



IOWA BOARD OF CORRECTIONS AGENDA  
Friday, June 3, 2022, 9:00 a.m.

LOCATION: Seventh Judicial District, 605 N. Main Street, Davenport, Iowa

TOPIC PRESENTER

- Call to Order Rebecca Williams, Chair
  - Approval of May 6, 2022 Minutes (**Action Item**)
- Next Board meeting will be July 8, 2022 Rebecca Williams, Chair  
*Anamosa State Penitentiary, 406 North High Street, Anamosa*  
 (A meeting notice will be posted on the DOC website: <https://doc.iowa.gov/>)

Welcome Waylyn Mcculloh, District Director

Director's Update Sally Kreamer, Deputy Director Community Based Corrections

Tech2Connect Lisa Chapman, Assistant District Director

Legislative Update Nick Crawford, Legislative Liaison

OP-MTV-01 Incarcerated Individual Correspondence Policy Approval (**Action Item**) Randy Gibbs, Deputy Director Prison Operations  
Brian Foster, Director Security Operations

Public Comments Public

Open Discussion Board Members

Adjournment Board Members

The Board of Corrections' agenda is posted on the DOC Web Site at <https://doc.iowa.gov/> under the Board of Corrections Tab.

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

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

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



## IOWA BOARD OF CORRECTIONS MINUTES Friday, May 6, 2022

Iowa Corrections Association Conference  
Waterloo, IA

**Board Members Present:** Chair Rebecca Williams, Vice Chair Webster Kranto, Larry Kudej, Trent Keller and Denis Bubeck

**Staff Present:** Dr. Beth Skinner, Sally Kreamer, Randy Gibbs, Steve Dick, Sarah Fineran, Denise Cooper, Brian Foster, Marcy Stroud, Jason Holder, Mary Roche, Dan Grosser.

**Visitors Present:** Jo Ann Finkebinder, 1<sup>st</sup> Judicial District Advisory Board; Kim Kudej, Council DHS; and Donshey Reed.

### **Call to Order, Chair Rebecca Williams**

- Chair Rebecca Williams called the meeting to order.
- Chair Rebecca Williams asked for a motion to approve the April 1, 2022 minutes. Webster Kranto made a motion to approve the minutes and Larry Kudej seconded the motion. All members were in favor of approving the minutes, ***motion passed.***
- The next Board meeting will be June 3, 2022 in Davenport. The board meeting will be held at the 7<sup>th</sup> Judicial District Office at 9:00 a.m.  
(A meeting notice will be posted on the DOC website: <https://doc.iowa.gov/>)

### **Welcome, Denise Cooper**

- It's a pleasure to have you all here today. We're in the midst of hosting the Iowa Corrections Association (ICA) Conference. It's been one of the largest ICA has hosted over the years with over 215 registrants.
- We're approaching 50 years in corrections in the First District. In 1973 the 1st office in the District opened here in Waterloo. We have 11 counties in the 1st District.
- The First District supervises around 5000 clients, half of those clients reside in Waterloo. In the First District we have some specialized units. We have a sex offender unit, a mental health unit, and a domestic violence unit.
- It's a pleasure to have you here. Thank you for coming.

### **Director's Report, Dr. Beth Skinner**

- Welcome to our new board member Denise it's great to have you on the board. Glad to have you as part of the team.
- Since last meeting we've had quite a few things happening. We've been working on leadership development. Our second institute was hosted in Clarinda. The final session will be in Burlington in June, where they will all graduate.
- We had interviews in mid-April for the Learning Center Director. Our new Director is Roxann Scheffert. She's been with the department for years. She's going to do a fantastic job.
- We continue doing the feedback forums, where we meet with frontline staff. This is the third round we've done. Staff has the opportunity to talk about the culture, changes they want to see. We take note of all these changes then meet back with the administration to talk about all the issues/concerns and an action plan. My goal is to continue to do those every six months.

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**Creating Opportunities for Safer Communities**

- April 26-27 we had the OpportUNITY Reentry Summit, which was a huge success.
- April 28 the National Crime Victim Rights week ceremony was held at Central Office. Mary and her team did an excellent job.
- As of the end of April, Andy Boettner is no longer the Chair of the Board of Parole. Vice Chair, Meredith Lamberti, will be the Acting Chair until they fill that position.
- This week (May 1-7) along with ICA is Correctional Workers' Week, so we've been celebrating correctional workers all week. I went to the facilities to thank staff for their service and let them know this week is about them, their service and how much we really appreciate the work that they do. The Governor signed a proclamation on Monday for Correctional Workers' Week.
- Nurses Week begins today, so we'll be honoring and thanking our nurses for all the work they do for our department.
- Upcoming events. Staff from all facilities will be participating in an Emergency Preparedness Training at Clarinda next week.
- Next week is Fallen Heroes Week in DC, we'll be honoring our fallen Iowa DOC staff.
- Chair Williams asked who are the frontline workers. Director Skinner responded it's anyone not in a management/supervisory position.
- Mr. Kudej asked how we are doing on staffing. Director Skinner responded we're still kind of in the same position as we were the last time we met. We hired a Recruitment/Retention Officer, Renee Gookin, who has a ton of ideas. We're going to have a stand in the Varied Industries Bldg. during fair. We're continue with job fairs. We're doing internship programs with colleges.
- Mr. Kudej asked if we're doing better hiring nurses. Director Skinner stated they're the best they've been at IMCC in a while and they had the largest vacancies. Steve Dick responded NCF has no vacancies. IMCC continues to be our issue, as far as finding candidates and hiring, I think we're making strides there. The other facilities are doing much better where we don't have near as many vacancies currently.

