

IOWA CORRECTIONAL INSTITUTION FOR WOMEN



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MISSION STATEMENT

IDOC Mission Statement

Creating opportunities for safer communities.

ICIW Mission Statement

Creating an environment that reflects an understanding of the realities of women's lives and empowers them to make positive change and return to the community as healthier productive citizens.



ICIW EXECUTIVE TEAM

The ICIW Executive Team is led by Warden Michelle Waddle and consists of the

following individuals:

Deputy Warden- Lorie Woodard

Associate Warden of Administration- Adam Owen

Associate Warden of Security- Bryan Reicks

Associate Warden of Treatment- Courtney Arringdale

Nursing Services Director- Kerri Hunter

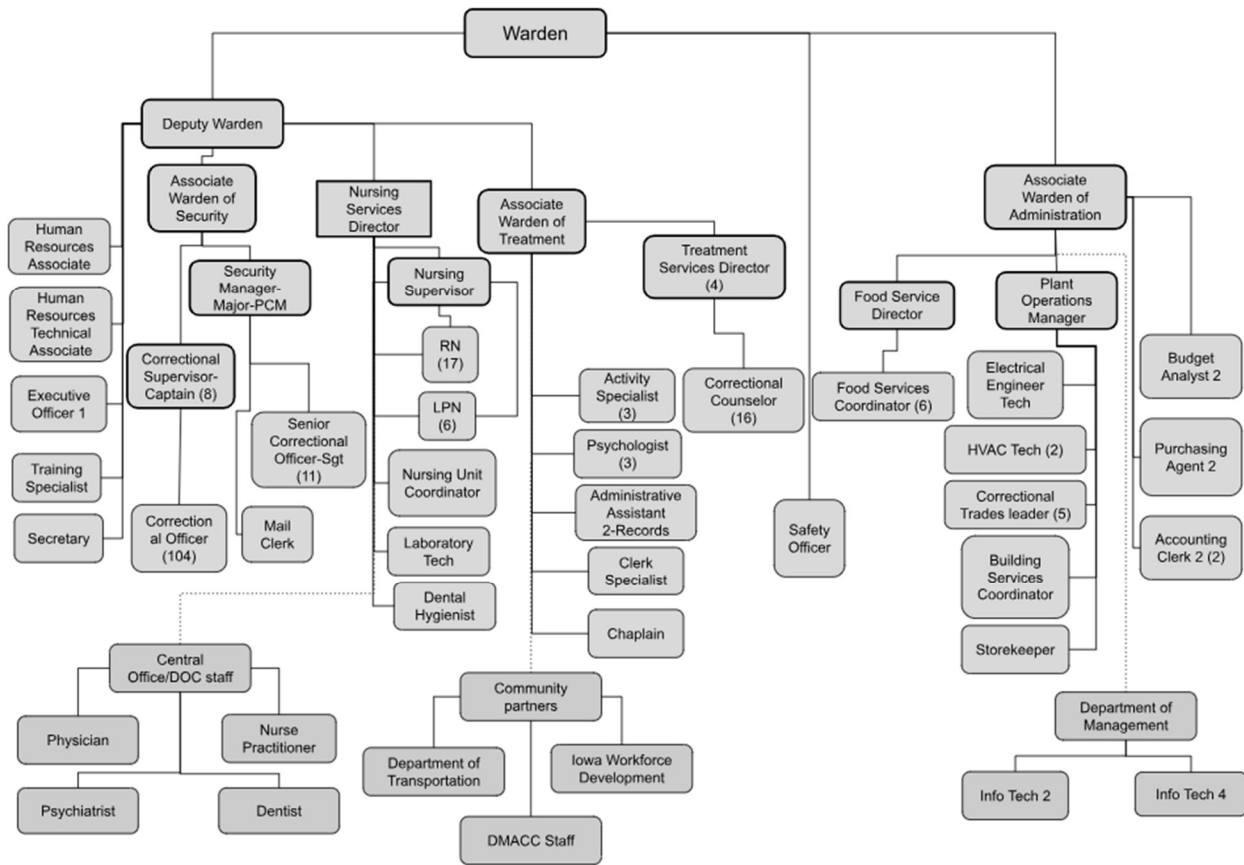
Treatment Services Director- Kathy Culbertson

Treatment Services Director- Michael Peterson

Treatment Services Director- LaShanta Boyce

Treatment Services Director- Michael Gluesing

TABLE OF ORGANIZATION



HISTORY

The Iowa Correctional Institution for Women (ICIW) in Mitchellville, Iowa is a Medium Security prison that houses offenders in dorm-like living units and celled housing.

was originally built in 1954 as a training school for girls. In 1981 the training school closed, and the facility was transitioned to housing incarcerated women in 1982.

Expansion and renovation

In 2008, the General Assembly approved a \$122.2 million project to renovate and expand the prison. The project included the construction of new buildings and housing units along with the demolition and renovation of some of the older buildings.

The new/updated facility opened in the winter of 2013/2014 with several areas opening at later dates.

The new/current facility includes:

Administration Building houses administrative staff and includes a staff training/classroom space, a secure Visiting area with outdoor space for residents to see their families.

