

# 2020

## ANNUAL REPORT

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### FIFTH JUDICIAL DISTRICT



A MESSAGE FROM THE

# DISTRICT DIRECTOR

*Jerry L. Evans*



Fiscal year 2020 was certainly a year like no other. It's hard to put our operations into context because of the hardships many people around the world experienced as a result of COVID-19. Accordingly, the positive accomplishments outlined in this year's annual report in no way seek to minimize the casualties connected to this pandemic. With this understanding, I am pleased to present the fiscal year 2020 Annual Report for the Fifth Judicial District Department of Correctional Services.

In the fall of 2019, we held our annual strategic planning meeting. Our invited guests included Dr. Brian Lovins with Justice Systems Partners and Dr. Aimee Zarling with Iowa State University. Both of them laid the foundation for our FY2020 strategic goals. The first goal was to have staff view their roles more like coaches and less like referees. Research clearly shows that compliance-based approaches to behavioral change are not effective. Therefore, we began making changes like eliminating the level system at Ft. Des Moines and being more mindful about when and how to apply sanctions. The second goal was to get all probation officers trained in acceptance and commitment therapy. This curriculum was developed by Dr. Zarling and is showing promising results in changing destructive behavior and reducing recidivism. These two goals will remain a part of our strategic plan for the foreseeable future.

In early March of 2020, the District was forced to pivot as COVID-19 hit our state. We immediately identified staff safety as our number one priority and began operationalizing everything around how best to keep staff and the population we serve safe. We allowed staff, who were able, to begin teleworking. This necessitated the purchase of additional cell phones and laptops as well as increasing our bandwidth. Moreover, staff teleworking allowed us to reduce density and create social distancing for staff working on-site. To protect those entering our buildings, we secured personal protective equipment, thermometers and sanitation supplies. We also reduced the number of occupants in our residential facilities to create space for quarantine rooms.

The coordination that was required to realign the way services were delivered took enormous commitment by staff. The selflessness by so many paved the way for us to adapt and adjust to what became known as "our new normal." This pandemic affected everyone in different ways. There were staff, family members of staff and residents/clients that staff worked with that contracted the virus. Through it all, staff continued to look for ways to be effective in their roles. We recognized that if this pandemic was stressful for us, it likely was even more stressful for the population we served, many of whom live off limited resources. If there is such a thing as a silver lining, it is that this pandemic showed us what we could live without, what was important in our lives and what recognizing the humanity in others provided us as a society.

In closing, I would like to extend my thanks and gratitude to the Fifth DCS Board of Directors for their continued support and guidance in helping us achieve the mission of the District. In addition, I would like to recognize the support provided by DOC Central Office, the seven other Districts across the state, the Criminal Justice Coordinating Council and the numerous stakeholders we collaborate with regularly which helped make Iowa a leader in Community Based Corrections.

This report is submitted for filing with the Board of Supervisors of each county in the Fifth Judicial District per Iowa Code 905.4. This report documents activities of the Fifth Judicial District Department of Correctional Services from July 1, 2019 through June 30, 2020.

Respectfully Submitted,

Director, Fifth Judicial District  
Department of Correctional Services

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## MISSION

We Protect the Public, Employees, and Clients from Victimization and we seek to help transform clients into productive Iowa citizens

## BELIEFS

People can change; Clients can become stable, productive citizens and employees; Every person should be treated with dignity and respect; Our work efforts need to make people safer; Everyone must work as a team if we are to succeed

## VISION

An Iowa with No More Victims

# BOARD OF DIRECTORS

TO VIEW BOARD MEETING MINUTES, PLEASE GO TO:  
[HTTP://FIFTHDCS.COM/BOARDMEETINGMINUTES.CFM](http://fifthdcs.com/boardmeetingminutes.cfm)

**TOM HOCKENSMITH**  
 Chair — Polk County\*

**ROBERT BELL**  
 Decatur County

**KISHA JAHNER**  
 Marion County

**DAVID DOTTS**  
 Wayne County\*



**1000 WASHINGTON  
 DES MOINES, IA 50314  
 (515) 242-6604**

Administration/Human Resources  
 Sex Offender Unit  
 Mental Health Unit  
 Reduced Supervision Unit  
 Parole Unit



**910 WASHINGTON  
 DES MOINES, IA 50314  
 (515) 242-6680**

Probation Unit  
 Youthful Client Program  
 Presentence Investigation Unit  
 Support Services Center



**POLK COUNTY  
 CRIMINAL COURTS  
 110 6TH AVENUE  
 DES MOINES, IA 50309  
 (515) 515-286-3925**

Centralized Intake Unit



**POLK COUNTY JAIL  
 1985 NE 51<sup>ST</sup> PL  
 DES MOINES, IA 50314  
 (515) 875-5750**

Pretrial Services



**WOMEN'S RESIDENTIAL  
 FACILITY  
 1917 HICKMAN RD.  
 DES MOINES, IA 50314  
 (515) 242-6325**

Fresh Start Women's Center



**FORT DES MOINES  
 CORRECTIONAL FACILITY  
 65 GRUBER ST.  
 DES MOINES, IA 50315  
 (515) 242-6956**

Domestic Unit Honors Program  
 Drug Court Program  
 GPS Command Center



**FORT DES MOINES  
 RESIDENTIAL FACILITY  
 68/70 THAYER ST.  
 DES MOINES, IA 50315  
 (515) 242-6956**

OWI Work Release  
 Federal Probation/Parole



**KIM E. CHAPMAN**

Vice Chair — Dallas County\*

**STEVE SHELLEY**

Adair County

**SCOTT AKIN**

Adams County

**MARVIN MCCANN**

Clarke County\*

**MIKE DICKSON**

Guthrie County

**DENNY CARPENTER**

Jasper County

**DENNIS SMITH**

Lucas County

**DIANE FITCH**

Madison County

**LYLE MINNICK**

Ringgold County

**JERRY MURPHY**

Taylor County

**RICK FRIDAY**

Union County

**CRYSTAL MCINTYRE**

Warren County\*

**MICHAEL D. HUPPERT**

Chief Judge — Judicial Appointment

**VALLERY GRIFFIS**

Judicial Appointment

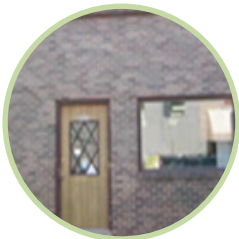
**CHEEKO CAMEL**

Citizen Appointment\*

**TERESA BOMHOFF**

Citizen Appointment\*

# OFFICE LOCATIONS



**ADEL OFFICE**  
905 MAIN ST.  
ADEL, IA 50003  
(515) 993-4632



**CHARITON OFFICE**  
P.O. BOX 368  
48559 HY-VEE ROAD  
CHARITON, IA 50049  
(641) 774-8112



**CRESTON OFFICE**  
119 N. ELM ST.  
CRESTON, IA 50801  
(641) 782-8556



**INDIANOLA OFFICE**  
112 E. SALEM  
INDIANOLA, IA 50125  
(515) 961-3095



**KNOXVILLE OFFICE**  
110 N. 1ST ST.  
KNOXVILLE, IA 50138  
(641) 842-6002



**NEWTON OFFICE**  
JASPER COUNTY ANNEX BLDG  
115 N. 2ND AVE E., SUITE J  
NEWTON, IA 50208  
(641) 792-1101



**OSCEOLA PROBATION/  
PAROLE OFFICE**  
100 S. FILLMORE  
OSCEOLA, IA 50213  
(641) 342-3344

\*Executive Committee

# HISTORY & OVERVIEW



The Fifth Judicial District Department of Correctional Services was developed in the early 1970s, and includes sixteen counties in south central Iowa.

Thirty years ago, the Fifth Judicial District looked a lot different than it does today. In 1988, it was commonly referred to as “the Des Moines Program” and it was the first Criminal Justice Project in the United States to be designated “exemplary” by the National Institute of Law enforcement and Criminal Justice. While the basic idea of community corrections was not new, the way in which the four Des Moines components were pulled together under a single administrative agency was. This agency 30 years ago, and still today, is the Fifth Judicial District Department of Correctional Services. Originally, only probation and residential services were provide. However, on July 1, 1984, the Code of Iowa placed parole services under the Fifth Judicial District.

Forty years ago, the Board of Directors was established with full representation by all sixteen counties within the district. There are also two citizen representatives, and judicial appointments that sit on the Board of Directors at the Fifth Judicial District. This is still the same today. Other programs that have been around for the past 30 years include Pretrial Release, where the purpose remains similar in that the goal is to assess a defendant’s likelihood to appear for future court hearings and not commit any new offenses while awaiting disposition of their case if they are released. Presentence Investigation reports, still used today, also have the same purpose as well, and they provide information which the Court uses to determine an appropriate disposition for defendants.

Thirty years ago, residential services included both men and women in different wings of the same building at Fort Des Moines.

Even though they had separate wings, the residents shared a common cafeteria. In addition, when parole was added in 1984, the Fifth CBC took over operating the Des Moines Work Release Center, located at 2020 Center Street, Des Moines. The 40 bed facility was originally known as the Riverview Release Center, and operated by the Iowa Department of Corrections. In 1998, the building was torn down due to the expansion of Martin Luther King Parkway, and the Fifth CBC purchased additional buildings at Fort Des Moines to accommodate the work release program.

Today, the men and women are housed at separate facilities across town from each other. The men are still located on the grounds of Fort Des Moines and have two wings that house 200 residents, as well as an Honors Unit in a separate building that houses 40 residents. The women are located at the Fresh Start Women’s Center. The biggest change over the last 40 years can be seen at the Fort Des Moines Facility. Not only were the residents moved to a different building on the grounds of Fort Des Moines in 1998, that was the last time the building received any major maintenance. This year, the Fort Des Moines Facility received a number of upgrades that were much needed and gave a new feel to the environment.

Thirty years ago, a total of 84,173 hours of community service was worked by clients. The minimum wage in 1988, was \$3.65, which represents a total of \$307,231 in services to the Fifth Judicial District. The charge per day at the Residential and OWI facility was \$5.00, whereas \$4.00 a day at the Des Moines Work Center. The \$1.00 difference was because the clients were not served meals at the Work Release facility.

