

<p style="text-align: center;">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>		Policy Number	Applicability
		AD-GA-03	<input checked="" type="checkbox"/> DOC <input type="checkbox"/> CBC
		Policy Code	Iowa Code Reference
		Public Access	904
Chapter 1	Sub Chapter	Related DOC Policies	Administrative Code Reference
ADMINISTRATION & MANAGEMENT	GENERAL ADMINISTRATION	N/A	201
Subject		ACA Standards	Responsibility
ESTABLISHMENT OF INSTITUTIONAL OPERATIONS		N/A	William Sperfslage
		Effective Date	Authority
		February 2021	Beth Skinner Director Signature on file at Iowa DOC

I. PURPOSE

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

II. POLICY

It is the policy of the IDOC to establish and operate correctional institutions 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 are consistent with the security and program needs of the incarcerated individuals confined therein.

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III. DEFINITIONS – See IDOC Policy **AD-GA-16** for Definitions.

IV. 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 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 confined in the institutions shall be in the legal custody of the Director in accord with state statute.
 - 2. Movement of incarcerated individuals 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 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.