



CCF ANNUAL REPORT FY18



Iowa Department of Corrections

"Creating Opportunities for Safer Communities"

Randy Gibbs, Warden
Steve Weis, Deputy Warden
2000 N 16th St
Clarinda Iowa 51632



STATE OF IOWA

KIM REYNOLDS, GOVERNOR
ADAM GREGG, LT. GOVERNOR

DEPARTMENT OF CORRECTIONS
JERRY BARTRUFF, DIRECTOR
CLARINDA CORRECTIONAL FACILITY
RANDY GIBBS, WARDEN

December 13, 2018

Dear Director Bartruff

This year was full of many successes. Through planning, dedicated effort, and hard work, we regained control over our budget; we increased our apprenticeship program; and established a positive presence within our community. We continue to work daily on accomplishing the Departmental mission, as well as SRR initiatives, as evidenced by this report.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Gibbs".

Randy Gibbs
Warden

Clarinda Correctional Facility
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Clarinda, Iowa 51632
712-542-5634

Randy.Gibbs@iowa.gov

Creating Opportunities for Safer Communities.

Website - www.doc.state.ia.us

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

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Introduction

The Clarinda Correctional Facility (CCF) was established in 1980 as an adult male medium-security prison to serve primarily incarcerated individuals who were chemically dependent, intellectually disabled, and mentally ill, or those whom had special needs. The Clarinda Correctional Facility accepted its first incarcerated individuals on October 7, 1980 in a building built in 1932 known as “**Hope Hall**” (previously used as the Mental Health medical facility). It was initially designed to house 120 individuals in five dormitory style living units. (2-8 man rooms). The largest unit had a design capacity of 39 and the smallest a capacity of 28. The security of the facility was maintained by a double fence and towers. Hope Hall officially closed in 1996 with the opening of the new Clarinda Correctional Facility. The capacity of this facility is 750 incarcerated individuals. The prison consists of 12 housing units, a disciplinary detention unit, library, gymnasium, canteen, property/clothing area, administration and areas for treatment, education, reception and visiting room.

In 2000, a new Prison Industries building was added to house H & H Trailer Company. In 2005, CCF opened the “Lodge” (former housing for Mental Health Facility Employees). This was Clarinda Correctional Facilities minimum housing facility and was able to accommodate up to 211 minimum-security level incarcerated individuals. The Lodge was suspended in March 2017 to comply with senate file 130. Clarinda Correctional Facility as of June 30 2018 housed 996 incarcerated individuals.

One of the units inside the facility accommodates the minimum-security incarcerated individuals. These men are able to work outside of the fences in the kitchen and laundry areas. The facilities used to prepare meals, wash, and dry all of the laundry are located in the old Mental Health Institute (MHI) building. These individuals also have the opportunity to work off grounds at the local cemetery or Page County Landfill.

Clarinda Correctional Facility maintains all of the buildings on our campus that were the former MHI buildings. Some of the areas that are not utilized by the prison are leased to two tenants; Clarinda Academy and Zion Recovery Services. The Clarinda Academy is a privately operated juvenile facility and Zion Recovery offers both outpatient substance abuse treatment as well as inpatient substance abuse facility for both males and females.



Clarinda

Clarinda is a scenic and historic city located in the southwest corner of Iowa in Page County. Clarinda offers various community activities, encourages family living and has a dynamic economy based on agriculture and industry. Clarinda has that small-town vibe with access to a wide variety of goods and services usually only available in a larger city. Founded in 1851, Clarinda is the county seat of Page County. Clarinda has a minor league baseball team the Clarinda A's, is home of the Glenn Miller Birthplace, and Goldenrod School/ home of 4-H. Clarinda also has Iowa Western Community College campus, offering a variety of 2-year degree and certificate programs. The population of Clarinda in 2016 was estimated to be 5,431.



Year in Review

CCF Embraces the mission of the Iowa Department of Corrections, **“Creating Opportunities for Safer Communities.”** Clarinda Correctional Facility had many new opportunities for our incarcerated individuals in the FY18 year. Through a partnership with Iowa Western Community College, CCF has incorporated beekeeping into the landscape apprenticeship program. CCF has been able to offer a new opportunity for incarcerated individuals through the Landscape Apprenticeship program “beekeeping”. Correctional Officer Gerald Nelson spearheads the program and works in conjunction with the Horticulture class with its instructor David Stephens. Working with the bee colony is yet another way to give incarcerated individuals another avenue for rehabilitation.

The Horticulture class harvested 3861 peppers, 1200 cucumbers and 3405 tomatoes that they grew in the CCF gardens! These were for sale to the residents of CCF at any of the four food windows. Money made from the sales of fresh produce went back into the Horticulture program.