# STRATEGIC PLAN

## FY 2020–FY 2022



Interestingly, on April 27, 1988, the Fifth CBC Board held their first discussion about the use of electronic monitoring to track clients. The EMS Program originated from a federal grant and the District began equipping clients with units at of the Des Moines Work Release Center. The former resident lounge was converted into an office for this purpose. It is also interesting to see how 30 years ago the Intensive Supervision (ISP) caseloads were becoming too large to provide meaningful supervision. Therefore, it was decided at the board meeting that these caseloads should not exceed 20 individuals per officer at any time. However, today with the changes in technology and ways to contact the clients, caseloads in this unit have up to 70 individuals.

Today the Fifth Judicial District has both the most populous county in the State (Polk) and the least populous county (Adams). The District funded by an appropriation from the Iowa Legislature as well as funds generated through fees paid by clients along with grants. The current total operating budget is approximately \$27 million, which includes approximately \$6 million of local revenues and grant funding. At fiscal year end, the Fifth Judicial District currently supervises approximately 8,700 adult clients, and is budgeted for 264.5 FTE staff.

The Fifth District operates offices in Adel, Chariton, Creston, Des Moines, Indianola, Knoxville, Osceola, and Newton. Hiring practices, technology, and improved delivery of services, have allowed the district to embrace the mission to “protect the public, employees, and clients from victimization and we seek to help transform clients into productive Iowa citizens”. The Fifth District has also partnered with local government and law enforcement agencies and has staff co-located in the following communities; Ankeny, Perry, Guthrie Center, Winterset, Greenfield, Corning, Mount Ayr, Bedford, West Des Moines, Pleasant Hill, and Urbandale, as well as the Polk County Jail and the Polk County Criminal Courts Building.

OBJECTIVE	DEFINITION	POTENTIAL METRICS
<b>Facilitate Positive Behavioral Change</b>	Transition from a compliance based case management approach (Referee style) to a facilitator of change approach (Coach style)	Metrics — Coaching Reviews, Client Feedback Surveys, Group Audits, Policy Updates
<b>Facilitate Evidence Based Rehabilitation</b>	Acceptance and Commitment Therapy principles will be the modality driving case management and treatment	Coordinated and recurring training of all staff on ACT principles. Metrics — Coaching Reviews, Group Audits
<b>Become a Trauma Informed District</b>	Become a Trauma Informed District by 2022	Coordinated and recurring training of all staff on Trauma Informed Care (TIC) principles. Metrics — Coaching Reviews, Group Audits, Client Feedback Surveys, Policies supporting TIC
<b>Protect the Public</b>	Improve officer accuracy in assessing client risk and needs, and provide the appropriate level of supervision and treatment based on client risk and needs; increase community presence	Recurring training on the IRR, DRAOR, and other District Risk and Needs Assessments, as well as the appropriate use of interventions associated with client risk and needs.
<b>Maintain Evidence Based Practices Throughout the District</b>	Continue to make decisions across the District with the support of empirical research and trend data	Metrics — Recurring trend data via Tableau or other analytic software, Coaching Reviews, Research on Risk and Needs Assessments



2020 SPOTLIGHT:

# A YEAR LIKE NO OTHER



A year like no other.....what else can we say about the year 2020? The COVID-19 pandemic effected the Fifth Judicial District Department of Correctional Services as it did the rest of the world. With social distancing and other requirements from the CDC, the Fifth had to adjust to how we could safely serve our clients. In March, the Fifth started mitigation efforts with Phase 1. This phase included the implementation of teleworking and taking temperatures upon entrance into all buildings for staff and clients. Staff began communicating with their clients via Zoom or Google Meet. Cell phones were also issued to staff to allow for better communication while they worked from home. Staff started texting and making phone calls, which quickly became the new way of utilizing technology. The Fifth transitioned into the "new normal" while still meeting the needs and contact standard of the clients we serve.

The new way that staff started their days in the buildings would be with a Clorox wipe and a bottle of disinfectant. Keeping the building clean and sanitized was a group effort and all staff played their part. Protocols and screening processes were issued at all buildings in an efforts to minimize exposure to COVID-19. These protocols helped staff feel safe when coming into the workplace; anywhere from the residential facility to 910 Washington. Masks were made mandatory in all Fifth District buildings for staff and clients in May 2020. This was another effort made to mitigate the transmission of the COVID-19 virus.

In July 2020, the Fifth District made strides into Phase 2 of our mitigation efforts. This phase included bringing more officers back into the buildings. Face-to-face meetings were being held outside with social distancing and masks required. This is the current phase the department is operating in and for the foreseeable future. The staff at the Fifth District has overcome and excelled in this year like no other!



The COVID-19 virus forced the world to quickly adapt as we navigated new guidelines, restrictions, and concern for health and safety. The necessity for change was instant and most of us had to re-examine how to move forward in almost every aspect of our lives. Every helping profession had to figure out how to continue helping, and we were no exception.

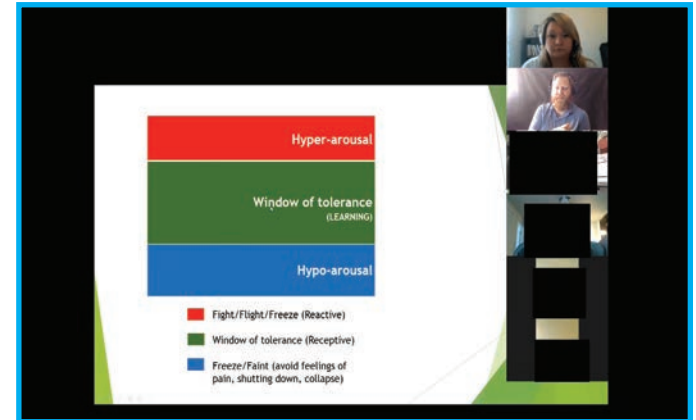
The Support Services Center (SSC) had to look at not only overhauling the delivery of services, but also adapting content to maintain efficacy, confidentiality, and safety on new platforms. SSC had over 500 clients in programming at the time the virus forced in-person groups to be suspended, and around 300 of those clients were court ordered to complete programming. Community Treatment Coordinators (CTCs) quickly went to work reviewing each client and placing them on a priority list based on discharge date, level of risk, and upcoming compliance hearings. CTCs then used this list to start completing one-on-one sessions over the phone in order to ensure we continued to provide access to programming services — especially when helping clients build resilience and coping skills was more important than ever. While these individual phone sessions were an immediate solution, they were not sustainable. SSC began looking at virtual platforms as an alternative to in-person sessions during the pandemic.

As SSC started researching best practices for virtual groups, it was clear it would not be as simple as creating a Zoom account and asking clients to attend. Technology can be very frustrating for some and we did not want to be the cause of increased tension in households at a time when our clients may be forced to isolate at home with their partners and children. First and foremost, we had to address the increased risk to victims in cases where they are forced into isolation with the person doing harm. SSC sought guidance from the Iowa Coalition Against Domestic Violence (ICADV), European Network for the Work with Perpetrators of Domestic Violence (WWP EN), and Dr. Amie Zaring to ensure we mitigated these risks as much as possible.

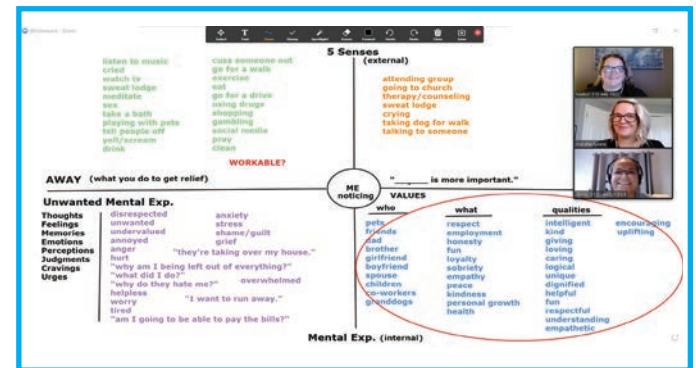
Once we addressed safety issues, we had to turn our focus to the confidentiality issues that the virtual platform posed. Because we would no longer be able to hold sessions in the controlled environment our group rooms provided, we had to find ways to address the fact that virtual groups allowed for the possibility that others could be in the same room with the client and inadvertently overhear or listen in to our confidential group discussions. This also meant that victims ran the risk of having their abuser overhear or monitor what is said in group, causing both a confidentiality and safety issue. We had to create a confidentiality agreement and expand our group rules to include requirements such as the clients wearing headphones during group. We also attempted to eliminate unworkable requirements such as absences and upfront fees. Absences were eliminated in an attempt to avoid any risks associated with clients feeling pressured to attend a group session when it is not safe or workable for them to do so. We do not want clients to feel they have to choose between their freedom (receiving a violation if absent) and their well-being (they do not have a safe space available at the time of group).

CTCs also had to adapt the curricula used for each program to allow for effective delivery via Zoom. Each curriculum had to be revised due to session activities and demonstrations requiring in-person participation and/or props. The CTCs overseeing these programs had to research and create appropriate alternatives and then get approval from the curriculum's author to make the needed adaptations for virtual groups.

In the end, virtual groups were successfully piloted the beginning of June and six CTCs in the SSC unit are currently running over 40 virtual groups each week.