Medical/Mental Health building that houses our medical department, an assisted living unit, smaller special needs units, Orientation/intake housing unit, and several housing units for general population.

2 General Population Housing unit that house approximately 500 individuals.

Dietary/Food Service Building where all meals are prepared by resident workers.

Programs Building with a gym, work out area, classrooms, library, music room, and craft area.

Warehouse/Maintenance buildings that allow for onsite maintenance and storage space for all necessary resources.

ADMINISTRATION

Human Resources

ICIW Human Resources (HR) is staffed by Amerist Chambers (Human Resources Professional) who is overseen by Deputy Warden Lorie Woodard. The HR office is responsible for a variety of tasks, including the hiring process, retirements/terminations, employee benefits, workers' compensation, assisting supervisors with grievances and discipline, FMLA and payroll processing to name just a few.

FY24 Personnel Statistics

Resignations – 62

New Hires – 69

Retirements – 5

Terminations - 5

FY24 Overtime Statistics

Overtime hours – 22,740.89

Overtime Cost – \$ 1,561,765.99

Safety Department

ICIW Safety Officer Eric Johnson, oversees the safety program and conducts monthly inspections and walkthroughs along with incident reviews when necessary. This past year's focus has been identifying and correcting safety issues to try and avoid potential injuries/accidents and streamlining reporting processes.

Through the implementation of these practices, along with ongoing audits and the belief that "safety is everyone's responsibility", we look to head-off risks and send everyone home at the end of each day safe.

<h2 style="margin: 0;">FY24 Safety Statistics</h2>	
Staff:	Incarcerated Individuals:
Recordable Injuries –9	Recordable Injuries –10
Lost time injuries – 4	Lost time injuries – 6

Grievances

Medical													
Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Medical - Care	4	0	1	16	4	4	1	6	0	4	1	0	41
Medical - Copay	0	0	0	0	0	0	0	0	0	0	0	0	0
Medical - Dental	0	0	0	3	0	0	1	0	0	0	0	0	4
Total	4	0	1	19	4	4	2	6	0	4	1	0	45
Non-Medical													
Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Activities	0	0	0	0	0	0	0	0	0	0	0	0	0
Canteen	0	0	0	0	0	0	0	0	0	0	0	0	0
CBC Non-BOP / Court-Ordered Rules	0	0	0	0	0	0	0	0	0	0	0	0	0
Discrimination	0	0	0	0	0	2	0	0	0	0	0	0	2
Employment	0	0	0	0	0	0	0	0	0	0	0	0	0
Facility Conditions	0	0	0	1	2	0	0	1	0	0	0	0	4
Fees	0	0	0	1	0	1	0	0	0	0	0	0	2
Food	0	0	0	0	0	0	0	0	0	0	0	0	0
Legal	0	1	0	0	0	0	0	0	0	0	0	0	1
Mail	0	0	0	0	0	1	0	0	1	0	1	0	3
Money	0	0	0	1	1	1	0	1	1	0	0	0	5
Non-Grievable (Formal Process Exists)	0	0	1	1	1	0	2	4	1	0	0	0	10
Offender Behavior / Action	5	0	1	0	2	0	2	0	1	2	1	1	15
Phone	0	0	0	0	0	0	0	0	0	0	0	0	0
Policy	0	0	1	0	0	0	2	2	1	0	0	0	6
PREA	0	0	0	0	0	0	0	0	0	1	0	0	1
Privileges	0	2	2	2	5	3	2	4	2	0	2	1	25
Property Damaged	1	0	0	1	0	1	0	0	0	0	0	1	4
Property Lost	0	1	1	1	1	0	0	0	0	1	2	0	7
Records	0	0	0	0	0	2	0	0	0	0	0	0	2
Religious	0	0	0	0	1	0	0	0	0	0	0	0	1
Safety	0	0	0	0	0	0	0	0	0	0	0	0	0
Sanitation	0	5	0	1	0	0	0	0	0	0	0	0	6
School	0	0	1	0	0	0	0	0	0	0	0	0	1
Staff Behavior / Action	0	4	6	2	1	1	2	1	4	5	4	2	32
Staff Racial Issue	0	0	0	0	0	0	0	0	0	0	3	0	3
Total	6	13	13	11	14	12	10	13	11	9	13	5	130
Grand Total	10	13	14	30	18	16	12	19	11	13	14	5	175

Training Department

The ICIW Training Department, staffed by Training Specialist, Donnella Miller, and overseen by the Deputy Warden facilitates ICIW New Employee Orientation (NEO), Coordinates annual recertification in multiple areas such as Personal Safety, CPR, E-learning, as well as other required and special training events.