#### **Mental Health Reentry Unit, Dan Grosser**

- Dan Grosser is a Probation/Parole Officer in the Mental Health Unit in Waterloo.
- The First District Department of Correctional Services Mental Health Unit has three different offices; Waterloo, Dubuque and the Northeast Office which covers Bremer, Buchanan and Delaware Counties.
- The Mental Health Unit works closely with many community providers including Black Hawk Grundy Mental Health.
- The Mental Health Unit emphasizes on assisting clients to navigate through both the criminal justice system and the mental health system.
- Mr. Keller asked how do you determine if a person is chronically mentally ill or just mentally ill. Dan answered by getting records, doing an investigation on the person. You work with your providers.
- Mr. Keller asked how long a person can be held in a hospital before they know for sure this person is ready to be released. Dan responded the psychiatrist will make that call. The Ed Thomas hold requires the hospital to contact law enforcement before releasing a person.
- Mr. Keller asked if there is funding available for the staff that work with the mental health unit to get mental health assistance. Denise said they have training on secondary trauma.
- Mr. Kudej asked if the mental health unit is working with the police department and sheriff's office. Dan said the unit conducts trainings with law enforcement across the state. Mr. Kudej also asked what is the percentage of people with mental illness issues under DOC supervision. Approximately 60-70%.
- Mrs. Bubeck asked if tele-med for mental health is beneficial. Dan said there can be pros and cons.
- Chair Williams asked if the district is sharing it's successful ideas with the other districts. Deputy Director Sally Kreamer said yes, they are a model.

- *Documents from this presentation can be found on the DOC website, attached to the May 6, 2022 DOC Board Meeting Handouts.*

#### **Staff Support Team (SST), Mary Roche**

- The Staff Support Teams (SST) in corrections is modeled after the law enforcement Peer Support Programs.
- SST in the Iowa DOC began in the early 2000s. Over the years it has evolved. The reason it came into existence is the tough image a lot of law enforcement and people working in corrections show, it's very difficult for people to say I have a problem and I need help.
- The SST have special training for certain staff to recognize when someone needs help and that they know the resources that are available and help get them connected.
- Vice Chair Kranto commented on how informative and alarming this presentation was. He said the SST does very important work.
- Mrs. Bubeck commented that this would be a great presentation to give to the legislature. It's awesome to know there's a support system in place.
- Vice Chair Kranto asked if using these numbers with current hires would encourage more people to enter these fields. Mary responded that we do explain to new hires about coming into this field of work will change you but there are things you can do to keep yourself healthy.
- Mr. Kudej asked how do you identify someone that needs those services? Mary said we've learned how to navigate around that. Training our peer supporters to not be overly zealous but to reach in and not just at the time, but over time, so check in with that person three months later.
- *Documents from this presentation can be found on the DOC website, attached to the May 6, 2022 DOC Board Meeting Handouts.*

#### **Amended FY2022 Telephone Rebate Expenditure Approval, Steve Dick**

- This is an action item to amend the offender telephone rebate expenditures for FY22 which were approved back in September. One area to revise is the offenders' free o-mails that ended in November, approximately \$19,000 left from the original allocation. Another area to revise is the offender tablet program management; \$25,000 was paid through other funds available with the ICN. Item 7 is an MOU with the Department of Transportation (DOT) for two additional staff to work in DOC facilities. Item 8 is an MOU with Iowa Workforce Development (IWD) to add two additional workforce advisors in DOC facilities. The purpose of the offender telephone rebate expenditures is to assist our offender population by furthering their advancement and reentry into society.
- We propose moving the funds from the free o-mails and the offender tablets lines and putting those funds in these lines to add these additional staff through contracts with the DOT and IWD.
- Mr. Kudej asked if this been bounced off the ombudsman's office. Steve Dick responded that he shared this information with the Ombudsman's office earlier this week and there was no response back.
- Chair Rebecca Williams asked for a motion to approve the Amended FY2022 Telephone Rebate Expenditure. Vice Chair Webster Kranto made a motion. Trent Keller seconded the motion. All members were in favor, ***Motion passed.***
- *Documents from this presentation can be found on the DOC website, attached to the May 6, 2022 DOC Board Meeting Handouts.*

#### **Public Comments, Public**

- No public comments.

#### **Open Discussion, Board Members**

- Chair Rebecca Williams welcomed new board member Denise Bubeck. Denise is from the Des Moines area. She is a Family Leader working with pastors in churches for the Church

Ambassador Network. She's thankful and humbled to be part of the board and wants to serve anyway she can.

