68	186.57%
309	Printing & Binding	0	0	0
310	Drugs & Biologicals	0	0	0
311	Food	410,314	455,227.38	110.95%
312	Uniforms & Related Items	0	0	0

	<b>FY18</b>	<b>Department Revised Budget</b>	<b>Actual Revenues and Expenditures</b>	<b>Percent (Actual of Budget)</b>
313	Postage	0	0	0
401	Communications	82,500	69,631.20	84.40%
402	Rentals	77,000	81,493.52	105.84%
403	Utilities	145,000	229,905.82	158.56%
405	Professional & Scientific Services	346,460	382,539.03	110.41%
406	Outside Services	35,000	54,794.51	156.56%
407	Intra-State Transfers	0	0	0
408	Advertising & Publicity	500	1,388.62	277.72%
409	Outside Repairs/Service	65,000	103,482.79	159.20%
412	Auditor of State Reimbursements	600	321.75	53.63%
414	Reimbursement to Other Agencies	44,000	50,761.51	115.37%
416	ITS Reimbursements	81,777	82,178.90	100.49%
417	Worker's Compensation	0	0	0
418	IT Outside Services	0	0	0
434	Transfers – Other Agencies Services	0	0	0
501	Equipment	90,000	45,670.00	50.74%
502	Office Equipment	0	0	0
503	Equipment - Non-Inventory	11,000	49,689.22	451.72%
510	IT Equipment	198,313	263,210.49	132.72%
601	Claims	0	0	0
602	Other Expense & Obligations	60,108	50,420.44	83.88%
609	Bonds, Credit Union, Deferred Comp	0	0	0
705	Refunds-Other	0	0	0
901	Capitals	0	0	0
---	Balance Carry Forward	0	728,002.58	--
---	Reversion	0	0	0
	<b>Total Expenses</b>	<b>19,725,350</b>	<b>20,032,125.96</b>	<b>101.56%</b>



## FY '18 Financial Information

### Average Daily Costs

#### FIELD SERVICES

	Total Amount		
Grand Total Field Services Expenditures	\$5,475,519.00		

	Dollars Allocated	# of Interviews	Cost per Interview
Pretrial Interviews	\$33,400.67	920	\$36.30
	Dollars Allocated	# of Reports	Cost per Report
Presentence Investigation Reports	\$234,352.21	1028	\$227.96

#### FIELD SERVICES SUPERVISION

	Dollars Allocated	Average # Offenders	Cost per Offender
Pretrial Release with Supervision	\$525,649.82	558	\$2.58
Probation/Parole Supervision	\$4,545,775.87	2109	\$5.90

#### SPECIALTIES (deducted from probation/parole)

	Dollars Allocated	Average # Offenders	Cost per Offender
Probation/Parole Intensive Services	\$105,073.00	120	\$2.39
Low Risk Probation Expenditure	\$136,340.42	948	\$0.39
Minimum Risk Probation Expenditure	0	0	0
Intensive Supervision - Sex Offenders Expenditure	\$1,456,731.00	229	\$17.42
Drug Court Expenditure	\$463,854.00	57	\$22.29

#### INTERVENTION PROGRAMS (not deducted from probation/parole)

	Dollars Allocated	Average # Offenders	Cost per Offender
Iowa Domestic Abuse Program	\$439,716.00	517	\$2.33

#### RESIDENTIAL SERVICES

	Dollars Allocated	Average # Offenders	Cost per Offender
Total Residential Expenditures	\$8,519,292.00	308.99	\$75.53

## Supplementary Statistical Information

1 <sup>st</sup> District Field Services by Supervision Status FY18					
Supervision Status	Active on 7-1-17	New	Closures	Active on 6-30-18	Offenders Served
Interstate Compact Parole	39	16	17	41	55
Interstate Compact Probation	111	55	66	103	166
Parole	637	576	546	744	1,213
Pretrial Release With Supervision	438	1,204	1,112	551	1,642
Probation	2,318	1,499	1,218	3,118	3,817
Special Sentence	125	18	27	146	143
Other	2	6	3	9	8
<b>District Total</b>	<b>3,670</b>	<b>3,374</b>	<b>2,989</b>	<b>4,712</b>	<b>7,044</b>