NET / NEO

Training Sessions – 10

New Staff Trained – 59

Instructors: DOC Central Officer Learning Center staff, Amy Owen, Adam Owen, Bailey Schooley, Bailey Schroeder, Eric Johnson, Ryan Olson, Erika Wilson, Dan Jasper, Nicholas Hedberg, Jacob Marnin, Chad Murphy, Isaac Fredrick, LaShanta Boyce

Implicit Bias Training

Training Sessions –4

Instructors: Amy Owen, Erika Wilson, Sheri Floyd, LaShanta Boyce

Safety Matters Training

Training Sessions –3

Instructors: Rose Jean Gallema, Adam Russell, Michael Gluesing, and Courtney Arringdale

Personal Safety Training

Training Sessions –21

Instructors: Ryan Olson, Dan Jasper, Bailey Schroeder, Zack Scott, Isaac Frederick, Athena Soumas and Sydney Morton

(Source: ICIW Training Database)

Records Office

Iowa Correctional Institution for Women houses all women in the state of Iowa sentenced to prison. We are a reception/intake center. We have two full-time records staff (Administrative Assistant Jennifer Griffin and Clerk Specialist Deanna Green) who coordinate and process all intakes/releases. During the period of July 1st, 2023, to June 30th, 2024, the Records Office processed approximately 530 intakes and approximately 490 releases.

FACILITY OPERATIONS

Business Office

The ICIW Business Office staff handle the day-to-day financial transactions of the institution, which includes budgeting, institutional purchases, staff travel claims, bill processing and other financial transactions. In addition, the Business Office also processes all Incarcerated Individual fees, release money, Incarcerated Individual payroll, commissary purchases and Incarcerated Individual outside store orders. The operating budget for ICIW in FY2024 was \$25,679,261 (a detailed financial report is provided below). ICIW's average daily population was 675(.34) with an annual cost of \$38,156.91 per person which breaks down to an average daily cost of \$104.25. These numbers are just slightly higher than the IDOC averages of \$36,312.80 per year and \$99.22 for an average daily cost.

The Business Office is led by the Associate Warden of Administration, Adam Owen, and staffed by Sandy Kelly (Budget Analyst), Lori Choate (Purchasing Agent), Carson Campbell (Accounting Clerk) and Aaron Stewart (Accounting Clerk).

FY24 Financial Information

FY24 June	FY ending 6/30/24	Department Revised Budget	Year to Date Actuals	Year to Date Percentage	Projected Remaining Revenue / Expense	Projected Total	Total Projected Percentage
	FTE Positions						
	Correctional Officer	108.00					
	Total Staffing	221.20					
	Resources Available						
04B	Balance Brought Forward - Drug Forfeiture		-	---	-	-	---
04B	Balance Brought Forward - Local Funds		-	---	-	-	---
04B	Balance Brought Forward - General Fund		-	---	-	-	---
05A	Appropriation	24,946,721	24,946,721.00	100.00%	-	24,946,721.00	100.00%
---	Appropriation Transfer		50,000.00	---	-	50,000.00	---
---	Legislative Adjustments			---	-	-	---
201R	Federal Support		-	---	-	-	---
202R	Local Governments		-	---	-	-	---
204R	Intra State Receipts	360,000.00	360,000.00	100.00%		360,000.00	100.00%
205R	Reimbursement from Other Agencies		-	---	-	-	---
234R	Transfers - Other Agencies	20,436	131,948.68	645.67%	25,295.00	157,243.68	769.44%
301R	Interest		-	---	-	-	---

401R	Fees, Licenses & Permits	87,004	68,278.09	78.48%	6,097.00	74,375.09	85.48%
401R	Enrollment / Supervision Fees		-	---	-	-	---
401R	Sex Offender Fees		-	---	-	-	---
401R	IDAP / BEP Fees		-	---	-	-	---
401R	Other Client / Group Fees		-	---	-	-	---
402R	Tuition & Fees		-	---	-	-	---
501R	Refunds & Reimbursements	265,100	192,377.79	72.57%	9,449.00	201,826.79	76.13%
501R	State Offender Rent		-	---	-	-	---
501R	Federal Bed Rent		-	---	-	-	---
501R	Federal UA Contract Reimbursements		-	---	-	-	---
602R	Sale of Equipment & Salvage		-	---	-	-	---
603R	Rents & Leases		-	---	-	-	---
604R	Agricultural Sales		-	---	-	-	---
606R	Other Sales & Services		-	---	-	-	---
701R	Unearned Receipts		-	---	-	-	---
704R	Miscellaneous		-	---	-	-	---
	Total Resources Available	25,679,261	25,749,326	100.27%	40,841	25,790,167	100.43%
	Funds Expended and Encumbered						
101	Personal Services-Salaries	21,066,673	20,372,043.72	96.70%	581,878.00	20,953,921.72	99.46%
202	Personal Travel (In State)	3,960	12,196.77	308.00%	1,779.00	13,975.77	352.92%
203	State Vehicle Operation	59,999	77,563.30	129.27%	5,500.00	83,063.30	138.44%
204	Depreciation	1	-	0.00%	1.00	1.00	100.00%
205	Personal Travel (Out of State)	972	-	0.00%	-	-	0.00%
301	Office Supplies	18,000	25,706.69	142.81%	2,428.00	28,134.69	156.30%
302	Facility Maintenance Supplies	143,992	72,124.92	50.09%	2,923.00	75,047.92	52.12%
303	Equipment Maintenance Supplies	696	3,402.63	488.88%	-	3,402.63	488.88%
304	Professional & Scientific Supplies	90,456	113,593.48	125.58%	18,909.00	132,502.48	146.48%
306	Housing & Subsistence Supplies	259,996	297,899.98	114.58%	2,848.00	300,747.98	115.67%
307	Ag.Conservation & Horticulture Supply			---	-	-	---
308	Other Supplies	51,992	55,940.94	107.60%	7,879.00	63,819.94	122.75%
309	Printing & Binding		-	---	-	-	---
310	Drugs & Biologicals	-	-	---	-	-	---

