

2021

ANNUAL REPORT

FIFTH JUDICIAL DISTRICT



As we entered Fiscal Year 2021, a great deal of uncertainty remained as it related to dealing with COVID-19. Operationally, we stuck to the strategies we adopted in FY20 to mitigate the spread of COVID-19 and help keep staff and clients safe. It wasn't until early 2021, however, that vaccines became widely available. Even then though, it was a slow progression towards easing up on some of the mitigation practices such as requiring masks, taking temperatures, and fully remote teleworking.

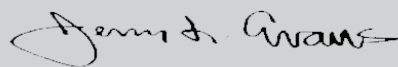
By the end of FY21, we had transitioned to a hybrid model for teleworking; discontinued taking temperatures of staff and clients entering the building; resumed home visits using modified expectations; and for the most part, made wearing masks optional. However, our residential facilities needed to continue operating under their capacity numbers in order to accommodate residents who needed to be quarantined. This essentially took 50-plus beds off-line because the quarantine rooms were limited to one resident at a time. On the bright side, the percentage of residents securing employment was the best it has ever been, as was the average starting hourly wage. This likely can be attributable to the labor shortage caused by the pandemic.

Much of our focus in FY21 was targeted towards improving outcomes at the Ft. Des Moines Men's Residential Facility. To assist us in this endeavor, we entered into an agreement with Dr. Lori Lovins from Bowling Green University. Dr. Lovins' expertise is in analyzing residential corrections facilities and providing recommendations on how best to target resources to improve outcomes. Dr. Lovins was not able to get on-site at Ft. Des Moines during FY21 because of the pandemic, but she was able to do several things remotely and her work will continue through FY22. From its inception, community corrections facilities in Iowa have always been viewed as extensions of Iowa's prisons. As such, they tilt heavily towards the compliance model. Unfortunately, emerging research has shown that the compliance model does very little, if anything, towards changing client behavior. Given that

changing client behavior is one of the primary goals of community based corrections, we are transitioning away from relying heavily on the compliance model and moving towards a more cognitive restructuring model. Our plan is to continue the work started in FY21, and change how we administer services at Ft. Des Moines in order to see improvement in our outcomes.

Finally, I would like to continue acknowledging the work performed by our staff. While we should all expect change to be a constant in our work lives, I don't think enough people appreciate the adjustments staff have had to make living and working during a pandemic. For us, the effects of a labor shortage and the difficulty of attracting and hiring qualified applicants added to what were already unusual times. In FY21, we experienced a number of retirements that necessitated backfilling positions. Subsequently, a number of residential officers earned promotions, however, it took time to backfill their positions. Fortunately, we had a number of staff who stepped-up to fill open residential shifts, carried additional cases, and/or supervised additional staff while we worked to cover all the duties that needed covered. The commitment demonstrated by so many is what makes working in this district so gratifying.

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 that have helped make Iowa a leader in Community Based Corrections.



Director, Fifth Judicial District | Department of Correctional Services

A MESSAGE FROM THE

DISTRICT DIRECTOR



TABLE OF CONTENTS

Board of Directors	4-5
Office Locations	4-5
History & Overview	6-7
Strategic Plan	7
2021 Supervisors	8
Organization Chart	9

ADMINISTRATIVE SERVICES 10

Administration and Human Resources	11
Payroll / HR	11
Administration Support Staff	11
IT Department	11-12
Accomplishments	12
Training Goals and Objectives	12
Income Offset	12
Financial Information	13

FIELD SERVICES 14

Overview	15
Corrections Continuum	15
Intermediate Criminal Sanctions	15
Completed and Attempted Home Visits	15
Pretrial	16
Reduced Supervision Unit	16
Interstate Compact Unit	17
Probation/Parole Unit	17
Satellites	18
Region Offices	18-19
Presentence Investigation Unit	20
Centralized Intake Unit	20

SPECIALTY PROGRAMS 21

Domestic Abuse/ISP Unit	21
Drug Court	21-22
Drug Court Sanctions and Approach	22
Central Command Center	22-23
Mental Health Unit	24
Support Services Center	24
Sex Offender Treatment Program	25
Youthful Offender Program	25
Re-Entry Program	26
Warrant Team (Fugitive Unit)	26

RESIDENTIAL SERVICES 27

Fort Des Moines Facility	28
Residential Officers	29
Kitchen Services Unit	29
Maintenance Unit	29-30
OWI Continuum Unit	30
District Work Crew	30
Federal Officers	30
Chaplains	30
Fresh Start Women's Center	31

MEMORIALS AND RETIREMENTS 32

Memorials	33
Retirements	34-35

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 51ST 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

AUSTIN TAYLOR
Clarke County*

MIKE DICKSON
Guthrie County

DENNY CARPENTER
Jasper County

DENNIS SMITH
Lucas County

DIANE FITCH
Madison County

STEVE KNAPP
Ringgold County

PAMELA WILMARTH
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
210 E. ROBINSON 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 5th 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 5th CBC purchased additionally 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.



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 thirty 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 twenty individuals per officer at any time. However, today with the changes in technology and ways to contact the client’s caseloads in this unit have up to seventy 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.

STRATEGIC PLAN

FY 2021–FY 2024

OBJECTIVE	DEFINITION	POTENTIAL METRICS
Facilitate Positive Behavioral Change	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
Facilitate Evidence Based Rehabilitation	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
Become a Trauma Informed District	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
Protect the Public	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.
Maintain Evidence Based Practices Throughout the District	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
Improve Residential Outcomes at Ft. Des Moines	Focus on setting goals consistent with criminogenic needs, expand opportunities for residents to participate in cognitive based therapy (ACT).	Establish a working agreement with Dr. Lori Lovins to assess current operations and offer recommendations on policies and processes proven to be effective in residential corrections.

