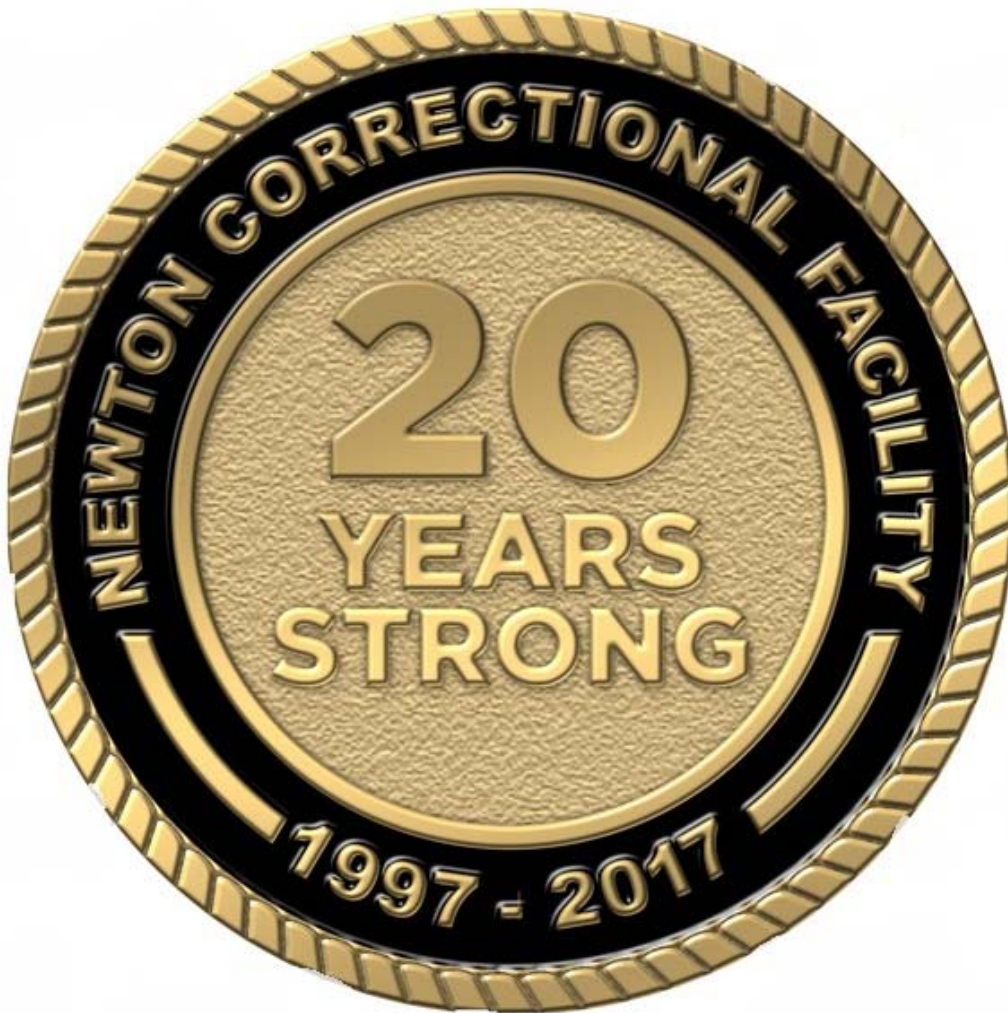


ANNUAL REPORT

FISCAL YEAR 2018

Submitted pursuant to Section 904.307 of the Code of Iowa

Kris Weitzell - Warden





KIM REYNOLDS, GOVERNOR
ADAM GREGG, LT. GOVERNOR

DEPARTMENT OF CORRECTIONS
DANIEL R. CRAIG, INTERIM DIRECTOR

KRIS WEITZELL, WARDEN
NEWTON CORRECTIONAL FACILITY

Dear Interim Director Dan Craig,

Newton Correctional Facility mission is creating opportunities for safer communities by utilizing Evidence Based Programs and Core Correctional Practices to prepare tomorrow's citizens.

In this fiscal year, we have worked hard to emphasize Core Correctional Practices with all staff. We conducted monthly trainings, making sure all classes had representatives from each department to share ideas and to move Core Correctional Practices forward. Staff are utilizing Core Correctional Practices skills with incarcerated individuals which has resulted in positive outcomes and more productive professional relationships. Staff have been committed to help make positive changes in the incarcerated individuals' life, focusing on problem solving, pro-social skills, and goal setting. Staff have created a positive environment with role modeling, positive communication, active listening and empathy.

Newton Correctional Facility designated programming arena is Sex Offender Treatment. In this fiscal year we had 200 completions. These completions were due to the dedication of our treatment facilitators. We have seen how powerful completing this program has been for the incarcerated individuals by their feedback at graduation. We have witnessed the genuine emotion from incarcerated individuals when they praise the program and facilitators.

In this fiscal year we moved from a central new employee training program to NCF delivering our own program. Several staff were selected to deliver this training to new employees. Our staff have found it very rewarding to be able to train our new staff. Training our own employees has allowed new staff to make connections immediately and form those professional relationships. It also allows our trainers to give examples of daily situations that are unique to NCF. We have enjoyed being able to recognize our new employees and their families at each graduation ceremony.

We are very proud of the work we do at the Newton Correctional Facility and we believe our Annual Report showcases that work.

Sincerely,

Kristine Weitzell
Warden

The mission of the Iowa Department of Corrections is:
“Creating Opportunities for Safer Communities”
(Office) 641-792-7552 – 307 S 60th Ave W, Newton, Iowa 50208 - (FAX) 641-791-1683

www.doc.state.ia.us

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NEWTON CORRECTIONAL FACILITY

MISSION

Newton Correctional Facility mission is creating opportunities for safer communities by utilizing evidence based programs and core correctional practices to prepare tomorrow's citizens.

VALUES

Staff as our greatest resource. Their dedication and training provide strong leadership and teamwork for a safe and secure facility. We treat people with dignity and respect recognizing individualism and diversity.

Fiscally responsible with accountability to the citizens of Iowa.

Creating a pro-social environment utilizing evidence based and cognitive treatment programs.

Commitment to partnerships with communities and volunteers to create educational, vocational and treatment opportunities.

Program fidelity through a successful service continuum.

Positive change through pro-social modeling and core correctional practices.

VISION

Safe communities through pro-social citizen reentry.

NEWTON CORRECTIONAL FACILITY STRATEGIC PLAN

Provide Quality Sex Offender Treatment Programming and Re-Entry Planning

- A. Assess and identify individual treatment needs
 - 1. Utilize evidence based practice assessment tools
 - a. Conduct SOTIP assessments on sex offenders
 - b. Conduct ISORA/STATIC99 assessments on sex offenders
 - c. Conduct DRAOR assessments on non-sex offenders
 - 2. Utilize a multi-disciplinary team approach in treatment identification
 - a. Implement a central classification process
 - b. Include the following staff in the classification process: Deputy Warden, Treatment Director, Security Director, Unit Manager, Counselor, Psychology, Correctional Officer, Medical and Education
 - c. Focus on the quality of the classification decision
 - 3. Focus programming resources on high risk incarcerated individuals
 - a. Create class lists based on the IVVI assessment
 - b. Evaluate treatment needs based on the institutional population
- B. Create a pro-social environment by implementing core correctional practices
 - 1. Staff model pro-social behaviors in all interactions
 - a. Identify guidelines of appropriate pro-social behavior
 - b. Provide positive reinforcement
 - 2. Staff will utilize accountability strategies based on individual needs
 - a. Identify and establish treatment plans
 - b. Establish incarcerated individual buy-in through quality incarcerated individual in-put
 - 3. Staff shall engage in open communication to allow opportunities for positive change

Desired Outcomes:

1. Provide timely, evidence based practice sex offender treatment in advance of re-entry
2. Provide cognitive based programming to address non-sex offender treatment needs
3. Increase pro-social behavior and productivity from the incarcerated individual population

Establish an Environment that Promotes Unity and Collaboration

- A. Emphasize the importance of staff communication
 1. Enhance shift to shift communication
 2. Empower staff by providing opportunities for input
 3. Expand leadership connectivity with staff
- B. Expand training opportunities
 1. Provide cross-training opportunities between departments
 2. Develop a staff mentorship program
 3. Provide annual training

Desired Outcomes

1. Create a collaborative team effort
2. Establish continuity across shifts
3. Empower staff through leadership roles
4. Build up highly trained, professional staff providing a safe and secure institutional environment

Invest in Resources and Programming to Reduce Recidivism

- A. Successfully collaborate with community entities to ensure a seamless incarcerated individual transition

1. Increase the emphasis on communication with Community Based Corrections on re-entry needs such as home placement, medical and mental health needs and facility placement
 2. Increase communication with incarcerated individual family members to establish family reunification opportunities
 3. Increase connections with community partners such as Iowa Workforce Development, Iowa Department of Public Health, Veteran's Administration, Department of Human Services, Crisis Intervention Services and local/state entities
- B. Responsible use of resources to ensure a return on investment
1. Ensure capital resources/investments are prudent usage of taxpayer dollars
 2. Engage in technology opportunities to achieve collaborative engagement
 3. Expand vocational and educational programming opportunities

Desired Outcomes:

1. Expand reach in calls with districts to improve consistency and create a seamless transition
2. Expand partnerships to increase incarcerated individual job placement upon release
3. Promote responsible use of taxpayer dollars

HISTORY

The Riverview Honor Farm was established as a satellite unit of the Iowa State Penitentiary (ISP) when the first 14 incarcerated individuals arrived on March 12, 1962. With the purchase of 1467 acres of farm land located approximately six miles south of Newton, the location became a replacement for the Clive Honor Farm (now known as the Living History Farms). The intent of the honor farm was to provide meaningful work opportunities for minimum security incarcerated individuals. The farm operations were used as honor farms for utilization of incarcerated individual labor that could be trusted with a minimum of supervision. The philosophy was such that the incarcerated individuals were to be fully employed in meaningful, purposeful work, and that the farming operations existed primarily for the betterment of the incarcerated individuals and society as a whole. The farm was technically operated as a prison industry. No prisoners whose home was closer than or who was convicted within 75 miles could be placed there. The farm operation consisted of corn, soybean and hay production along with hog and beef cattle enterprises.