In July of 2017, the CCF Maintenance Department began work on the outdoor visiting area. It was completed in August. September was when it officially became available for use. This outdoor area has numerous picnic tables and provides more room for visits. This directly benefits our incarcerated individuals and their visitors.

In November, we celebrated “National Apprenticeship Week”. Twenty-nine incarcerated individuals were recognized for participating in a registered apprenticeship program. They enjoyed donuts from a donut shop in Shenandoah Iowa, “The Donut Stop”. Area residents claim that they have the best donuts. Associate Warden of Administration Meredith Baker got up in the early morning hours to ensure that the men had fresh hot donuts!

In January of 2018 to show support of the nation’s military personnel, the Recreation Department began a project that has added murals inside the institution. There is a mural of each of the military branches on various walls in the hallways of the facility. Two incarcerated individuals were selected to paint the murals. In addition to the six military murals, three have been painted that represent important people, monuments, as well as an Iowa Landmark! This was a wonderful way to utilize the talent of these people, and brighten up the walls inside the facility. Pictures can be found later in this report.

In February of 2018, CCF participated in the first Re-Entry Simulation. 49 incarcerated individuals participated along with 32 community members representing businesses throughout the state. This was all coordinated with IowaWorks and was an extremely successful event, based on feedback of all participants.

In April, CCF recognized Victims' rights week. A tree was planted, by an incarcerated individual, in the new garden that was dedicated to the victims and survivors of crime. As this garden expands, it will be able to be enjoyed by visitors and staff alike.

In April, we had our first two classes of Active (ACTV) graduate. This is a treatment program offered to incarcerated individuals. ACTV stands for Achieving Change through Value Based Behavior. The program guides participants in behavior change using the principles of ACTV, and includes learning skills such as defining their own personal values, becoming aware of their emotions and thoughts, noticing the consequences of their behavior, and learning new ways to respond to emotions and thoughts. We had eleven more staff go through the training to facilitate this treatment program in May. In May, we started a pilot project for the ACTV program. We continued to offer and utilize the Thinking for Change Program through the remainder of FY18 as well.

In May, the Horticulture class sold tomato and pepper plants to CCF staff. They planted the seeds for these plants in the winter months and grew them under lights. They had a variety of tomatoes including Chocolate Cherry, Park Whipper, Roma and Early Girl. The pepper varieties were California Wonder, Chablis, Karma and Aruba.

In June we had 34 incarcerated individuals residing at CCF who participated in Relay for Life activities organized by the Recreation Department. \$205.00 was raised for this charity!





Re-Entry

Clarinda Correctional Facilities Re-Entry Coordinator is Adam Maher. He is responsible for helping the incarcerated individuals reintegrate back into society. He assists them with a variety of community resources. Adam assisted **300 incarcerated individuals in applying for Medicaid** prior to their release in FY18. He is also responsible for helping qualified individuals apply for Social Security Disability or Supplement Security Income with the Social Security Administration.

Adam is also CCF Apprenticeship Sponsor. CCF offers 3 registered apprenticeship programs: Landscaping, Welding and Metal Fabrication. The Landscaping requires 2,000 hours of on the job training as well as 170 curriculum hours. The welding apprenticeship requires 6000 hours of on the job training plus an additional 450 hours of related classroom education/instruction. The fabricating apprenticeship requires 8000 hours of on the job training plus an additional 635 hours of classroom education/instruction. Once an incarcerated individual fulfills these requirements, he receives a journeyman certificate from the U.S. Department of Labor. This will help reduce the likelihood of recidivism by giving the offender a great opportunity for future employment in the community. Two individuals successfully completed their on the job training and curriculum hours and earned the Journeyman Certificate from the Department of Labor in FY18!





Adam was successful in getting more grant money to fund the 24/7 Dad's Program. The program allows incarcerated individuals to participate in classes that teach the characteristics needed to be a good father 24 hours a day 7 days a week. Each cycle consists of 12 sessions which are between 90 and 120 minutes long. The topics discussed include; men's health, communication, discipline, children's growth, co-parenting, family ties, emotions/feelings, fun with kids, power and control etc. The class is facilitated by "parent partners". They are individuals from the community who have successfully navigated the child welfare system and are advocates who use their skills to mentor families who are currently navigating through the system with their children. 34 individuals completed the program in FY18!