Activation Range: Lucas Sampson and Irma Osmanovic



Women's Group Matrix Range: Mallori Madonia, Natalie Lyons, and Terri Orrante

# 2020 SUPERVISORS



**Angela Karaidos**  
Residential Manager



**Art Rabon**  
Assistant Director



**Brandon Garvey**  
Supervisor



**Cameron Dawson**  
Residential Manager



**Carly Millsap**  
Supervisor



**Christine Parmerlee**  
Supervisor



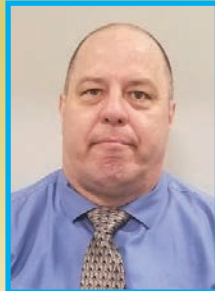
**Cindy Morrison**  
Supervisor



**Corey Disterhoft**  
Supervisor



**Jerry Evans**  
Director



**Jeff Schultz**  
Supervisor



**Kristi Skare**  
Administrative Officer



**Lance Wignall**  
Supervisor



**Laura Wernimont**  
Administrative Officer



**Mike Brown**  
Division Manager



**Norm Granger**  
Supervisor



**Robin Merk**  
Supervisor



**Scott Jones**  
Supervisor



**Teri Sommerlot**  
Division Manager



**Tiffany Krouch**  
Office Manager



**Dr. Tony Tatman**  
Clinical Services Director



**Tony Williams**  
Supervisor

**Tom Hockensmith, Fifth Judicial District Board of Directors Chairperson**

**Jerry Evans, District Director**

**Art Rabon, Assistant Director**

**Cameron Dawson**  
Residential Manager

2-Residential Supervisor 1-Food Service Leader  
2 Food Service Coordinators 1-Work Crew Leader  
2-Maintenance Technicians 2-OWI CTC

**Anthony Williams**

1<sup>st</sup> Shift Residential Supervisor

3-Federal PPO II 1-Federal PPO I 11-Residential Officers

**Vacant**

2<sup>nd</sup> Shift Residential Supervisor

12-Residential Officers

**Norman Granger**

3<sup>rd</sup> Shift Residential Supervisor

9-Residential Officers

**Angela Karaidos**  
Residential Manager

1-Residential Supervisor 1-CTC  
1-PPO III 10-PPO II 1-Chaplin

**Robin Merk**

Residential Manager

10-Residential Officers

1-IT Specialist 2-Systems Administrators 1-Chaplin

**Dr. Tony Tatman, Clinical Services Director — SOTP**

2-Physicologist 3-PPO III 4-PPO II

**Mike Brown, Division Manager**

**Cindy Morrison**  
PPO Supervisor

9-PPO II 2-Secretary

**Scott Jones**  
PPO Supervisor

10-PPO II 2-Secretary

**Carly Millsap**  
PPO Supervisor

4-PPO III 18-PPO II

**Corey Disterhoft**  
PPO Supervisor

1-PPO III 13-PPO II

**Lance Wignall**  
PPO Supervisor

9-PPO III 3-PPO III

**Jeff Schultz**  
PPO Supervisor

1-PPO III 15-PPO II 5-PPO I  
2-CPM 1-Substance Abuse Liaison

**Brandon Garvey**  
PPO Supervisor

6-PPO III 1-Outside Provider

**Christine Parmerlee**  
PPO Supervisor

9-CTC

**Vickie Sherzan**  
IT Specialist

**Teri Sommerlot, Division Manager**

1-Administrative Officer

2-PPO III 1-PPO II 3-PPO I  
1-CPM 4-PT PTR Interviewers

**Kristi Skare**  
Administrative Officer

1-Officer Manager  
2-Personnel Technicians

**Tiffany Krouch**  
Office Manager

13-Admin Support Staff (Secretaries)

**Laura Wernimont, Administrative Officer**

1-Administrative Assistants 2-Accounting Technicians

**Carrie Schouten, Executive Officer**

**Karen Chapman, Personnel Specialist**

**VACANCIES:**

2-Probation/Parole Supervisor 6-Full Time Residential Officer 1-Part Time Residential Officer  
2-CTC 2-Probation/Parole Officer II 1-Food Service Coordinators 2-Residential Supervisor





# ADMINISTRATIVE SERVICES

FIFTH JUDICIAL DISTRICT



## ADMINISTRATION AND HUMAN RESOURCES



Laura Wernimont  
Administrative Officer



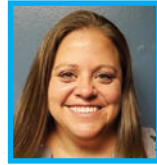
Kristi Skare  
Administrative Officer



Bruce Mills



Carrie Schouten



Christy Holmes



Karen Chapman



Kelly Overton



Nicki Brown



Tanya Peacock



Tiffany Krouch

## ADMINISTRATION SUPPORT STAFF



Tiffany Krouch  
Office Manager



Brenda Ramirez



Brigette Rognes



Deb Pearson



Jamie Trogdon



Jill Fresh



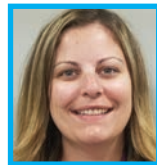
Julie Thompson



Kariann Mikesell



Marci Rabon



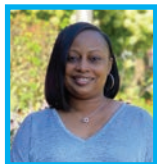
Sara Allen



Tami Turbes



Teresa Carder



Tiffany Dawson



Tisha Bimbi

The Human Resources Department and Administrative Unit for the Fifth Judicial District Department of Correctional Services consist of one Personnel Specialist, three Administrative Assistants, one Executive Officer, two Administration Officers, two Personnel Technicians, and two Accounting Technicians. The department is open and available to answer staff questions and provide assistance in the areas of worker's compensation, benefits, training, policies and procedures, and hiring. The Human Resources Department is dedicated to recruiting talented and qualified applicants and interns who have beliefs that align with the Mission, Beliefs, and Vision of the Fifth Judicial District. These beliefs are centered on the idea that the clients that we work with have the ability to change. The Fifth Judicial District offers employment in many areas with varying classifications such as administrative support, field services, residential services, and supervisor/managerial positions. The District also offers internship opportunities within all of the different areas of the District. The Fifth Judicial District Department of Correctional Services is an Equal Opportunity Employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by the Federal, State, or local law.

Due to COVID-19 the district has not been able to fill many of the positions that are vacant. For the positions that were able to be filled, Human Resources implemented virtual interviewing. Unfortunately due to group size restrictions and building closures, the district was not able to hold our annual Swearing In ceremony for newly hired and promoted staff. In addition to the changes to hiring, all volunteer and internship opportunities were suspended to decrease the density in our facilities and reduce the possibility of exposure or spread of the virus.

## IT DEPARTMENT



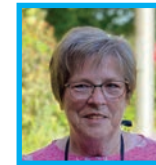
Art Rabon  
Assistant Director



Marshall Payne



Scott Adams



Vickie Sherzan



Yolanda Brown

The IT Department at the Fifth Judicial District Department of Correctional Services is located within the 1000 Washington Avenue location. There are four individuals in this department including two Systems Administrators and two Information Technology Specialists. This unit serves all staff members across each location within the Fifth Judicial District. IT Department staff members are tasked with the daily operation of all computer equipment. This includes, but not limited to, keeping the network up 100 percent by ensuring that the District remains virus-free, keeping all equipment updated and in working order, and confirming that the District remains on the cutting edge of technology, as well as utilizing all available software and/or developing programming that allows the District to operate as efficiently as possible. The IT Department tracks all deployed equipment to gauge lifespan and replacement when necessary. System Administrators are available 24/7 to ensure all staff have connectivity to the network, as 98 percent of the District work depends on network up time.

# ACCOMPLISHMENTS

FY 2019/2020

Training within the Fifth Judicial District is designed to meet the standards by the ACA and the Federal Standards of a Comprehensive Sanction Center. The Fifth also sets their own mandatory standards for employees and offers some classes that employees requested from their needs assessment.

As of July 1, 2019, the District had 245 employees. During this fiscal year, there were 18 new employees and 27 who left. The 18 new employees will not be figured into this report but will be based on 227 employees.

The Iowa Corrections Learning Center produced online training for the entire state. This year's online courses that were required of our staff consisted of the following:

4. Reinforce CCP Trainings and Boosters through coaching practices.
  - Objective/Format: The Training Coordinator, Director, and Leadership Committee Coaches will work with line staff on leadership committees to develop their skills.
5. CCP training will be individualized per coaching reviews. All staff shall meet the training guidelines of completing a minimum of 16–20 hours of training within the FY21 fiscal year.
  - The Training Coordinator and DOC eLearning will offer a minimum of 20 hours of certified trainings via the DOC eLearning system.
  - The Training Coordinator will track training completions quarterly and report outcomes to management.
6. Maintain leadership projects for line staff.
  - Objective/Format: The Training Coordinator and management staff will continue to encourage line staff to engage in leadership projects to develop their skills.

# TRAINING GOALS AND OBJECTIVES

FY 2019/2020

1. Offer foundational and advanced trainings focused on advancing staff/client engagement; promoting progressive case management and improved outcomes.
  - Objective/Format: District experts in ACT, ACEs and TIC will seek and provide learning opportunities to increase staff's understanding in psychological flexibility, resilience, and guiding principles that promote the use of tools and programming such as Acceptance and Commitment Therapy (ACT), Adverse Childhood Experiences (ACEs), and Trauma Informed Care (TIC) and Response.
2. Continue developing more staff trainers in different topics.
  - Objective/Format: The Training Coordinator will continue to bring in Trainer of Trainers (TOT) classes on different subject matter so we can develop more in-house trainers.
3. Provide a formalized Personal Safety training for all staff.
  - Objective/Format: The department has three Personal Safety instructors and plans to have ongoing training throughout the year.
  - The Personal Safety program continues to grow and gain more support. The goal is to have all employees take part in some aspect of the Personal Safety program. This is a continuous goal.