In 1964, a Correctional Release Center was established utilizing the facilities of the Riverview Honor Farm. The mission of the Release Center was to provide intensive services for incarcerated individuals who were preparing for parole or discharge. Thirty men were assigned to Riverview and 50 to Clive. These 80 incarcerated individuals were supervised by 10 guards and the superintendent. A new dorm was constructed at Newton to house 50 parolees and 30 incarcerated individuals in 1965. The Clive Honor Farm was sold and its operations were transferred to Newton. The initial program was to be a 30-day program for ISP parolees. This was later expanded to provide services to incarcerated individuals being released from the Men's Reformatory in Anamosa.

The Riverview Release Center became a separate correctional institution on July 1, 1967 and was established to provide services to all male incarcerated individuals being released from all male correctional institutions. During the fiscal year 1968, the Release Center received 749 men to be prepared for release with 27 staff members.

Iowa's Work Release Law became effective on July 1, 1967. The basic purpose of work release was to assist in the treatment rehabilitation of the incarcerated individuals. Under the law, incarcerated individuals sentenced to an institution under the jurisdiction of the department could be granted the privilege of leaving the actual confinement for the purpose of working at gainful employment in the state. It was believed that the more gradual the transition by work release from prison to society, the greater chances of remaining in the community as a useful productive citizen.

Riverview received an additional appropriation to establish work adjustment and training positions for incarcerated individuals in the DOT and other state agencies. This pilot program came to be known as the Prisoner Employment Program (PEP). The PEP later employed staff and leased a building in Des Moines which employed up to 70 incarcerated individuals. They were involved in auto body work and printing shop work. The incarcerated individuals were transferred by bus back and forth to work every day. The PEP stayed with Riverview until it was transferred under Iowa State Industries on April 30, 1980.

In 1992 the Release Center opened a 100 bed addition and the Violator Program was established for the community corrections incarcerated individual who violated the conditions of their parole but did not need long-term incarceration. On July 29, 1997, the new 750 bed Newton Correctional Facility opened as a medium-security prison just up the hill from the Release Center. For the first time, combining a large minimum-security facility with a medium-security institution.



NEWTON CORRECTIONAL FACILITY MEDIUM SITE



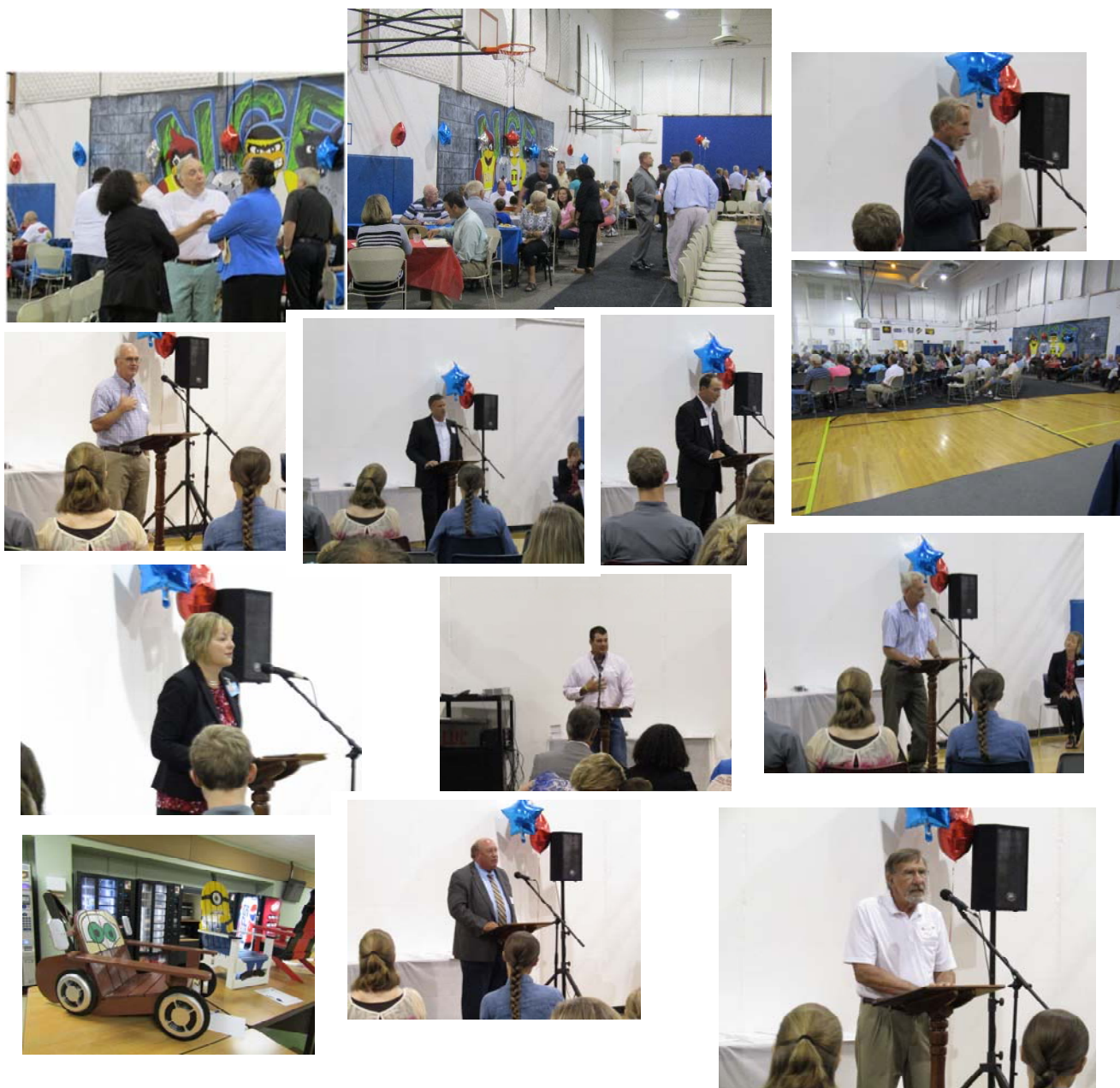
CORRECTIONAL RELEASE CENTER-MINIMUM SITE

NCF Celebrates 20 Years!

From opening the medium site July of 1997 to 2017, there sure have been a lot of changes!

While our focus has always been on treatment, that has shifted recently as well for our facility with NCF being the main Sex Offender Treatment facility in the State. Our Staff quickly adapted to the change and are excellent in what they do every single day!

We celebrated our 20th Anniversary on August 1, 2017 with many Staff and their families, other DOC Staff, local Newton leaders, along with some State Legislators joining us for the festivities.





Newton Correctional Facility

*20 Year Anniversary
Celebration*



Emcee

Warden Kris Weitzell

Honored Guest Speakers

Department of Corrections Director, Jerry Bartruff

Representative Greg Heartsill

Representative Wes Breckenridge

Senator Chaz Allen

Representative Gary Worthan

Representative Timothy Kacena

Warden John Mathes

Warden Terry Mapes (Letter read by Warden Weitzell)

Warden Jerry Burt

4:30 PM - 6:00 PM

Hor D'oeuvres/Social Time/Facility Tours/Silent Auction

6:00 PM

Recognition Program

7:15 PM

Silent Auction Ends/Proceeds benefit Meals from the Heartland

7:45 PM

Silent Auction winners will be announced

Years of Service Awards Presentation:

20 Years of Service Award Recipients:

Jerry Jones, Craig Andrew, Eric Waller, Michael Wynn, Shane Smith, Lonnie Van Mannen, Bill Lehman, Ron Fresh, Don Morris, Kirt Clayberg, Chad Maddison, John Kasner, Brian Verheul, Jeremy Faircloth, Shannon Thompson, Debbie Vegter

