



IMCC ANNUAL REPORT 2021

*2700 Coral Ridge Ave.
Coralville, IA 52241*

319-626-2391

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Values/Vision and Mission

We believe:

- In the value of honesty, integrity and transparency throughout our organization
- Staff is to model the kind of behavior we expect to see demonstrated by our incarcerated individuals
- Incarcerated individuals are sent to prison as punishment, not for punishment
- Rules and discipline are about managing, teaching and effecting change; and, they must be driven by evidence-based practices in the field.
- The focus must be on continuous improvement in our day-to-day problem solving, as we strive to be proactive and oriented toward the future.
- In our staff operating as a team, where all ideas and contributions are respected.

Our Vision:

- To be the leader in creating a safer Iowa with no more victims, by providing excellence in classification, medical and mental health, security, treatment and successful reentry through evidenced-based practices.

Our Mission:

- Creating Opportunities for Safer Communities

PRISON OVERVIEW/HISTORY

1967 - The State Legislature authorized the creation of the Iowa Security and Medical Facility at Oakdale. This facility was to take the place of the Iowa Security and Medical facility (formally the Criminally Insane Unit) at the Iowa Men's Reformatory in Anamosa, Iowa, but would be a more humane environment. The property was originally part of the Oakdale Campus for those who were infected with TB.

1969 - When the facility was completed in 1969, receiving the first 24 patient and 6 aides on September 2, the building consisted of three patient units totaling 81 beds. At the time of its completion, IMCC was considered to be part of the country-side, away from the major populations of the cities of Iowa City, Coralville and North Liberty.

1984 - In 1984, the facility's capacity was increased to 300 beds by the construction of a reception/classification center and the institution officially became known as "The Iowa Medical and Classification Center." The facility provided services both to the DOC Incarcerated Individual population and to the psychiatric hospital units.

1990 - In 1990 and 1991, the facility's capacity was again increased with the construction of four dormitory units, two for reception and two for general population.

2005: Renovations to one of the old hospital units renewed 23 beds for a separate special needs unit in bringing the total capacity to 528 beds.

2006 - 2007 - We began to renovate our Dietary Department. This renovation enabled us to deliver trays directly to the units instead of having Incarcerated Individuals come to the dining hall.

July 2007: We opened our Special Needs Unit, which has since been dedicated as the Lowell D. Brandt Unit, which added another 178 beds for a total of 706. The planning for this unit began in 1998. The building contains an outpatient health clinic and offices, three medical housing units and four celled behavioral units. The celled behavioral unit included a Therapeutic Community for Incarcerated Individuals from Blackhawk County with a dual diagnosis of mental illness and substance abuse until it closed March 7, 2014, a secured observation unit and two larger units for Incarcerated Individuals with mental health diagnosis

2008: A complete laundry renovation/expansion began in February 2008. The laundry was moved to the vacated 'dead records' area that had been moved to the Powerhouse. In August of 2008 our address changed from "Oakdale" to "Coralville" as the Oakdale Post Office closed. Even now, years later, we are still known as "Oakdale".

2011: - Our Admit area was remodeled to be more open and friendly toward the public.

2016: - In late FY16 plans were formulated to change our FPH to one unit and utilized East Unit as a Transgender/Dog Program unit. The Transgender Unit was later dissolved.

2018: - On April 3, 2018, the Youthful Incarcerated Individual Program was transferred from ASP to IMCC. The FPH Program was moved to East Unit so the Youthful Incarcerated Individuals could reside on West Unit until they turn 18. We have two education rooms along with a Recreation Room. The Dog Program was moved to T Unit.

2019 - IMCC will celebrate 50 years of serving the public starting when the building officially opened in 1969 as the Iowa Security Medical Facility when the Unit for the Criminally Insane transferred to Oakdale.