2021 SUPERVISORS

Top to Bottom, Left to Right: *Assistant Director Art Rabon, Supervisor Brandon Garvey, *Director Jerry Evans, Residential Supervisor Amanda Cox, *Division Manager Angela Karaidos, Residential Supervisor Robin Merk, Supervisor Corey Disterhoft, *Division Manager Mike Brown, Residential Supervisor Tony Williams, Residential Supervisor Norm Granger, *Division Manager Lance Wignall, *Division Manager Laura Wernimont, *Residential Manager Cameron Dawson, Supervisor Jeff Schultz, Office Manager Tiffany Krouch, Supervisor Christine Paarmerlee, Supervisor Carly Millsap, Administrative Officer Kristi Skare

Not pictured: *Clinical Services Director Dr. Tony Tatman
and Supervisor Scott Jones

*Members of the Executive Team



Tom Hockensmith, Fifth Judicial District Board of Directors Chairperson

Jerry Evans, District Director

Art Rabon, Assistant Director

3-PPO Supervisors 9-PPO III 6-PPO II

Scott Jones, PPO Supervisor

15-PPO II 1-Secretary

Cindy Morrison, PPO Supervisor

11-PPO II 1-PPO I 2-Secretary

Jeff Schultz, PPO Supervisor

1-PPO III 8-PPO II 4-PPO I 2-CPM

Angela Karaidos, Division Manager

Pretrial Unit

2-Residential Supervisors
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

12-Admin Support Staff (Secretaries)

Robin Merk
Residential Supervisor

1-CTC 1-PPO III 12-PPO II 1-PPO I

Amanda Cox
Residential Supervisor

10-Residential Officers

Laura Wernimont, Division Manager

1-Administrative Assistants 2-Accounting Technicians

Carrie Schouten, Executive Officer

Karen Chapman, Personnel Specialist

Dr. Tony Tatman, Clinical Services Director — SOTP

2-Physchologist 3-PPO III 4-PPO II

Mike Brown, Division Manager

Cameron Dawson
Residential Manager

1-Residential Supervisor 1-PPO I 2-OWI CTC

Lance Wignall
Residential Manager

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

Corey Disterhoft
PPO Supervisor

1-PPO III 14-PPO II

Carly Millsap
PPO Supervisor

4-PPO III 11-PPO II

Brandon Garvey
PPO Supervisor

6-PPO III 1-Outside Provider

Anthony Williams
Residential Supervisor

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

Vacant
Residential Supervisor

12-Residential Officers

Norman Granger
Residential Supervisor

9-Residential Officers

Christine Parmerlee
PPO Supervisor

9-CTC

Vickie Sherzan
IT Specialist

1-IT Specialist 2-Systems Administrators

VACANCIES:

1-Residential Manager, 1-Executive Officer, 2-Probation/Parole Supervisor,
8-Full-Time Residential Officer, 1-Part-time Residential Officer, 3-CTC, 1-Probation Parole Officer I,
6-Probation/Parole Officer II, 2-Secretaries, 1-Substance Abuse Liason



ADMINISTRATIVE SERVICES

FIFTH JUDICIAL DISTRICT

ADMINISTRATION AND HUMAN RESOURCES



Left to Right: Laura Wernimont (Division Manager), Kelly Overton, Nicki Brown, Kariann Mikesell

PAYROLL

HR



Left to Right: Christy Holmes, Kristi Skare, and Tanya Peacock



Karen Chapman

ADMINISTRATION SUPPORT STAFF



Back Row, Left to Right: Dawn Narcisse, Marci Rabon, Administrative Officer Kristi Skare, Tisha Bimbi, Veronica Mora, Tami Turbes, Ryan Burgin. Front row, Julie Thompson, Teresa Carder, Tiffany Dawson. Front Row, Left to Right: Brigitte Rognes, Jill Fresh, Brenda Ramirez, and Officer Manager Tiffany Krouch

The Human Resources Department and Administrative Unit for the Fifth Judicial District Department of Correctional Services consist of one Personnel Specialist, one Administrative Assistants, one Executive Officer, two Administration Officers, two Personnel Technicians, and two Accounting Technicians and one Office Manager. 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 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



Left to Right: Assistant Director Art Rabon, Yolanda Brown, Scott Adams, Marshall Payne. Not Pictured: Vickie Sherzan

The IT Department at the Fifth Judicial District Department of Correctional Services is located within the 1000 Washington Avenue location. There are four individuals that make up this department that includes two Systems Administrators and two Information Technology Specialists. This unit serves

all staff members across each location within the Fifth Judicial District. The staff members of the IT Department are tasked with the daily operation of all computer equipment. This includes, but not limited to: keeping the network up 100% by ensuring that the District remains virus-free, keeping all equipment updated and in working order, and confirming that the District remain 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 on call 24 hours a day, seven days a week to ensure that all staff have connectivity to the network, as 98% of the work the District does depends on network up time.

ACCOMPLISHMENTS

FY 2020/2021

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 set their own mandatory standards for employees as well as offers some classes that employees had requested from their needs assessment.

As of July 1, 2020, the department had 245 employees. During this fiscal year, we had 10 new employees, 18 of which have since left the department. These 28 employees will not be figured into this report. This report will be based on 245 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 courses.

