State of Iowa Department of Corrections

Policy and Procedures

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Authority:

1. PURPOSE

To outline the criteria for designating beds and managing the system wide population within secure Iowa Department of Corrections (IDOC) institutions.

2. POLICY

It is the policy of the IDOC to manage incarcerated individuals in the least restrictive housing environment necessary to address individual needs, identify safety and security risks and to prepare incarcerated individuals for successful reentry. This approach serves to mitigate the need for high security beds that are expensive to build and operate.

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3. DEFINITIONS – As used in this document:

A. Bed – A permanent fixture/furnishing or surface that is raised off of the floor and used for sleeping, as approved by the Warden and Deputy Director of Institution Operations.

B. Dormitory – An open housing area where multiple incarcerated individuals are housed without a door or other barrier separating the beds/bunks from the day/common area.

C. Single Occupancy Cell/Room – A cell/room with a bed designated and occupied by one incarcerated individual and with a door or other barrier separating the cell/room from a corridor or dayroom.

D. Double Occupancy Cell/Room – A cell/room with beds designated and occupied by as many as two incarcerated individuals, generally of the same or comparable custody level, and with a door or other barrier separating the cell/room from a corridor or dayroom.

E. Multiple Occupancy Cell/Room – A cell/room with beds designated and occupied by more than two incarcerated individuals, generally of the same or comparable custody level, and with a door or other barrier separating the cell/room from a corridor or dayroom.

4. PROCEDURES

A. Housing Plan

1. A housing plan describes each institution, its custody classification(s) and program focus along with the number of beds available at each institution to meet IDOC system-wide bed needs.

2. The Deputy Director of Institution Operations/Designee shall maintain the housing plan for the IDOC system. When developing the housing plan, the Deputy Director of Institution Operations/Designee shall consider at a minimum, the following:

    a. Mission of the IDOC and the mission of each institution.

    b. Security designation of the institution;

        1) Facility Security Designations provide an overview of perimeter security and internal operations and are general in nature. Institutions have a high degree of flexibility in their internal operations. Facilities are encouraged, in the use of the Transition Incentive

Program, to grant and restrict privileges in accordance with both individual and corporate levels of responsibility.

2) Security Designation 1 (SD-1) facilities are characterized by open dormitory or multiple occupancy rooms and allow a great deal of freedom of movement on facility grounds. The population of a SD-1 facility consists of incarcerated individuals classified as minimum live-out custody. Primary purposes to house minimum custody incarcerated individuals in dormitory housing units that are eligible for release consideration and focus on preparation for successful reentry, risk reduction, core programs, aftercare, life skills, release planning and transitioning incarcerated individuals to work release or parole supervision. The Correctional Release Center, the Mt. Pleasant Correctional Facility Minimum Live-Out Unit and the Iowa Correctional Institution for Women Minimum Live-Out Unit are SD-1 facilities.

3) Security Designation 2 (SD-2) facilities are characterized by open dormitory or multiple occupancy rooms and allow a great deal of freedom of movement within the confines of the fence. Movement through the fenced perimeter is controlled and is limited to those incarcerated individuals specifically authorized. The population of a SD-2 facility consists of incarcerated individuals classified as minimum or minimum work-out custody. Primary purposes to house minimum custody incarcerated individuals in dormitory housing units that are eligible for release consideration and focus on preparation for successful reentry, risk reduction, core programs, aftercare, life skills, release planning and transitioning incarcerated individuals to work release or parole supervision. The North Central Correctional Facility (NCCF) and the Mt. Pleasant Correctional Facility (MPCF) are SD-2 facilities.

4) Security Designation 3 (SD-3) facilities are characterized, generally, by multiple occupancy rooms and freedom of movement in designated areas of the facility. The population of a SD-3 facility consists of incarcerated individuals classified as medium custody.