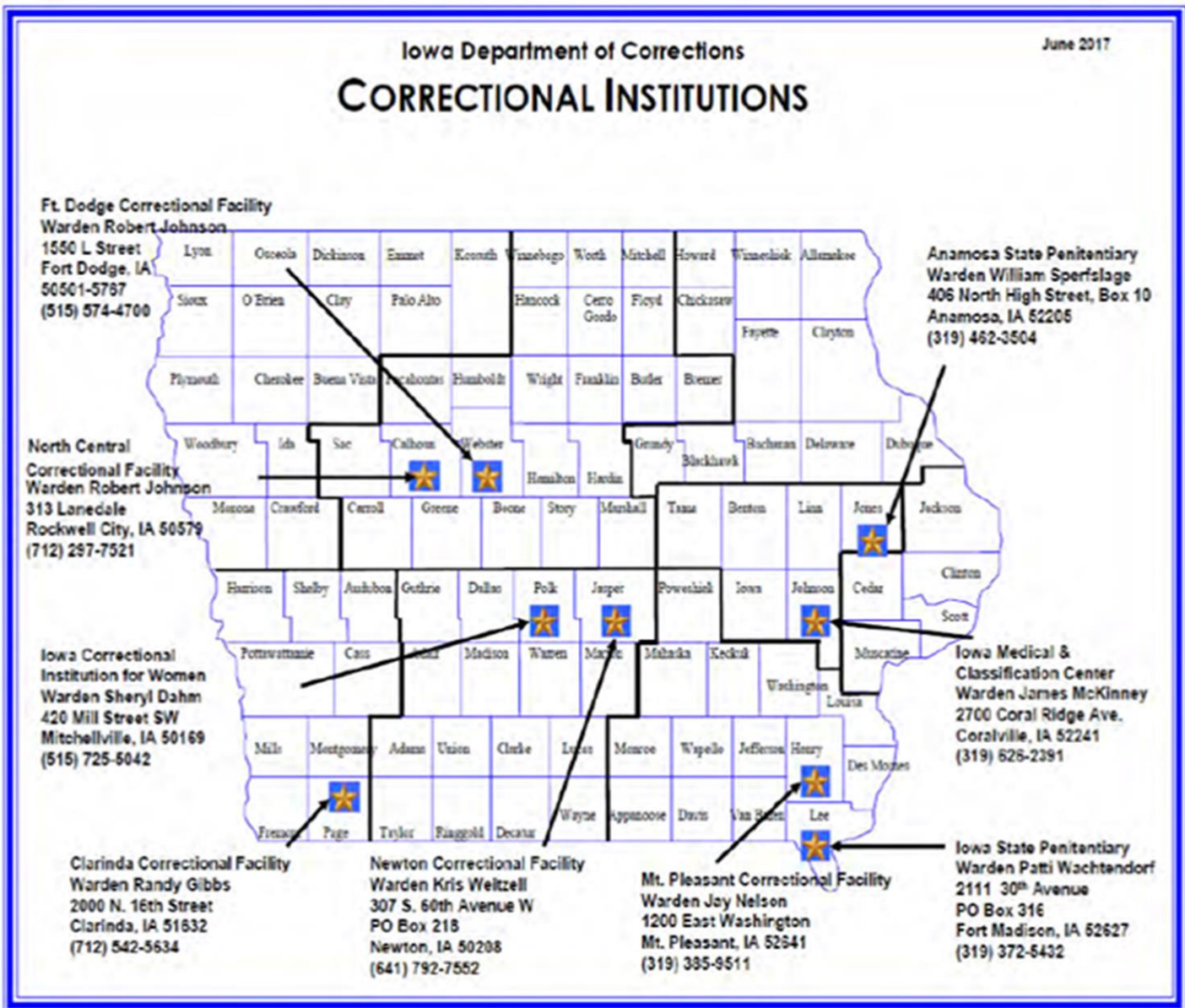
Another class that is offered is Healthy Relationships. This is a class that is taught by people from St. Vincent de Paul who volunteer their time to teach this 5 hour class. 121 incarcerated individuals completed this class in FY18.

The Storybook program is another opportunity offered to the individuals at our facility. This project is a volunteer program that helps keep incarcerated individuals and their children connected through reading. The incarcerated individual reads a children's book that is recorded on a disk. The book and the disk are mailed off to the child. This helps the child to remain connected to their parent. The Storybook Project is Des Moines based and has been in Iowa for 20 years. The program is run by the non-profit Visiting Nursing Services of Iowa. The Storybook is funded through donations, and occasional grants. CCF had 25 individuals participate in the program this year!



Location

The Clarinda Correctional Facility is located in Southwest Iowa. Clarinda is the county seat of Page County, with a population of 5,431 residents. Clarinda is approximately 128 miles from Des Moines, Iowa, 80 miles from Omaha, Nebraska and 129 miles from Kansas City, Missouri. The Clarinda Correctional Facility is one of nine correctional institutions within the state of Iowa.