Other trainings provided in-house this fiscal year include the following:

- First Aid
- Bloodborne Pathogens and Universal Precautions
- CCP Quality Interpersonal Relationships
- CCP Effective Reinforcement and Anti-Criminal Modeling
- Use of Force
- IDOC Fire Prevention and Safety CBC
- Preventing Sexual Harassment
- Confidence Games
- PREA
- CCP Effective Disapproval and Effective Use of Authority
- LockOut TagOut
- Hazards Communication and Right to Know
- CCP Problem Solving Techniques
- CCP Cost Benefit Analysis
- CCP Behavior Chain and Cognitive Restructuring
- Professional Issues, Code of Conduct, Work Rules and Ethics
- CCP Structured Skill Building
- Situational Awareness
- Contraband and Searches (RO ONLY)
- Medication Distribution (RO ONLY)
- Tool & Key Control (Maintenance ONLY)

TRAINING GOALS AND OBJECTIVES

FY 2020/2021

1. 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 matters so we can develop more in-house trainers.
2. 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.
3. Continue offering CCP Trainings and Boosters.
 - Objective/Format: Have current CCP instructors train staff in cognitive behavioral programming.
 - CCP training will be on-going for new staff.
 - To help with staff to use their Core Correctional Practices everyday PPO III Lisa Roetman created a trifold flip chart that can sit on employees work area to remind them of the skills clients may need help with.
4. Develop leadership projects for line staff.
 - Objective/Format: The Training Coordinator and management staff will work with line staff on leadership projects to develop their skills.

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:

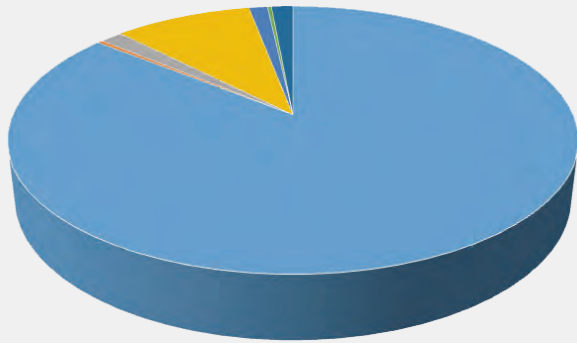
- Tax Returns
- Vendor payments for Goods and Services
- Lottery Winnings

Income Offset collected by Fiscal Year:

FY 2011 — \$44,629.11	FY 2017 — \$49,756.38
FY 2012 — \$25,086.60	FY 2018 — \$56,412.87
FY 2013 — \$44,648.73	FY 2019 — \$55,577.89
FY 2014 — \$64,963.03	FY 2020 — \$49,175.10
FY 2015 — \$68,349.51	FY 2021 — \$62,720.91
FY 2016 — \$50,250.96	

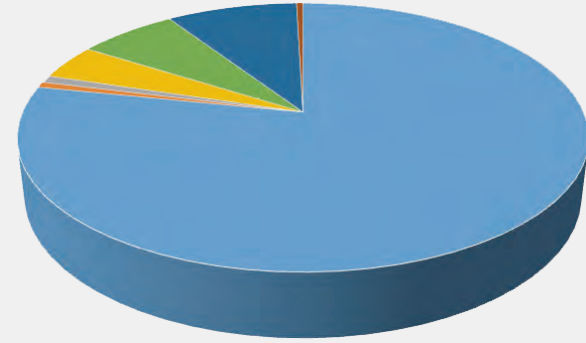
FINANCIAL INFORMATION

EXPENDITURE DETAIL



PERSONAL SERVICES	\$ 23,252,145
TRAVEL AND SUBSISTENCE	\$ 91,854
SUPPLIES	\$ 413,734
CONTRACTUAL SERVICES	\$ 2,537,264
EQUIPMENT AND REPAIRS	\$ 341,340
CLAIMS AND REPAIRS	\$ 73,621
PLANT IMPROVEMENT	\$ 395,000

REVENUES BY SOURCE



GENERAL FUND APPROPRIATIONS	\$ 22,008,023
FEDERAL SUPPORT	\$ 193,784
LOCAL GOVERNMENTS	\$ 240,000
INTRA-STATE REIMBURSEMENTS	\$ 1,194,864
INTEREST INCOME	\$ 4,739
FEES	\$ 1,884,025
REFUNDS & REIMBURSEMENTS	\$ 2,492,298
MISCELLANEOUS INCOME	\$ 124,304

The background features a gradient from blue at the top to yellow at the bottom. Overlaid on this are several large, overlapping circles. The top-left circle is blue with a pattern of small white dots. The top-right circle is a lighter blue with a pattern of small white dots. The bottom-right circle is a light green with a pattern of small white dots. The bottom-left circle is a light yellow with a pattern of small white dots. The text 'FIELD SERVICES' is positioned in the lower-left area, and 'FIFTH JUDICIAL DISTRICT' is positioned below it, separated by a horizontal line.