311	Food	1,123,580	1,002,040.55	89.18%	80,263.00	1,082,303.55	96.33%
312	Uniforms & Related Items	238,428	234,905.87	98.52%	(372.00)	234,533.87	98.37%
313	Postage	12,000	5,582.57	46.52%	(691.00)	4,891.57	40.76%
401	Communications	74,796	72,234.57	96.58%	7,081.00	79,315.57	106.04%
402	Rentals	-	-	---	-	-	---
403	Utilities	1,250,000	1,228,962.00	98.32%	71,000.00	1,299,962.00	104.00%
405	Professional & Scientific Services	176,117	239,935.72	136.24%	275,159.00	515,094.72	292.47%
406	Outside Services	298,440	222,963.78	74.71%	41,180.00	264,143.78	88.51%
407	Intra-State Transfers	-	30,555.00	---	-	30,555.00	---
408	Advertising & Publicity	-	-	---	-	-	---
409	Outside Repairs/Service	121,004	56,822.75	46.96%	38,831.00	95,653.75	79.05%
412	Auditor of State Reimbursements	-	-	---	-	-	---
414	Reimbursement to Other Agencies	170,551	156,787.64	91.93%	20,100.00	176,887.64	103.72%
416	ITD Reimbursements	176,652	159,089.29	90.06%	-	159,089.29	90.06%
417	Worker's Compensation	-	-	---	-	-	---
418	IT Outside Services	-	-	---	-	-	---
419	Intra Agency Reimbursement	-	-	---	-	-	---
433	Transfers - Auditor of State	-	-	---	-	-	---
434	Transfers - Other Agencies Services	-	-	---	-	-	---
501	Equipment	3,214	61,399.08	1910.36%	-	61,399.08	1910.36%
502	Office Equipment	-	-	---	-	-	---
503	Equipment - Non-Inventory	1,200	4,347.00	362.25%	-	4,347.00	362.25%
510	IT Equipment	99,986	127,083.20	127.10%	(3,905.00)	123,178.20	123.20%
601	Claims	-	-	---	-	-	---
602	Other Expense & Obligations	236,556	224,394.93	94.86%	16,672.00	241,066.93	101.91%
604	Securities	-	-	---	-	-	---
701	Licenses	-	2,880.00	---	-	2,880.00	---
702	Fees	-	-	---	-	-	---
705	Refunds-Other	-	-	---	-	-	---
901	Capitals	-	-	---	-	-	---
	Support Totals	4,612,588	4,488,413		587,585	5,075,998	

---	Balance Carry Forward - Drug Forfeiture	-	-	---	-	-	---
---	Balance Carry Forward - Local Funds	-	-	---	-	-	---
---	Balance Carry Forward - General Fund	-	-	---	-	-	---
---	Reversion	-	-	---	-	-	---
	Total	25,679,261	24,860,456	96.81%	1,169,463	26,029,919	101.37%

Dietary Department

This ICIW Dietary Department oversees all the food service needs of the institution, including menu and recipe development, food preparation / service and sanitation while maintaining a safe and secure environment for Incarcerated Individuals and Staff.

The Department is led by Food Service Director, Dan Kowalczyk, and staffed by Food Service Coordinators Lynisa Smith, Dana Hickman, Tim Mendenhall, Joseph Ellison and Todd Robinson. The Food Service Team also includes approximately 73 Incarcerated Individuals that assist in all aspects of food preparation, dining hall service and sanitation.

In FY24, approximately 660,536 meals were served at an average cost per meal of \$1.60 (source: ICON Food). FY24 saw a continued rise of food costs that continued to present challenges to meet food budgets. ICIW Dietary Staff have done an outstanding job of minimizing new costs while still meeting nutritional needs, as a result ICIW experienced minimal cost per meal increases from FY23 of \$1.52 to \$1.60 in FY24. This also comes in below the DOC average meal cost of \$1.64 per meal.

Maintenance Department

The ICIW Maintenance Department manages all physical plant operation and maintenance requirements for the facility, which includes 60 acres inside the secure perimeter and approximately 80 acres outside the perimeter. ICIW has 475,622 square feet of occupied space (not including garages or sheds), making it one of the largest facilities in the DOC. The facility also has the largest geothermal system in the State of Iowa, which includes 480 wells that are each 285 feet deep.

In FY24, the Maintenance Department completed 2,385 work orders in addition to normal daily operations which includes required system checks and documentation, preventative maintenance and major projects.

The ICIW Warehouse is a large central warehouse that supplies the facility with food, maintenance supplies, incarcerated individual clothing, chemicals and other operational necessities. All incoming freight is screened and processed through the warehouse.

During FY24, the warehouse processed, picked and delivered approximately 1400 internal supply requests.