- Mr. Keller thanked the DOC for the apprenticeship program. He's mentoring Donshay Reed, who was just released from MPCF a week ago and completed the barber apprentice while there. Mr. Keller is thankful for the Director and all of the staff allowing us to have the different apprenticeships in Iowa.
  - Donshay Reed said as soon as he got to MPCF he motivated himself to change his life. His grandfather told him you're not going to change until you're ready to change, so he began the barber apprenticeship program. He said offenders take advantage of the treatment in prison, but then go home and relapse and end up coming back. This program gave him the opportunity to change his life and go into a working field. Mr. Reed wanted to thank the DOC, Trent and everybody else for giving him the opportunity to change his life and move forward.
  - Chair Williams asked Mr. Reed to describe a little bit of the barber program's hours vs. classwork? Mr. Reed responded he had bookwork and 12 tests to take. He's got his the on-the-job hours done, the bookwork done, now he's just learning the other part of it from Trent, every Saturday. Mr. Reed was able to get a temporary barber license for 6 months, so Mr. Keller can help him prepare for the Board of Barbering test which is a 2 hr. practical test and a multiple choice test.
  - Chair Williams commented she's guessing Mr. Reed has one proud Grandpa. Mr. Reed responded that he can move forward and be a better man on the other side. He wants to reach back and help out inmates that have gone through the things that he's been through.
  - Chair Williams commented Thank you for doing that because you can have a huge impact on other people.
- Mr. Keller commented that he thanked God for Mr. Reed and for allowing Mrs. Bubeck to be on the board. He's very proud of Mr. Reed and wants him to continue giving 100% and he'll accomplish all his goals. Don't give up.
- Mr. Kudej asked if we know where the appropriations stand at this point. Director Skinner said Nick hopes to hear something next week.
- Mr. Keller remarked that he enjoyed the memorial banquet last night. It was awesome to see the support and to be there to support the families of our members of corrections.

### **Adjournment Board Members**

- Chair Rebecca Williams asked for a motion to adjourn the meeting. Vice Chair Webster Kranto made a motion. Trent Keller seconded the motion. All members were in favor, meeting adjourned.

Respectfully Submitted,

Abby Williams, Secretary

*The Board of Corrections' agenda is posted on the DOC Web Site at <https://doc.iowa.gov> under the Board of Corrections Tab.*

# Tech2Connec

**t** Keeping Justice Involved  
Individuals (JI/I)  
Connected to the  
Community Through  
Innovative Practices



# Tech2Connect

How did this all...



# Tech2Connect Goals

**1**

**Use Technology  
to Connect with  
Justice Involved  
Individuals**

**2**

**Provide Access to  
Individualized  
Treatment within  
Institutions and  
Community**

**3**

**Develop a  
Process for  
Reconsideration  
of Sentence**



# Tech2Connect Goals

**4**

**Provide Reentry  
Services for Justice  
Involved  
Individuals**

**5**

**Establish a  
Mentorship  
Program**

**6**

**Increase  
Treatment  
Dosage within  
Institutions  
and  
Community**

# **Goal #1**

**Use Technology to Connect with  
Justice Involved Individuals**

# Why Tech?

TIME ON TASK LEARNER CARD

CREATE RELATIONSHIP



- Connection to the Community**
- Evidence Based Programming**
- Skill Building/Carey Guides**
- Virtual Appointments**
- Build Rapport**
- Fiscally Responsible**
- Fillable Forms**
- Data Collection**
- ...**

# Tablet Security

**IDOC and Community Based Corrections have partnered with American Prison Data Systems (APDS) to provide secure Android tablets to deliver educational, vocational, job placement, and rehabilitation programs.**

## **PHYSICAL SECURITY:**

- Tablets are small and lightweight**
- Military-grade case**
- Screens are protected from shard-removal**
- Battery protected from removal**

## **APDS LOCKDOWN SYSTEM**

- Custom Firmware and Lockdown Application**
- Disables settings**
- Monitors tablet activity**
- Allows for rapid tablet shutdown if required**



**Two Years of APDS tablet use in IA: no issues with digital security, and no one has been hurt using tablets**

# **Goal #2**

**Provide Access to Individualized  
Treatment within Institutions  
and Community**

# Why Assessments?



- ❑ **Client Driven**
- ❑ **Identify Needs and Risk Factors**
- ❑ **Individualize Treatment Plans**
- ❑ **Allocate Resources Appropriately**
- ❑ **Reduce Recidivism**

# Assessment Example

**Note Category:** Phone Call

**Supervision Level:** Level 0 - None

**Subject:** Tech2Connect Action Plan

**Chrono:** ACE Score: Completed April 27, 2022, scores 1. The completed assessment reveals a low score indicating little to no childhood trauma and a low risk for chronic disease.

Modified Mini: Completed on April 22, 2022. Overall score 5. Scores 1 in Mood Disorder, 2 in Psychotic Disorders, and 2 in Anxiety Orders. Scoring indicates trauma and an evaluation is recommended.

Resilience Questionnaire: Completed on April 22, 2022. 12/7. The completed assessment reveals as a child resiliency score was high, it has lowered as an adult.

Jesness: 1-4CI 8/1/2012

DRAOR Institutional: 6/12/2021- 10. Risks identified: Impulse Control, Problem Solving, Attachment with Others, Substance Abuse, Unresponsive Rehabilitation, Anger/Hostility, Social Support, Social Control, and Employability.

DRAOR CBC: NA

IRR: 7/2/19-Violence 9, Victimization 11

MAST: Completed April 22, 2022, scores a 6, which indicates hazardous drinking, evaluation recommended.