FIELD SERVICES

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:

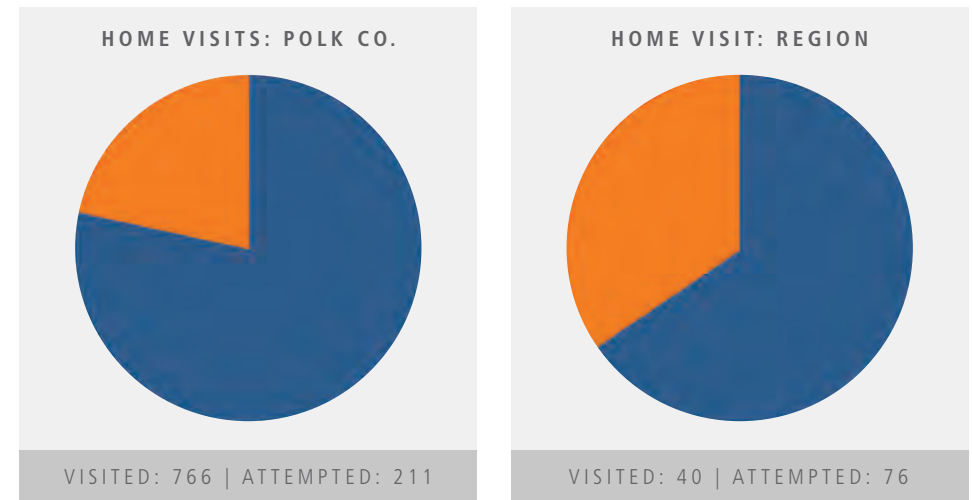
- Uses a team approach to ensure fair and consistent decisions
- Uses intermediate community-based sanctions
- Provides immediate responses to client needs and accountability for behavior
- Reduces court time needed to conduct revocation hearings

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

ANGELA KARAIDOS



Back Row, Left to Right: Chad Roby, Jana Madison, Dave Hauser, Christine King, Angela Karaidos (Division Manager)
Front Row, Left to Right: Josh Buol, Sarah Heiden, Courtney Dolash, Devin Hocking
Not pictured: Samantha Savala, Shelley Reese, Kaelee Otto

Primarily due to the COVID-19 pandemic and a need to responsibly lower the numbers in custody in county jails over the last 18 months, our pretrial supervision numbers continued to increase. 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 (2) PPOI (3) Pretrial Release Interviewers (4)
Number of Clients Served: 2,931

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.

REDUCED SUPERVISION UNIT

CINDY MORRISON



Left to Right: Jonathan Hernandez, Kasey Kirts, Donualt Moore, Angela Busick, Brandon Smith

The Reduced Supervision Unit, formally known as Low Risk Probation, is designed to supervise non-violent cases. The Intake Unit will use 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 5,040 clients and is staffed with six Low Risk Probation Officers. 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 Burkhardt



Simona Hammond

Not pictured: Heather Bell

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 359 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 adjudicated adult individuals in the community as a result of a deferred judgment or suspended sentence. Probation is pre-incarceration. Probation provides an alternative to institutionalization whereby convicted misdemeanants and felons remain in the community under supervision by a Probation Officer. Risk assessments are used to determine what level of supervision they should be supervised. An assessment of their areas of need is conducted and case planning is developed to address those needs. Offenders are monitored 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 supervision. Parole is the supervised release of an offender from a state correctional institution. Parole is post-incarceration. Parole provides for a period of supervision in the community by a Parole Officer. Risk assessments are used to determine what level of supervision they should be supervised. An assessment of their areas of need is conducted and case planning is developed to address those needs. Offenders are monitored 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 supervision. Offenders are offered various opportunities and resources to assist in successful re-entry into society and a crime free lifestyle. This year 584 clients served on probation and 208 clients served on parole within the Fifth Judicial District.

PROBATION UNIT 5



Back Row, Left to Right: Assistant Director Art Rabon, Lorrie Wyld, Deb Shepard, Supervisor Corey Disterhoft, Supervisor Robin Merk. Front Row, Left to Right: Enrique Orrante, Karen Mulhall, Christine Sauser, Ashley Mickle

PAROLE UNIT 4



Left to Right: Supervisor Corey Disterhoft, Saskia Schweitzer, Jennifer Soulinthavong, Charity Klop, Ryan Gustafson, and Jim Michels. Not Pictured: Nikki Phillips

SATELLITES

SCOTT JONES



Left to Right: Supervisor Scott Jones, Candida Storey, Teresa Anderson, Lisa Chestder, Jessica Dicks, Kris Clark

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 is separated into a Western and Eastern half. During fiscal year, the 15 region counties served 3,833 clients. Of those 3,833 under supervision, approximately 3,306 are on probation, 263 are on parole, 124 are under pretrial release supervision and 22 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 6 active participants in the OWI court as of June 30, 2021. Over the past year there have been 4 successful completions and 2 unsuccessful. These numbers are lower due to COVID-19.

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



Left to Right: Wendy Gehringer, Carrie Hill, Ben Anders, Jason Beard, Stephanie Felice



Left to Right: Ryan Nelson, David Denney, Norma Wolfe, Stacy Antisdell, Michelle Creveling, Supervisor Scott Jones



Left to Right: Kelly Johnson, Deb Pearson, Shane Foster



Back Row, Left to Right: Mark Esser, Kelly Forrester, Supervisor Scott Jones, Nicki Herbert. Front Row, Left to Right: Mary Jo Freestone, Michelle Idleman. Not Pictured: Amanda Neuman.

PRESENTENCE INVESTIGATION UNIT

JEFF SCHULTZ



Back Row, Left to Right: Becky Gonnerman, Cathy Buseman, Dawn Teggatz, John Capitani. Front Row, Left to Right: Shelly Silver, Diane Manser, Susan Lentch. Not Pictured: Carrie Schneider.