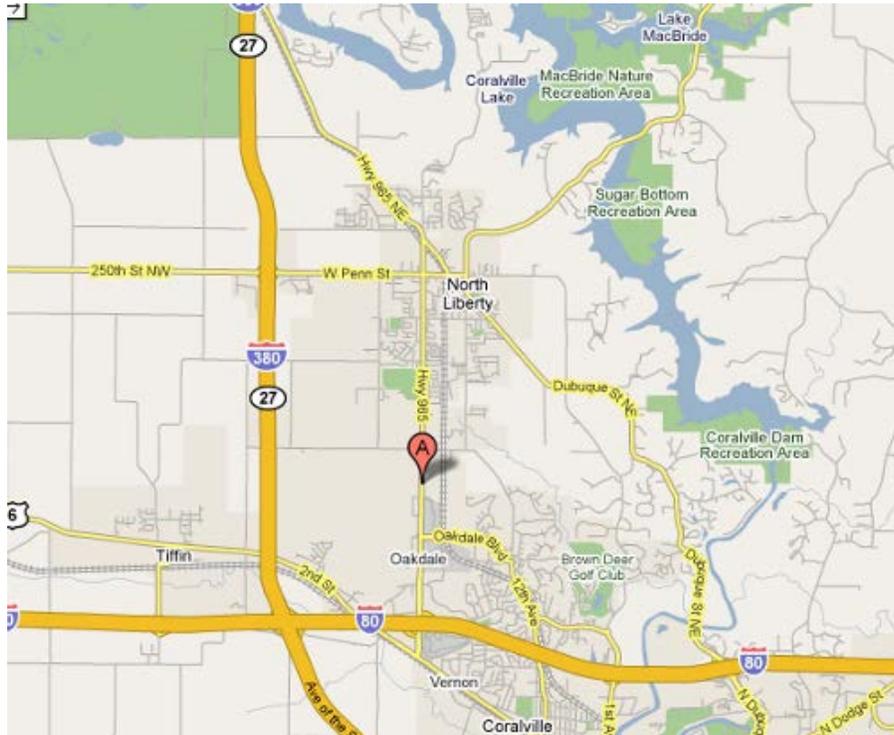
In total, IMCC has 22 housing units which have multiple specific functions. In addition, the facility has a warehouse which holds the recycling program and large equipment. The Power Plant, which houses the Pharmacy, the DOC File Repository, loading dock, maintenance shops and power generators, is attached to the main building by way of a tunnel. Attached to the original main building is the administration building which holds the Warden's office area, the Business Office, IT and Human Resources offices in addition to the Training Room, Mailroom and CERT Training Room.

2020 - IMCC Management Team changed with new Associate Warden of Treatment, Interim Warden and Deputy Warden. In March, Covid-19 brought us the "New Normal" and changed the institution. Visiting stopped, temperatures taken, screening questions, staff working from home, face shield, masks, quarantining and the entire state shutting down. Working together we strive to get through this pandemic.

2021 - The Covid-19 pandemic continues to be the topic of conversation in FY21. Visits for the men incarcerated are done via the virtual setting, quarantining for both staff and the men incarcerated at IMCC continues when necessary, and face masks continue to be worn in certain areas of the facility. We are slowly adapting to this pandemic and making the changes necessary to keep everyone safe as we learn more about this virus.

Location

IMCC is located north of Coralville and south of North Liberty on Hwy 965, also known as Coral Ridge Ave, 1 mile north of I-80 exit #240.



Iowa Medical and Classification Center
2700 Coral Ridge Ave.
Coralville, IA 52241
319-626-2391

PROGRAM / TREATMENT SERVICES

OVERVIEW -

IMCC manages six unique Incarcerated Individual populations; Reception Program, General Population Program, Forensic Psychiatric Hospital (FPH), Health Services/Medical Units and Mental Health Services - LBU (Lowell Brandt Unit) and the Youthful Incarcerated Individual which was added in April 2018.

Reception Program

The largest of our programs is the Reception Program with an average count of 500-550. Within 30 days, these Incarcerated Individuals will have completed the Classification process, which includes: custody level, housing, mental health, educational and health assessments. Incarcerated Individuals will complete psychological testing (BETA III, TABE). All available information on the Incarcerated Individual is compiled in a comprehensive Reception Report to assist Institutional Operations in placement decisions and the receiving institutions in case planning with Incarcerated Individuals for a successful reentry.