# INCOME OFFSET

The Offset Program is a method used by the State of Iowa to collect money owed to the State under Chapter 8A.504 of the Code of Iowa. The Iowa Code directs the Department of Administrative Services, State Accounting Enterprise (DAS-SAE) to establish and maintain a procedure to collect against any claim owed to a person by a state agency, and then apply the money owed to the person against the debt owed by the person to the State of Iowa. Sources of Offset Funds include:

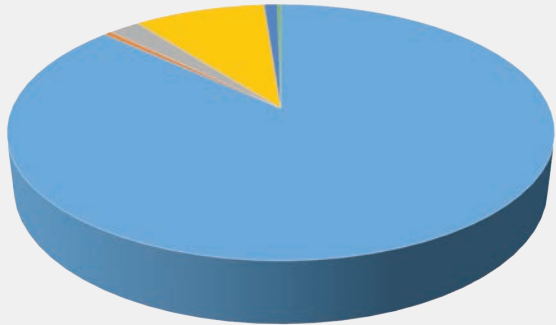
- Tax Returns
- Vendor payments for Goods and Services
- Casino Winnings
- Lottery Winnings

Income Offset collected by Fiscal Year:

FY 2011 — \$44,629.11	FY 2016 — \$50,250.96
FY 2012 — \$25,086.60	FY 2017 — \$49,756.38
FY 2013 — \$44,648.73	FY 2018 — \$56,412.87
FY 2014 — \$64,963.03	FY 2019 — \$55,577.89
FY 2015 — \$68,349.51	FY 2020 — \$49,175.10

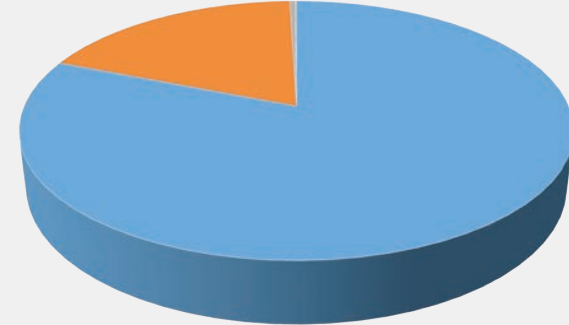
# FINANCIAL INFORMATION

## EXPENDITURE DETAIL



PERSONAL SERVICES	\$ 23,740,290
TRAVEL AND SUBSISTENCE	\$ 137,219
SUPPLIES	\$ 606,475
CONTRACTUAL SERVICES	\$ 2,545,006
EQUIPMENT AND REPAIRS	\$ 256,775
CLAIMS AND REPAIRS	\$ 65,245

## REVENUES BY SOURCE



GENERAL FUND APPROPRIATIONS	\$ 22,008,023
LOCAL FUNDS	\$ 5,025,276
FEDERAL SUPPORT	\$ 105,404
INTEREST INCOME	\$ 12,758
MISCELLANEOUS INCOME	\$ 11,783





# FIELD SERVICES

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FIFTH JUDICIAL DISTRICT



# OVERVIEW

The Field Services Division provides community supervision to pretrial, probation, and parole cases. Cases are assigned to officers based on the client's level of risk. The highest risk cases that require more intensive supervision are given to the officers with the higher risk caseload. The clients who are considered to be high risk and/or intensive meet with their Probation Parole Officer both in the office and at their place of residence. On the opposite end, clients who are considered to be low risk do not require the officers to conduct home visits and some only need to be seen once every six months. In every Parole case, an inspection of the residence is conducted by the Department prior to the client discharging from prison. Officers utilize validated risk instruments and needs assessments as a part of their supervision practices. The goals are to align available community resources and break down barriers in order to prevent future criminal behavior and to protect the community. The Field Services Division is a complex part of the Fifth Judicial District Department of Correctional Services with many unique units that all work together towards a common goal.

## CORRECTIONS CONTINUUM

The Corrections Continuum is a sentencing option available to the Court under the Iowa Code 901B. The Corrections Continuum consists of five levels:

- Level 1 – Non community-based corrections sanctions
- Level 2 – Probation/ Parole including monitored, supervised and intensive supervision sanctions
- Level 3 – Quasi-incarceration sanctions are those supported by residential facility placement or 24 hour electronic monitoring
- Level 4 – Short-term incarceration designed to be of short duration
- Level 5 – Incarceration

The Continuum:

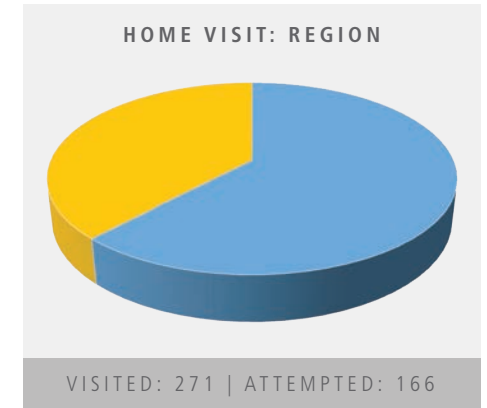
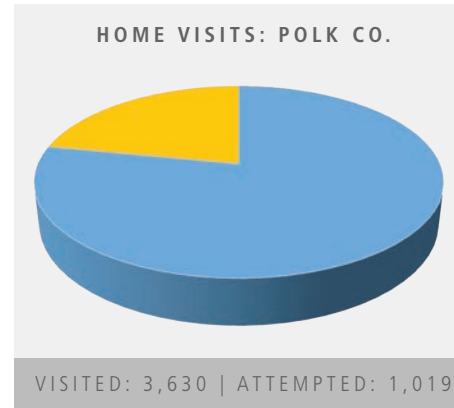
- Uses a team approach to ensure fair and consistent decisions
- Uses intermediate community-based sanctions
- Provides immediate responses to client needs and accountability for behavior
- Reduces court time needed to conduct revocation hearings

The law allows the Districts the authority to make administrative decisions regarding the supervision of community-based clients within levels two, three, and parts one and three of level four (as seen in Iowa Code 901B).

## INTERMEDIATE CRIMINAL SANCTIONS

The Fifth Judicial District has implemented the Statewide Supervision Contact Standards within the Corrections Continuum Levels allowed by law. These standards identify the number of contacts, supervision strategies and programming, and responses to violations that the Probation/Parole Officers must have with the client depending on the client's supervision level. The levels are numbered zero through five. The level numbered zero is self-supervision and the individual would not be with the Fifth Judicial District. A level one client would be considered low-risk and would be on reduced supervision. With this type of probation a client will be seen once every six months. The contacts increase by each level. The types of contacts include Probation/Parole Officer structured Contacts (office visits), Collateral Contacts, Supervision strategies and programming, and the response to violations. A level five client, for example, would have four structured contacts a month, four collateral contacts a month, as well as various supervision strategies and a different response to any violations that may occur.

## STATEWIDE SUPERVISION CONTACT STANDARDS COMPLETED AND ATTEMPTED HOME VISITS



## PRETRIAL

TERI SOMMERLOT



Teri Sommerlot  
Division Manager



Christine King



Courtney Dolash



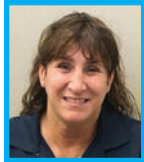
David Hauser



Devin Hocking



Gavin Blair



Jana Madison



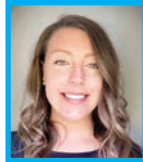
Josh Buol



Kaelee Otto



Samantha Savala



Sarah Heiden



Shelley Reese

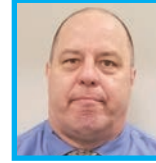
Primarily due to the COVID-19 pandemic and a need to responsibly lower the numbers in custody in county jails during the second half of the year, our pretrial supervision numbers have increased substantially. We have also found success with alternative forms of supervision beyond office visits, which could shape our supervision conditions even after the pandemic.

Location: Polk County Jail & Criminal Courts Building | Number of Staff: 11  
Job Titles within the Unit: PPOIII (2) PPOII (1) CPM (1) PPOI (3) Pretrial Release Interviewers (4)  
Number of Clients Served: 2,305

The purpose of pretrial release is to gather information that relates to the defendant's risk of failing to appear in court and/or of committing a new offense while the matter is pending. The information that is gathered is used to form a recommendation that is provided to the Court to assist in determining bond conditions. Additionally, pretrial services provides supervision, as ordered by the Court and ideally matching the identified risk level of the defendant, while their case progresses through the court system.

## CENTRALIZED INTAKE UNIT

JEFF SCHULTZ



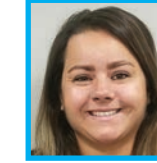
Jeff Schultz  
Supervisor



Mallory Deeth



Ray Oakley



Samantha Marlow



Santiago Alonzo

The Centralized Probation Intake Unit is housed the Polk County Criminal Courts and is staffed with two Community Program Monitors, two Secretaries and two Probation Officer Is. During FY20, the unit served 3,268 clients. All new probationers are sent to the Centralized Probation Unit immediately following sentencing or their release from jail. Probationers are signed up on probation which includes gathering biographical information and a risk level assessment. The probationer is then given reporting instructions to meet with a specific probation officer at a later date.

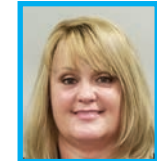
The COVID-19 pandemic significantly impacted the Centralized Probation Unit's last quarter of this fiscal year, which is reflected in the number of intakes completed. Intake staff was also reallocated during this quarter to assist in other areas of the Department where there was a greater need.

## REDUCED SUPERVISION UNIT

JEFF SCHULTZ



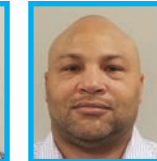
Jeff Schultz  
Supervisor



Angela Busick



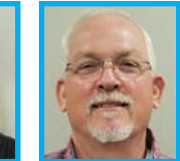
Brandon Smith



Donault Moore



Gina Snuttjer



Kasey Kirts

The Reduced Supervision Unit, formally known as Low Risk Probation, is designed to supervise non-violent cases. The Intake Unit uses the Iowa Risk Assessment Revised which generates a score that will give the officers the level of risk that a client has of committing a new offense. Those with the lower numbers have lower risk and therefore are placed on probation with the Reduced Supervision Unit. This unit supervises approximately 4,400 clients and is staffed with eight Low Risk Probation Officers. On average, it is predicted that the unit will complete 250 new intakes, 180 discharges, and 12 revocations every month.

The contact standard for these clients due to their level of risk is to have contact once every six months. This is to verify that the Court ordered terms and conditions of their probation are being satisfied.

Typically around month five of a client’s supervision, the Probation Officers will check in with the client. Clients, if they have not already, will provide verification through certificates of completion and proof of payment of their fines and fees. This gives officers what is needed to meet the Courts’ requirements. Due to meeting these standards the client will be eligible for an early discharge at six months. The remainder of the cases will remain on supervision until the terms and conditions are met. If little to no progress has been met by the sixth month, a court date will be set to determine additional sanctions. The sanctions can include extended and/or increased to a higher level of supervision or revocation. This probation is made for individuals who are pro-social and can address needs with little hands-on supervision, as studies show that is what works best for those types of clients.