DAST: Completed on April 22, 2022, scores a 4, which suggests low level. Based on PSI and self reported drug

# Action Plan Example

**Note Category:** Phone Call

**Supervision Level:** Level 0 - None

**Subject:** Tech2Connect Action Plan

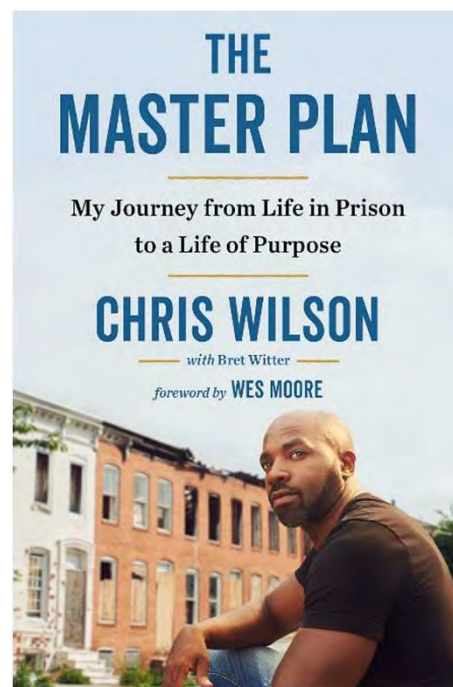
**Chrono:** HIGH RISK AREAS IDENTIFIED:  
Problem Solving  
Sense of Entitlement  
Substance Abuse  
Opportunity to access Victim  
Attachment with Others  
Anger Management  
Employment  
Social Support



# Increase Interventions

## Tablet Programs:

- Master Plan
- Breaking Free
- Wellness Recovery Action Plan (WRAP)
- Money Essentials
- Work Essentials
- Kolibri
- Carey Guides



## In-House Interventions

- MRT (COG)
- ACTV (Domestic Abuse Program)
- Coping with Anger (MRT)
- ACT (COG)
- Becoming the Man I want to Be (Good Lives)
- Breaking the Chains of Trauma (MRT)
- Where do I go Now (MRT)
- Parenting and Family (MRT)

# **Goal #3**

**Develop a Process for  
Reconsideration of Sentence**

# Why Reconsideration?



- Focus on Changing Behaviors**
- Provides Rehabilitation**
- Promotes positive self image/worth**
- Help with Overcrowding**
- Deters young JI/I from embracing a criminal lifestyle**
- Reduce Recidivism**

# Reconsideration

Focus on Reentry Rather  
than Incarceration



- Active Investment From JI/I**
- Complete Portion of Cognitive Programming (MRT/ACTV) and Skill Building**
- Decrease Institutional Reports**
- Supported Release Plan**
- Support Team Meeting (Counselor, Family, Clergy, Mental Health Provider, etc.)**
- Connected to Community Resources**

# **Goal #4**

**Provide Reentry Services for  
Justice Involved Individuals**

# Why Reentry Services?



- ❑ **Focus on Release Rather Than Incarceration**
- ❑ **Identify Barriers Early**
- ❑ **Build Supervision Rapport**
- ❑ **Reduce Anxiety**
- ❑ **Smooth Transition**
- ❑ **Community Involvement**
- ❑ **Community Safety**
- ❑ **Reduce Recidivism**

# Reentry

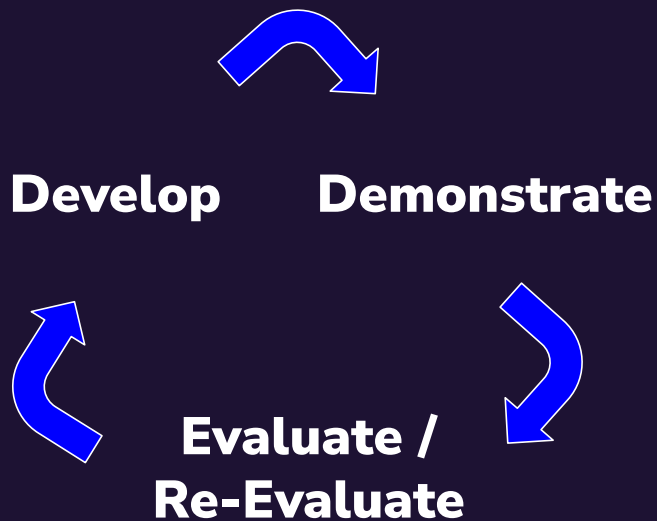
- Schedule Doctor's Appointments**
- Apply for Social Security Card, Medical/Food Stamps, and ID**
- Schedule Mental Health/Substance Abuse Evaluations in Advance**
- Medication Assistance**
- Assist with Clothing/Hygiene Needs**
- Secure Housing**
- Explore Employment Opportunities**
- Identify Goals and Release Plan**
- Involve Support Systems**
- Community Referral**
- Warrants/Pending Charges**

# **Goal #5**

**Establish a Mentorship  
Program**



# Why Mentoring?



- ❑ **Prosocial Connection to the Community**
- ❑ **Share Life Experience**
- ❑ **Support During Transition**
- ❑ **Accountability**
- ❑ **Develop Relationships**
- ❑ **Reduce Recidivism**

# Model for Mentoring

- ❑ **1 mentee to 1-2 mentor**
- ❑ **Weekly for 1-2 hours**
- ❑ **In-person and Virtually  
(Incarcerated)**
- ❑ **Start meeting prior to  
release from incarceration**