1 <sup>st</sup> District Field Services by Supervision Status and Reason for Change FY18					
Supervision Status	Administrative	Intermediate Sanction	Successful	Unsuccessful	Totals
Interstate Compact Parole	8	0	9	0	17
Interstate Compact Probation	21	0	44	1	66
Parole	3	104	254	185	546
Pretrial Release With Supervision	112	0	985	15	1,112
Probation	32	0	914	272	1,218
Special Sentence	0	3	16	8	27
Other	0	0	2	1	3
<b>Totals:</b>	<b>176</b>	<b>107</b>	<b>2,224</b>	<b>482</b>	<b>2,989</b>



## Supplementary Statistical Information

<b>1<sup>st</sup> Judicial District Region Specialties FY18</b>					
<b>Specialty</b>	<b>Active on 7-1-17</b>	<b>New Admits</b>	<b>Active on 6-30-18</b>	<b>Offenders Served</b>	<b>Closures</b>
Day Reporting - Residential	97	296	130	393	264
Day Reporting Supervision	0	11	4	11	7
Domestic Abuse Supervision	75	88	99	163	64
Drug Court Supervision	42	102	68	144	78
Federal BOP	29	59	15	88	73
Federal Public Law	3	43	12	46	34
Global Positioning - Satellite	92	118	70	210	143
Home Confinement - Federal Offender	5	24	0	29	29
Intensive Supervision	16	8	7	24	19
Intensive Supervision - Pretrial Release	92	141	90	233	145
Intensive Supervision - Sex Offenders	221	109	201	330	138
Jail (Designated Site)	8	61	4	69	65
Low Risk Probation	861	584	912	1,445	534
Mental Health Re-Entry	120	172	140	292	155
One Stop Re-Entry	35	18	17	53	36
OWI Pre-Placement	2	26	3	28	25
<b>District Total Specialties</b>	<b>1,698</b>	<b>1,860</b>	<b>1,772</b>	<b>3,558</b>	<b>1,809</b>

## Supplementary Statistical Information

1 <sup>st</sup> District Interventions FY18					
Intervention	Active On 7-1-17	New	Closures	Active On 6-30-18	Offenders Served
ACTV: Achieving Change Through Value-Based Behavior - Dubuque	26	110	118	49	136
ACTV: Achieving Change Through Value-Based Behavior/FEMALE GROUP - Waterloo	14	47	46	23	61
ACTV: Achieving Change Through Value-Based Behavior - Waterloo	52	187	176	100	239
ACTV: Achieving Change Through Value-Based Behavior – West Union	7	33	29	15	40
ACTV: Female Group - Dubuque	0	16	0	15	16
CompACT - Waterloo	0	28	28	0	28
Iowa Domestic Abuse Program (IDAP) Group - Dubuque	2	21	36	1	23
Moving On-Women Offender Program-Waterloo	0	11	11	0	11
Sex Offender – Continuing Care Group - Decorah	3	6	3	7	9
Sex Offender – Continuing Care Group – West Union	2	5	2	5	7
Sex Offender - Phase I & II Treatment Group - Dubuque	24	10	27	8	34
Sex Offender- Phase I Treatment Group-Waterloo	29	16	45	0	45
Sex Offender-Phase I Treatment Group-West Union	8	4	12	0	12
Sex Offender-Treatment Aftercare - Decorah	5	6	7	4	11
Sex Offender-Treatment Aftercare - Dubuque	17	13	9	21	30
Sex Offender-Treatment Aftercare - Waterloo	38	39	34	43	77

<b>Intervention</b>	<b>Active On 7-1-17</b>	<b>New</b>	<b>Closures</b>	<b>Active On 6-30-18</b>	<b>Offenders Served</b>
Sex Offender-Treatment Aftercare – West Union	19	25	23	22	44
SOTP – GOOD LIVES – Phase 1 Group - Decorah	0	7	7	0	7
SOTP – GOOD LIVES – Phase 1 Group - Dubuque	0	17	1	16	17
SOTP – GOOD LIVES – Phase 1 Group - Waterloo	0	30	3	27	30
SOTP – GOOD LIVES – Phase 1 Group – West Union	0	4	1	3	4
SOTP – GOOD LIVES – Phase 2 Group - Decorah	0	5	5	0	5
SOTP Alternative Aftercare - Waterloo	7	3	7	6	10
SOTP Mental Health Group - Waterloo	11	3	4	10	14
SOTP Orientation Group - Waterloo	9	14	21	2	23