Plant Operations Manager, Nels Westvold, leads a team of four Correctional Trades Leader), two HVAC Technicians, a Warehouse Storekeeper, an Electronic Engineer Technician and a Correctional Building Services Coordinator. The Maintenance Team also includes approximately 20 Incarcerated Individuals that assist in all aspects of lawn and garden maintenance, warehousing and canteen distribution.

SECURITY DEPARTMENT

The Associate Warden of Security, Bryan Reicks, leads the Security Department. He oversees a team consisting of a Security Manager (Major Terry Seitz); eight Correctional Supervisors (Captains Anita Villegas, Bailey Schooley, Erika Wilson, Daniel Jasper, Nathan Roberts, Michelle Kearney and Isaac Frederick); Seven Senior Correctional Officers (Sergeants Bailey Schroeder, Nicholas Hedberg, Steele Harter, Sydney Montalvo, Jon Halsrud, Stacey Weuve, and Kevin Rusler) and 109 Correctional Officers.

Security Department Highlights for FY24

- Promoted 2 Captains in FY 2024.
- Promoted 3 Sergeants in FY 2024
- Successfully completed the annual Security Audit in August 2023 with only minor issues/corrective actions noted.
- Initiated updated search procedures for all incoming non-IDOC visitors.

PROGRAMS / TREATMENT DEPARTMENT

The ICIW Programs / Treatment Department goal is to ensure interventions and interactions with the population align with evidence-based practices and support our mission. Staff at all levels are trained in Safety Matters: *Managing Relationships in Women's Facilities* The focus of this training is to ensure daily interactions create a physically, psychologically, physiologically and emotionally safe culture. ICIW strives to

enact processes that are consistent with gender responsive and trauma informed practices to maintain that safe environment.

The Department is led by Associate Warden of Treatment, Courtney Arringdale, and staffed by Treatment Services Directors: La Shanta Boyce, Mike Peterson, Kathy Culbertson, and Michael Gluesing. The Treatment Services Directors each supervise a team of Correctional Counselors.

Case Management

ICIW employs sixteen Counselors (Adam Russell, Andrew Johnson, Sheri Floyd, David Henderson, Jennifer Larson, Jennifer Swihart, Priscilla Rebollozo, James Hunter, Susan Ham, Rose Jean Gallema, Joe Whitlow, Stephanie Nelson, Beth Perry-Rohlf, Jill Benz, Joan Greimann, and Amy Owen) who are responsible for incarcerated individual's case management and facilitate interventions. The Counselors wear many hats and have a variety of duties in addition to case management.

Staff trained in ACTV facilitate open groups (2 sessions) per week in an effort to reduce intervention waiting lists and create a more seamless transition from intake to release to the community. Waiting lists for FY24 continued to remain at a low level ensuring those needing programming are able to get started in most cases within a month of moving out of orientation. In addition to the Counselor team, we have two Activity Specialists trained to facilitate groups (Mia Williams and Natalie VanDine) to assist with any gaps in facilitator coverage.

In 2019, ICIW implemented Community Based Corrections statewide contact standards and adjusted them to fit the needs of ICIW. This effort was to align supervision with evidence-based practices and encourage a more efficient supervision practice that contributes to seamless transition into the community, this practice has continued through FY24. The Iowa Victimization and Violence Assessment determines level of supervision providing the highest dosage of contact to those that are most at risk to reoffend.

Interventions

Achieving Change through Value-Based Behavior (ACTV) seeks to reduce offender recidivism through helping participants use respectful, adaptive and healthy behaviors in their relationships built on the foundation of acceptance commitment therapy. ACTV is a 24-session program that meets twice weekly for 90 minutes.

ACTV classification FY24

- 60 started ACTV
- 47 closed as “Completed Requirements.”
- 12 closed as “Noncompliant/Behavioral Issues.”

The Good Lives Model (GLM) is a framework of offender rehabilitation which, given its holistic nature, addresses the limitations of the traditional risk management approach. The GLM has been adopted as a grounding theoretical framework by several sex offender treatment programs internationally and is now being applied successfully in a case management setting for offenders.

A Good Lives Workbook Becoming the Woman I Want to Be model on women with a wide range of illegal or harmful behaviors, including but not limited to sexual abuse. Built on the framework originated by David Prescott in *Becoming the Man I Want to Be*, this workbook has been adapted by Dawn Pflugrad and Bradley Allen, two leading experts in the treatment of adult women. They have given *Becoming the Woman I Want to Be* language and scenarios that speak directly to women, while retaining the straightforward approach originated by Prescott.

Psychology Department

ICIW has three Psychologists (Angela Sorenson, Angela Zinzer and Wendy McGinnis) that provide 1:1 sessions / interventions and facilitate group interventions to the general population, subacute / acute mental health units and intake / orientation. ICIW Psychologists triage needs and collaborate with the Nurse Practitioner, Psychiatrist and medical staff to determine treatment needs. In FY24, our Psychology team completed approximately 11,402 encounters.

Activities Department

The Activities department has three Activity Specialists (Natalie VanDine, Mia Williams and Chris Leonard) that are responsible for institutional activities. The following areas are included and provide recreational and employment opportunities for the population:

- Library services

- Gym
- Music room
- Salon / Barber
- Craft Room
- Quarterly Fundraisers
- Special Projects

Sacred Place

The Sacred Place / Chapel is run by Chaplain Julie Bell and provides oversight and guidance for seven functioning faiths with an average of over 775 participants attending events each month.