# **Goal #6**

**Increase Treatment Dosage  
within Institutions and the  
Community**

# Why Increase Treatment Dosage?



- Create Change**
- Treatment Continuity**
- Address Gap in Treatment**
- Increase Accountability**
- Provide Outcome Measures**
- Reduce Recidivism**

# **Increased Cognitive Based Treatment**

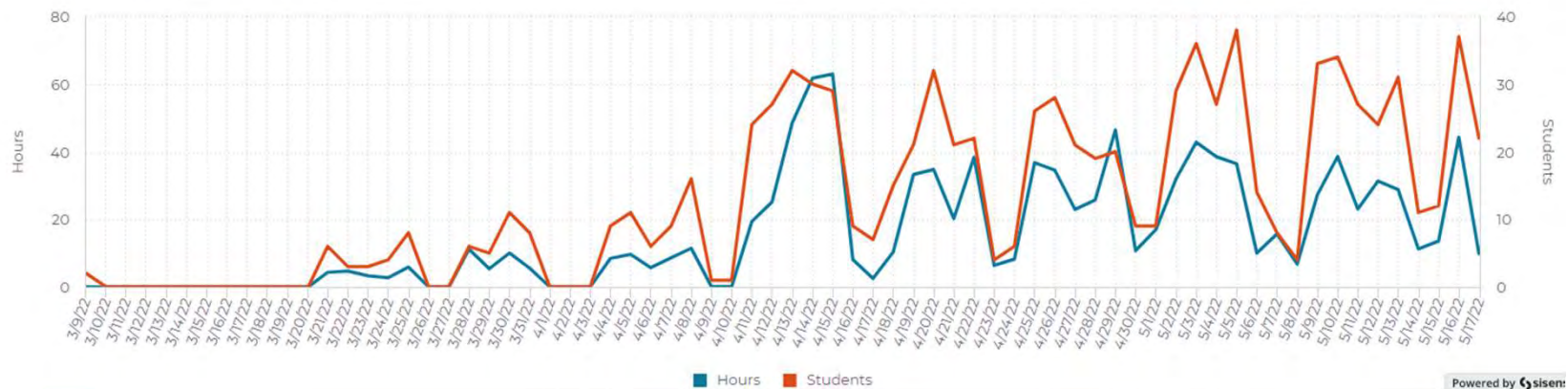
- ❑ 250% Increase in Cognitive Based Programs (CBP)**
  - ❑ MRT**
  - ❑ Coping with Anger**
  - ❑ Jail Based MRT**
- ❑ 117% Increase of Current Justice Involved Individuals in CBP**
- ❑ 157% Increase in CBP Facilitators**

# Institution Dosage Tracking

Most Popular Courses

Content	Users	Total Hours	% Time on Platform	🏆	Users Per Day
Messaging	61	337	31%		7
The Master Plan	79	236	22%		8
WORK_ESSENTIALS	36	122	11%		4
WRAP for Addictions 2.0	44	68	6%		3
MONEY_ESSENTIALS	26	64	6%		3
WRAP for Reentry 2.0: Moving Forward from Incarceration	30	56	5%		2
News Inside   The Marshall Project	54	29	3%		2
Forms	43	20	2%		2
Khan Academy (English)	24	17	2%		2

Active Students and Time Spent on Platform



# Individual Dosage Tracking

Days Used

32

Courses Used

26

Total Hours

16

Daily Courses Used



Most Used Courses

Progra...	Course	Days Used	% Time on Platform
Essential Ed	WORK_ESSENTIALS	11	30.1%
	MONEY_ESSENTIALS	15	23.3%
D2L	The Master Plan	6	13.6%
	WRAP for Reentry 2.0: Moving Forward from Incarceration	7	13.5%
	WRAP for Addictions 2.0	3	4.2%
	News Inside   The Marshall Project	4	2.6%
	TED Talks 2021: Life Lessons From Prison	1	0.6%
	TED Talks 2021: Life's Big Questions	2	0.5%
	TED Talks 2021: What Makes Us Stronger	1	0.4%



# FEEDBACK

“I don’t think I would have gotten my parole without being involved with this program.”

“It helps me stay focused and gives me good things to think about.”

7<sup>th</sup> District Community Resource Provider: March 31, 2022 - “This is the first successful connection coming out of prison so just wanted to share!”

**“I really appreciate everything that you and the tech 2 connect program has done for me these last couple months im really excited to move on and continue with this program when I get out..... And yesterday was a very emotional day for me me and my mom never expressed ourselves to each other as we did and very excited and confident for my future....“**



# Where Do We Go Next?



***“It always seems impossible until it’s done”-Nelson Mandela***



<b>STATE OF IOWA</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>POLICY</b> <b>AND PROCEDURES</b>		Policy Number OP-MTV-01	Applicability <input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code Public Access	Iowa Code Reference N/A
Chapter 5  OFFENDER PROGRAMS	Sub Chapter MAIL, TELEPHONE, AND VISITING	Related DOC Policies N/A	Administrative Code Reference 201-20.4, 201-20.5
Subject  INCARCERATED INDIVIDUAL CORRESPONDENCE		PREA Standards N/A	Responsibility Randy Gibbs
		Effective Date <del>November June</del> 2022 <del>1</del>	Authority

## I. PURPOSE

To describe opportunities Iowa Department of Corrections (IDOC) incarcerated individuals have for maintaining written correspondence with non-incarcerated individual members of the community.