SD-3 facilities may have a small number of incarcerated individuals classified as minimum work-out custody for, primarily, on-grounds work projects. Primary purposes to house medium custody incarcerated individuals in dormitory housing units and focus on preparation for successful reentry, risk management, risk reduction, core programs including sex offender treatment, minimum work out, transitioning incarcerated individuals to lower security designations to facilitate successful reentry, release planning and transitioning incarcerated individuals to work release or parole supervision.

Exception: The Iowa Correctional Institution for Women (ICIW), by virtue of its multiple occupancy rooms and allowable internal movement, is a SD-3 facility housing maximum, medium, minimum and minimum live-out custody incarcerated individuals.

5) Security Designation 4 (SD-4) facilities are characterized by multiple occupancy cells though some cells may be designated for single occupancy. The doors of most cells in a SD-4 facility are controlled by staff though some housing units may have doors accessible by a key issued to the occupants. Movement through the facility is relatively open during normal activity hours. The population of a SD-4 facility consists of incarcerated individuals classified as medium custody. SD-4 facilities may house a small number of incarcerated individuals classified as maximum custody in designated specialized housing units. SD-4 facilities may also have a small number of incarcerated individuals classified as minimum work-out custody for, primarily, on-grounds work projects. Primary purposes to house medium custody incarcerated individuals in celled housing units and focus on preparation for successful reentry, risk management, risk reduction, core programs, minimum work-out, transitioning incarcerated individuals to lower security designations to facilitate successful reentry, release planning and transitioning incarcerated individuals to work release or parole supervision. The Anamosa State Penitentiary (ASP), the Clarinda Correctional Facility (CCF), the Newton

Correctional Facility (NCF) and the Fort Dodge Correctional Facility (FDCF) are SD-4 facilities.

6) Security Designation 5 (SD-5) facilities are characterized by both single and multiple occupancy cells. Cell doors are under control of staff except in certain designated areas of the facility. Movement through the facility is relatively open during normal activity hours. The population of a SD-5 facility consists primarily of incarcerated individuals classified as medium custody, but may have a significant number of maximum custody incarcerated individuals, and may have a small number of incarcerated individuals classified as minimum work-out custody for, primarily, on-grounds and off-ground work projects. Primary purposes to house high medium custody incarcerated individuals with long sentences in celled housing units and focus on preparation for successful reentry, risk management, risk reduction, treatment readiness, core programs, minimum work-out and transitioning incarcerated individuals to lower security designations to facilitate successful reentry. The Iowa Medical and Classification Center (IMCC) is a SD-5 facility due to the nature of it as the Reception Center, its specialized housing and treatment programs for incarcerated individuals with physical and mental illness, and its general population housing program.

7) Security Designation 6 (SD-6) facilities are characterized by both single and multiple occupancy cells. Cell doors are under control of staff. Movement throughout the facility is relatively open, but somewhat more controlled than in other facilities. The population of a SD-6 facility consists primarily of incarcerated individuals classified as maximum custody but may have a significant number of medium custody incarcerated individuals. Primary purposes to house maximum custody incarcerated individuals with long sentences in celled housing units and focus on preparation for successful reentry, risk management, treatment readiness and transitioning incarcerated individuals to lower security designations to facilitate successful reentry. The Iowa State Penitentiary (ISP) is a SD-6 facility.

c. The accessibility of the institution (e.g., housing persons with disabilities);

d. Regional availability of programs and services;

e. System-wide bed needs based on incarcerated individual classification;

f. Centralization or decentralization of populations to ensure effective incarcerated individual management (e.g., youthful incarcerated individuals and protective custody).

3. The housing plan shall be reviewed on an annual basis by the Deputy Director of Institution Operations/Designee with input of Wardens.

4. Each Warden shall outline procedures for complying with the housing plan.

5. Institutional procedures shall outline the number of beds and corresponding classifications in each living unit and the institution as a whole, based on the system-wide housing plan.

6. All newly admitted adult male incarcerated individuals to the system shall be housed at IMCC. An exception may be approved to enter into an agreement with a county to house a jail inmate for a temporary hold or safekeeping. In this case, approval must be received from both the Deputy Director of Institution Operations /Designee and the Warden of the institution receiving the incarcerated individual.

