I. 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.

II. 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.
III. PROCEDURES

Mail correspondence for the Board of Corrections to the Iowa Department of Corrections, c/o Iowa DOC, 510 E. 12th, 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.