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 PSI 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 individuals criminal, education, employment, family, address, substance abuse, and mental health history. It will also attain the defendants side of what happened and if applicable a victims 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 information 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 2021, over 1,840 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.

CENTRALIZED INTAKE UNIT

JEFF SCHULTZ

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 FY21, the unit served 3,394 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 level of risk being assessed. 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 operations of Centralized Probation Unit. Due to this there were several intakes that were completed telephonically/virtually to protect clients and staff in addition to in-person intakes whenever possible and with safety of everyone in mind. Staff also spent more time trying to track down clients to get them to report for probation intake as many sentencings/hearings were handled either electronically through their attorneys and/or with virtual sentencings.



Back to Front:
Supervisor Jeff Schultz, Tami Turbes,
Ray Oakley, Mallory Deeth, Brandon
Smith, Samantha Marlow

The background features a gradient from blue at the top to yellow at the bottom. Overlaid on this are three large, semi-transparent circles. The leftmost circle is light green and contains a pattern of small, darker green dots. The top circle is blue and contains a pattern of small, darker blue dots. The rightmost circle is yellow and contains a pattern of small, darker yellow dots. The circles overlap each other and the background.

SPECIALTY PROGRAMS

FIFTH JUDICIAL DISTRICT

DOMESTIC ABUSE/ISP UNIT (INTENSIVE SUPERVISION UNIT)

CARLY MILLSAP

DOMESTIC ABUSE UNIT



Back Row, Left to Right: Austin Sabin, Kevin Christensen, Jesse Rincon, Jacob Mullinax, Broderick Daye, Don Bolden, Jamel Jefferson. Middle Row, Left to Right: Justin Hyde, Robbie Wilford, Katy Muelhaupt, Teresa Pranger, Julie Mariner. Front Row, Left to Right: Sam Kindred, Marquetta Jackson, Supervisor Carly Millsap

INTENSIVE SUPERVISION UNIT 2



Back Row, Left to Right: Nic Corbin, Ben Carse, Assistant Director Art Rabon, Darin Hutchinson, Chris Frederickson, Gabe Burkhart, Joel Potter. Front Row, Left to Right: Paula Elliott, Jennifer Kimbrough, Lisa Roetman, Whitney Mann, Gina Snuttjer, Angela Hollingsworth. Not Pictured: Robert Pedersen.

The Domestic Abuse and Intensive Supervision Unit (ISP), along with Unit 6, consists of 15 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: 15

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

Number of Clients Served: 1,440

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, 2020 to June 30, 2021, the Des Moines office had 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. As well as offer better responses to client risk, and provide stronger relationships with community stakeholders in responding to domestic violence.

DRUG COURT

JEFF SCHULTZ



Front Row, Left to Right: Supervisor Jeff Schultz, Dena Merk, Prosecutor Jaki Livingston, Defense Attorney Pam Summers

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 ninety 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 ninety 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 V 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 they are seen every five weeks. Often times Probation parole Officers will see them more frequently with Office Visits, UAs, court sessions, and special sessions (unplanned) that are 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.

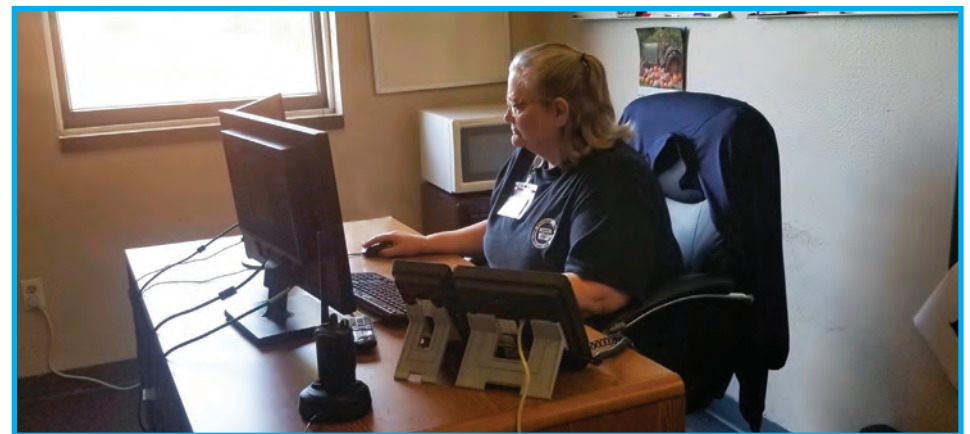
DRUG COURT GOALS

- 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. During the last quarter of the fiscal year, Drug Court began to return to face-face contact with clients for their court sessions.

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 client's 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, 2021, there were 1,381 clients being supervised by GPS, 5 clients being supervised by home curfew units and 318 clients being supervised by alcohol monitoring systems.

MENTAL HEALTH UNIT

COREY DISTERHOFT



Left to Right: Supervisor Corey Disterhoft, Liz Chapin, Jill Daye, 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, Broadlawns, Clive Behavioral Health, 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 136 new admissions, and 156 closures. As of June 30th, 2021 this unit was actively supervising 362 clients. This unit exists in part to provide specialized supervision to individuals on supervision based on their individual needs.