25 Years of Service Award Recipient:

Reg VanDusseldorp

35 Years of Service Award Recipient:

Ed Hicks

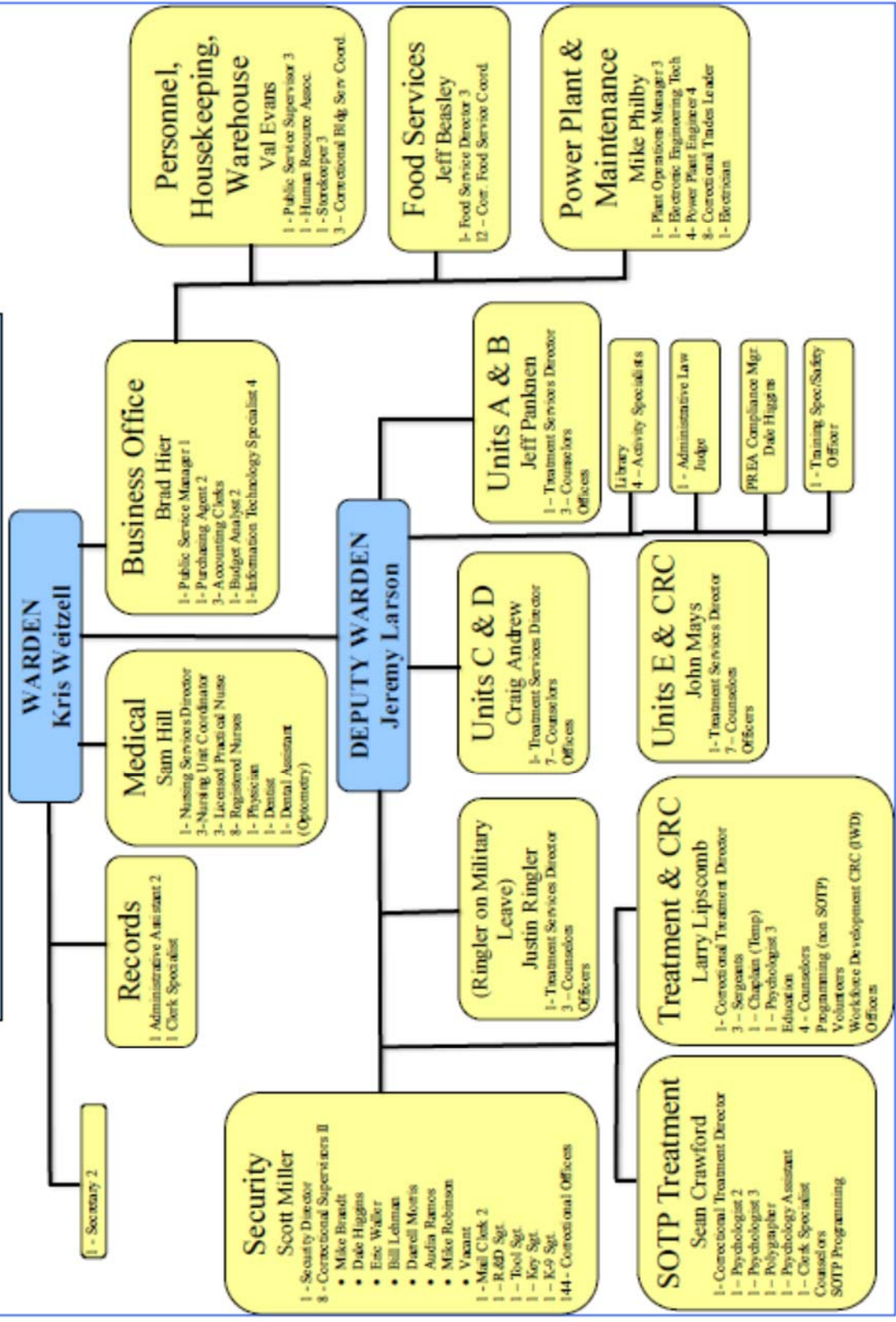
39 Years - Malia Hicks; ***37 Years*** - Bob McCracken, Bruce Duff; ***31 Years*** - Mike Thomas; ***29 Years*** - Scott Gauch; ***28 Years*** - Scott Miller, Jeff Beasley, Pete Sciarrotta, Joey Kapayou; ***27 Years*** - Darrell Morris, Larry Lipscomb; ***26 Years*** - Joann Barkalow; ***24 Years*** - Donna Cook, Virginia Marshall, Kim Richardson-Fry, Jeff Panknen, Kris Weitzell, Joe Kent, Mike Brandt, Val Evans; ***23 Years*** - Chris Mayer, Rich Hutton; ***22 Years*** - Troy White, Traci Carpenter; ***21 Years*** - Greg Lockwood, Paul Carpenter

NCF EXECUTIVE TEAM



Brad Hier – Associate Warden/Administration
Jeremy Larson – Deputy Warden
Larry Lipscomb – Associate Warden/Treatment
Sean Crawford – Associate Warden/Treatment
Val Evans – Personnel Director
Scott Miller – Associate Warden/Security
Kris Weitzell – Warden

Newton Correctional Facility



TREATMENT PROGRAMS

Sex Offender Treatment Program

The Sexual Offender Treatment Program (SOTP) at the Newton Correctional Facility has been developed on the basic tenet that sexual deviance is a complicated, multi-dimensional behavioral disorder. Treatment of sex offenders involves learning appropriate and responsible social and sexual behavior to substitute for the inappropriate and irresponsible behavior, which led to the offense. Treatment intervention, which is provided through group therapy and individual counseling as appropriate, focuses on assisting the individual to accept responsibility, increase recognition, institute change and manage sexually deviant thoughts, attitudes and behavior. The focus of contemporary treatment is on techniques designed to assist sexual offenders in managing control of their sexual deviance throughout their lifetime. Therefore, treatment should include simple, practical techniques that can be applied for the remainder of their lives.

The SOTP at the Newton Correctional Facility provides programming that attempts to help men who have committed sexual offenses learn how to deal with their deviant thoughts, feelings, and behaviors. An individual is more likely to learn when he is expected to carry the major responsibility. Treatment reflects that the incarcerated individual is capable of self-help and has a responsible role in understanding his own behavior. The primary medium of the learning and growth process is the therapy group. All individuals have risk assessment tools completed that are then used to match treatment dosage to risk levels. The Newton Correctional Facility has special needs, Track 1(low risk) and Track 2(elevated risk) groups. This past fiscal year there were 200 SOTP completions.

ACT-V (ACHIEVING CHANGE THROUGH VALUE-BASED BEHAVIOR): 12 WEEKS IN LENGTH*

During FY18, there were 42 Incarcerated individuals that completed this class. The 24 sections of this manual guide people to put their lives and relationships on an entirely different track by equipping them to make different choices than they've made in the past. Staff work with clients to increase their awareness of the factors that influence their behavior (e.g., past experiences, unwanted mental experiences, barriers to change) and, building on that awareness, to learn new, workable behaviors consistent with their values. One of the main goals is to help the participants learn these skills by direct experience. A good analogy is teaching someone to ride a bike. Verbal instruction alone will never be enough. They need to get on the bike and let their body learn how to do it. The same thing is true of the skills presented in this manual. As the group members move through the skill-building sessions, staff may be tempted to help them with advice, problem-solving, and extra explanations or instructions, but staff need to let them come to realizations on their own and experience the confusion and frustration that inevitably comes with learning these new (and sometimes counterintuitive) skills. A major obstacle

to this type of learning is the mind. Participants' rules, beliefs, attitudes, thoughts, etc. will act as barriers to the learn-by-doing approach, although the use of metaphors and in-the-moment exercises will help them get past some of the barriers that language and thinking create. Overall, the ACTV facilitator's stance is non-confrontational and collaborative. Staff relate to the participants from an equal, compassionate, genuine and sharing point of view, and respect their ability to shift from ineffective to effective behavior. Staff can model the supportive, respectful behavior wanted to teach and roll with resistance in two valuable ways: by showing willingness to experience staff's own discomfort, and by not arguing, lecturing, or attempting to convince the participants. Finally, staff try not to express judgment or opinions about a participant's experience.

Thinking for Change

Thinking for a Change (T4C) is a 15 week program that meets 2-3 times/week for 1-2 hours for 25 sessions. The length of the class will depend on how many incarcerated individuals are in the class. For each class, the instructors will teach a new skill. They will then model the skill for the incarcerated individuals. Then, each incarcerated individual must successfully role play the new skill.

There are 3 components to T4C: Cognitive self-change, social skills, and problem solving skills. The program is based around the idea that thinking controls behavior. It assists the incarcerated individuals in learning to pay attention to their thoughts and be able to identify the risks associated with those thoughts. They then learn and practice skills to develop new thinking that will result in less risky behavior. The curriculum also offers the opportunity for aftercare classes, if desired.

We had 14 incarcerated individuals complete T4C this year who will benefit from T4C by:

- Setting realistic goals and learning how to solve problems (e.g., engaging in more social activities; learning how to be assertive)
- Learning how to manage stress and anxiety (e.g., learning relaxation techniques such as deep breathing, coping, self-talk such as "I've done this before, just take deep breaths," and distractions)
- Identifying situations that are often avoided and gradually approaching feared situations
- Identifying and engaging in enjoyable activities such as hobbies, social activities and exercise
- Identifying and challenging negative thoughts (e.g., "Things never work out for me")
- Keeping track of feelings, thoughts and behaviors to become aware of symptoms and to make it easier to change thoughts and behaviors.

COGNITIVE BEHAVIORAL INTERVENTIONS FOR SUBSTANCE ABUSE

Cognitive Behavioral Interventions for Substance Abuse is a curriculum designed for individuals who are moderate to high need in the area of substance abuse. The University of Cincinnati Corrections Institute (UCCI) developed this curriculum; therefore, it refers frequently to the legal effects of substance abuse and is well suited for a criminal justice

population. The group is co-facilitated and meets for 4 hours a week for 16 weeks. During FY18, we had 85 incarcerated individuals complete this treatment class. This curriculum can be delivered as a stand-alone substance abuse intervention or incorporated into larger programs, particularly those designed for clients in the corrections systems. As the name of the curriculum suggests, this intervention relies on a cognitive-behavioral approach to teach participants strategies for avoiding substance abuse. The program places heavy emphasis on skill-building activities to assist with cognitive, social, emotional, and coping skills development.