CCF Management Team

Warden-Randy Gibbs
Deputy Warden-Steve Weis



Warden Randy Gibbs



Deputy Warden Steve Weis

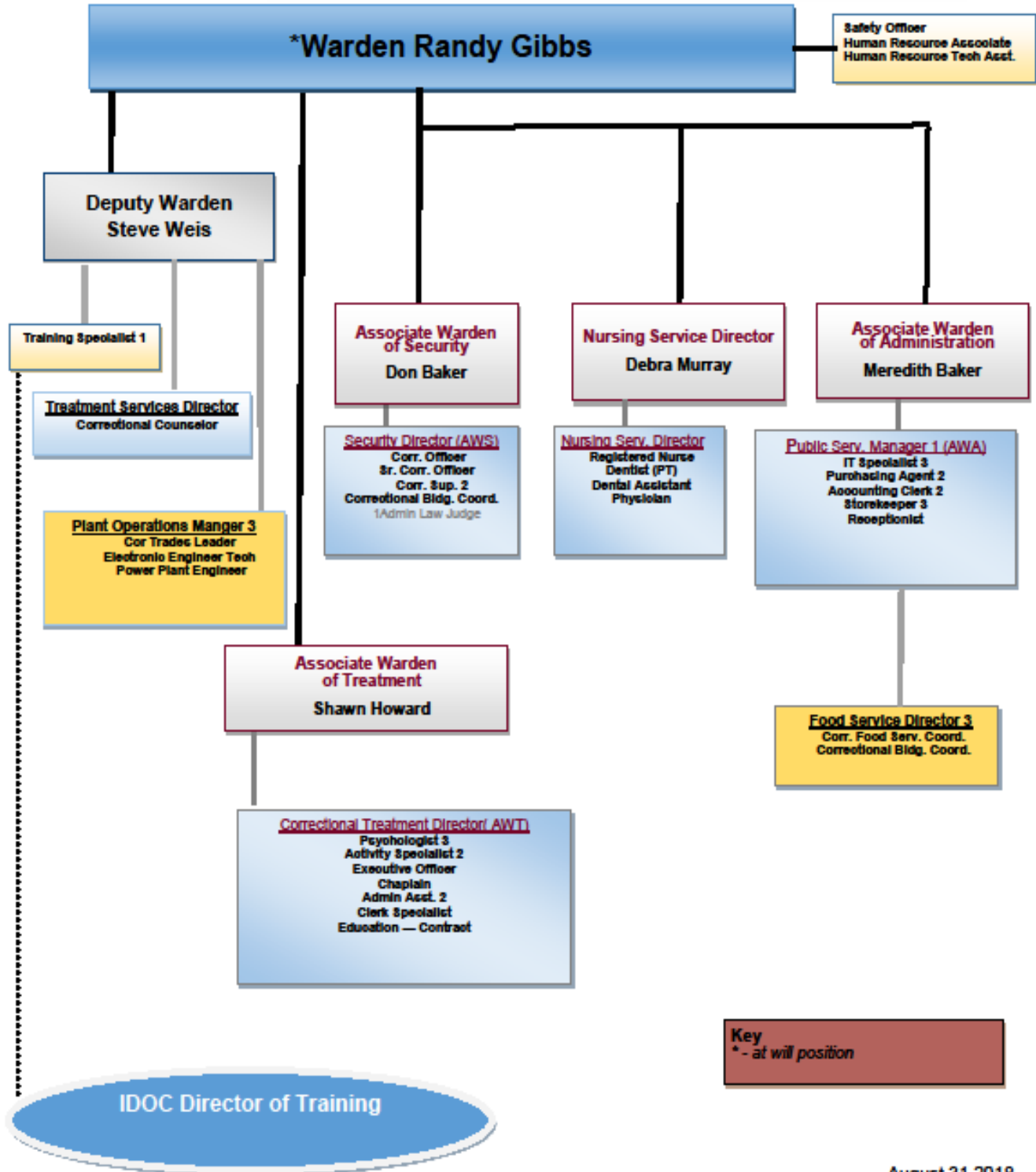
Associate Warden of Security-Donald Baker
Associate Warden of Treatment-Shawn Howard
Associate Warden of Administration-Meredith Baker
Nursing Services Director-Debra Murray
Plant Operations Manager-Chris Falk
Food Services Director-Shelly Falk
Treatment Services Director-Aaron Sharr
Treatment Services Director-Blythe Larson

❖ January 23-25 all management attended a leadership training.





Clarinda Correctional Facility



August 31, 2018

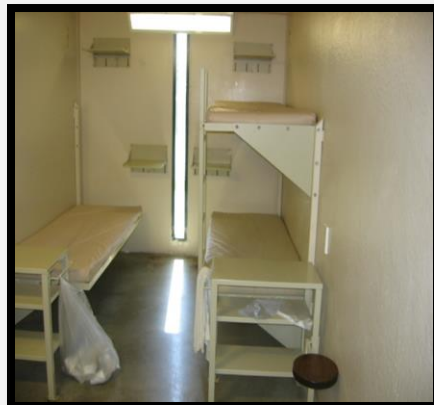
Living Unit/Bed Summary

Clarinda Correctional Facility was designed with a capacity for 750.