SUPPORT SERVICE UNIT

CHRISTINE PARMERLEE



Back Row, Left to Right: Brian Moffatt, Mallori Madonia, Irma Osmanecic, Terri Orrante, Lucas Sampson. Front Row, Left to Right: Angela Savala, Mary Avaux, Rachel Schoenthal, Supervisor Christine Parmerlee

The Fifth Judicial District created the Support Services Center (SSC) in 1999. This unit was formed to assist the Department by incorporating best practices and effective correctional interventions into operations. SSC provides researched evidence-based programming for clients, educational groups for support persons of clients, victim liaison services, staff training, and continued quality improvement assistance. Within this unit there are eight Community Treatment Coordinators under the supervision of Christine Parmerlee. In fiscal year 2020, the Support Services Center had 898 new intakes entering into programming. During this year the SSC provided services to a total of 1,309 clients.

SEX OFFENDER TREATMENT PROGRAM

DR. TONY TATMAN



Back Row, Left to Right: Clinical Services Director Dr. Tony Tatman, Jeff Askvig, Sara Lynch, Ty Castle, Nic Martens. Front Row, Left to Right: Joe Swaim, Becky Decarlo, Desiree Lablanc, Tony Schmitz

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 IIIs, three Probation/Parole Officer IIs, 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 routine and random computer voice stress analyzer (CVSA) 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. SOTP treatment follows the Goodlives treatment model, which is facilitated in either an individual and group format to meet the client's needs.

Groups offered by the SOTP include Fundamentals (i.e., introductory treatment group), Goodlives (primary treatment group), Women's Group, Support Person's Group, and Aftercare. Other interventions offered within the SOTP include sexual interest testing and psychological testing as needed.

At the end of fiscal year 2020, the Sex Offender Treatment Program supervising approximately 641 clients.

YOUTHFUL OFFENDER PROGRAM

ART RABON AND CORY DISTERHOFT



Left to Right: Supervisor Corey Disterhoft, Leann Debord, Melissa O'Brien, Scott Thraen

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 juvenile waived to adult court on felony charges, as well as to young adults under the age of 22 who are charge with a first time felony. Clients enter



Left to Right: Chris Frederickson, Whitney Mann

YOP on an Intensive Supervision pretrial status, which is determined by the Youthful Offender Staff, in coordination with the individual's risk score based on assessments. YOP staff utilize evidence bases practices in coordination with assessing actuarial risk/needs of clients, enhancing intrinsic motivation, targeting interventions, skill training with directed practice, increasing positive reinforcement and engaging ongoing support from the communities in order to make permanent changes in the youthful client's behavior and lifestyles. YOP clients must advance through a level system which occurs based on their progress in the program including participation in a life skills program, community service and monitored education/employment requirements. In FY 2020, there were 660 clients served in the Youthful Offender Program.

RE-ENTRY PROGRAM

ART RABON



Left to Right: Angela Hollingsworth, Joel Potter, Gina Snuttjer

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 Responsivity Principle, these officers have increased contact with clients, conduct weekly groups, and use 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 2020, the Re-Entry Program had 131 new intakes to the program and are actively supervising 234 clients. The Re-Entry Program served 331 clients in FY20. 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.

WARRANT TEAM (FUGITIVE UNIT)

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 IIIs, 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 LEOs (two PPO IIIs 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 558 arrests in FY2021.
- Home Visits — Officers conduct home compliance checks of high risk offenders at their residences. The unit conducted 208 home visits this year with 32 more that were 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 32 pre-warrant checks in FY2021.
- 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 59 Home Placement Investigations in FY2021.
- 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.



Back Row, Left to Right: Randal Schultz, Residential Manager Lance Wignall, Supervisor Brandon Garvey, Ryan Smith, Nic Dahl. Front Row, Left to Right: Lisa Roetman, Mike Evans, Kurt Kness, Nicholas Corbin, Samir Dzaferagic, Joe Harless

The background features a gradient from blue at the top to yellow at the bottom. Overlaid on this are three large, semi-transparent circles. The leftmost circle is light green and contains a pattern of small, darker green dots. The top-right circle is light blue and contains a pattern of small, darker blue dots. The bottom-right circle is light yellow and contains a pattern of small, darker yellow dots. The text 'RESIDENTIAL SERVICES' is positioned in the lower right area, above a thin horizontal line.

RESIDENTIAL SERVICES

FIFTH JUDICIAL DISTRICT

FORT DES MOINES FACILITY

Providing State-wide Electronic Monitoring of high-risked individuals and residential housing for 660 justice-involved individuals.

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

Number of Staff: 60

Job Titles within the Unit:

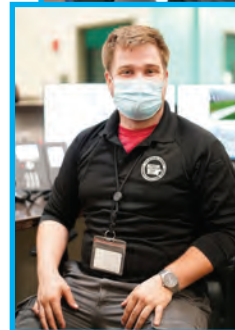
1-Division Manager, 2-Residential Managers, 2-Probation/Parole Supervisor II, 2-Residential Supervisors, 1-Community Treatment Coordinator, 3-Probation/Parole Officer III, 12-Probation/Parole Officer II, 1-Community Program Monitor, 2-Probation/Parole Officer I and 34-Residential Officers
Number of Clients Served: 660

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 2021 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



1st shift Back Row, Left to Right: Daniel Fritz, Shantel Lewis, Hunter Moore, Nick Petefish, Carlos Aguilar.
Front row, Left to Right: Chuck Cavan, Will Clemmons, Mark Lyon



2nd shift Back Row, Left to Right: Shkumbin Hasani, Ross Lunde, Mitch Recker, Anna Oeltjenbruns, Juan Gomez
Front row, Left to Right: April Abbas, Brandon Page, Chris Hulvey



3rd shift Left to Right: Michael Charmant, Wilky Sanon, Tommy Kirby, LLeeAnn Respass, Matthew Skelton, Residential Supervisor Norm Granger, Tyrone Tillman

KITCHEN SERVICES UNIT



Left to Right: Michael Head, Sherrie Gordon, Chris Sanchez, Residential Manager Lance Wignall

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 900 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. The Kitchen is periodically inspect by the State of Iowa as well as in accordance with our Federal contract. On an annual basis menus are certified through a registered dietitian. 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 nutritional guidelines.