7. Juvenile male incarcerated individuals shall be housed at IMCC in the Youthful Incarcerated Individual Unit.

8. All female incarcerated individuals shall be housed at ICIW with the exception of pregnant females in the third trimester or female incarcerated individuals who have high-risk medical and mental health needs that may necessitate emergency transfer to a local hospital. In this case, the female incarcerated individual may be housed at IMCC.

9. Each Warden shall make arrangements to provide staff with any required training for operating a specialized housing or living unit (e.g., youthful incarcerated individuals).

B. Bed Space Management

1. All bed space management shall be in accordance with the housing plan. Any exception to the housing plan must be approved by the Deputy Director of Institution Operations/Designee.

2. A system-wide review of bed needs shall be conducted by the Deputy Director of Institution Operations/Designee on an annual basis or more frequently as needed. The bed needs shall be determined by the incarcerated individual classification system and input requested from the institutions indicating the degree to which the institution was able to comply with the housing plan.

3. The number and type of beds utilized at each institution shall be determined by each Warden in consultation with the Deputy Director of Institution Operations/Designee in compliance with the housing plan.

4. The number of incarcerated individuals in a given institution shall not exceed the maximum allowable incarcerated individual population as outlined in the housing plan unless otherwise required for emergency situations outline in #7 below.

5. The Deputy Director of Institution Operations/Designee shall monitor bed utilization on at least a quarterly basis to determine if beds are being utilized efficiently. Where it is determined that an incarcerated individual is inappropriately classified or housed, Institution Placement Office shall further review the matter with institutional staff.

6. The Deputy Director of Institution Operations/Designee may determine if living units or housing zones can be closed/opened the determination may be made based on consideration of the following:

    a. Incarcerated individual population

    b. Configuration of living/housing units

    c. Institutional staffing

    d. Other relevant considerations

7. In emergency situations or when the number of incarcerated individuals exceeds the available beds, temporary beds (e.g., cots or a formed raised platform with a mattress) may be approved by the Warden with notice to the Deputy Director of Institution Operations/Designee so consideration can be given to adjusting the system wide housing plan.

8. Permanent beds may be added to existing housing with the approval of the Deputy Director of Institution Operations/Designee and the IDOC Director.

C. Institution and Housing Assignments

1. Incarcerated individuals shall be assigned by the Deputy Director of Institution Operations/Designee to the least restrictive housing consistent with their classification, including risk and needs, and institution designation.

2. The Deputy Director of Institution Operations/Designee shall assign incarcerated individuals to a specific institution. Institutions shall establish procedures for the assignment of incarcerated individuals to a specific housing unit. Living Unit and cell assignments shall be made by the unit team in accordance with **IO-HO-01**, *Unit Management*.

3. Consideration of the type of housing (i.e., single occupancy, double occupancy, multiple occupancy, or dormitory) shall be based, at a minimum, on the following:

    a. Population Management

    b. Special Management or Special Needs Incarcerated Individuals

    c. Sexual Violence Potential

    d. Keep Separates

    e. Security Threat Groups

    These considerations shall not automatically exclude particular types of housing assignments but they will be considerations in the decision making process.

4. Institutional procedures shall outline additional housing assignment considerations that may include decisions of the unit team, levels incentive program and transfer policy.

5. Offenders in admissions and intake housing should be moved to their appropriate institution or housing assignment as soon as the orientation process is completed so as to ensure sufficient space in these housing areas for new admissions. Except under unusual circumstances, reception and orientation shall be completed within 30 days. Institutional procedures shall outline the process for transitioning incarcerated individuals in admissions and intake housing to other institutions and/or living units.

6. Transfer of incarcerated individuals between institutions shall be coordinated and approved by the Deputy Director of Institution Operations/Designee. Wardens may request transfer of an incarcerated individual when the institution:

    a. Is unable to meet the safety and security needs of the incarcerated individual

    b. Reentry and programming needs of the incarcerated individual are better served by another institution.