The count as of the last day of the fiscal year, June 30 2018 was 996.

Overview of CCF Living Quarters

Clarinda Correctional Facility has twelve living units in addition to the Disciplinary Detention Unit, which is generally empty. There is a North, South and East pod, each have four living units. Each of the four units has officers assigned to each unit and in each units Pod Control.



CCF utilizes four levels in their Transition Incentive Program (TIP). Currently level 1 and 2 General Population (GP) individuals are housed on the South Pod units. Level 3 GP is housed on the North Pod. The level 4 GP are housed in the East 2 unit, they are what we call the “Minimum Work Out Status”. This means that the jobs they hold can be outside of the fence, and off the prison grounds.

East pod also has one unit of Administrative Segregation and Protective Custody housing, and two units for our Special Needs population.

Daily Population for each unit as of June 30, 2018

North 1-88
North 2-89
North 3-89
North 4-84

South 1-99
South 2-98
South 3-93
South 4-97

East 1-55
East 2-92
East 3-45
East 4-55



CCF TIP program is designed to reward positive and pro-social behavior from incarcerated individuals, along with helping them prepare for the re-entry into the community. All incentives are behavior-based.

The counselor and the classification team will review each individual entering CCF. Any positive transfer from another prison will be placed at the corresponding level they had obtained.

CCF Resident Stats

Average Age-35
Level of Education-11.6 grade
Average Reading Level-9.5 grade
Length of Sentence-15.5 years
Number of Lifers-24
Percent incarcerated due to violent crimes-42 %
Average Daily Population-992.78

Recreation

Offender Giving

Total=\$3,802.11

| | |
|---------------------------------|----------|
| Wounded Warriors | \$750.51 |
| Special Olympics Iowa | \$597.86 |
| CCF Dog Program | \$499.00 |
| Food Bank & HELP Adult Services | \$939.90 |
| Girl Scout Cookies | \$809.84 |
| Special Olympics | \$205.00 |



Activity staff at CCF ensure that there is meaningful leisure time activities at the facility. CCF has three-activity specialists who cover the gym, library, hobby craft and the yard.

CCF offers intramural sports such as: flag football, volleyball, softball, basketball, track and field and soccer.

There are weight lifting areas inside the gym as well as in the yards. There is also game tournaments, like chess and movies available for the incarcerated individuals.

The recreation department sponsors cookouts and other activities that are a positive and pro-social way for the men to spend their time.

There are four food windows that the Recreation Department is responsible to stock and hire incarcerated individuals to run. The men are able to purchase food items at the windows with their Debit cards that they load with their own money from their ICON banking accounts.

Fund Raising is also something that the Recreation Department helps the men participate with. Fundraising is done by selling special items, and the profits are given to the chosen charities. The amounts and the charities that the men raised money for this year are shown to the left.

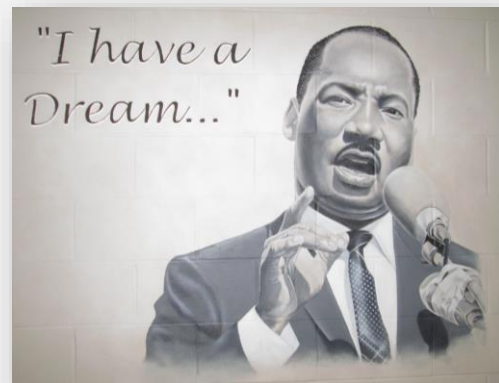




Mural Project



The willingness of
America's veterans to
sacrifice for our country
has earned them out
lasting gratitude.
-Jeff Miller