## II. POLICY

It is the policy of the IDOC to encourage constructive correspondence between incarcerated individuals and their family and friends that supports law-abiding behavior. Correctional administrators shall structure policies to ensure incarcerated individual responsibility for accuracy and honesty in official and personal correspondence. Institutions are responsible for a safe, secure, and orderly procedure for incarcerated individual use of the mail.

## CONTENTS

### A. General Provisions

- B. Correspondence Guidelines
- C. Confidential
- D. Non-Confidential Incoming Mail
- E. Non-Confidential Outgoing Mail
- F. O-Mail
- G. Internal Revenue Service – “Blue Bag Program”
- H. Disposition of Contraband

### III. DEFINITIONS

- A. Immediate Family – An incarcerated individual’s spouse, mother, father, sister, brother, child, grandparent, established legal guardian, or other who acted in place of parents and step or half-relation if the step or half-relation and the incarcerated individual were raised as cohabitating siblings.
- B. Justifiable Cause – (includes but not limited to) The correspondence presents a threat to the order and security of the correctional institution or any complaint or request from a recipient of incarcerated individual correspondence suggesting the correspondence violates correctional principles or is inappropriate or inaccurate.
- C. O-Mail – This system is similar to email but is not connected to the internet. Electronic mail that can be sent to and from incarcerated individuals and public. The guidelines outlined in this policy apply to electronic mail (O-Mail).
- D. See IDOC Policy **AD-GA-16** for additional Definitions.

### IV. PROCEDURES

- A. General Provisions
  - 1. Non-Confidential mail may be read. This may be on a random, selected or blanket basis.
  - 2. Non-confidential mail may be read when there is suspected abuse of correspondence or potential threat to the order and security of the institution. Each facility shall develop specific procedures for

authorization of regular monitoring of mail to and from designated individuals.

3. In attempting to prevent the introduction of contraband mail items in the correctional facility, the department may contract with a vendor that specializes in receiving mail from the public and producing copies of the mail for the inmate as a service to the department. If the department enters into an agreement with such a vendor, the department and vendor shall undertake efforts to notify inmates and those on approved visiting lists of the new process, and where mail should be sent if any location other than the prison in which the individual is currently incarcerated.

4. All incoming incarcerated individual non-legal mail must be sent to a central facility at the following address:

Incarcerated Individual Name  
Incarcerated Individual Number  
(Iowa DOC Facility Name)  
PO BOX 96777  
Las Vegas, NV 89119

~~3-5. All non-legal mail is opened at this central facility operated by Pigeonly Corrections, screened for contraband, and scanned into a printed copy. The printed copy will be shipped from the central processing facility to the Iowa prison for distribution to the incarcerated individual recipients. Originals are temporarily stored and securely destroyed. Originals will not be returned to the sender.~~

~~4-6. If there is a determination made by the warden of a facility that exigent safety/security circumstances exist, non-confidential mail may be photocopied and the photocopies provided to incarcerated individuals in lieu of the original copies of mail. When this process is utilized, the incarcerated individual shall have the opportunity to mail out the original at his/her own expense, or the incarcerated individual may choose to have the original destroyed. Mail may be held as evidence for hearing or prosecution ~~will be the only exception to this disposition process.~~~~

5-7. Correctional staff shall inspect all non-confidential correspondence and packages, both incoming and outgoing. Each institution shall have guidelines for the amount and type allowed consistent with the security and life safety requirements of the institution.

- ~~6-8.~~ Except as authorized by this policy, no mail lists will be maintained restricting persons from writing to incarcerated individuals or incarcerated individuals writing to persons in the public.
- ~~7-9.~~ Mail to a particular individual may be restricted for justifiable cause upon written request or by phone of that individual. The incarcerated individual shall be informed of the request and ordered to cease all correspondence to that individual.
- ~~8-10.~~ All letters mailed by incarcerated individuals shall be left unsealed for inspection of the contents only.
- ~~9-11.~~ Envelopes shall contain letters to the addressee only. The Warden or designee may make exceptions for immediate family members residing at the same address.
- ~~10-12.~~ With the exception of weekends and holidays, incoming and outgoing letters are held for no more than 24 hours and packages are held for no more than 48 hours prior to distribution. Correspondence requiring further security review or translation per the provisions of this policy may be held for up to five days prior to a decision regarding distribution. Additional time for review may be approved by the Warden. In such cases, the incarcerated individual shall be notified in writing.
- ~~11-13.~~ Circumstances such as disturbance, natural disaster or similar constraints, may result in a longer time period prior to distribution.
- ~~12-14.~~ Incarcerated individuals may correspond in a foreign language. Such correspondence may be inspected and translated.
- ~~13-15.~~ Stamped, return-addressed envelopes for all outgoing letters are available for purchase by the incarcerated individual through IPI canteen services.
- ~~14-16.~~ The sender's full name shall be signed in full and printed at the end of the letter. The sender's printed name and address shall appear in the upper left-hand corner of the envelope. The incarcerated individual's name, number, address, city, state, and zip code shall also appear on the envelope. All incarcerated individuals identified as transgender, shall receive incoming mail in their legal name (applies to all external correspondence).
- ~~15-17.~~ No limit shall be placed on the number of letters mailed. Incarcerated individuals in an indigent status shall be given assistance, which may

be recoverable. Assistance limitations shall be set by the institution but shall not be less than two envelopes per week if requested and used by the incarcerated individual.