MAINTENANCE UNIT



Left to Right: Robert Drake, Kenny Blair, Robin Tedesco, Joseph Luna, Residential Manager Lance Wignall

The Maintenance Unit is a made up of four staff members that cover all areas offices and facilities (Region and Field). Maintenance staff are skilled personnel and tasked with repairs, remodels. And other specific tasks. Periodically staff will supervise clients as they will assist with certain projects, 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 organizes and manages a warehouse and all supplies for the District. Some of the things they are responsible for include; kitchen supplies, tools, linens, mowers, laundry equipment, and cleaning supplies. 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 electrical work, appliance repair, mow lawns, shovel snow, plumbing, painting, and more. These staff help the Fifth Judicial District run the day to day operations and are absolutely a critical piece to making repairs and reducing costs to the District.

OWI CONTINUUM UNIT



Left to Right: Brian Lange, Residential Manager Cameron Dawson, Julie Ramirez-Sams, Kwame Smit

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.

FEDERAL OFFICERS



Back Row, Left to Right: Jay Robinson, Ashlea Loudon, Residential Supervisor Tony Williams
Front Row, Left to Right: Sara Brookhart, Juli Christensen

CHAPLAINS



Left to Right: 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



Back Row, Left to Right: Robin Merk, Kennesha Woods, Elaine Hansen, Joel Storm, Emma Dedic, Gavin Blair, George Bernlohr.
Front Row, Left to Right: Jacinda Smith, Leyna Wilson, Brittney Arkland, Tara Richey, Kate Roth. Not Pictured: Julie Cullen

Trauma Informed Care and Gender Responsivity
Effectively implemented protocols and procedures to combat COVID-19 while maintaining mission centered practices.

Location: 1917 Hickman Road, Des Moines, IA 50314

Number of Staff: 25

Job Titles within the Unit: Division Manager, 2-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: 1,254

Number of Clients Served Residential: 153

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 responsivity 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"

RESIDENTIAL OFFICERS



Left to Right: Bethany Taylor, Haley Neal, Brittany Zenz, Adyson Blom



Left to Right: Claudia Flores, Lereesa Hawkins, Jessica Tometich, Carla Langford, and Chelsea Clay. Not Pictured: Zakia Brown

The background features a gradient from blue at the top to yellow at the bottom. Overlaid on this are two large, overlapping circles. The left circle is light blue with a pattern of small, darker blue dots. The right circle is light yellow with a pattern of small, darker yellow dots. The text is positioned on the left side of the image.

MEMORIALS AND RETIREMENTS

FIFTH JUDICIAL DISTRICT



TYRONE TILLMAN

I just remember talking to Ty about what he was going to do when he retired. He always said that he was going get himself a small home in the south and just Chill. - Norm Granger

Ty was and is, in my memory, my voice of reason every morning when relieving for shift. Ty had a calming presence about him that spoke truth and responsibility. I will miss my friend for the rest of my days. I will miss seeing him when I walk into Ted's Coney Island and will miss that Garrett's Popcorn he would bring back from Chi-Town. - Nick Petefish

Whether it was at work or at a 3rd shift outing, we always had a great time with Ty - LeeAnn Respass

I worked with Ty on my very first shift at the Fort back in 2018. Being new on this job and having no prior experience working in Community Corrections Ty was a great mentor. He was extremely knowledgeable not only with the technical aspect of the job but also with communicating with clients. He could always find a way to connect with a client even if they had nothing in common with them. I got to know Ty very well working with him on the overnight shift. He loved talking about the Bears and their Super Bowl hopes, or lack thereof. He was a great co-worker, friend and mentor. - Brandon Smith

Tyrone was the guy that always would calm me down. Ty had the catch phrase "It is what it is". That is a quote I use all the time now. - Brandon Page

Ty had been here since the day I started and he's left a very meaningful impact. From his mannerisms to his sayings to the way he spoke, I'll always remember him and I'm incredibly grateful for the time we had together. - Tommy Kirby



BRODERICK DAYE

Probation/Parole Officer Broderick Daye was a once in a lifetime friend and PPO II for our District. He began his seventeen year career in Corrections at the Newton Correctional Facility, serving as a Correctional Counselor and then he applied for and was hired as a PPO II with the Fifth Judicial District fourteen years ago. Broderick had such a caring soul that he wanted the best for his coworkers and for the people that were under his supervision. He never hesitated to go out of his way to provide assistance to his coworkers or clients to aide them in being as successful as they desired to be.

Broderick's compassion for others did not stop at the Fifth District. He was very active in his community, being a member of several churches (he was a PK (Preacher's Kid)), was a "Big Brother" for several years, a member of the NAACP and his greatest love was for his brothers: "The Men of Alpha Phi Alpha Fraternity, Incorporated"! Broderick was the very definition of what Alpha Phi Alpha represents, which is service to the community. He was the chairman of the annual Alpha Ball and took it personally if you did not buy a ticket. After all, all proceeds went to the scholarship fund to assist several young people each year with their college endeavors!