The Sacred Place provides the following services:

- Individual appointments for spiritual guidance
- Bible study groups
- Islamic studies
- Wicca studies
- Reading room / access to spiritual literature
- Memorial services
- Winter festivities
- Virtual services from a variety of spiritual / religious services in the community

Minimum Work Out (MWO) Opportunities

ICIW runs a Minimum Work Out (MWO) program that creates opportunities for outside employment that can provide valuable skills and experience to assist in successful reentry into the community.

The following off grounds employment opportunities are currently available to those classified to MWO:

- **Diamond Crystal** – Diamond Crystal is a food-packaging warehouse that employs eight women. They provide forklift certification, and the women enjoy working there. Many women stay employed there upon release.
- **Iowa Veterans Home** – IVH employs up to eighteen women in their food service department. The women have the opportunity to be hired as full time State of Iowa employees upon release. The women participate in the ServSafe apprenticeship as part of their employment.

- **Iowa Prison Industries Showroom** – The IPI Showroom employs three women who work as clerks and assist with maintenance tasks.
- **IDOC Central Office** - Employs two women that work as receptionists / clerks.

The following on grounds (outside the secure perimeter) employment opportunities are available for those classified to MWO:

- Maintenance
- Warehouse
- Outside grounds crew (landscaping/snow removal/etc.)
- Housekeeping

HEALTH SERVICES

Health Services

The ICIW Medical Department is a committed healthcare team that provides a continuum of care and support to the patients served throughout their incarceration. Health histories are gathered at intake to establish personalized treatment plans and housing tailored to each patient's individual needs.

Nursing Services Director Kerri Hunter along with Nursing Supervisor Natalie Pickett oversee operations with the assistance of Nursing Unit Coordinator Rick Hall. Medical care and health education are provided by Dr. Kristi Blomberg and Nurse Practitioner Chelsea Schreiber to include off-site referrals to our community partners UIHC and Mercy Hospital. 24/7 nursing coverage is provided by our team of 16 RN's and 7 LPN's. On-site lab services are performed by CLT Diane Kendrick and processed through Quest and the State Hygienic Laboratory. Our dental team is comprised of Dr. Brett Barber and RDH Leah Gifford. Mental Health services are headed by our Psychiatrist Dr. Shaad Swim and NP Misti Duetschle along with our team of Psychologists Angela Sorenson, Angela Zinzer and Wendy McGinnis. X-ray and Optometry services are offered through visiting contract providers.

FY24 Health Services Statistics

Medical Services –62,932
Mental Health Services –
11,402
Dental Services –1,984
Optometry Services –686
Labs / X-rays –3,279

FY24 Medication Statistics (monthly averages)

Patients on Medications –
652
Active Medication Orders
– 3,942

FY24 Hospitalization Statistics

Hospital Visits /
Appointments –888

EDUCATION

ICIW and on site DMACC staff have continued to maintain exceptionally high standards of programming and because of that continued excellence ICIW has been awarded accreditation through the Correctional Education Association for the next 3 years.



HiSet

- 17 started HiSET
- 7 closed as "Completed Requirements."

- 15 closed as “Noncompliant/Behavioral Issues”
- 1 closed as “Case Manager Discretion.”
- 4 closed as “Transferred to Different Location.”

Life Skills

- 13 started Life Skills
- 8 closed as “Completed Requirements.”
- 2 closed as “Noncompliant/Behavioral Issues.”

Des Moines Area Community College Classes

Term	Class
Summer 2023	US History
Summer 2023	Sociology: Marriage and Family
Summer 2023	Study Habits
Summer 2023	
Summer 2023	
Fall 2023	World Religions
Fall 2023	Math
Fall 2023	Principles of Management
Fall 2023	Introduction to Psychology
Fall 2023	Composition II
Winter 2024	TDL Class
Winter 2024	Religion 101
Winter 2024	Management 145
Spring 2024	English 105
Spring 2024	Psychology 111
Spring 2024	History 257
Spring 2024	Environment 115-116
Spring 2024	College Experience Class
Summer 2024	Western Civ: Ancient to Early Mod
Summer 2024	Social Problems
Summer 2024	Abnormal Psychology
Summer 2024	MGT128 Organizational Behavior
Summer 2024	MGT130 Principles of Supervision

Vocational Programming

- TDL (4 classes total) – Transportation, Distribution and Logistics – 42 students-
 - CIRCA funded 100% of this class.
- OSHA (5 classes total) 10 Hour General Safety – 43 students-
 - DOC funded 1 OSHA class. CIRCA funded 4 OSHA classes.
- Forklift Certification (5 classes total) – 45 students-
 - DOC funded one Forklift class. CIRCA funded 4 Forklift classes.
- ServSafe – 30 students-
 - DOC funded 100% of this class.