## INTERSTATE COMPACT UNIT

### GABE BURKHART



Gabe Burkhart



Simona Hammond

Interstate Compact is the transfer of an individual’s supervision between states. Because of the Interstate Compact Offender Tracking System (ICOTS) the supervision of clients within this unit is handled similarly across all states as well as Puerto Rico, the Virgin Islands, and the District of Columbia. During this fiscal year, an average of 365 clients were served by the Interstate Compact Unit. This unit is comprised of a sole staff member in the position of Probation Parole Officer III that covers Polk County and assists Region Probation and Parole officers when requested. This officer also works with staff from the Department of Corrections Central Office with annual Interstate Compact trainings for all officers and supervisors with a caseload. The goal of the Interstate Compact Offender Tracking System is to regulate the movement of probationers and parolees across state lines while still maintaining effective supervision with public safety, offender accountability, and victims’ rights. Every case is different but the objective of this unit is to allow clients to be around their family and support system while they are completing their court ordered obligations.

## PROBATION/PAROLE UNIT

Probation is the supervised release of adult individuals in the community as a result of a deferred judgment or suspended sentence. Probation is pre-incarceration as it provides an alternative to institutionalization where convicted misdemeanants and felons remain in the community under supervision provided by a Probation Officer (PO). Parole is the supervised release of a client from a state correctional institution. Parole is post-incarceration and provides for the remainder of the individual’s sentence to be under the supervision of a Parole Officer (PO) while the client re-enters the community. Risk assessments are used to determine the level of supervision and contact frequency for each client. An assessment of the client’s areas of need is conducted by which case planning is then developed by the Probation Parole Officer to address specific needs. Clients under supervision are monitored through urinalysis testing, breath analysis, electronic monitoring/GPS, surveillance, collateral contacts, and referrals to community agencies. The Probation/Parole Officer will attempt to engage family and pro-social support to aid the individual under supervision to have a successful re-entry into society and live a crime-free lifestyle. This year 11,406 clients served on Probation and 2,683 clients served on Parole within the Fifth Judicial District.

## PROBATION/PAROLE

### LANCE WIGNALL’S UNIT



Lance Wignall



Angela Hollingsworth



Ben Carse



Chris Frederickson



Darin Hutchinson



Gabe Burkhart



Jennifer Kimbrough



Joel Potter



Lisa Roetman



Nick Corbin



Paula Elliott



Robert Pedersen



Whitney Mann

## PROBATION/PAROLE

### CHAD HEPPERLY'S UNIT



Chad Hepperly



Ashley Mickle



Christine Sauser



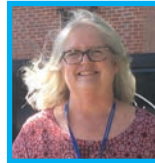
Deb Shepard



Enrique Orrante



Karen Mulhall



Lorrie Wyld

The Probation Units, located at the 910/1000 Washington office, focuses on the supervised release of adjudicated adult individuals. As a result of a deferred judgement or suspended sentence, probation provides a pre-incarceration alternative to institutionalization. This allows individuals convicted of misdemeanors and felons to remain in the community under supervision by an assigned Probation Officer from one of these following units. Risk assessments are used to determine their level of supervision and the frequency of contact. An assessment of their areas of need is conducted and case planning is developed to address those needs. Clients are monitored on probation through urinalysis testing, breath analysis, electronic monitoring/GPS, surveillance, collateral contacts, and referrals to community agencies. Attempts to engage family and pro-social support is also an essential function of probation supervision. Clients are offered various opportunities and resources to assist in successfully re-entry into society and a crime free lifestyle, which is the goal of these units.

## PAROLE

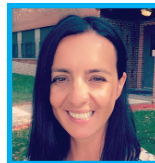
### COREY DISTERHOFT'S UNIT



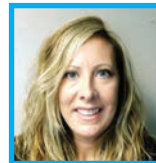
Corey Disterhoft



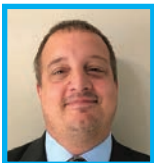
Charity Klop



Emma Dedic



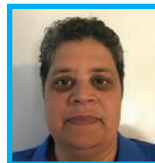
Jennifer Soulinthavong



Jim Michels



Nikki Philips

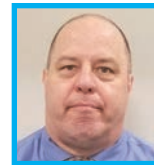


Saskia Schweitzer

Parole is the supervised release of individuals from one of the state correctional institutions or prisons. The Parole Unit promotes public safety and strives to reduce recidivism while supervising adults released from custody onto parole. One of the primary purposes is to assist parolees in their transition back into the community while being mindful of protecting victims and survivors. Evidence-based practices including risk assessments are utilized to identify the risks, needs, and level of supervision needed for each parolee. Case plans are also used to identify protective factors and assist in providing a balanced supervision approach where the appropriate services, monitoring, community referrals, and sanctions are combined to help parolees develop necessary skills for success. Parolees are offered a wide variety of resources and opportunities to maximize their chance of a successful re-entry which is the goal of this unit.

## SATELLITES

### JEFF SCHULTZ



Jeff Schultz  
Supervisor



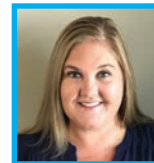
Candida Storey



Chad Roby



Jessica Dicks



Kris Clark



Lisa Chedester



Teresa Andersen

Satellite offices are at the following locations:

- Ankeny Police Department
- Urbandale Police Department
- West Des Moines Police Department

## REGION OFFICES

The Fifth Judicial District is made up of 16 counties. All counties outside of Polk County are termed the "region" counties, which are separated into a Western and Eastern half. During fiscal year 2020, the 15 region counties served 2,015 clients. At which point about 2,015 were under supervision in the region at any one time. Of those 2,015 under supervision, approximately 1,714 are on probation, 174 are on parole, 43 are under pretrial release supervision, and eight are on for special sentence.



The Western half of the region consists of ten counties; Adair, Adams, Clarke, Dallas, Decatur, Guthrie, Madison, Ringgold, Taylor and Union. Officers meet with clients in our main offices which include the following: Creston, Adel, Osceola, and Satellite offices in the Perry Police Department, Madison County Law Enforcement Center, Adair, Adams, Decatur, Guthrie, Ringgold County Courthouses. This half of the region is staffed with 10 probation/parole officers and two secretaries under the supervision of Scott Jones.

The Eastern half of the region consists of five counties; Lucas, Jasper, Marion, Warren and Wayne. Officers meet with clients in our main offices which include the following: Newton, Knoxville, Indianola, Chariton and a satellite office in the Pella Police Department and Wayne County Courthouse. This half of the region is staffed with eight Probation/Parole Officers, one Presentence Investigator and two secretaries under the supervision of Cindy Morrison.

The region offices cover the rural areas within the Fifth District. These individuals are responsible for probation, parole, pretrial release and interstate compact cases. The Region does not have specialized caseload like staff members in Polk County, therefore they must be knowledgeable and have experience in all areas of community supervision. Each officer works closely with their local stakeholders which includes local law enforcement, court personnel, substance abuse agencies and the community as a whole. Due to their position within the community they become an integral part of their community in keeping them safe and making positive lifestyle changes in the clients they serve. The staff have received training over the past year in Trauma Informed Care. An emphasis has been made to work with clients to address their trauma needs and help them begin the healing process. Officers are looking for ways to address trauma with clients and make appropriate treatment referrals. They will continue to be trained in this area going forward.

Like most individuals and agencies, this has been a difficult year due to the pandemic. Staff began working from home and instead of face-to-face contacts we had to communicate with our clients through phone contacts only. Many of the Courthouses closed for a period of time which made our jobs more difficult. We have been gradually working our way back to some kind of normalcy. We have begun seeing our higher risk offenders face-to-face again and many of the courthouses are back up and running on a limited basis. The amazing part of this experience was learning how much the clients missed coming in and the officers missed meeting with their clients face-to-face. Many clients wanted to still come in and discuss their struggles through this difficult time. That would indicate the region officers are making a difference in their clients' lives for them to open up and share their struggles.

Warren County continues to operate an OWI Court. There are currently five active participants in the OWI court as of August 20, 2020. Over the past year, there have been 25 successful completions and nine unsuccessful. The reoffend rate currently sits at 7.50%.

Job titles within the unit — Number of staff

Western half: 10 Probation/Parole officers 2 Secretaries 1 Supervisor

Eastern half: 8 Probation/Parole officers 1 Presentence writer 2 Secretaries 1 Supervisor

## ADEL



Scott Jones  
Supervisor



Amanda Neuman



Kelly Forrester



Mark Esser



Mary Jo Freestone



Michelle Idleman



Nicki Herbert



Stacy Antisdell

## CRESTON



Brenda Bills



Michelle Creveling



Norma Wolfe



Ryan Nelson

## INDIANAOLA



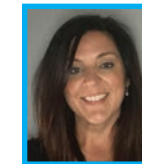
Ben Anders



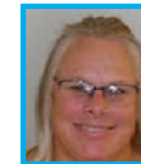
Carolyn Hill



Jason Beard



Stephanie Felice



Wendy Gehringer

## KNOXVILLE



Jim Miedema



Kelly Wickam



Cindy Miller



Kelly Johnson



Shane Foster

## CHARITON



Cindy Morrison  
Supervisor



Tim Banasik

## OSCEOLA



David Denney

# PRESENTENCE INVESTIGATION UNIT

## JEFF SCHULTZ



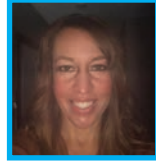
Jeff Schultz  
Supervisor



Becky Gonnerman



Carrie Schneider



Cathy Buseman



Dawn Teggatz



Diane Manser



John Capitani



Shelly Silver

A Presentence Investigation (PSI) is an electronically filed report that is prepared with the purpose of assisting the Court in determining an appropriate sentence for a defendant. Within the Presentence Investigation Unit there are eight staff members. A PSI report is required by Iowa Code on most felonies and can be ordered at the discretion of the Court for misdemeanors. Presentence Investigators utilize risk assessments for their reports to assist in determining a sentencing recommendation.