## 1<sup>st</sup> District ~ Quick Facts as of June 30, 2018

### About Employees~

Number of Employees: 188

1 <sup>st</sup> District Staff Diversity Profile	Percentage
Women	51%
People of Color	10%

**Field Services  
Offenders Served in  
FY18=7,044**

### About 1<sup>st</sup> District Facilities~

Facility Locations & Capacity	Men	Women
Dubuque	62	18
West Union	40	8
Waterloo	150	45
<b>Totals</b>	<b>252</b>	<b>71</b>

**Pre-Sentence  
Investigations Completed  
in FY18=1,028**

### The Offenses~

Offense Type	Percentage
Violent	25.6%
Property	23.7%
Drug	25.3%
Public Order	22.2%
Other	3.2%
<b>Total</b>	<b>100%</b>

**New admissions to  
1<sup>st</sup> District Facilities  
in FY18=1,143**

**Successful Supervision  
Discharges in  
FY18=2,224**

### About Offenders~

Number of Offenders on 6-30-18	
Field Services	4,712
Residential Facilities	310
<b>Total</b>	<b>5,022</b>

Gender	Percentage
Male	76%
Female	24%
<b>Total</b>	<b>100%</b>

Race/Ethnic Origin	Percentage
White	72%
Black	24%
Other	4%
<b>Total</b>	<b>100%</b>

Age Group	Percentage
19 and under	3%
20 through 29	34%
30 through 39	30%
40 through 49	17%
50 and older	16%
<b>Total</b>	<b>100%</b>

## Intern/Volunteer Services

The Department partners with local colleges and universities to provide students with an opportunity to complete internships or volunteer work experience in community-based corrections. Numerous Department employees were interns/volunteers before being hired.

### **Benefits to the student:**

- Practical experience will help with career planning and decisions.
- Provides an opportunity to learn and practice new skills.
- Increases their knowledge and enhances their chances of obtaining employment in the corrections field.
- Networking opportunities with professionals in the corrections field.

### **Benefits to the Department:**

- Develops a more experienced employee applicant pool.
- Improves the employee selection process by providing an opportunity to observe potential employees in the work environment.
- Assists Department staff with job tasks which may be performed in a supervised capacity.
- Gives Department staff an opportunity to help students grow and learn.

### ***Intern/Volunteer hours performed during FY '18:***

*Western Division=2,334*

*Eastern Division=2,050*

*Northeastern Division=340*

## Special Recognitions

	<p>On August 28, 1992 Wayne Streif was hired as a Residential Advisor for the West Union Facility. On November 11, 1994 he transferred to the Waterloo Work Release Facility and on January 4, 2001 he transferred to the Dubuque Residential Facility. Wayne has held the title of Residential Officer (RO), Lead RO and Probation/Parole Officer. Wayne retired on August 18, 2017.</p>		<p>On March 22, 1986 Jim Farley was hired as a Residential Advisor for the Waterloo Residential Facility. Jim has held this position (later changed to Residential Officer), working both on the 310 and 314 side of the Waterloo Residential Correctional Facility, until his retirement on December 30, 2017.</p>
	<p>On September 13, 2006 Tami Lamphier was hired as a part-time Cook for the West Union Facility. On December 6, 2013 she became a full-time Cook at the Waterloo Women's Center for Change. She held that position until her retirement date of April 5, 2018.</p>		<p>On April 12, 1996 Donna Wede was hired by First District as Executive Secretary in Administration. She was promoted to Administrative Officer in 2001 and Division Manager in 2013. Donna retired on June 15, 2018.</p>
	<p>Curt started with the Department on May 24, 1991 as a Residential Advisor (Officer) at the Waterloo Residential Facility. On October 31, 2003 Curt was promoted to Probation/Parole Officer III in the SOTP unit and moved to Intensive pre-trial in 2014. Curt retired on June 28, 2018.</p>		

# Annual Report Fiscal Year 2018

This completes the FY '18 annual report.

It has been placed on the First District website: [www.FirstDCS.com](http://www.FirstDCS.com)

The home page of the website has information to phone or e-mail questions or comments regarding this annual report.