Grinnell College

Term	Class
Summer 2023	Teaching and tutoring Writing
Summer 2023	Oral Communication for Academic Purposes
Fall 2023	Introduction to Acting
Fall 2023	Ancient Greek World
Fall 2023	Scholar Seminar
Spring 2024	Social Movements
Spring 2024	Intro to Spanish
Spring 2024	Writing in Liberal Arts
Summer 2024	English for Academic Purposes

VISITATION

ICIW provides incarcerated individuals visiting privileges to maintain and strengthen relationships with family members and friends. ICIW introduced video visitation during the COVID-19 pandemic and has continued to offer this service through FY24 in addition to in person visitation.

ICIW Visiting Room Officers, assisted by Incarcerated Individuals that work within the visiting room, coordinate themed events and activities to help promote prosocial events with family and friends.

During FY24 ICIW staff facilitated over 12,000 combined visits

FY24 Visitation Statistics

Video Visits - 6259

In Person Visits – 6004

COMMITTEES & TEAMS

Staff Support Team (SST)

The mission of the Staff Support Team (SST) is to provide assistance and intervention to employees and their families during and after times of personal or professional crisis.

The ICIW SST is a specialty team consisting of a coordinator and up to seven additional team members. The team members are staff from any/all departments within the institution. During FY24, SST members include Jennifer Larson (Coordinator), Joan Greimann, Donnella Miller, Jordan Theobald, Jenna Wilkie, and Angie Caswell.

The SST strives to:

- Educate corrections personnel about the effects of trauma and productive post-trauma coping skills that help in recovery.
- Consistently support staff and their families in times of crisis and beyond,
- Provide a safe place for staff to have detailed discussion of traumatic incidents with others who have shared experiences.
- Focus on different ways to cope with stress apparent in correctional work during pre-service and in-service training.

Correctional Emergency Response Team (CERT)

CERT is assembled for the purpose of responding to critical incidents within ICIW and other institutions throughout the IDOC. Team members receive specialized tactical and team-based training. The team trains monthly focusing on skills such as: defensive tactics, firearms proficiency, emergency preparedness, use of force and cell extractions.

During FY24, ICIW CERT was comprised of: Capt. Ryan Olson, Sgt. Nicholas Hedberg, Sgt. Zach Tracy, Sgt. Bailey Schroeder, Sgt. John Halsrud, Sgt. Kevin Rusler, CO Jacob Marnin, CO Josh Scholley, and CO Alicia Williams.

ICIW CERT participates annually in the Statewide Emergency Preparedness Training in collaboration with ICIW's Crisis Negotiation Team. This year the team visited Iowa State Penitentiary and participated in this statewide training. The entire team also attended the statewide CERT competition. The CERT competition consists of seven physical

challenges and three firearms challenges. ICIW was able to have two teams compete. These teams consisted of Sgt. Hedberg / Sgt. Tracy / Sgt. Rusler and CO Marnin / CO Sholley / CO Williams.

Correctional Negotiation Team (CNT)

The CNT is tasked with responding to crises big and small. The team are trained negotiators that are on call to respond to any incident, local or statewide. Our multidisciplinary team consists of staff from various departments throughout the facility. During FY24, team members included Capt. Isaac Frederick, CC Marybeth Perry-Rohlf, CC Jill Benz, and CC Susan Ham.

The CNT maintains state of the art negotiations equipment and trains together monthly. The team also participates in statewide drills where they work in direct collaboration with CERT and other CNT elements from all other institutions. During FY 24, CNT participated in a multi-day statewide drill at the Iowa State Penitentiary in Fort Madison.

Staff Health & Recreation Committee

The ICIW Health and Recreation committee has had a fun year supporting our staff. An annual Winter Party was held in January with lots of food, prizes, and gifts. Starting out with our 2nd annual ICIW fair complete with fun and games. Our annual ICIW Fall Market where Staff are able to set up shop to show off their vendor skills. May was Correctional Worker's Week and each day was filled with something fun to recognize and celebrate the ICIW corrections team. We sponsored 2 lucky staff members so they could attend the Iowa Corrections Association Spring Conference. We also made sure our staff stay warm in the winter by offering hot coco stations during the colder days.





EMPLOYEE RECOGNITION

Years of Service

ICIW would like to recognize and congratulate the following individuals that have achieved years of service milestones during this reporting year. We know they have all worked hard for these accomplishments and we truly appreciate their dedication to ICIW and the State of Iowa!

25 Years

- Anita Villegas Correctional Supervisor
- David Donnelly Electrical Engineer Technician

20 Years

- Robbin Cline Correctional Officer

15 Years

- Jennifer Larson Correctional Counselor
- Amy Owen Executive Officer 1
- Tim Mendenhall Food Service Coordinator

10 Years

- Derrick Fuller Correctional Officer
- Isaac Frederick Correctional Supervisor
- Michael Gluesing Associate Warden of Security
- Corey Schefer Information Tech 2
- Angie Barnes Registered Nurse
- Jeanette Heuer Correctional Officer
- Michael Willcox Correctional Officer
- Phil Dowell Licensed Practical Nurse
- Heather Ruckman Registered Nurse
- Brenda Aldrich Registered Nurse
- Sheri Floyd Correctional Counselor
- Angela Zinzer Psychologist
- Rick Hall Nursing Unit Coordinator
- Bailey Schooley Correctional Supervisor
- Jennifer Griffin Administrative Assistant 2

