

State of Iowa Department of Corrections Policy and Procedures

Policy Number: AD-GA-03

Applicability: Institutions, CBC, Central Office, IPI

Policy Code: Public Access

Iowa Code Reference: [904](#)

Chapter 1: Administration & Management

Sub Chapter: General Administration

Related DOC Policies: NA

Administrative Cod Reference: [201](#)

Subject: Establishment of Institutional and Community-Based Operations

PREA Standards: NA

Responsibility: Sally Kreamer & Nick Lamb

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Authority:

1. PURPOSE

To provide the organizational authorization for the establishment of the Iowa Department of Corrections' (IDOC) institutions and districts.

2. POLICY

It is the policy of the IDOC to establish and operate correctional institutions and district/community-based corrections in accord with its statutory authorization in **Iowa Code Chapter 904**, and to ensure that the nature of the physical plant, the staffing and operational procedures for those institutions/facilities are consistent with the security and program needs of the incarcerated individuals/clients confined therein.

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- B. Legal Custody
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3. PROCEDURES

A. ESTABLISHMENT OF NEW OR ADAPTED INSTITUTIONS

1. The Director shall, at such places deemed suitable and in accord with legislative approval and funding and as approved by the Board of Corrections, establish new or adapted correctional institutions.
2. The IDOC Director may obtain assistance for construction, facility planning, and project accomplishment from the Department of Administrative Services – General Services Enterprise, the agency responsible for overseeing the buildings and property owned by the State of Iowa.

B. LEGAL CUSTODY

1. Incarcerated individuals/clients confined in the institutions shall be in the legal custody of the IDOC Director in accord with state statute.
2. Movement of incarcerated individuals/clients shall be done only after a review of all pertinent records and, with the exception of emergency transfers, shall be approved by the Deputy Director of Institution Operations/Designee.

C. CODES AND LICENSING

1. Each IDOC institution shall meet all applicable code and licensing requirements.
2. Special attention needs to be made to all applicable requirements that may be in force for a particular location.

D. RECORDS

1. The IDOC Director is responsible for maintaining and providing to the proper authorities appropriate records of the IDOC, including financial records, reports of internal and external audits, minutes of relevant meetings, and any other records as required by law and regulation.
2. Such records need to be up-to-date and readily available for review for those individuals authorized to see them.