

<p style="text-align: center;"><b>STATE OF IOWA</b> <b>DEPARTMENT OF CORRECTIONS</b></p> <p style="text-align: center;"><b>POLICY</b> <b>AND PROCEDURES</b></p>		Policy Number	Applicability
		AD-GA-21	<input checked="" type="checkbox"/> DOC <input checked="" type="checkbox"/> CBC
		Policy Code	Iowa Code Reference
		Public Access	904.105
Chapter 1	Sub Chapter	Related DOC Policies	Administrative Code Reference
ADMINISTRATION & MANAGEMENT	GENERAL ADMINISTRATION	N/A	201-1.6
Subject		ACA Standards	Responsibility
BOARD OF CORRECTIONS CORRESPONDENCE		N/A	Director
		Effective Date	Authority
		March 2019	Daniel Craig Interim Director Signature on file at Iowa DOC

## 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. 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.