



## Iowa Department of Corrections

GOVERNOR KIM REYNOLDS  
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BETH SKINNER, PHD, DIRECTOR  
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### Minimum Risk Program Iowa Department of Corrections – 3<sup>rd</sup> District (Skype Instructions and Information) Updated 12-24-2024

This letter is to inform you that you will be required to have scheduled appointments to meet with me (face to face) once every six months or whenever it is necessary. During these appointments you are required to bring your most recent paystub or any income documentation, and a photo ID.

I will be meeting with clients at the Sheldon Probation/Parole Office located at 720 Western Avenue; Sheldon, IA 51201. If you live more than a 60 mile radius from this location or live out of state, you will need to download the Skype application to your phone. We will meet face to face through Skype. Below you will find the instructions for Skype.



Go to the following link for instructions on how to download Skype, create an account and sign in: <https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype>

- The guide provides the download and instructions for Android, iOS, PC, Mac and more.
- Additionally, if using a PC, you can use Skype through a web browser by signing in to your account at: <https://web.skype.com>
- After completing the above, add [thirddcs.shd](#) to your contacts and click to start a video or audio call.
- For more details on how to make a call, you can visit: <https://support.skype.com/en/faq/FA10613/how-do-i-make-a-call-in-skype>

You are required to contact me by phone with any changes on your status or any law enforcement contact. If I do not answer, leave a message, and I will return your call as soon as possible. **You are required to call or email me to set up a face to face office visit. Please see my contact information in the signature block below.**

Sincerely,

**Lesley Rodriguez**  
**Community Program Monitor**  
Iowa Department of Corrections  
3<sup>rd</sup> District  
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