~~16.18.~~ Incarcerated individuals are prohibited mailing the "Bill Me Later" subscription cards available in magazines, as this is seen as entering into a contract.

~~17.19.~~ Incarcerated individuals are prohibited from correspondence that includes confidential information such as social security numbers, bank account numbers, etc. of a third person.

B. Correspondence Guidelines

1. Generally, mail privileges should be no more restrictive than visiting privileges.
2. Using verbally abusive, or threatening language shall not be allowed in personal mail/O-mail.
3. Current IDOC employees and contract staff who are members of the incarcerated individual's immediate family may be approved mail privileges with approval by the Warden or designee.
4. Current volunteers, generally, shall not be allowed normal personal mail/O-mail with any incarcerated individual. Where a familial relationship exists, and only in consultation with the Deputy Director of Institution Operations/Designees, the Warden may authorize normal personal mail/O-mail privileges concurrently with the provision of volunteer services.
5. Current volunteers, generally, shall not be allowed normal personal mail/o-mail or telephone privileges with any incarcerated individual. Where a familial relationship exists, and only in consultation with the Deputy Director of Institution Operations/Designee, the Warden may authorize normal personal mail/O-mail privileges concurrently with the provision of volunteer services.
6. Former IDOC employees, and contract staff who left employment in good standing, who are not immediate family may be allowed mail/O-mail/telephone privileges six months after they have left employment with approval by the Warden or designee.



7. Former volunteers, who left volunteer status in good standing may, upon approval of the Warden, be allowed mail/O-mail privileges with incarcerated individuals six months following termination of volunteer status.
8. Former volunteers who were removed from volunteer status as a result of misconduct shall not be allowed mail/O-mail privileges unless a familial relationship exists with the incarcerated individual. Where a familial relationship exists, the Warden may consider authorization of mail/O-mail privileges. The nature of the misconduct shall be a significant factor in the approval decision.
9. Persons under correctional supervision or detention in the community shall not be allowed to correspond with incarcerated individuals; exceptions may be made for immediate family. Institutional procedures shall identify the designated approval authority for these exceptions and shall, at minimum, include provisions for incarcerated individual notification, documentation in generic notes, and notification of mailroom personnel. Communication between spouses should be authorized unless there is a justifiable cause such as a valid, documented security concern. Codefendant status alone is not justification to deny communication between spouses.
10. Correspondence between incarcerated individuals and former incarcerated individuals shall not be permitted for a minimum of six months following discharge from supervision. Exceptions for members of the immediate family may be made. After six months, correspondence between incarcerated individuals and former incarcerated individuals may be authorized by the Warden when such correspondence is determined to be in the best interests of the incarcerated individual and poses no threat to security. All exceptions shall be determined through procedures established at each facility.
11. Mail/O-mail privileges may be restricted or suspended between an incarcerated individual and a person for justifiable cause pose a potential risk to the security of the institution. This applies but is not limited to, individuals whose correspondence contains references to Security Threat Group affiliation or activity or correspondence written in code. Where such correspondence is discovered it may be rejected, with written notice of rejection provided to both. Where such correspondence continues after several rejections and notice provided to both that continued correspondence of that nature might result in suspension of the correspondence privileges. The Warden may suspend correspondence privileges for a period of up to one year. The decision



of the Warden may be appealed by letter to Assistant Deputy Director of Institution Operations.

12. Incarcerated individuals may not have any contact, including by mail or through third parties, with victims or the victim's household of their commitment offense or previous offenses. All exception requests shall be considered during classification meetings in accordance with the recommendations of the Office of Victims and Restorative Justice.
13. Sex offenders with minor victims are prohibited from correspondence and photographs with minors. Sex offenders with minor victims shall normally be allowed correspondence privileges with minors in their immediate family unless a victim of the current or previous offense is a member of the immediate family. All exception requests shall be considered during classification meetings in accordance with the recommendations of the Office of Victims and Restorative Justice.
14. Incarcerated individuals are prohibited from mail and o-mail contact with a person who is the protected party of an active no-contact order. Incarcerated individuals with a modified order that may allow mail or o-mail contact remain subject to applicable prohibitions of this policy.
15. Persons under the age of 18, who are not immediate family, must provide the institution notarized written permission of the parent or legal guardian before corresponding with an incarcerated individual.
16. Misuse of mail shall result in institution discipline and/or be reported to the United States Postal Inspector or other state or federal agencies for action.
17. Additional security procedures may apply to incarcerated individuals who are placed in any type of segregation status.
18. Wardens/Designees may make individual exceptions. In cases involving victims, their immediate family, or minor victims of sexual abuse, consultation with the Office of Victims and Restorative Justice is required.
19. It is permissible for incarcerated individual to mail manuscripts to another party, so as long as the incarcerated individual does not violate departmental rules related to entering into a business contract.