LIFE SKILLS: A REENTRY PROGRAM

This 12 week class incorporates informational reading, interactive writing, an introductory course in Computer Keyboarding/ Microsoft Office, and weekly guest speakers with pertinent information for the incarcerated individual approaching reentry. During FY18, we had 18 complete this course.

Topics Include:

Microsoft Office

- Word
- Excel
- Publisher
- PowerPoint
- Resumes
- Cover Letters

Goal Setting

Communications

Attitude

Work Readiness and Retention

Budgeting

Career Exploration

Family and Community Reunification

Education

Newton Correctional Facility partners with DMACC (Des Moines Area Community College) to provide HiSet classes in reading, mathematics and writing daily. We also offer Literacy classes and special education for the incarcerated individuals that are assessed and need them.

During the fiscal year July 2017 through June 2018 we had 12 incarcerated individuals complete their HiSet.

We also offer Life Skills classes at NCF and CRC. We had 16 incarcerated individuals complete during this fiscal year.

During this fiscal year, Newton saw a decrease in education services provided due to staffing.

Apprenticeship Training

Between July 2017 and June 2018, Newton had 35 registered apprentices, with 3 completing in that time frame.

Incarcerated individuals that participated in the following apprenticeship programs are listed.

Electrician: 2

Welder: 2

Cook: 5

Materials Coordinator: 8

Landscape Technician: 5

Below is a list of the current apprenticeship programs currently going on at NCF, the necessary hours and related instruction hours required to successfully complete the program:

Baker – 6000 hours of OJT (3yrs) and 438 hours of related instruction (books and testing)

- Cleaning & greasing pans; care of machinery, cleaning utensils and room; personal cleanliness
- Handling, racking, filling, icing – doughnuts, bread, cakes and cookies
- Mixing, making up, punching and picking out dough and handling dough
- Rounding up bread and rolls; making up bread, rolls etc., drop out cupcakes; help make pastry dough
- Dough room control; formula balance, temperature and times for baking

Cook – 4000 hours of OJT (2yrs) and 348 hours of related instruction (books and testing)

- Vegetable prep (cooked)
- Meat preparation (for cooking)
- Cooking (meats and vegetables)
- Making soups, gravies and sauces
- Making salads
- Baking
- Serving

Electrician – 8000 hours of OJT (4yrs) and 635 hours of related instruction (books and testing)

- Wiring

- Control Equipment
- Fixture Work
- Lighting
- Assembly
- Installation
- Electric Motors
- General Maintenance
- Hanging fixtures and appliances
- Electronic Control and Equipment
- Instrumentation
- Electrical Safety

Landscape Technician – 2000 hours of OJT (1yr) and 170 hours of related instruction (books and testing)

- Organize equipment, tools and materials for maintenance projects.
- Maintain (sharpen and minor adjustments) tools, equipment, check and advise vehicle maintenance.
- Mow, edge and rim turf areas using tools and equipment safely.
- Weed, rake and cultivate, shrub, groundcover, and turf areas using tools safely.
- Plant, cultivate, maintain flowerbeds and potted plants using tools safely.
- Prune shrubs and trees (below 30 feet) using tools and safety equipment.
- Stake, guywire and adjust hose ties, etc., to prevent girdling.
- Apply fertilizers as directed.
- Apply specific herbicides, insecticides, and fungicides as directed using tools and equipment safely.
- Apply rodent baits and traps as directed.

Material Coordinator – 4000 hours of OJT (2yr) and 325 hours of related instruction (books and testing)

- Safety, identification of hazardous conditions care & use of material handling equipment
- Inventory management & record keeping
- Material acquisition, purchasing, pickup & delivery

Welder – 6000 hours of OJT (3yrs) and 450 hours of related instruction (books and testing)

- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Submerged Arc Welding
- Gas Tungsten Arc Welding
- Oxygen Acetylene cutting and Welding

Transportation/Distribution/Logistics Training at Iowa Correctional Release Center

Course Description

Seven week comprehensive training for warehousing and logistics careers provided by Central Iowa Works and DMACC. Students will learn about the global supply chain basics, logistic environments, safety principles, material handling and equipment operation, hazmat materials, quality control, product receiving, storage, packaging and shipment, inventory control, transportation modes, dispatch and tracking.

Individuals who complete the course will earn two certificates: Certified Logistics Associate and Certified Logistics Technician and receive four postsecondary academic credits.

We had 14 incarcerated individuals complete the TDL program this year. These II will have the chance to find employment opportunities such as forklift operator, order filler, stocker, materials handler, production worker, shipping and receiving clerk, assembly worker, dock worker, distribution worker, inventory clerk and many more.

Newton Correctional Facility is partnering with Hy Vee and hopes that the II re-entering the community that have completed the TDL program will seek employment with Hy-Vee. Timbo Sailu from Hy-Vee came to NCF to speak to the II about employment opportunities with the company. Incarcerated individuals got the opportunity to hear his story about how hard work and perseverance pays off. Hy-Vee's Timbo Sailu states "these are the skills that Hy-Vee is looking for in an employee and will increase the incarcerated individuals starting level of pay".

CONSTRUCTION CLASS

Fifteen students completed DMACC's Construction Prep non-credit certificate training program in the spring of 2018. The class met two evenings a week from March 19 until May 7. This training program provides students with the skills necessary to start an entry level position in the areas of general construction, safety and road construction. Students earned a DMACC certificate as well as industry recognized OSHA and flagger certifications.

Courses within the certificate included:

- Shop Math MATH500
- Construction Core BLDG523
- OSHA 10 hour General Construction SAFE949
- DOT Work Zone Safety/Iowa Flagger Certificate

Career support from the Goodwill Career Connection Center was also provided to the class. Career Counselors from Goodwill equipped the students with skills and strategies for resume writing, interviewing and job searching.

Grinnell College Classes

Grinnell College works with the Newton Correctional Facility to offer classes for the incarcerated individuals.

In the college credit program, they offered the following classes:

Summer 2017: 5 classes worth a total of 8 credits.

- "Basic Principles of Writing"(1 credit)
- "Creative Writing: Poetry" (2 credits)
- "Foundations of Music" (2 credits)
- "Dr. Syntax Workshop" (2 credits)
- "Introduction to Reading Lab" (1 credit)

Fall 2017: 1 class worth a total of 4 credits.

- "German Literature in Translation" (4 credits)

Spring 2018: 6 classes worth a total of 13 credits.

- "Introduction to Reading Lab I" (1 credit)
- "Introduction to Reading Lab II" (1 credit)
- "Modern Architecture and Globalization" (4 credits)
- "Leadership, Justice, Crisis, and Liberation" (4 credits)
- "Basic Principles of Writing" (1 credit)
- "Iowa Progressive Era Reform" (2 credits)

In the non-accredited, student-led volunteer program, they offered the following classes:

- Religion in Contemporary America
- Great Debates in History
- Political Theory
- Social Psychology
- Novels, Short Stories, and Plays
- Introduction to History: The Salem Witch Trials
- Mathematics Games and Puzzles
- Editing Our Future: The Ethics of Genetic Modification
- Solutions to Terrorism
- Neuroscience

Grinnell College volunteers also offered four sections of a math tutoring program.

NCF Financial Report

		Department Revised Budget	Year to Date Actuals	Projected Remaining Revenue / Expense	Projected Total	Total Projected Percentage
FTE Positions						
	Correctional Officer	140				
	Total Staffing	258				
Resources Available						
04B	Balance Brought Forward - Drug Forfeiture	-	-	-	-	---
04B	Balance Brought Forward - Local Funds	-	-	-	-	---
04B	Balance Brought Forward - General Fund	-	-	-	-	---
05A	Appropriation	28,061,220	28,061,220.00	-	28,061,220.00	100.00%
---	Appropriation Transfer	-	-	-	-	---
05L	Legislative Adjustments	-	(253,025.00)		(253,025.00)	---
201R	Federal Support	-	-	-	-	---
202R	Local Governments	-	-	-	-	---
204R	Intra State Receipts	3	-	-	-	0.00%
205R	Reimbursement from Other Agencies	1	-	-	-	0.00%
234R	Transfers - Other Agencies	-	-	-	-	---
301R	Interest	-	-	-	-	---
401R	Fees, Licenses & Permits	50,000	84,865.98		84,865.98	169.73%
401R	Enrollment / Supervision Fees	-	-	-	-	---
401R	Sex Offender Fees	-	-	-	-	---
401R	IDAP / BEP Fees	-	-	-	-	---
401R	Other Client / Group Fees	-	-	-	-	---
402R	Tuition & Fees	-	-	-	-	---
501R	Refunds & Reimbursements	20,000	43,503.76		43,503.76	217.52%
501R	State Offender Rent	-	-	-	-	---
501R	Federal Bed Rent	-	-	-	-	---
501R	Federal UA Contract Reimbursements	-	-	-	-	---
602R	Sale of Equipment & Salvage	-	-	-	-	---
603R	Rents & Leases	-	-	-	-	---
604R	Agricultural Sales	-	-	-	-	---
606R	Other Sales & Services	-	-	-	-	---
701R	Unearned Receipts	-	-	-	-	---
704R	Miscellaneous	-	-	-	-	---