5 Years

- Lacey Anderson Registered Nurse
- Gabriel Robinson Correctional Officer
- Jordan Theobald Correctional Officer
- Mark Anderson Correctional Officer
- Ryan Olson Correctional Supervisor
- Patricia Brown Correctional Officer
- Nick Hedberg Senior Correctional Officer
- Layet Kennedy
- Sandy Kelly Budget Analyst

AGENCY / COMMUNITY PARTNERSHIPS

Iowa Workforce Development (IWD)

IWD, in partnership with the IDOC, has implemented the Returning Citizens Initiative in six Iowa correctional facilities, including ICIW. The Reentry Career Planners assigned to this initiative network with employers to address the barriers they may have in hiring returning citizens. Each of the participants in the program completes the National Career Readiness Certification as well as job readiness training.

Thousands of incarcerated individuals are released from Iowa prisons each year. Many of them are eager to get a job and lead a productive life. Without a job it is nearly impossible for these individuals to establish a new life and become productive citizens. Hiring a returning citizen can help them integrate into society so they can become self-sufficient. Many employers experiencing labor shortages consider their number one challenge is to identify, attract and retain employees. To address these needs, employers are increasing their applicant pool by considering individuals with criminal histories. These workers are some of the most dedicated and productive employees. They are overwhelmingly dependable and punctual, and the turnover rate is typically low.

While the unemployment rate in Iowa currently is at 2.8%, individuals right out of incarceration have been known to experience unemployment at a rate as high as 27%, or ten times the state rate. Linking incarcerated individuals to employment increases their chance of success and removes or reduces one of the many barriers they face upon returning to the community.

Women at ICIW can work with the Reentry Career Planner on job readiness services prior to their release. During this reporting period, 130 women received services. Pathway navigation is explored to determine if the individual wishes to continue their education or begin post-secondary education, participate in one of the IDOC's thirty Registered Apprenticeship (RA) programs or find a career they will seek satisfaction in while earning a livable wage. There are currently women enrolled in the following RA programs at ICIW: Lawn and Garden, Cook and Baker. They are able to work in this occupation and complete classroom instruction, while getting on the job training experience. IDOC recently completed research on those incarcerated individuals that completed a RA program and learned their rate of recidivism was 19.7%, compared to the state rate of 37% (28.2% among women).

Iowa Department of Transportation (DOT)

During FY24, the Iowa DOT mobility coordinators issued 32 Drivers licenses and 116 credentials to incarcerated individuals at ICIW. There were also 12 staff members issued credentials during this time. In addition, almost 300 knowledge tests were given to Incarcerated individuals during the fiscal year.

The mobility management program helps incarcerated individuals preparing for release. This important program not only offers issuance of important identification credentials, but also meeting with individuals one on one to review driving records, develop plans to repay fees and fines, offer knowledge testing when necessary, and assist with planning for reliable transportation planning upon release.

DOT mobility coordinators have an open-door policy which allows incarcerated individuals and staff alike have an opportunity to have their driver service needs met at their convenience. Our coordinators also meet with orientation/intake classes to share program details and provide assistance in helping each individual be successful in obtaining driving privileges. Additional exciting news, the mobility program is now out of the pilot phase and will soon have three full time mobility coordinators to serve needs across the state.

Iowa Department of Human Services (DHS)

Parents who are incarcerated face a unique set of challenges because they must work within and across both the child welfare and corrections systems. ICIW works with DHS to coordinate visitation to assist in negotiating those challenges.

PRISON RESEARCH AND INNOVATION INITIATIVE AND NETWORK

The Prison Research and Innovation Initiative (PRII) was launched by the Urban Institute in May 2019. PRII is a five-year project to infuse prisons with research, evidence, transparency, and innovation to promote the well-being of people who are incarcerated and people who work in prisons. Five states including Colorado, Delaware, Iowa, Missouri, and Vermont were selected for PRII and comprise the Prison Research and Innovation Network (PRIN). Iowa was the only state to focus on a women's only prison.

The IDOC, ICIW and Iowa Department of Human Rights Division of Criminal and Juvenile Justice Planning (CJJP) partnered under this initiative with the following goals:

- Conduct and annual climate survey of incarcerated people at ICIW to understand their experiences.
- Conduct and annual climate survey of prison staff at ICIW to understand their experiences.
- Identify and implement innovations to help address the issues identified in the annual climate survey for improved climate for incarcerated people and prison staff.
- Evaluate the impact of implemented innovations.
- Increase prison transparency by making key prison metrics publicly accessible and publishing climate survey results.

During FY24, CJJP completed the final survey and report. The report included descriptions of those practices which address the top need areas identified by clients and staff. Some of the practices listed were already in place, and perhaps staff and clients were not aware of them. Other practices were new and were implemented after the start of the PRIN project. The full report was shared with ICIW staff. The client section of the report was shared with clients.

CJJP administered the final round of surveys to clients, with participation of 343 clients. After compiling the data, CJJP then conducted data walks with clients to identify the top need areas. The final round of the staff survey was also completed, with 57 staff participating. Finalized reports have been submitted to ICIW and DOC leadership outlines the findings and comparisons from all 3 stages of the project.