FINANCIAL SUMMARY

| | Department Revised Budget | Actual Revenues & Expenditures | Actual + Encumbrances | Percent (Actual of Budget) |
|---|---------------------------------|-----------------------------------|--------------------------|-------------------------------|
| FTE Positions | | | | |
| Correctional Officer | 127.00 | | | |
| Total Staffing | 232.00 | | | |
| Resources Available | | | | |
| 04B Balance Brought Forward - Drug Forfeiture | - | - | - | --- |
| 04B Balance Brought Forward - Local Funds | - | - | - | --- |
| 04B Balance Brought Forward - General Fund | - | - | - | --- |
| 05A Appropriation | 24,780,950 | 24,780,950.00 | 24,780,950.00 | 100.00% |
| -- Appropriation Transfer | - | - | - | --- |
| -- Legislative Adjustments | (223,447) | (223,447.00) | (223,447.00) | 100.00% |
| 201R Federal Support | - | - | - | --- |
| 202R Local Governments | - | - | - | --- |
| 204R Intra State Receipts | - | - | - | --- |
| 205R Reimbursement from Other Agencies | - | - | - | --- |
| 234R Transfers - Other Agencies | 1,200 | - | - | 0.00% |
| 301R Interest | - | - | - | --- |
| 401R Fees, Licenses & Permits | 70,000 | 74,597.12 | 74,597.12 | 106.57% |
| 401R Enrollment / Supervision Fees | - | - | - | --- |
| 401R Sex Offender Fees | - | - | - | --- |
| 401R IDAP / BEP Fees | - | - | - | --- |
| 401R Other Client / Group Fees | - | - | - | --- |
| 402R Tuition & Fees | - | - | - | --- |
| 501R Refunds & Reimbursements | 228,000 | 267,088.22 | 267,088.22 | 117.14% |
| 501R State Offender Rent | - | - | - | --- |
| 501R Federal Bed Rent | - | - | - | --- |
| 501R Federal UA Contract Reimbursements | - | - | - | --- |
| 602R Sale of Equipment & Salvage | - | - | - | --- |
| 603R Rents & Leases | 1,110,000 | 1,315,620.04 | 1,315,620.04 | 118.52% |
| 604R Agricultural Sales | - | - | - | --- |
| 606R Other Sales & Services | - | - | - | --- |
| 701R Unearned Receipts | - | - | - | --- |
| 704R Miscellaneous | - | - | - | --- |
| Total Resources Available | 25,966,703 | 26,214,808.38 | 26,214,808.38 | 100.96% |
| Funds Expended and Encumbered | | | | |
| 101 Personal Services-Salaries | 21,726,932 | 19,635,267.83 | 19,635,267.83 | 90.37% |
| 202 Personal Travel (In State) | 8,800 | 19,870.82 | 19,870.82 | 225.80% |
| 203 State Vehicle Operation | 50,000 | 54,652.98 | 54,652.98 | 109.31% |
| 204 Depreciation | 50 | 550,000.00 | 550,000.00 | 1100000.00% |
| 205 Personal Travel (Out of State) | 50 | 33.44 | 33.44 | 66.88% |
| 301 Office Supplies | 8,750 | 22,986.58 | 22,986.58 | 262.70% |

| | | | | | |
|-----|---|-------------------|----------------------|----------------------|----------------|
| 302 | Facility Maintenance Supplies | 115,000 | 451,232.71 | 451,232.71 | 392.38% |
| 303 | Equipment Maintenance Supplies | 25,000 | 41,870.48 | 41,870.48 | 167.48% |
| 304 | Professional & Scientific Supplies | 47,500 | 84,760.41 | 84,760.41 | 178.44% |
| 306 | Housing & Subsistence Supplies | 260,000 | 478,365.09 | 478,365.09 | 183.99% |
| 307 | Ag,Conservation & Horticulture Supply | - | - | - | --- |
| 308 | Other Supplies | 19,551 | 72,084.02 | 72,084.02 | 368.70% |
| 309 | Printing & Binding | - | - | - | --- |
| 310 | Drugs & Biologicals | - | - | - | --- |
| 311 | Food | 1,201,729 | 1,490,473.65 | 1,490,473.65 | 124.03% |
| 312 | Uniforms & Related Items | 127,500 | 174,142.93 | 174,142.93 | 136.58% |
| 313 | Postage | 2,000 | 21,967.72 | 21,967.72 | 1098.39% |
| 401 | Communications | 39,000 | 48,601.36 | 48,601.36 | 124.62% |
| 402 | Rentals | 550 | 56,890.52 | 56,890.52 | 10343.73% |
| 403 | Utilities | 600,703 | 784,206.68 | 784,206.68 | 130.55% |
| 405 | Professional & Scientific Services | 255,100 | 275,102.04 | 275,102.04 | 107.84% |
| 406 | Outside Services | 149,050 | 198,163.10 | 198,163.10 | 132.95% |
| 407 | Intra-State Transfers | - | - | - | --- |
| 408 | Advertising & Publicity | 50 | 955.87 | 955.87 | 1911.74% |
| 409 | Outside Repairs/Service | 63,299 | 161,908.01 | 161,908.01 | 255.78% |
| 412 | Auditor of State Reimbursements | - | - | - | --- |
| 414 | Reimbursement to Other Agencies | 691,972 | 683,444.40 | 683,444.40 | 98.77% |
| 416 | ITD Reimbursements | 83,367 | 112,735.37 | 112,735.37 | 135.23% |
| 417 | Worker's Compensation | - | - | - | --- |
| 418 | IT Outside Services | - | - | - | --- |
| 433 | Transfers - Auditor of State | - | - | - | --- |
| 434 | Transfers - Other Agencies Services | 1,100 | 3,799.51 | 3,799.51 | 345.41% |
| 501 | Equipment | 2,100 | 177,874.98 | 177,874.98 | 8470.24% |
| 502 | Office Equipment | - | 6,764.00 | 6,764.00 | --- |
| 503 | Equipment - Non-Inventory | 2,500 | 38,660.90 | 38,660.90 | 1546.44% |
| 510 | IT Equipment | 3,000 | 111,476.97 | 111,476.97 | 3715.90% |
| 601 | Claims | 50 | - | - | 0.00% |
| 602 | Other Expense & Obligations | 479,000 | 365,494.15 | 365,494.15 | 76.30% |
| 701 | Licenses | 3,000 | 3,940.00 | 3,940.00 | 131.33% |
| 702 | Fees | - | - | - | --- |
| 705 | Refunds-Other | - | - | - | --- |
| 901 | Capitals | - | - | - | --- |
| | Support Totals | 4,239,771 | 6,492,458.69 | 6,492,458.69 | |
| --- | Balance Carry Forward - Drug Forfeiture | - | - | - | --- |
| --- | Balance Carry Forward - Local Funds | - | - | - | --- |
| --- | Balance Carry Forward - General Fund | - | 43,540.93 | 43,540.93 | --- |
| --- | Reversion | - | 43,540.93 | 43,540.93 | --- |
| | Total | 25,966,703 | 26,214,808.38 | 26,214,808.38 | 100.96% |
| | Ending Balance | | | | |