Total Resources Available28,131,22427,936,565

-

27,936,565

99.31%

Funds Expended and Encumbered

101	Personal Services-Salaries	23,031,654	21,549,658.64	-	21,549,658.64	93.57%
					-	
202	Personal Travel (In State)	2,953	3,192.03		3,192.03	108.09%
203	State Vehicle Operation	85,000	64,612.46	-	64,612.46	76.01%
204	Depreciation	1	58,247.00		58,247.00	5824700.00%
205	Personal Travel (Out of State)	2,251	3,231.99	-	3,231.99	143.58%
301	Office Supplies	12,911	17,863.21	-	17,863.21	138.36%
302	Facility Maintenance Supplies	75,900	263,904.33	-	263,904.33	347.70%
303	Equipment Maintenance Supplies	76,000	155,395.58	-	155,395.58	204.47%
304	Professional & Scientific Supplies	67,300	187,080.94	-	187,080.94	277.98%
306	Housing & Subsistence Supplies	430,000	552,903.24	-	552,903.24	128.58%
307	Ag,Conservation & Horticulture Supply	7,000	11,442.55		11,442.55	163.47%
308	Other Supplies	10,576	15,256.07	-	15,256.07	144.25%
309	Printing & Binding	-	-	-	-	---
310	Drugs & Biologicals	-	-	-	-	---
311	Food	1,550,602	1,510,966.24	-	1,510,966.24	97.44%
312	Uniforms & Related Items	124,500	215,822.63		215,822.63	173.35%
313	Postage	-	-	-	-	---
401	Communications	45,000	62,293.84	-	62,293.84	138.43%
402	Rentals	1,201	5,155.90	-	5,155.90	429.30%
403	Utilities	1,131,524	1,098,414.80		1,098,414.80	97.07%
405	Professional & Scientific Services	263,601	497,015.11	-	497,015.11	188.55%
406	Outside Services	144,411	201,171.41	-	201,171.41	139.30%
407	Intra-State Transfers	-	-	-	-	---
408	Advertising & Publicity	100	5,993.12	-	5,993.12	5993.12%
409	Outside Repairs/Service	159,826	188,624.34	-	188,624.34	118.02%
412	Auditor of State Reimbursements	-	-	-	-	---
414	Reimbursement to Other Agencies	373,666	389,694.90	-	389,694.90	104.29%
416	ITD Reimbursements	80,096	81,922.04	-	81,922.04	102.28%
417	Worker's Compensation	-	-	-	-	---
418	IT Outside Services	-	-	-	-	---
433	Transfers - Auditor of State	-	-	-	-	---
434	Transfers - Other Agencies Services	602	2,944.72	-	2,944.72	489.16%
501	Equipment	16,001	206,218.92		206,218.92	1288.79%
502	Office Equipment	-	-	-	-	---

503	Equipment - Non-Inventory	12,000	51,398.32	-	51,398.32	428.32%
510	IT Equipment	70,667	89,086.36	-	89,086.36	126.07%
601	Claims	-	-	-	-	---
602	Other Expense & Obligations	355,351	446,770.24		446,770.24	125.73%
701	Licenses	530	55.00	-	55.00	10.38%
702	Fees	-	-	-	-	---
705	Refunds-Other-Misc Receipts offset to expenses	-	-	-	-	---
901	Capitals	-	-	-	-	---
Support Totals		<u>5,099,570</u>	<u>6,386,677</u>	<u>-</u>	<u>6,386,677</u>	
---	Balance Carry Forward - Drug Forfeiture	-	-	-	-	---
---	Balance Carry Forward - Local Funds	-	-	-	-	---
---	Balance Carry Forward - General Fund	-	-	114.41	114.41	---
---	Reversion	-	-	114.40	114.40	---
Total		<u><u>28,131,224</u></u>	<u><u>27,936,336</u></u>	<u><u>229</u></u>	<u><u>27,936,565</u></u>	99.31%
Ending Balance					<u><u>-</u></u>	
		-			-	

****Newton Correctional Facility had the lowest Prison Average Daily Cost in Fiscal Year 2018 at \$58.73 while maintaining the highest Average Daily Population of 1303****

NCF/CRC GRIEVANCES FY18

<u>Type of Grievance</u>	<u>NCF</u>	<u>CRC</u>
Activities	4	0
Canteen	7	6
Discrimination	2	0
Facility Conditions	54	10
Fees	7	3
Food	37	4
Legal	11	4
Mail	37	3
Medical - Care	72	22
Medical - Copay	15	1
Medical Dental	4	0
Money	14	2
Non-Grievable (Formal Process Exists)	107	7
Incarcerated individual Behavior/Action	9	0
Phone	3	0
Policy	20	2
PREA	1	0
Privileges	120	7
Property Damaged	9	0
Property Lost	77	7
Records	1	0
Religious	1	0
Safety	2	0
Sanitation	2	0
School	0	0
Staff Behavior/Action	152	14
Staff Racial Issue	0	0
TOTAL GRIEVANCES	768	92

HEALTH SERVICES

We have a dedicated team of nurses, physicians, and dental assistant that are dedicated to provide quality care to the incarcerated individual population at both NCF and CRC. The team includes 13 nurses, a full-time dentist and physician, a dental assistant, and a part-time optometrist.

	NCF	CRC
PHYSICIAN ENCOUNTERS	6330	789
NURSE ENCOUNTERS	12,043	2,440
INTAKE SCREENING (PRH)	625	
PSYCHOLOGIST	9791	1571
DENTAL ENCOUNTERS	2675	486
OPTOMETRY ENCOUNTERS	1042	
OFF-SITE APPOINTMENTS	774	121
X-RAYS	214	22
LABS	2420	420
TOTALS:	35,914	5849
GRAND TOTAL:	41,763	



OFF GROUNDS WORK

During the 2018 fiscal year our incarcerated individuals have had the opportunity to seek private sector employment at Quantum Plastics in Victor, Iowa. Quantum Plastics does plastic injection molding. While working at QP, they are able to earn a better salary and gain work skills with the opportunity to be in a much better position upon release. One of the many benefits of working private sector is that they have the chance to start paying off their restitution, child support, fines, or other court associated fees. Many are also able to help their families by sending money home to them. PDM Precast in Des Moines began the process to become a private sector option for our incarcerated individuals. PDM manufactures precast concrete walls.

While the private sector aspect allows the workers to seek employment, the incarcerated individuals also get the opportunity to give back and help the community. The Salvation Army does a meal give away each Thanksgiving and Christmas. We send a special crew out to assist with boxing, loading, and unloading the food for these events. The guys have truly seemed to enjoy helping the community. We also have men that work at the Jasper County Animal Rescue League and for Newton Streets department.

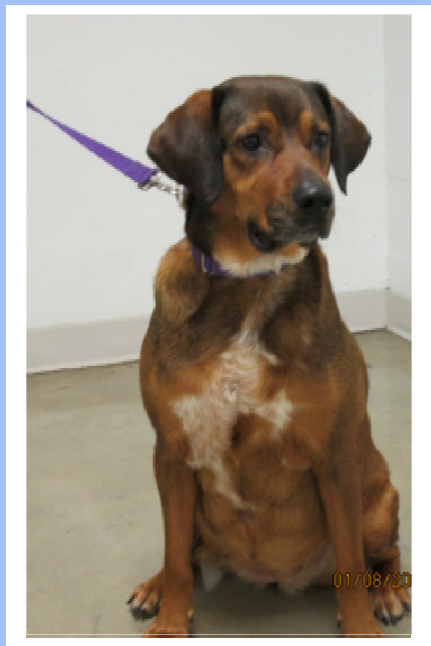
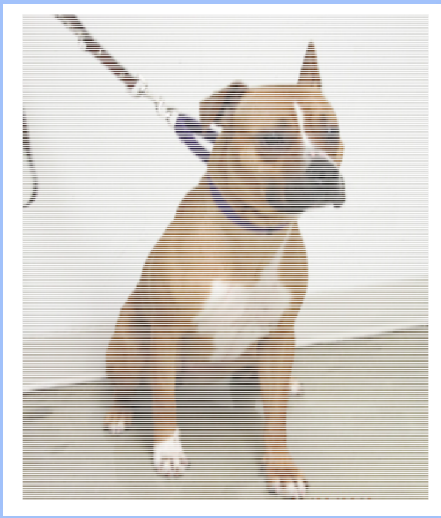
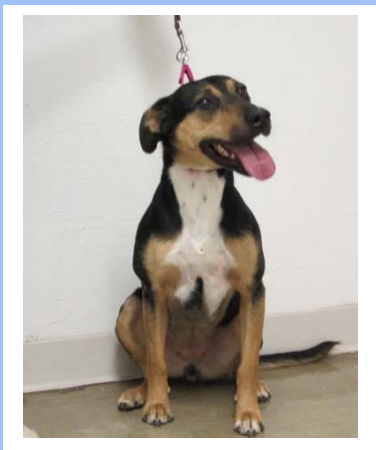
Through IPI (Iowa Prison Industries) they have work opportunities as well in the community and on site. Some of the work sites include Rock Creek State Park, Terrace Hill, IPI Surplus, IPI Farms and IPI Canteen.

CRC DOG PROGRAMS

The Correctional Release Center established its dog programs in 2009 with the Jasper County Animal Rescue League and Leader Dog. The Puppy Jake Foundation has since replaced the Leader Dog Program at the Correctional Release Center.