C. Confidential

1. Incarcerated individuals may write confidential letters to:
  - a. Officers of federal, state or municipal courts (judges, judge's law clerks, prosecuting attorneys, military personnel records, court administrators).
  - b. Federal agencies' chief administrative officer, elected, appointed officials, and including Consulate or Diplomatic Representative of incarcerated individual's country of citizenship.
  - c. State agencies' chief administrative officer, elected or appointed officials.
  - d. Clerk of Court
  - e. The sentencing State Department of Corrections chief executive officer and deputy directors
  - f. Sentencing State Board of Parole
  - g. Attorney
  - h. The Citizens Aide Office/Ombudsman's Office
  - i. Any additional exception by law or policy
  - j. Civil Rights Commission
2. Envelopes containing confidential correspondence should be marked as "confidential" by the sender.
3. Mail to or from the Office of Citizens' Aide/Ombudsman shall not be opened for inspection by staff. Incarcerated individuals are not required to open the mail at the direction of staff that is to/from the Ombudsman office. Mail from the Office of Citizens' Aide/Ombudsman to incarcerated individuals will be sent via the state contracted courier service.
4. Confidential mail may not be read without order of the court. Staff may search ~~incoming~~/outgoing confidential mail for contraband in the presence of the incarcerated individual and request the incarcerated individual to seal the envelope in their presence after the search.

5. Attorneys may not send in flash drives/thumb drives to incarcerated individuals.

D. Non-Confidential Incoming Mail

1. All incoming mail must be sent directly from the individual who wrote the correspondence.
2. Only correspondence sent on 8 ½ x 11 white paper will be allowed. Card stock, greeting cards, glitter, artwork or other adornments are not allowed. Items that have perfume or other scents are not allowed. Correspondence must be clear of visible stains.
3. Correctional staff shall inspect all non-confidential correspondence and packages. To facilitate institutional inspection of first-class mail, enclosures other than the written correspondence shall be limited to the following:
  - a. Photographs including snapshots or digital photos are acceptable. Female breasts, as well as genitalia and buttocks of both males and females, must be substantially obscured, or substantially covered by clothing (including swimwear or undergarments) or any other object, which is not considered pornographic or obscene. Lewd display of genitalia by males or females, clothed or unclothed, is not allowed. Single sheets of multiple photographs, thumbnail or other sizes, must adhere to these standards. Additional restrictions may apply for treatment purposes.
  - b. Multiple copies of the same, or like same, photograph are not allowed. Exceptions may be made for photos of the incarcerated individual (himself/herself) and with approval of the Warden or designee.
  - c. Photographs that contain security threat group (STG) hand gestures, or other identified STG symbolism, are not allowed. This includes photos that contain attempts at covering up the STG hand gestures such as with emoji's or other like items.
  - d. Clippings from authorized published material.
  - e. Copies of Internet material, unless deemed a security risk/threat. Each institution shall have guidelines for the amount and type

allowed consistent with the security and life safety requirements of institution.

f. Attachments/enclosures sent in with mail may be limited to ten pages or pictures.

4. Reasonable size restrictions and attachments to envelopes may be imposed by each institution.

5. Each institution shall have written procedures for the forwarding of first-class letters and packages after an incarcerated individual's transfer or release.

#### E. Non-Confidential Outgoing Mail

1. All outgoing mail must be sent directly to the individual that the correspondence is written to using the individual's full name.

2. All items using parcel post outgoing mail shall be packed and sealed by staff.

3. All outgoing mail shall only contain a return address, which includes the incarcerated individual's printed full name and number as well as the institution address. All incarcerated individuals identified as transgender may send out mail in their preferred name.

4. At the directive of staff, incarcerated individuals shall discontinue correspondence with individuals who have expressed in writing or by phone the desire not to receive additional correspondence from a particular incarcerated individual.

5. Incarcerated individuals shall be denied mail privileges with persons for justifiable cause that might present a risk to the order and security of the institution.

#### F. O-Mail

1. O-mail for incarcerated individuals shall be governed by institutional procedures. By its very nature, O-Mail is not confidential. All incoming and outgoing O-mail may be inspected and read.

2. Incarcerated individual family and friends shall be responsible for signing up on the corrlinks internet site to enroll in the O-mail system: <http://www.corrlinks.com>.

3. O-mail is limited to 14000 characters, approximately two pages and no attachments per message.
  4. There is a cost for sending O-mail, which shall be the responsibility of the sender.
  5. The guidelines outlined in this policy apply to electronic mail.
- G. Internal Revenue Service – “Blue Bag Program”
1. Institutions will secure any mail designated specifically for the IRS in the “blue bag”. A “blue bag” will be set up for each facility.
  2. The bag is mailed directly to the IRS office where it will be reviewed and processed. The institution will incur postage. If fraud or illegal activity is discovered, the postage cost will be reimbursed by the incarcerated individual through the institutional discipline process. The blue bag will be returned to the sending institution by the IRS.
- H. Disposition of Contraband
1. Each institution shall develop procedures regarding the process whereby incarcerated individuals resolve correspondence issues. The institution may develop an internal appeal process or use the statewide grievance process.
  2. Each institution shall have written procedures for disposition of contraband.
  3. When mail is rejected, the mail shall be returned to the sender with postage costs assessed to the incarcerated individual. When mail includes items of contraband which are not illegal to possess under the law, the correspondence (if otherwise in accordance with this policy) may be forwarded to the incarcerated individual. Such contraband items may, at the direction of the incarcerated individual, be returned to the sender with postage costs assessed to the incarcerated individual, destroyed, or donated (as appropriate) to a charitable organization designated by the Warden or designee.

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Replaces IN-V-64

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