Dietary Department

Statistics

- Meal Count-1,088,430
- Food Cost-\$1,149,155
- Food Cost Per Meal-\$1.06
- Supply Cost-\$65,820
- Supply Cost Per Meal-\$.06
- Staff Labor Cost-\$534,286
- Incarcerated Individual Labor Cost-\$56,606
- Total Labor Cost Per Meal-\$.82
- Total Cost=\$2,105,867



The total cost spent per meal is \$1.93.

The Dietary Department supplies meals to the men that are incarcerated at CCF as well as the residents of Zion Recovery and the juveniles at the Clarinda Academy.

- 3,013.47 meals are prepared and served at CCF on a daily basis. The meals are prepared in a Kitchen that is located at the former Clarinda Mental Health Institute. CCF staff and incarcerated individuals that are in the Minimum Work Outs Program prepare the meals in the kitchen. The meal trays are put in hot and cold food carts and trucked over the prison and served on each unit.



Laundry

1,387,041 pounds of laundry

washed at CCF

Health Services

CCF has a team of doctors, nurses and a dentist that provide excellent medical care inside the facility. In addition, we have an optometrist that comes in to provide eye care. When necessary incarcerated individuals are provided care at the local hospital, or transported to Iowa City for needed care.

| Type | Number |
|------------------------|--------|
| Physician Encounter | 3343 |
| Nurse Encounters | 6686 |
| Psychiatric Encounters | 4927 |
| Dietitian Encounters | 6 |
| Dental Encounters | 1766 |
| Optometry Encounters | 474 |
| Labs | 1699 |
| X-Rays | 118 |
| Off-Site Visits | 152 |



Education

Iowa Code states that if an individual is incarcerated and does not have a High School Diploma or High School Equivalency, he may be required to attend school to work on his High School Equivalency. Likewise, if he does not read at (least) a 6th grade level, he may be required to attend Literacy classes while incarcerated. If an incarcerated individual is determined to need and refuses to participate in Education, it is looked at unfavorably by the Parole Board and may restrict privileges at the facility as deemed appropriate.

The goal of our facility and the Department of Corrections is to prepare incarcerated individuals to successfully reenter the community. Criminal history and lack of education can hinder employment opportunities for those returning to their families and communities. The Clarinda Correctional Facility partners with Iowa Western Community College to provide education for the Incarcerated Individuals at CCF. In addition to HiSET and Literacy classes, the Education Department offers classes in Horticulture/Landscaping (Apprenticeship), Life Skills, and Computer Skills. Green Hills AEA provides Special Education classes for students under 21 who have a current IEP. **In FY18, the Education Department had nearly 45,000 hours of contact with students at CCF!**

| | Participants | Completions |
|--------------------------|--------------|-------------|
| Hi-SET | 246 | 29 |
| Literacy | 28 | 20 |
| H.S Diploma | 5 | 2 |
| Life Skills | 63 | 47 |
| Computer | 25 | 29 |
| Horticulture/Landscaping | 26 | 7 |
| College | 1 | 2 |

THE CCF DOG PROGRAM

The CCF program is now working exclusively with local shelters. We partner with Clarinda, Shenandoah and Montgomery County. We continue to work with the C.L.A.S.S program and train dogs on basic obedience skills making them more favorable for adoption. CCF has approximately 15 dogs on campus at a time. We have had many successful adoptions and our program continues to grow. This year local college students did a fundraiser and donated a bunch of items to our program including toys, treats, and supplies. I have included a picture of the donations that they gave to our program.