The Puppy Jake Foundation is a nonprofit organization dedicated to helping military veterans through the assistance of well bred, socialized and professionally trained service dogs. The puppies arrive at about two months of age and begin the training with one of our Incarcerated Individuals. They usually remain in our program from 18-24 months. Each Puppy Jake Foundation service dog then receives socialization, behavior training and instruction from his trainer. The puppies may leave the facility for a period of time and stay with foster handlers in the community who will socialize the puppies in public places and public transportation. The Foundation may also bring dogs back to the facility for some behavior issues that need addressed. The Puppy Jake Foundation has been at the Correctional Release Center since 2015. In 2018 we had twelve Puppy Jake dogs go through the program.

Pups on Parole is a partnership between the Jasper County Animal Rescue League and the Newton Correctional Facility/Correctional Release Center. Incarcerated Individuals initially volunteer to be in the program and work with the dogs in the program. After a period of training and showing a desire to work with the dogs, an Incarcerated Individual may be offered a position as a Dog Handler. At that time he will be assigned a dog in which he accepts responsibility for. Our Dog Handlers and Voluntary Handlers provide obedience training for the dogs in our program. The dogs are usually in training for approximately 60 days and are either adopted out or returned to the Jasper County Animal Rescue League. In 2018, 46 six dogs completed the program of which 42 have been adopted.



NCF DIETARY

The Dietary Services Department at NCF is staffed by a Food Service Director III and 11 Correctional Food Service Coordinators. Staff oversee all aspects of the food service operation including the security of the Dietary Dept. The Dietary Department prides itself on not just teaching incarcerated individuals how to work in a Dietary Department but how to work and what it takes to maintain employment once they leave this facility. We are helping to achieve the DOC's mission in this way.

We started gardening inside the fences at NCF this year. That is new to this facility as it had always been done at CRC in the past. We grew cabbage in the NCF GP garden and the Special Needs garden in 2017. In 2018 we are growing cabbage, green peppers, radishes, and onions in the NCF GP garden. The Special Needs garden incarcerated individuals will be in charge of growing green peppers, green onions and radishes.

A challenge that we had during the fiscal year was the loss of a Correctional Food Services Coordinator position. Not only do the Coordinators oversee the preparation of the meals for the NCF Facility inside the fence but also deliver meals to the CRC facility. Losing the position challenged us to become more efficient. The Dietary Team pulled together and came up with ideas and suggestions that have improved our service. We have gone to a hot weekend breakfast and cold sack supper. This allowed for the department to go from what is typically a 14 hour day down to an 8 hour day two days per week. This would not have been possible without the help of Security and Health Services.

1,491,919 meals were served in FY18 for an average food cost of \$1.00 per tray. The supply cost was an average of \$.09 per tray and the labor cost was \$.81 per tray. The total is \$1.90 per tray.

We have received many positive comments about the food that has been served this past year. A comment that really stands out to us came from an Incarcerated Individual that came to the FSD's office in January and stated, "I wanted to stop by and let you know that the Christmas meal served this year was the best I have had in 54 years."

Financial, quality, and satisfaction with the food at NCF can be attributed to the successful leadership and management of opportunity buys and the creative thinking and utilization of such with-in the Dietary department.



Personnel

The Newton Correctional Facility Personnel department focused on filling security, treatment and other administrative positions that were needed to align with the transition of the Sex Offender Treatment Program from Mt. Pleasant Correctional Facility to Newton. With 266 budgeted FTE's, the Personnel department facilitated the filling of twenty-five vacancies throughout the year.

WAREHOUSE

The Newton Correctional Facility warehouse is a large central warehouse that supplies the facility with food, maintenance supply, incarcerated individual clothing, chemicals and other necessities. All incoming freight is processed through the warehouse.

The warehouse provides many opportunities for incarcerated individuals to build work and pro social skills prior to leaving prison and successfully reentering society. Among the individual skill sets are *Inventory Management, Safe Food Handling, Supply & Freight Issue, Storage Regulations, Warehouse Safety, Warehouse Equipment Operation, Purchasing & Receiving, and Warehouse Operations* (as a whole).

The DOC approved Forklift Training Program is included in the warehouse training program for incarcerated individuals. Incarcerated individuals working in the warehouse must complete the training. Certificates are issued to incarcerated individuals to add to their work skill portfolios.

BUILDING SERVICES

The Building Services department manages the institution's housekeeping processes throughout the support buildings and provides assistance to the living units with their incarcerated individual work crews. Building Services Coordinators manage the process of all trash and paper, metal and plastic recyclables. Coordinators also oversee the laundering, repairing, storing and issuing of all incarcerated individual clothing. In the past year, over 20,000 loads of clothing were laundered in the industrial capacity laundry machines. That number of loads equates to approximately 2,000,000 pounds of clothing.

Incarcerated individuals have opportunities to build work skills working in the building services department. Among the critical skill sets are *Floor maintenance, Waste & Recycling Management, Commercial Laundry Operations, Sewing & Tailoring, Equipment Operation, Bio-Hazard Cleanup, Chemical Handling & Safety, and Housekeeping/Janitorial Processes*.



MAINTENANCE

There's never a dull moment in the NCF Maintenance Department! FY18 brought many changes inside the institution, not to mention the change of leadership. Ed Hicks retired after 35 years of being with Corrections. Mike Philby became the new Plant Operations Manager at the end of FY18.

- High Mast lighting upgrade to high output LEDs at NCF. LED lighting updates to parking lot and entryway to CRC.
- Repairs to Four domestic waterlines that had been leaking at CRC for some time.
- Replacement of the main back flow preventer at CRC.
- Installation of new commercial walk in freezer in Warehouse.
- Installation of 3 new Reznor hanging heaters in Warehouse.
- Re-roofed all the Maintenance buildings, Training center, ILU house, and Warden's house.
- Made repairs to all flat roofs at NCF and CRC.
- Construction of new Sallyport at the ILU house.
- Re-built Sallyport gates and installed new gate closers at NCF Sallyport.
- Completed addition of maintenance cage at NCF.
- Exhaust fan and controls installed in metal shop.
- Completed tube bundle reconditioning project on all living units.
- O-mail/off-net computer project complete.
- ILU Basement clean up/update.
- Dish room remodel/upgrade at CRC.
- Update of VFD and contactors for chiller units at powerplant.
- Added electrical infrastructure at CRC for pizza ovens/microwaves.

- Installed new ice makers and dispensers at NCF/CRC.
- Constructed new dispensary for efficient/secure distribution of medicine.
- Installed new Onan/Cummins transfer switch for Emergency power at CRC. Also replaced all starting batteries for emergency generators at NCF/CRC.
- New weight yard and equipment at NCF as well as construction of handball wall.
- Addition of laundry machines, new freezer, and ice machine, in Bravo unit.



NEWTON HOSTAGE NEGOTIATION TEAM (HNT)

The HNT team consists of Ernie Galbreath, Robert Hazen, Eddie Jones, Martie Larsen, Joseph Mayhew, Amy Montano, Eric Waller, and Matthew Youngkin. The team also includes Assistant Team Leader Scott VerSteeg and Team Leader Joe Kent.

Every month the team is allotted eight hours to train on negotiating tactics and utilizing specialized equipment. The team also takes part in certification training through the Midwest Counterdrug Training Center. Team members also train on a variety of topics in an effort to keep them well versed on the many different types of scenarios they might encounter.

NCF sends six of its HNT members to compete in a state competition which hosts elite teams from around the state. The 2017 competition was held in late September at Principal Park and saw NCF taking third place out of a field of 16 teams.



NEWTON CERT

In FY18 our CERT team consisted of nine members. Captain Kirbach was the CERT commander with seven CERT officers and one K9 handler. The team sent two, three person teams to the 2017 CERT challenge.

In January of 2018 we started the process of adding more members to the team. Our goal was to acquire enough good members to have two full squads. We look forward to the increase in members and development of the team during the next year.



SVSS

STAFF VICTIMIZATION & SUPPORT SERVICES (SVSS)

PURPOSE - to provide to assistance employees and their families in the event of a traumatic incident. Along with providing assistance and interventions to employees and their families during and after times of personal crisis, to include a major emergency.

Basically we provide a listening ear, provide contact resources for assistance, and can assist in providing assistance when you have a need in life.

SVSS Team Members were Justin Barry, Steve Castaneda, Sgt. Brenda Edmunds, Jereomy Faircloth, Seth Franke, Danielle Golden, Christan Maddison, Shelly Seitz, Elizabeth Hopkins, Jerry McKim, Brian Pfeifer, William Scofield, Scott Warnick & Morgan Vincent.



ALJ Information

Administrative Law Judge (ALJ) Kristian Anderson conducts in-person hearings on major disciplinary reports at NCF. During the first half of FY 2018, ALJ Anderson also regularly conducted major report hearings via video for the North Central Correctional Facility (NCCF). In the second half of FY 2018, he started performing the time loss review from major reports at the various community based corrections (CBC) sites around the State. In addition, ALJ Anderson conducts SOTP hearings for incarcerated individuals who are classified to take SOTP and who are terminated from the SOTP program. ALJ Anderson is the senior ALJ in the Department.