As the days pass since his home going, I find myself reflecting on what a complete life that Broderick lived! He touched a lot of people in meaningful ways that are too numerous to mention here. From buying a meal, giving a friend a place to stay or being a groomsman in my wedding 33 years ago he never failed to answer the call for assistance. He was one of a kind and will truly be missed! - Art Rabon

2020/2021 RETIREMENTS



TERI SOMMERLOT

Retirement: September 24, 2020

Years of Service: 1998-2020

Teri's contributions to the field of community based corrections, and specifically the areas of pretrial release and presentence reports, will have a lasting impact for years to come. Teri's legacy will be the many staff she personally developed during her career. She taught staff the importance of incorporating risk assessments along with professional judgment in order to better serve the Court in making their release and sentencing decisions. Teri's values of being fair, consistent, and well informed carried over into everything she did. It's been said that leadership is all about the ability to influence others, and she excelled at influencing others. Stated differently, Teri was a leader! As a Division Manager, Teri spearheaded many of the initiatives that helped transform the District. Whether it was advocating, training, and implementing the Public Safety Assessment, or re-aligning the make-up of the support staff and supervisors across the district, or focusing on outcomes by collecting data, Teri never shied away from taking on challenges and executing your vision. If there was something that needed done, she could always be counted on to make sure it got done, and was done correctly.

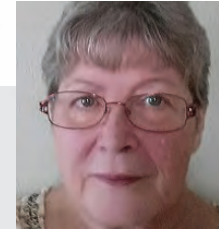


CINDY MILLER

Retirement: November 30, 2020

Years of Service: 1992-2020

Cindy was an asset to the Fifth Judicial District and the Newton office. Her dedication to our mission was apparent in all the things she did to serve the community, clients and her co-workers. She worked hard to ensure that officers were always aware when someone was sentenced and passed on pertinent information. She was always willing to help others within the department, with no complaints. If someone didn't know the answer to something, more than likely she would know. Her wealth of experience and knowledge of region operations will be greatly missed. She was a true pleasure to work with, and we will miss her personality and the smile she always greeted everyone with when they walked through the door in Newton.



PAM WELLS

Retirement: December 18, 2020

Years of Service: 2014-2020

Pam was an asset to Fifth Judicial District and the Drug Court team. Her passion and dedication to providing services to Drug Court clients is apparent by having nearly 80 participants successfully graduate from the program. This number speaks volumes to the great services she has provided. The knowledge she brought with her from her time at Employee & Family Resources (EFR) allowed the Fifth Judicial District to easily transition to having a Substance Abuse Liaison on our Drug Court team. She was an integral part of that transition to ensure that our clients continued to receive the best services while working towards sobriety. Anyone who ever attended a Drug Court Graduation, understands the value Pam added to the lives of so many. It was common practice to hear graduates acknowledge the role she played in helping them achieve something they didn't even think was possible.



BRUCE MILLS

Retirement: January 7, 2021

Years of Service: 2001-2020

Bruce was an instrumental part of the Fifth Judicial District and the Administration team. His dedication to our mission was apparent in all the things he did to serve our clients, stakeholders, vendors and staff. To say that he will be greatly missed would be a huge understatement! Bruce was always willing to go above and beyond to help another person out, not because he had to, but because he genuinely wanted to help. He was always willing to put in the effort and then some when he saw something that needed done and he wasn't afraid to jump in. Many times staff would arrive on wintery mornings to Bruce helping to shovel the path, or come to his office needing supplies and Bruce would jump up to help. Bruce's wealth of experience and knowledge of the accounting operations will be hard to replace. Many do not know what all his job entailed, but he kept our operations running smoothly with supplies, work orders, processing checks and much more. His kind, caring and respectful manner when serving others will be missed, along with all of the practical jokes that kept the whole Administration team on their toes and rolling in tears of laughter.



BRENDA BILLS

Retirement: March 31, 2021

Years of Service: 1995-2021

Brenda has been an asset to the Fifth Judicial District and the Creston office. Brenda's dedication to our mission was apparent in all the things she did to serve the community, clients and her co-workers. Everyone in Creston knew Brenda, and many confided in her before seeing their Probation/Parole Officer. When there were new Probation/Parole Officers in the Creston office, Brenda would take the time to introduce clients to their new officer so that they would feel at ease with meeting someone new. There were often times when a client's Probation/Parole Officer wasn't available and Brenda would talk with them. Brenda was always willing to go the extra mile to help staff and the clients. She knew the job inside and out and would jump in to help anyone without hesitation. Brenda's wealth of experience and knowledge of region operations will be greatly missed. Brenda was a true pleasure to work with, and we will miss her positive and friendly greetings when coming to the Creston office.



CARRIE SCHOUTEN

Retirement: April 15, 2021

Years of Service: 1992-2021

Carrie began her career in August 1992 in the 3rd District as a PPO II. Back then it was common practice for new probation officers to learn all aspects of district operations; probation, parole, pretrial, intake, and residential. Having exposure to all aspects of community based corrections served Carrie well. Whether it was working in the Keys Re-entry Program, or leading the SOTP Unit after being promoted to a supervisor in 2007, or later leading the Mental Health Unit in 2011, and finally, leading the Human Resource Department in 2016, Carrie was always striving to do her best. Carrie's dependability and adaptability were qualities that never failed. Carrie could always be counted on, even with all the changes that came through during her time with the Fifth Judicial District Department of Correctional Services.



FIFTH JUDICIAL DISTRICT — DEPARTMENT OF CORRECTIONAL SERVICES

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