State of Iowa Department of Corrections

Policy and Procedures

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Applicability: DOC
Policy Code: Public Access
Iowa Code Reference: N/A
Chapter 1: ADMINISTRATION & MANAGEMENT
Sub Chapter: CASE RECORDS
Related DOC Policies: N/A
Administrative Code Reference: N/A
Subject: FILE TRANSFER
ACA Standards: 5-ACI-1E-02
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Effective Date: February 2021
Authority:

1. PURPOSE

To outline records-related procedures for Iowa Department of Corrections (IDOC) staff to use in the release of incarcerated individuals for transfer.

2. POLICY

It is the policy of the IDOC to ensure that in each instance of an incarcerated individual being transferred in the custody of the IDOC or staff of another authorized agency, the proper records procedures are observed, in order that those officers have at their disposal all necessary information regarding the incarcerated individuals involved.

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3. DEFINITIONS – As used in this document:

A. Medical Records – Records of an incarcerated individual's medical history, which is maintained by the Health Services Department at each institution.

B. Treatment Files – Maintained in ICON.

C. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Transfer of Files

1. Medical records are boxed by appropriate staff and accompany a transferring incarcerated individual and remain in the possession of the escorting Department staff at all times. Incarcerated individuals in transit shall not be permitted access to any of the file material that accompanies them.

2. If, for some reason the records do not accompany the trip, they shall be gathered and forwarded within 72 hours. The receiving facility is responsible for notifying the sending facility if the file has not arrived. **(5-ACI-1E-02)**

B. Documentation of Transfer of Files

1. A history of movements is created in the Iowa Corrections Offender Network (ICON) computer system.

2. These movements can be retrieved by viewing the Supervision Status, Housing, Trip Schedules, or Movement screens in ICON.

Origination Date: Sept. 2005. Revised: Dec. 2006, May 2008. Reviewed: Nov. 2008, Oct. 2009, June 2013, Feb. 2014, June 2015, June 2016. Revised: Feb. 2021.

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