During FY 2018, ALJ Anderson conducted 1,560 major report hearings at NCF. He also conducted 79 disciplinary hearings at NCCF via the Telejustice video system. He completed 61 SOTP hearing decisions and did 565 earned time reviews for CBC disciplinary reports.



ACTIVITIES DEPARTMENT

The Activity Department, currently made up of four Activity Specialists, oversee a wide range of activities and events offered to the general population. The activities offered create many opportunities for incarcerated individuals to exercise, compete, learn and work together. The Activity Specialists work together to plan, organize and implement a variety of activities and events for both the medium and minimum security sites. Our goal is to promote pro-social behavior, through activity, to help reduce or eliminate future victimization.

The activities department offers opportunities for incarcerated individuals to participate in sports leagues throughout the year. These leagues are offered for basketball, soccer, flag football, volleyball and softball. Because much of the population has not participated in league play, the leagues offer a great opportunity for individuals to learn to work together as a team and to take pride in accomplishments. Before playing in a league,

incarcerated individuals are required to sign a contract that outlines good sportsmanship and expectations during league play.

CRC now has a pizza and ice cream window that is open for the population during the week and a similar option is under construction on the NCF yard that should open mid 2019.

Approximately 500 TVs are rented out each month, oversight of a 12,000 square foot weight yard and completion of 225 haircuts per week also happen under the guidance of the activities department.

Our Activities Specialists also serve on various teams and committees that include; Staff Victimization and Support Services, Staff Events and Wellness, HNT and CERT.

In addition to the activities listed above, the activities department also oversees the following programs at the facility.

- Art Permits
- Storybook Program
- Bingo
- Religious Activities and Feasts
- Yard Gardening
- Grinnell College Accredited and Non-Accredited Programs
- Personal Property Book Receiving and Tracking
- New Incarcerated individual Orientation Classes
- PREA orientation
- Library Services
- Debitek



Volunteers

Volunteers are an essential part of NCF's re-entry process as they make a measurable difference in the incarcerated individual's life. Volunteers offer a wide variety of skills that can assist incarcerated individuals to be productive members of society. They provide role modeling that we hope the incarcerated individuals will emulate. Often incarcerated individuals feel forgotten as they have alienated family and friends and our volunteers show them that they're still valued. They teach the incarcerated individuals better ways of coping with their life problems by helping them make better decisions, manage their anger and improve missing or underdeveloped life skills.

At NCF/CRC we have over 500 volunteers registered that deliver a variety of services to incarcerated individuals. One of the biggest volunteer events take place twice a year at both sites with Brothers in Blue and is a 4 day event serving up to 100 incarcerated individuals each time. We have concerts several times a year through our faith based volunteers. Volunteers also provide weekly AA/NA meeting at both sites.

We appreciate all of our volunteers and the time they take from their personal lives to make a difference in the lives of those incarcerated.

5 th Sunday Services – 4	AA – 21
Alpha – 14	Alternative Against Violence – 14
Apostolic – 5	Brothers In Blue – 30
Buddhist Group – 3	Catholic Group – 18
Celebrate Recovery – 3	Central College – 1
Central IA Family Planning – 1	Central IA Works – 1
Child Support Recovery Unit – 4	Children & Families of IA – 3
Crisis Intervention Services – 13	Community Bible Study – 4
Christians Serving Inmates – 4	DMACC – 23
Downtown Disciples – 1	Employee & Family Resources – 1
From the Heart Ministries – 5	Gideons – 5
Glorious Hope – 20	Goodwill – 1
Grace Without Borders – 11	Grinnell College – 183
Healthy Resources – 4	Heart Surrender – 2
Heartland AEA – 2	HOME, Inc. – 2
Individual Bible Study Groups – 12	Jehovah Witness – 2
Latter Day Saints – 12	Muslim – 1
NA – 6	New Life – 77
Plymouth Church Mentor – 2	Prison Fellowship – 3
Prison Impact – 3	Puppy Jake – 1
Spectrum Resources – 1	Storybook – 2
United Way – 1	Veteran's Group – 3
Victim Impact – 2	Victory Bible Group – 2
Vital Ministries – 5	West Union Church – 9
Western Gospel - 2	

NCF Housing Units

Living Unit A (LUA)

LUA Average Daily Population – 42

Staffing on LUA consists of Treatment Services Director Jeff Panknen and the following security staff across three shifts: 6am -2pm shift – two Correctional Officers, 2pm – 10pm shift – two correctional officers, and 10pm – 6am shift – two correctional officers.

LUA may house any of the following Privilege Levels: Administrative Segregation, Disciplinary Detention, TIP 1, Mental Health Observation, Suicide Self Injury Prevention, and Protective Custody. When necessary, LUA may house Parole Revocation Hold and/or TIP 4 incarcerated individuals waiting for bed space to become available on other units. Incarcerated individuals housed on LUA are restricted in the amount and type of items they may have in their cells to ensure their safety and security as well as that of the staff members who work on the unit. Incarcerated individuals are escorted any time they are out of their cell by staff, with some levels requiring the use of restraints. The unit has 48 single bed cells, along with one observation cell.



Living Unit B (LUB)

LUB Average Daily Population – 189

Staffing on LUB consists of Treatment Services Director Jeff Panknen, Correctional Counselors, Megan Guthrie, Victor Rigling and Chelsea Wilder, Psychologist Seth Franke and the following security staff across three shifts: 6am – 2pm shift – three officers, 2pm - 10pm shift – three officers, and 10pm – 6am shift – two officers.

LUB currently maintains the following Privilege Levels: Parole Revocation Hold, Safekeeper, Long Term Ambulatory, Mental Health Observation, Suicide Self Injury Prevention, TIP 4 incarcerated individuals waiting for bed space on the General Population units, TIP 3, 4 and 5 Special Needs incarcerated individuals. The main objective of LUB is the application of a Special Needs program for lower functioning incarcerated individuals needing to complete the Sex Offender Treatment Program. LUB currently uses 99 of the available 197 beds on the unit to house Special Needs incarcerated individuals, with all of those being on the right wing. The unit currently employs incarcerated individual mentors to help manage the population and provide positive role-modeling to help change negative incarcerated individual behavior. A fence between LUA and LUB

provides a separate yard space to be utilized by the Special Needs incarcerated individuals and their mentors, in the effort to reduce opportunities for the Special Needs to be victimized by General Population incarcerated individuals.

The staff on LUB utilizes the Social Learning Theory along with the Direct Supervision Model to promote Pro-Social Behavior.

Living Unit C (LUC)

LUC Average Daily Population - 239

LUC currently houses level 3 and level 4 incarcerated individuals. Those in level 3 status are there for approximately 30 days and are in this status for more severe behavior (fighting, sexual misconduct, smuggling, etc). Level 4 I/I's are in this status for at least 90 days and can progress up the level system with a job, in treatment, and positive behavior. The vast majority are here for SOTP with some hard to place I/I's and some who have been revoked to prison. Staffing includes newly promoted Treatment Services Director Craig Andrew, Correctional Counselors Castaneda, Kent, Watson, Kelley, and Frits. Kelley is relatively new with less than six months experience as a counselor and we have an additional counselor starting at the end of the month. The 6am-2pm and 2pm - 10pm shift is usually manned with three officers, but at times is ran with two. The 10pm - 6am shift is usually ran with two officers, but at times ran with one. Two of the LUC counselors currently teach SOTP, three of them are case managers and have a much higher case load, and one is coming off of extensive medical leave.



Living Unit D (LUD)

LUD Average Daily Population - 241

LUD currently houses level 4, 5, and (recently) 6 I/I's. Due to many I/I's qualifying for level 6 we decided to implement having level 6s on LUD and placing them on the LUE list to move once space is available. The level 4s are very few, we have approximately 130 level 5's, and around 93 level 6's waiting to move to LUE. Level 5's are in this status for at least 120 days and can advance by having a job, being in treatment, and maintaining positive behavior. Staffing includes newly promoted Treatment Services Director Craig Andrew, Correctional Counselors Hensley, Rivas, and Harding. Hensley and Rivas are at or under six months as a correctional counselor with one more new counselor starting at the end of the month. Counselors Rivas teaches both Spanish and English SOTP, and

Harding teaches SOTP. Hensley manages a much higher case load and does not teach treatment.

The biggest change to LUD is our level system with now having level 6 on the unit. These I/I's are allowed the same privileges as level 6 on LUE (more visiting time, late night, input on cellmates, and use of the microwave in the servery). LUD is also in the process of receiving 4 microwaves for the unit as a level 5 privileged as well.

Both units LUC and LUD have a combined four mentors who are available for staff use to help with I/I's who are having a bad day, displaying negative behavior, and act as a positive peer to other I/I's. We have hired mentors with various backgrounds, age range, that are bilingual, and have done so to attempt to have someone everyone can find a comfort-ability in speaking with. This program has had a positive impact on I/I's and been a huge benefit for staff.



Living Unit E (LUE)

LUE Average Daily Population – 241

Tip Level 6 (capacity 242 beds) Medium Custody

LUE houses the highest level incarcerated individuals which is level 6. They maintain this level by having a job, being in treatment and maintaining positive behavior. Level 6 privileges include longer visiting times, late night on the unit, longer times on the yard and use of microwaves in the server. Staffing includes Treat Services Director John Mays, 3 Correctional Counselors (with capacity for 1 more), One Psychologist on duty shared with CRC, 3 Correction Officers on 1st and 2nd shifts and 1 to 2 Officers on 3rd shift.