A Presentence Investigation report is most commonly utilized at a sentencing hearing where the report is considered to be in long format. This type of report will include the individual's criminal, education, employment, family, address, substance abuse, and mental health history. It will also attain the defendant's side of what happened and if applicable a victim's statement. Information is gathered from a biographical data packet that the individual fills out and goes over with a PSI unit member during a one-on-one interview. Victim and collateral contacts are also used to obtain more information about the individual/case. A PSI report can be also post format, where an individual has already stated their plea and has waived the use of a long format PSI during sentencing. Therefore the report is strictly the individual's criminal history that the staff member gathers from the National Crime Information Center (NCIC), the Iowa Court system (ICIS), and the Iowa Corrections Offender Network (ICON) databases. All of these resources are used in all format Presentence Investigation reports. A PSI can also take place pre-plea where there has not been a guilty plea entered by the individual but the Court asks for the information to be given without a sentencing recommendation. For the fiscal year of 2019, over 2,239 Presentence Investigation reports were completed. These reports have also been found to be helpful for correctional authorities (prison and probation/parole) as a case management tool successive to sentencing.

A woman with dark hair and glasses is sitting at a wooden desk in a bright, modern office or home workspace. She is looking at a laptop screen and holding a yellow pencil. The desk is cluttered with papers, a calculator, and a smartphone. In the background, there are white cabinets and a blue vase. The entire scene is overlaid with a large, semi-transparent circular graphic that has a teal-to-yellow gradient.

# SPECIALTY PROGRAMS

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FIFTH JUDICIAL DISTRICT



# DOMESTIC ABUSE/ISP UNIT (INTENSIVE SUPERVISION UNIT)

CARLY MILLSAP



Carly Millsap  
Supervisor



Alan Robinson



Austin Sabin



Broderick Daye



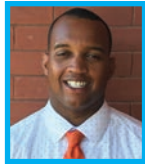
Don Bolden



Greg Patton



Jacob Mullinax



Jamel Jefferson



Jesse Rincon



Julie Mariner



Justin Hyde



Katy Muelhaupt



Kevin Christensen



Marquetta Jackson



Robbie Wilford



Samantha Kindred



Teresa Pranger

The Domestic Abuse and Intensive Supervision Unit (ISP), along with Unit 6, consists of 16 Probation Parole Officer IIs, who each supervise approximately 70–80 clients for domestic abuse and/or related charges. These units also supervise individuals whose risk level warrants a Probation Parole Officer II. Four Probation Parole Officer IIIs are included in this unit and supervise approximately 30 clients each. These Probation Parole Officer IIIs make up the Intensive Supervision continuum, which consists of higher contact supervision monitoring and home visits within the community.

Location: Fort Des Moines | Number of Staff: 16

Job Titles within the Unit: Probation/Parole Officer II, Probation/Parole Officer III

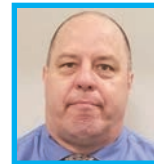
Number of Clients Served: 1,588

Clients must complete the Iowa Domestic Abuse Program (IDAP) per Iowa Code. The district continues to implement curriculum within the Iowa Domestic Abuse Program that uses the Acceptance and Commitment Theory approach which is next generation in cognitive restructuring programming. From July 1, 2019 to June 30, 2020, the Des Moines office had a number of clients who ended and completed the IDAP curriculum.

This unit as a whole focuses on collaboration with community agencies such as Children and Families of Iowa Family Violence Center, local law enforcement agencies, Iowa Legal Aid, medical personnel, and the Polk County Attorney's Office. This is in effort to create a containment model of supervision for clients convicted of domestic violence. The Domestic Abuse unit remains committed to continuing to seek out new assessments and implement updated tools designed to help with victim safety. Also, they offer better responses to client risk and provide stronger relationships with community stakeholders in responding to domestic violence.

## DRUG COURT

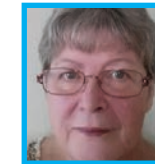
JEFF SCHULTZ



Jeff Schultz  
Supervisor



Dena Merk



Pam Wells



Sara Allen

Drug Court is a special court with the responsibility of handling cases involving drug-using clients with the capability of comprehensive supervision, drug testing, treatment services, and immediate sanctions and incentives. It is a diversion program designated to divert non-violent substance abusing clients from the criminal justice system into treatment and rehabilitative programming. There are seven individuals that make up this program and they include one full-time Probation Parole Officer III, one full-time substance abuse liaison, one District Court Judge (part-time), one part-time defense attorney, one part-time prosecutor, one part-time coordinator, and one part-time clerical staff.

The Fifth Judicial District's Drug Court has been operating since 1997. Drug Court convenes every Friday morning following a team conference reviewing each participant's progress. The Drug Court program is a minimum of 18 months and has five phases, including an alumni phase. Phase I is Stabilization lasting at least 90 days, during which the client will attend Drug Court sessions, establish a treatment program, find a mentor, and more. Phase II is Recovery in which the client will continue their sobriety, continue to attend Drug Court, be regularly employed, complete all community service work, and more. Phase III is Transition and is recommended to take 90 days. The client will continue to maintain regular contact with their mentor/sponsor and probation officer. They will also continue with their sobriety, attend phase III group, and more. Phase IV is Pre-Release and is also recommended to take 90 days. In this phase of the program, a client will develop a plan for after graduation on how they will give back, and finalize an after-care plan that is shared with the family, significant others, and Drug Court Team. Phase X is Support and the client will be held to all standards from the previous phases as they get ready to graduate from the program. Alumni is run by graduated Drug Court clients and is where all Drug Court graduates get together monthly for fellowship and recreational outings to continue to celebrate their sobriety.



Throughout each phase the contact frequency decreases. During Phase I, the clients are seen weekly. Each phase adds a week in between the visits until Phase V where they are seen every five weeks. Often times Probation/Parole Officers will see clients more frequently with office visits, UAs, court sessions, and special sessions (unplanned) due to issues clients may be having.

Non-violent drug clients and drug related clients are eligible for Drug Court. This includes clients manufacturing for themselves to support their addiction and probation violators. A history of violence, including domestic abuse, possession or use of weapons, may be excluding factors for admission into the program. Individuals with a history of severe mental problems may also be excluded. Drug dealers and large-scale manufacturers are excluded.

All applicants must be screened prior to being accepted. A Substance Abuse Subtle Screening Inventory (SASSI 3) and Iowa Risk Revised Assessment are utilized to assess the client. Further screening includes the Jesness and an intake client self-assessment.

Drug Court is a prison diversion program that clients have the opportunity to enter. It has been noted throughout the history of this program that if the individual does not enter with an internal motivation they tend to develop one along the way. Clients like the way that Drug Court progresses their lives and that is why the Alumni portion of this program is so strong.

## DRUG COURT SANCTIONS AND APPROACH

Drug Court uses an escalating series of sanctions consistent with the Iowa Code and National Drug Court Model of Intermediate Sanctions. Actions are immediate and start with the least intrusive. They are not imposed in anger or for reasons other than to obtain a change in behavior. Alternatively, positive rewards are provided following pro-social behaviors. Attempts are made to have a ratio of one sanction to five rewards.

The goal is long-term change extending beyond graduation from Drug Court. Drug Court clients also keep journals, complete written exercises, attend treatment programs, and complete community service to address behavioral and attitudinal issues.

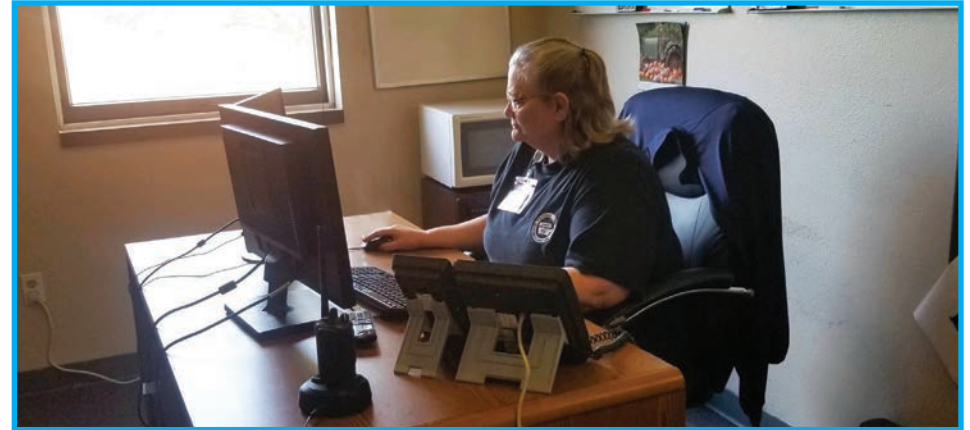
## DRUG COURT GOALS

- Reduce recidivism among drug clients by employing the most effective use of existing resources for substance abuse treatment
- Alter lifestyle of the client to return them to productive and sober citizenship
- Present effective alternatives to prison overcrowding and early release issues
- Create a program which restores confidence in the courts and correctional services while saving dollars for the citizens of our city and country

## DRUG COURT DURING COVID-19

Despite the pandemic, Drug Court has continued to carry on business. We have utilized technology for meetings with clients for individual sessions as well as Drug Court sessions. We have continued to screen individuals (though limited) for potential inclusion into Drug Court.

## CENTRAL COMMAND CENTER



The Central Command Center (CCC), located in Des Moines, Iowa, is the main statewide Electronic Monitoring System (EMS) center for all eight judicial districts. EMS is an adjunct to other community based correctional supervision and treatment tools. Global Positioning Satellite (GPS) is the most innovative electronic surveillance technology used by criminal justice agencies. The monitoring system combines GPS technology and advanced wireless communication protocols, as well as flexible reporting and unique mapping capabilities to effectively track clients twenty-four hours a day, seven days a week. The District's GPS equipment is used to monitor clients' whereabouts at all times. The CCC is immediately alerted when a client is in violation of the GPS guidelines or is experiencing equipment issues that require immediate attention. If prompt action is needed, the Central Command Center will contact designated District staff to respond accordingly.

In addition to GPS, the district also utilizes a SCRAM/Remote Alcohol monitoring along with a RF (Radio Frequency) unit for monitoring home curfews. The objective of these technologies is to hold the client accountable for their actions and build a new pattern of behavior.

The goal of this program is to enhance public safety by monitoring client movements in the community to ensure compliance. The District utilizes the most recent improvements in electronic surveillance to more effectively monitor clients with the majority of units being utilized on higher risk clients.

