

State of Iowa Department of Corrections Policy and Procedures

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Applicability: Institutions, CBC, Central Office, IPI
Policy Code: Public Access
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Chapter 1: Administration & Management
Sub Chapter: General Administration
Related DOC Policies: NA
Administrative Code Reference: NA
Subject: Policy Management System
PREA Standards: NA
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Authority:

1. PURPOSE

To describe the policy management system that shall be used by all Iowa Department of Corrections (IDOC) operations.

2. POLICY

It is the policy of the IDOC to provide staff with guidance in the operation of Central Office, its institutions, Iowa Prison Industries (IPI) and its Community-Based Corrections (CBCs) through a well-organized body of policies that is reviewed and updated as necessary, and to make those policies available to staff and to the public as requested and authorized.

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3. DEFINITIONS - As used in this document:

- A. Policy - A definitive statement of position on an issue concerning the organization's effective operation. A policy reflects the organization's philosophy on a particular issue. It defines *what* the organization intends to do consistently about that issue, and *why* the organization shall take that action.
- B. Procedures - A detailed, step-by-step description of the activities necessary to fulfill the policy. A procedure describes step by step (*how* and *when*, *where* and *by whom*) the organization shall implement the policy.

4. PROCEDURES

A. Development

1. The IDOC Central Office shall compile and maintain a uniform body of policies that comply with sound correctional practice and applicable statutory and case law. These policies, which shall convey organizational philosophy, goals, and operational principles, shall be reviewed as needed. Policies or procedures that have not been revised for over three years shall be reviewed by the policy owner/designee.
2. Central Office staff, Wardens, and District Directors and their staff, as applicable, shall submit recommendations for policy drafts and revision to the appropriate policy owner named in the responsibility box on the first page of the policy. The IDOC Director has designated members of the Central Office Executive Staff as policy owners to oversee the development and maintenance of policies in their areas of responsibility. During the revision process, and prior to approval by the IDOC Director, all policies shall be reviewed for compliance with statutory and case law.

B. Policy Accessibility

As approved by the IDOC Director, the policy owner shall determine the accessibility of the policy to staff, clients/incarcerated individuals and the public. Policies containing information which may compromise the safety and security of a facility, enable manipulation of classification or other procedures or otherwise compromise operations shall be designated as confidential and shall be available only to staff. Other policies shall be designated as public access and may be made available to staff, clients/incarcerated individuals and the public.

C. Distribution

1. A complete set of IDOC policies and institutional/district procedures shall be made available to staff in an electronic format through the IDOC SharePoint portal or other such electronic system as defined in local procedure.
2. When significant changes are made to IDOC policy or forms and/or institutional/district procedures, staff shall, at a minimum, be notified via email that the policy/procedure has been modified. Employees may be required to provide signatures indicating their awareness and understanding of expectations, however even when signatures are not required, it is the responsibility of affected staff to read and maintain an understanding of applicable policies, procedures and post orders. Staff shall seek supervisory guidance on any provision of policy and procedure which they do not fully understand.
3. IDOC policies designated for public access shall be made available to clients/incarcerated individuals in a facility library or by other easily accessible means, which may include referring to the DOC website. Institutions shall develop procedures to ensure that all public access policies and related information is made available to all incarcerated individuals, even those in segregated statuses.
4. When significant changes are made to a policy to which incarcerated individuals/clients are allowed access, incarcerated individuals/clients shall be apprised of that significant change through postings, memos, minutes of incarcerated individual council meetings, or other widely accessible means.

D. Institutional and District Procedures

1. Institutions/districts shall establish written procedures necessary to achieve the Department's mission that are consistent with and physically incorporated into the IDOC policy. All language of the IDOC policy shall be included in the institutional/district procedure with the institution/district specific procedures clearly identified by underlining and red colored font. Institution/district procedures shall not be made available to incarcerated individuals/clients or the public.
2. Information needed by clients/incarcerated individuals may be placed in a handbook, in a specific area where the information is needed (library, gymnasium, etc.) on bulletin board postings, and by other methods to ensure client/incarcerated individual access.
3. Procedures shall be revised as needed. Procedures that have not been revised for over three years shall be reviewed by the person designated responsible for the procedure or designee.
4. Institution and district procedures shall outline both formal and informal means of soliciting input for revision of policies and procedures from staff and other stakeholders.
5. Where no IDOC policy is in place, institutions and districts may establish policy with approval from the designated Deputy Director. If the institution or district establishes a procedure no approval is needed by the Deputy Director. Both policy and procedure shall not conflict with IDOC policies, federal statutes, the Code of Iowa and/or the Iowa Administrative Code.
6. All Health Services and Mental Health policies shall comply with IDOC policies, federal statutes, the Code of Iowa, and Iowa Administrative Code.

E. Policy Exception

1. Requested deviations to IDOC policy or requests for change or exception shall be forwarded by the Warden/District Director to the designated Deputy Director. Deviation from IDOC policy may be authorized, in writing, by the IDOC Director.

2. Requested deviations to IDOC Health Service or Mental Health policy shall be forwarded by the Warden/District Director to the respective Deputy Director who will forward to the IDOC Medical Director for provisional approval. If so approved, deviation from IDOC policy may be authorized, in writing, by the IDOC Director.

Replaces Policy AD-I-28.

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