

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: AD-GA-21

Applicability: DOC, CBC

Policy Code: Public Access

Iowa Code Reference: 904.105

Chapter 1: Administration & Management

Sub Chapter: General Administration

Related DOC Policies: NA

Administrative Code Reference: 201-1.6

Subject: Board of Corrections Correspondence

ACA Standards: NA

Responsibility: Director

Effective Date: February 2023

Authority:

### 1. PURPOSE

To describe opportunities for members of the public and those under the supervision of the Iowa Department of Corrections (IDOC) for written correspondence with the Board of Corrections.

### 2. POLICY

It is the policy of the IDOC to assist in the facilitation of constructive correspondence between members of the public or those under the supervision of the IDOC with the Board of Corrections. Institutions are responsible for a safe, secure, and orderly procedure for incarcerated individual use of the mail.

### **3. PROCEDURES**

Mail correspondence for the Board of Corrections to the Iowa Department of Corrections, c/o Iowa DOC, 510 E. 12<sup>th</sup>, Des Moines, IA 50319.

All correspondence addressed to the Board of Corrections shall first be directed to the Chairperson for resolution and response, if deemed necessary. The Chairperson may, at their discretion, direct the correspondence to the DOC Public Information Officer for assistance with a response. The DOC Public Information Officer will confer with the appropriate DOC division and provide the Board of Corrections Chair with the requested information.