Utilization of GPS, alcohol monitoring, and home curfew units by District staff enhance public safety while maintaining client accountability. As of June 30, 2020, there were 1,151 clients being supervised by GPS, 161 clients being supervised by home curfew units and 325 clients being supervised by alcohol monitoring systems.

## MENTAL HEALTH UNIT

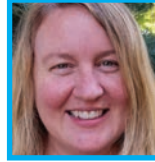
### COREY DISTERHOFT



Corey Disterhoft  
Supervisor



Jill Daye



Liz Chapin



Maggie Wood



Paul Johnson

Created in 1998, the Mental Health Unit provides supervision for probationers, parolees, and work release clients with severe and chronic mental health issues. This unit has direct community involvement and partnerships with agencies such as Jail Diversion, Eyerly Ball, NAMI, Polk County Health Services, and more. These partnerships are vital to ensure that all clients served by the Fifth Judicial District are receiving services and the social support needed to succeed on supervision. MHU continues on with the objective of bridging the gap with these services in the community and maintaining an open line of communication which in return helps the clients that are shared between organizations.

In fiscal year 2020, the Mental Health Unit had 150 new admissions, and 141 closures. As of June 30th, 2020 this unit was actively supervising 371 clients. This unit was made to provide specialized supervision to individuals on supervision based on their individual needs.

## SUPPORT SERVICE UNIT

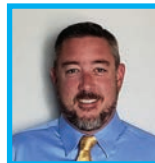
### CHRISTINE PARMERLEE



Christine Parmerlee  
Supervisor



Angela Savala



Brian Moffatt



Irma Osmanovic



Kwame Smith



Lucas Sampson



Mallori Madonia



Mary Avaux



Rachel Schoenthal



Terri Orrante

The Fifth Judicial District created the Support Services Center (SSC) in 1999. This unit was made to assist the Department by incorporating “Best Practices”, “What Works”, and effective correctional interventions into operations. SSC delivers researched evidence-based programming for clients, victim liaison services, and educational groups for support persons of clients. SSC also provides staff trainings and guidance in the areas of case management and effective correctional interventions, and assists unit supervisors with quality assurance on assessment tools, case planning, and supervision according to risk, need, and responsivity. Within this unit there are 10 Community Treatment Coordinators under the supervision of Christine Parmerlee. In fiscal year 2020, the Support Services Center had 1,179 new intakes entering into programming. During this year the SSC provided services to a total of 1,679 clients.

## SEX OFFENDER TREATMENT PROGRAM

### DR. TONY TATMAN



Dr. Tony Tatman  
Supervisor



Becky Decarlo



Desiree Lablanc



Jeff Askvig



Joseph Swaim



Nicholas Martens



Rachel Decker



Sara Nelson



Tony Schmitz



Ty Castle

The Sex Offender Treatment Program (SOTP) provides intensive and highly specialized supervision and treatment to individuals convicted of sexual offenses. The SOTP adheres to the Containment Approach Model, which is identified as one of the most effective models in managing individuals who sexually offend in the community. The Sex Offender Treatment Program consists of three Probation/Parole Officer III's, three Probation/Parole Officer II's, and two Psychologists under the supervision of the Clinical Services Director.

The Containment Model allows for Truth Verification Testing, Supervision, and Treatment to work collaboratively during a client's supervision. Truth verification techniques include rotation and random computer voice stress analyzer examinations to measure adherence to treatment and supervision rules, and to help guide appropriate interventions. This court ordered supervision can

include but is not limited to office visits, conversations with collateral contacts, global positioning satellite (GPS) monitoring, drug and alcohol testing, and therapeutic home visits. During these home visits officers will focus on the client and their interactions, like in an office visit, rather than a traditional search of the home. Treatments and evaluations include the needs and risk assessments, as well as individual and group counseling that use the Goodlives treatment model. Goodlives has received considerable research and professional support as an appropriate method of treatment for individuals who have sexually offended.

The groups offered within this unit include Goodlives A (moderate risk), Goodlives B (high risk), Youthful Offender group, Orientation, Aftercare, Women’s Group, and Support Person’s Group. Other interventions offered within the Sex Offender Treatment Program include CVSA, which is the truth verification test that drives supervision and treatment as well as individual therapeutic appointments. This unit also provides Sexual Interest testing, psychological testing, risk assessments, psychosexual evaluation, and outside referrals when needed.

At the end of fiscal year 2019, the Sex Offender Treatment Program was supervising approximately 576 clients. The Sex Offender Treatment Program is made to provide specialized treatment and supervision to individuals who have sexually offended in hope that they can transform them into safe, productive Iowa citizens.

## RE-ENTRY PROGRAM

LANCE WIGNALL



Lance Wignall  
Supervisor



Angela Hollingsworth



Joel Potter

The Fifth Judicial District developed a reentry initiative in February 2009, which focused on providing culturally sensitive case management and programming to address the disproportionate number of African Americans incarcerated on supervision. Two Probation/Parole Officers were allocated to oversee this specialized caseload of African American male clients. Due to the growing caseload size along with proven, positive outcomes, the District allocated a third Probation/Parole officer to this program in Fiscal Year 2013. Consistent with the Responsibility Principle, these officers have increased contact with clients, conducted weekly groups, and used a holistic approach of involving family, significant others and employers to help facilitate change and success for the client. Clients involved in the Re-Entry Program are identified through the supervision intake process and have been assessed as Intensive or High Normal in their level of supervision. Historically, this population has been found to be most at risk for failure during supervision. In Fiscal Year 2019, the Re-Entry

Program had 101 new intakes to the program and is actively supervising 216 clients. The Re-Entry Program served 317 clients in FY19. The rates of recidivism among whites and African Americans used to have a large disparity. During the past two reporting periods, there have been no statistical differences in recidivism rates between Non-Hispanic, whites, and African American clients. These efforts were implemented in the Fifth Judicial District and First Judicial District.

## YOUTHFUL OFFENDER PROGRAM

CORY DISTERHOFT



Corey Disterhoft  
Supervisor



Leann Debord



Melissa O'Brien



Scott Thraen



Lance Wignall  
Supervisor



Chris Federickson



Whitney Mann

The Intensive Youthful Offender Program (YOP) began in 1995 through the collaboration between the Fifth Judicial District, EFR, DMACC, Workforce Development, Evelyn K. Davis Center, Avery and Associates, Choices Therapy Services, new Beginnings, Youth Justice Initiative, Polk County Juvenile Detention Center, Primary Health, IHYC-612 Locust, and a variety of school districts. This program involves qualified juveniles waived to adult court on felony charges, as well as young adults under the age of 22 who are charged with a first time felony. Clients enter YOP on an Intensive Supervision pretrial status, determined by the Youthful Offender Staff, in coordination with the individual’s risk score based on assessments. YOP staff utilize evidence-based practices in coordination with assessing actual risk/needs of clients, enhancing intrinsic motivation, targeting interventions, skill training with directed practice, increasing positive reinforcement and engaging ongoing support from the communities. The goal is to make permanent changes in the youthful client’s behavior and lifestyles. YOP clients must advance through a level system based on their progress in the program, including participation in a life skills program, community service and monitored education/employment requirements. In FY 2019, there were 55 clients served in the Youthful Offender Program.



## WARRANT TEAM (FUGITIVE UNIT)



Brandon Garvey  
Supervisor



Lance Wignall  
Supervisor



Joe Harless



Kurt Kness



Lisa Roetman



Mike Evans



Nic Dahl



Nicholas Corbin



Randal Schultz



Ryan Smith



Samir Dzaferagic

The Warrant Team (Fugitive Unit) is made up of eight staff members and is located at 910 Washington Ave. The team consists of six Probation/Parole Officer III's, one Polk County Deputy, and one Supervisor, all of which are Certified Law Enforcement Officers (LEO) in the State of Iowa. The Fifth District also has three other certified LEO's (two PPO III's and a supervisor) whose primary duties include high risk caseload supervision and assisting the Warrant Team when needed.

The Warrant Team has been a part of the Fifth Judicial District since 1993. The team was designed to apprehend high risk absconders of probation or parole and conduct home visits on clients that are reported and/or suspected to be in violation of their supervision. These ongoing duties keep the community safer and eases the burden for other local law enforcement agencies.

Some of the services that the Warrant Team (Fugitive Unit) provide include:

- Fugitive Apprehension — The unit finds and arrests absconders of probation, parole, work release, residential facilities, and prison escapes. The unit made 808 arrests in FY2020.
- Home Visits — Officers conduct home compliance checks of high risk offenders at their residences. The unit conducted 484 home visits this year and attempted 139.
- Pre-Warrant Checks — Officers check on offenders that have been out of contact with their probation or parole officer to get them back into the office. This can avoid a warrant being issued for their arrest and reduces jail expenses. The unit conducted 21 pre-warrant checks in FY2020.
- Home Placement Investigations — Officers check and approve housing for offenders at the residential facilities as well as new parolees being released from prison. The unit conducted 43 Home Placement Investigations in FY2020.
- Sheriff's Work Alternative Program (SWAP) — This program is a collaborative effort between the Fifth Judicial District and Polk County Sheriff's Office. Low risk jail inmates are released on an ankle bracelet and monitored by officers.
- US Marshals Violent Fugitive Task Force — The Fifth District has a formal partnership with the US Marshals Service. Both agencies work together toward their common goal of Fugitive Apprehension. Fifth District officers rotate monthly in the task force, however, all Fugitive Unit officers of the Fifth District conduct warrants with the Task Force at any given time. Special operations are conducted at certain times of the year to target specific violent crimes.
- Training — Members of this unit instruct other Fifth Judicial District employees in training with the knowledge and information they have gained including, Home Visit training, Use of Force, Drug Recognition training, etc.





# RESIDENTIAL SERVICES

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FIFTH JUDICIAL DISTRICT

# FORT DES MOINES FACILITY

Providing state-wide Electronic Monitoring of high-risk individuals and residential housing for 288 justice-involved individuals.