TREATMENT PROGRAMS

In FY18, there were a variety of treatment programs offered to incarcerated individuals at CCF.

AA (Alcoholics Anonymous) had 35 members attend 52 weeks.

NA (Narcotics Anonymous) had 28 members attend 52 weeks.

Celebrate Recovery started Feb. 1, 2018 with 16 members who will attend 24 sessions.

T4C (Thinking for Change) had 280 incarcerated individuals graduate from this 12 week program.

MFIVPP (Moderate Family Intensity Violence Prevention Program) had 64 incarcerated individuals who completed the program.

CBI-SA (Cognitive Behavioral Intervention Substance Abuse) had 112 incarcerated individuals graduate.

In May of 2018, CCF started a pilot program for the ACTV (Achieving Change through Value Based Behavior) programming. This is a cognitive based program. CCF started 96 individuals in new sessions. The participants are divided up into 8 classes, and each class has two staff facilitators.



Staff

- 232 authorized positions in FY18
- 209 staff employed at CCF as of June 30, 2018
 - 6 contract staff in Education Dept.

Personnel Turnover

- 11 resignations
- 15 retirements
- 7 terminations
 - 0 deaths
- 27 new hires
- 4 transfers in
 - 4 Layoffs

Leave Hours Taken

| | |
|---------------------------------|------------------|
| Sick | 22,597.54 |
| Vacation Leave | 30,485.75 |
| Holiday + Comp | 5,742.55 |
| Enforced Leave | 4,517.32 |
| Total of all Leave Taken | 63,343.16 |



Clarinda Correctional Facility strives to ensure that it is in compliance with “AD-TS-01” (Staff Professional Development Training Program). There are a variety of approaches and methods that CCF uses to train new staff, as well as provide ongoing training to all CCF staff. This is to ensure that each employee has the knowledge and skills needed to perform the duties of their job, safely and effectively. Dave Woods is the Training Specialist.



| | |
|--|----------------|
| E-LEARNING | 5577.50 |
| HANDS ON TRAINING | 8421.50 |
| TOTAL HOURS OF CCF STAFF TRAINING | 13,999 |

CCF also has a Cert Team that has training and drills throughout the year. The Cert Team is present at our facility to enhance safety and security of the facility.

CCF follows DOC policy in having a Hostage Negotiations Team (HNT) active at the facility. Each member receives eight hours of quarterly training in specific HNT skill development. The HNT attended a statewide training in Des Moines in October of 2017.

It is the policy of the IDOC that the institutions implement a program to provide assistance and intervention to employees and their families during and after time of personal and professional crisis. CCF has a Staff Victim Support Services Team. Almost all of the members have been through the required training. The SVSS members are able to direct staff to area resources.

Staff Events

July of 2017-Staff of CCF on all three shifts enjoyed a “Slushy” from the slushy machine that the Staff Communication and Events Committee rented for a week



CCF participated in Clarinda’s Annual Lighted Christmas Parade. This parade is held every year the Friday night after Thanksgiving. We also hosted a Christmas party for the children and grandchildren of CCF staff.



In February of 2018, CCF staff held its first annual Chili Cook-Off. 14 staff members submitted chili entries and Warden Gibbs shared his special “Bama-Jama” chili. Staff were able to cast their vote for their favorite one. In addition, the Staff Communication and Events Committee provided homemade cinnamon rolls for all three shifts. The winner got a \$25 Hy-Vee gift certificate and CCF Challenge Coin and a plaque. The person whose chili came in second got a \$10 Hy-Vee gift card and a challenge coin.



The first treat for staff to enjoy for Correctional Workers Week at CCF (May 6th-12th) was Fresh Fruit Trays. These were provided by the Staff Communications and Events Committee. All three shifts had fruit trays with fresh grapes, cantaloupe, watermelon, pineapple, strawberries and cream cheese dip.



Donuts was the next treat all staff got to enjoy!



The cookout is always the favorite event during Corrections Week!





Staff also enjoyed a “Roor Beet Float” day, as well as “Popcorn and M & M” day !



CCF Staff Gives Back

CCF had several staff members volunteer to hand out candy, purchased by the Staff Communications and Events Committee, at the communities annual “Ghost Walk” held on the walking trail at the Lied park in Clarinda.

CCF Staff donated over 650 food items and \$180.00 cash to the local Food Pantry in the month of November.

CCF adopted three families through a local program called the Christmas Box Project. It took two CCF vans to load up all the brand-new items donated by staff to make the wishes of some area children in need come true.

CCF had a Relay for Life Team at the Annual Walk that took place in Clarinda. They raised \$325.00 toward this cause.