There is a major difference in Unit E from the rest of the units in that there are wooden keyed doors rather than metal cell doors and the incarcerated individuals living on this unit have their own key to their door. There are 2 man or 3 man rooms and the have communal restrooms and showers.

Correctional Release Center (CRC)

CRC Average Daily Population – 337

Minimum Live Out and Minimum Work Out Custody

CRC is a dormitory style housing unit consisting of 5 dorms and 2 man bunks with the majority of those equipped with power. There are communal restrooms and showers on each dorm and they have their own dining hall for meals. There are 2 day rooms available for recreation activities as well as a gymnasium and library. Incarcerated Individuals living here are preparing to release to communities, therefore, many of them work off-grounds in one capacity or another. They also sign up to volunteer with many projects including sandbagging, disaster clean-up or helping set-up and tear-down for large events in the surrounding communities.

Staffing includes Treatment Services Director John Mays along with 5 to 6 Correctional Officers on 1st and 2nd shifts and 4 Officers on 3rd shift. There are 3 Counselors with the capacity to add one more. There is an on-site Iowa Workforce Development Advisor to assist in re-entry which has been instrumental in helping those releasing find employment opportunities before they leave. CRC has one full time Activity Specialist and shares services with NCF in having Medical and Dental staff and DMACC Education instructors to name a few.



ILU (Independent living Unit Safe-keeper housing)

ILU Average Daily Population – 8

Safe-keeper (capacity 16 beds)

This housing unit consists of 4 rooms with capacity of 16 safe-keeper beds and is for those awaiting trial for civil commitment.

There is one Correctional Officer assigned to each of the 3 shifts and 1 Correctional Counselor who shares their time with CRC.

LEVEL SYSTEM:

Level 3

Housed on LUC
No weight dot
No participation in sports leagues
No job assignment
Commissary order limited to specific items
No pizza order or fund raisers
Visits - (1) 2hr visit per week
Yard time: 8:45-10:30 (lunch served at 10:30; not eligible for seconds)
On unit rec 6pm - 7pm
Minimum 30 days in status (based on behavior)

Level 4

Housed on LUC and LUD
Can have weight dot
Eligible for a job
Normal commissary limits
Pizza and fundraiser participation
Visits - (2) 2hr visits per week
Yard time - 7am - 10:45am and 12:30pm - 4:15pm
On Unit 6pm to lock down
Minimum 90 days in status (based on behavior)

Level 5

Same as above including:
Housed on LUD
Two man cell based on seniority and job or treatment assignment
Participate in cookouts 4 times a year
Visits - (3) 3hr visits per week
Yard time - 7am - 10:45am, 12:30 - 4:15pm, and 5:30 - 7:45pm
Minimum 120 days in status (based on behavior)
Microwave use once installed on unit

Level 6

Same as above including:
Housed on LUD and LUE (must move to LUE when name comes up on list)
Three man cell input
Late night until 12am for groups, games, and study
Late night 12am - 5am for quiet study, phone, and computer use
May create and share dips after 6pm - 11:45pm
Frozen items (ice cream, etc. from vending machine)
Grill purchased meat option three times a year (including other 4 cookouts a year)
Visits may extend beyond 3 hours if space available
Yard time up until 8:45pm
Level 6 library only 7:45pm - 8:45pm

Kosovo Visitors

In October 2017, the Department of Corrections had the privilege of expanding our state's partnership with the nation of Kosovo – the only country to have a consulate office in Iowa.

Department and Institution leadership were happy to spend the better part of a week with the delegation. They led the Kosovo delegation through 3 of the prisons in Iowa, including NCF! They also toured the State Capitol and the courthouse and jail in Marion County.



MEALS FROM THE HEARTLAND

In March 2018, Newton Correctional Facility Staff, Incarcerated individuals and local volunteers donated their time to help make 50,000 meals for Meals from the Heartland.

A lot of planning went into this event starting off with raising a total of \$10,000. Half of the money was raised by Staff and Incarcerated individual fundraisers – the other half was donated by a local church.

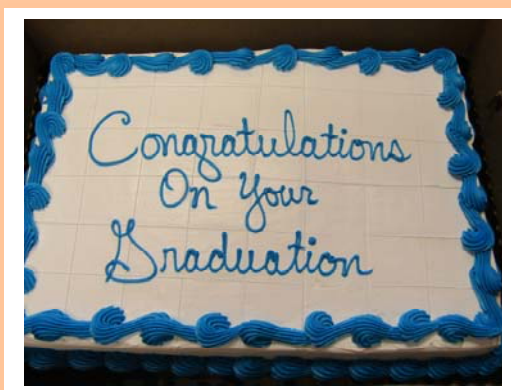
225 incarcerated individuals participated by signing up for shifts which ran from 7-11am. We had 30 Staff members assist as well as 8 community volunteers. 25,000 meals will be distributed in the Jasper County area, the other 25,000 will be distributed by Meals from the Heartland.

This event was such a hit with everyone that we are in the process of raising another \$10,000!



New Employee Training (NET)

For years, all new hires had to go off-site for their Academy training. Beginning in FY18 this all changed. Each institution is now doing the trainings on-site. This has been a great thing – not only do staff learn how to do the job where they will actually be working, but they meet a lot of co-workers in training! We're very pleased with this new process!



NCF SHOWING THE HOLIDAY SPIRIT

Incarcerated individuals and NCF Maintenance Trades Leaders from the NCF metal and wood shop are consistently creating amazing items throughout the year. NCF Staff Events Committee then hosts a silent auction of those items with proceeds going to a charity.

Each Fall, NCF hosts a Staff Chili Contest along with the Silent Auction. In 2016, NCF Staff Events Committee found a local Christmas charity that has been around for almost 30 years, called the St. Nick's Christmas Club of Jasper County. Volunteers from the community work all year fundraising to provide Christmas for hundreds of children who call Newton and Jasper County home. Annually, the group of volunteers serve 600 or more children, ensuring each child receives toys and clothing, along with a box of food for each child's family. Last year we were able to give this charity a check for a little over \$1000 from our Staff and their generous bids!!

We were able to get to know some of the members from the Christmas Club and were honored they accepted our invitation to be our 2017 Chili Contest judges! Not only donating money this year, we are very excited to go one step further with this wonderful charity, actually working as "Santa's Elves"! Bringing in a little over \$1300, we were able to adopt 13 local children/teens from the adoption book. Staff have volunteered to go out and brave the holiday crowds to purchase items from each adoption wish list.

We are excited to see what next year will bring!



Staff Potato Bar

A great time was had by all who took part in the annual Potato Bar at the Newton Correctional Facility. This time Valentine's Day was chosen as the date and a Dessert contest was added. We were excited that Cord Overton was able to join us and participate as a Judge along with Deputy Warden Jeremy Larson and Security Director Scott Miller.



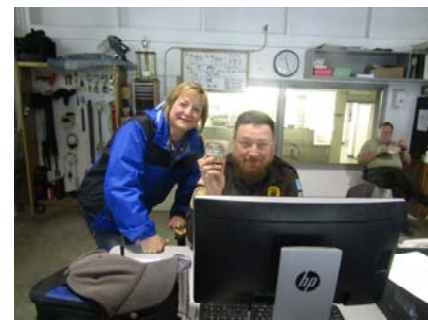
Law Enforcement Torch Run For Special Olympics

Once again, Staff from NCF participated with the Newton PD, Jasper County Sheriff's Department and ICIW to run for Special Olympics. Participants and Athletes all enjoy the ceremony held at the Newton Courthouse!



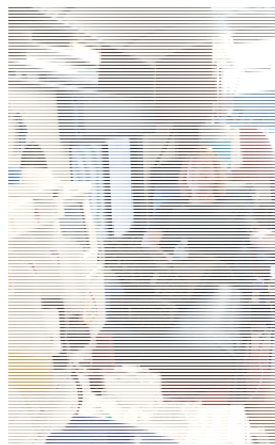
Correctional Workers' Week 2018

NCF Staff Events/Wellness Committee always line up a great week to celebrate Correctional Workers' Week! This year we enjoyed casual dress for a full week, Kettle Corn, Biscuits and Gravy, a wonderful cook-out with hamburgers, hot dogs and brat burgers, Walking Tacos and frozen custard from Culvers. We also have wonderful merchants in the area that donated items to be given out during the week. All Staff were able to come draw a number to see which "prize" it coordinated with to take home. It was greatly appreciated!



NCF Blood Drives

During FY18, NCF held 2 blood drives. We had 31 people registered with 28 of those able to donate which included 2 first time donors! There were 32 units collected meaning 96 lives were saved or sustained!!!



RETIREMENTS



Joey Kapayou, CO
27 Years



Kathy Kerr, EO1
18 Years



Sgt. Bruce Duff
37 Years



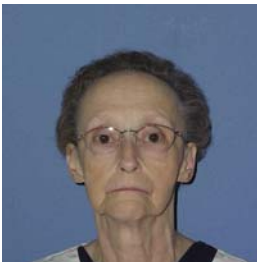
Dixie Carkhuff, RN
20 Years



Roger Claypool, CO
10 Years



Bob Luckett, CTL
14 Years



Mary Herrington, LPN
10 Years



Ed Hicks, POM
35 Years



Capt. Eric Kirbach
4 Years



Jerry Jones, CO
20 Years



Pete Sciarrotta, CO
28 Years



Jeff McKibben, PPE4
9 Years