Location: 65/66 Gruber Street & 68/69/70/71/72 Thayer Ave., Des Moines, Iowa

Number of Staff: 81

Job Titles within the Unit: Assistant Director, 2-Probation/Parole Supervisor II, 4-Residential Supervisors, 2-Community Treatment Coordinators, 3-Probation/Parole Officer III, 12-Probation/Parole Officer II, 1-Community Program Monitor, 2-Probation/Parole Officer I and 45-Residential Officers

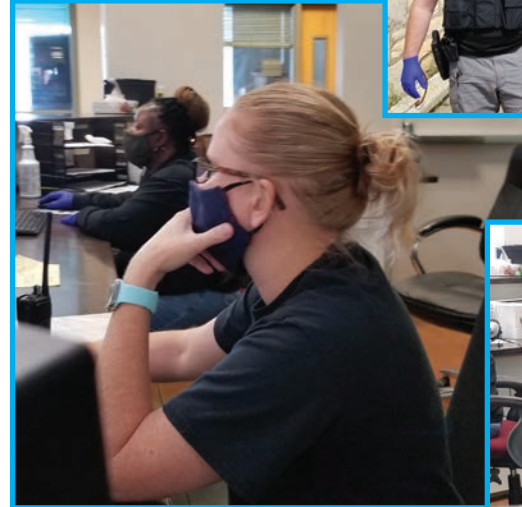
Number of Clients Served: 1,329

The Fort Des Moines Facility delivers residential services to a diverse population while maintaining the safety of the public, staff, and the residents that we serve. Residential services provide supervision of offenders who demonstrate an inability or unwillingness to function under less restrictive supervision. Work Release services provide offenders a transitional period to become adjusted to working and residing in the community after incarceration.

The Fifth Judicial District operates two residential facilities that serve the 16 county area. We provide highly structured live-in supervision of problematic, high-risk and/or high-needs offenders. Offenders are sentenced by the court or Board of Parole, which grants work releases from one of the nine state prison facilities. We also provide a gradual release program for Federal Bureau of Prisons offenders that wish to eventually reside in the area.

FY 2020 became very difficult with the introduction of the COVID-19 pandemic to the United States. The state of Iowa was not spared from the virus, as it made its presence known at all prisons and residential correctional facilities statewide. The Fifth District was forced to make several operational changes due to COVID-19. These include requiring Personal Protective Equipment (PPE) for all staff and residents, temperature checks for everyone that enters the facilities and establishing quarantine rooms for those residents with nowhere to convalesce upon testing positive.

The Men's Residential Correctional Facility (RCF) is located at the Fort Des Moines Complex at 68-70 Thayer Street in Des Moines and has the capacity to house 240 male offenders. The original site opened in 1971 at 65-66 Gruber Street. The complex contains six buildings, three of which sleeps offenders, one houses kitchen operations that produce 1200+ meals daily, one houses maintenance staff that provide services for the District and one houses a warehouse that stores all the necessities that keep our operations maintained and supplied. The EMS Command Center is also located here and provides statewide real-time tracking of justice-involved citizens required to wear an ankle monitor. We also operate an outpatient treatment program from this location for justice-involved citizens that are required to complete the 321J OWI program.





## RESIDENTIAL OFFICERS



Norm Granger  
Supervisor



Tony Williams  
Supervisor



Anna Oeltjenbruns



April Abbas



Beau Murry



Brandon Page



Carlos Aguilar



Chris Hulvey



Chuck Cavan



Daniel Fritz



Haris Mujkic



Hunter Moore



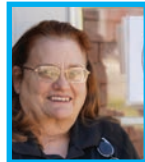
Jeremy Halverson



Jonathan Hernandez



Karli Schaefer



Kim Mckinney



Leann Respass



Mark Lyon



Matt Skelton



Michael Charmant



Mitch Recker



Nick Petefish



Ren Olander



Rodney Harris



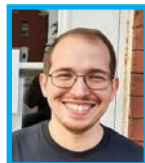
Ross Lunde



Ryan Burgin



Shantel Lewis



Tommy Kirby



Tyrone Tillman



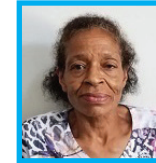
Willaim Clemmons

Not Pictured: Brett Feeley

## KITCHEN SERVICES UNIT



Michael Head



Sherrie Gordon

The Kitchen at the Fort Des Moines facility has four staff members. Clients at the Fort will help when needed on a volunteer basis and sometimes for credit toward their rent fee. The kitchen serves 1,200 meals a day at both the Fort Des Moines facility and the Fresh Start Women's Center. This is not including the sack lunches they prepare for clients to take with them to work and/or job seeking. The staff will also work on prepping for upcoming meals throughout the day. The number of clients is continually changing due to intakes, discharges, and revocations and the kitchen is always busy with keeping up with these changes. The kitchen is also aware of any special diet conditions that clients may have and adapt to meet the individual's needs. Periodic inspections of the kitchen are held, the last was May 9th, 2019. The four staff members in this unit are very team oriented and it shows in how they assist one another with the daily job duties as well as covering shifts so others can go on vacations. The end goal is to ensure that all of the clients have three meals a day that follow nutrition guidelines.

## MAINTENANCE UNIT



Joseph Luna



Kenny Blair



Robert Drake



Robin Tedesco

The Maintenance Unit is a close-knit group of four staff members that cover all areas (Region and Field). Periodically, clients will assist and this opportunity for the clients is called "work crew". It allows for clients to learn skills that they will need when they are hired such as attention to detail, finishing a project, and other workplace etiquette. The maintenance unit built a warehouse to hold kitchen supplies, linens, mowers, and housekeeping supplies. This project has helped cut down costs for the District. Overall, the maintenance crew is pulled in many different directions but they work together, prioritize, and get each and every job done. For the District, this unit does all the cleaning, electrical work, fixing of washing machines and dryers, mow lawns, shovel snow, plumbing, painting, and more. These individuals help keep the Fifth Judicial District running like a well-oiled machine.

## COMMUNITY TREATMENT UNIT



Cameron Dawson  
Residential Manager



Brian Lange



Julie Ramirez-Sams



Natalie Lyons

## FEDERAL OFFICERS



Tony Williams  
Supervisor



Ashlea Loudon



Jamarus Robinson



Juli Christensen



Sara Brookhart

## DISTRICT WORK CREW

The District Work Crew provides an opportunity to train and educate clients on various types of trades and types of skills. This is beneficial for the clients to help with employment placement in the future with the learning of job skills. To qualify for completion of a project, a work unit or organization must submit a request for assistance in completing a project that is non-funded. The work crew does not replace agency staff, but supplements their non-funded needs. For example, the District this year replaced a lot of furniture and the Work Crew helped move numerous staff offices. This opportunity allowed clients to gain experience putting together the furniture and moving out the things that were no longer needed. The project permitted the clients to get out of the facility and have positive pro-social interactions with other staff members within the Fifth Judicial District.

## CHAPLAINS



Frank Wilson



Shonna Swain

The Fifth Judicial District is fortunate to have two volunteer chaplains that work with both of the residential facilities. These individuals provide a wealth of knowledge, service, and dedication to the populations served by the District. Chaplain Frank Wilson serves the men of the Fort Des Moines Correctional Facility and Chaplain Shonna Swain serves the women of the Fresh Start Women's Center. They operate a clothes closet to address the clothing needs of our clients. They also conduct church services and activities on facility grounds to provide a worship experience to clients that have not found a church home. Further, they provide individual and marriage counseling services and spiritual guidance to clients at the client's request. Their goal is to spread the gospel to all that are willing to listen and prayerfully apply learned skills to improve their daily living experience.



# FRESH START WOMEN'S CENTER

ANGELA KARAIIDOS AND ROBIN MERK

## PROBATION PAROLE OFFICERS



Angela Karaidos  
Supervisor



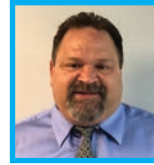
Amanda Cox



Brittny Arkland



Elaine Hansen



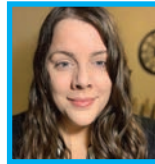
George Bernlohr



Jacinda Smith



Julie Cullen



Kate Roth



Kennesha Woods



Leyna Wilson



Ryan Gustafson



Susan Lentsch



Tara Richey

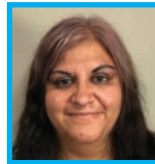
## RESIDENTIAL OFFICERS



Robin Merk  
Supervisor



Brittany Zenz



Carla Langford



Chelsea Clay



Jeff Bertelsen



Jessica Tometich



Joel Storm



Lereesa Hawkins



Tiara Johnson



Zakia Brown

Trauma Informed Care

Effectively implemented protocols and procedures to combat COVID-19

Location: 1917 Hickman Road, Des Moines, IA 50314

Number of Staff: 25

Job Titles within the Unit: Residential Manager, Residential Supervisor, 1-Probation/Parole Officer III, 1-Community Treatment Coordinator, 10-Probation/Parole Officer II, 10-Residential Officer, Secretary

Number of Clients Served Field: 1,233

Number of Clients Served Residential: 210

The Fresh Start Women's Center (FSWC) operates to serve as a safe campus for justice involved women on probation on or parole in Polk County, Iowa. In addition, FSWC maintains a 48 bed residential facility with one additional room for a mother to reside with her child. Clients in our residential program are sentenced as a condition of probation by the court, on State Work Release status, Operating While Intoxicated (OWI) offense residents, or as Federal pre-trial or jail transfer residents. Fresh Start Women's Center continues to implement and supervise justice involved women based on a holistic approach to supervision supported by research and best practices. That primary approach is guided by gender responsiveness and trauma informed care. The guiding principles of FSWC include the following: acknowledging relationships and the value of being relational, trauma-informed, holistic, culturally competent and strength based. Officers at Fresh Start Women's Center work diligently to educate, support and advocate for all women to transform their lives and do so through collaborative and comprehensive connections with area stakeholders based on individual needs. Our focus maintains, "What happened to you" versus "What's wrong with you".



# 2020 HIGHLIGHTS

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FIFTH JUDICIAL DISTRICT







**FIFTH JUDICIAL DISTRICT — DEPARTMENT OF CORRECTIONAL SERVICES**

Adair, Adams, Clarke, Dallas, Decatur, Guthrie, Jasper, Lucas, Madison, Marion, Polk, Ringgold, Taylor, Union, Warren, Wayne