General Population

IMCC houses approximately 300 general population Incarcerated Individuals who make up the institution's Incarcerated Individual workforce. Many of these Incarcerated Individuals are housed at IMCC as they wait to get into sex offender or substance abuse programming. An Incarcerated Individual's first job assignment is generally working 90 days in dietary. After satisfactorily completing their first job assignment, Incarcerated Individuals can apply for other job openings around the institution. Staff work supervisors accept job applications/resumes from Incarcerated Individual workers and they determine if the Incarcerated Individual will be hired. An Incarcerated Individual's second, and subsequent job assignments, is for a minimum of 9 months. Satisfactory job performance is directly related to advancing within the Transition Incentive Program (TIP).

Job assignments include: Dietary workers, housekeeping workers, laundry workers, unit clerks, health services runners, activities & recreation department clerks, library clerks, education tutors, Incarcerated Individual mentors (on the mental health units), SSIP observers, ADLA workers, peer health workers, and 13 minimum outs workers.

IMCC Incarcerated Individuals are also involved in the IDOC's Core Treatment Program, Moral Reconciliation Therapy (MRT), apprenticeship opportunities, the Dog Program and college credit classes through the University of Iowa and Iowa Central Community College.

Incarcerated Individuals' Organizations include Green Market, Running Club, Incarcerated Veterans Group, and LABB classes.

Forensic Psychiatric Hospital

The Iowa Department of Corrections holds the distinction of operating a licensed Psychiatric Hospital. This hospital is located within the Iowa Medical and Classification Center and is called the Forensic Psychiatric Hospital, commonly referred to as the FPH. Those in this unit have not been adjudicated to serve prison sentences, and as such, are considered patients and not incarcerated individuals. These patients are court-ordered to the Forensic Psychiatric Hospital for either an evaluation for competency to stand trial per Iowa Code 812.3 or for restoration to competency to stand trial per Iowa Code 812.6.

Primarily, all security staff who work in the Forensic Psychiatric Hospital have voluntarily chosen to do so, and this appears to have made a significant difference in the lives of the patients we serve. Consistency of staffing is credited for notable positive changes on the unit, with an example being improvement in the amount and severity of critical incidents throughout the year. This in turn has resulted in a decreased need for “use of force” response. Forensic Psychiatric Hospital staff continuously strive for improvements in the culture of the facility and within the lives of the patients.

The Forensic Psychiatric Hospital is licensed by the Iowa Department of Inspections and Appeals and is required to abide by the law as defined in the Iowa Administrative Code, Section 481, Chapter 51, “Hospitals”.

Youthful Incarcerated Individual Program

These are young men under the age of 18 sentenced as adults. The youthful incarcerated individual program offers structure, stability, prepares youthful incarcerated individuals for transition back to the community and prepares individuals to appropriately adapt to the prison environment. Education classes are available for youthful incarcerated individuals. Youthful incarcerated individuals are kept separate from adult incarcerated individuals. They will go through the reception process when they enter the prison system.

Health Services/Medical Units

Health Services is a dynamic department with an extensive team of staff. The health care team includes Physicians, Nurse Practitioners, Physician Assistant, Psychiatrists, Dentist, Optometrist, Registered Nurses, Licensed Practical Nurses, Medical Technologist, Nursing Unit Coordinators, Physical Therapist, Respiratory Therapist, Radiologic Technician, Dental Hygienist, Dental Assistant, Dietician, Social Workers and Psychologists. With this multidisciplinary team a wide range of services are able to be offered on site.



This year has seen the addition of a physical therapist who has been successful in increasing mobility and independence with patients recovering from surgery and who have been experiencing new or chronic pain. A new respiratory therapist introduced pulmonary function tests which will assist in the proper diagnosis of respiratory diseases when

implemented.

Exam rooms were created on each of the celled reception units for better patient care.

Skilled nursing continues to be offered on the infirmary and long term care continues to be offered on the long term ambulatory unit.

The health services team continues to work on promoting health while meeting patients' needs.

The Hospice Program was moved to the Infirmary. The Hospice program continued to be offered at the Iowa Medical and Classification.

Pharmacy

IMCC has a full service pharmacy that operates Monday through Friday. It is staffed with four full time and one part time pharmacists, and four technicians.

IMCC pharmacy staff also processes medication orders from ASP, MPCF, and ISP. Medications ordered are within the guidelines of our DOC Formulary that was developed for providers to comply with continuity of care.

Forensic Psychiatric Hospital also utilizes and takes advantage of DOC Formulary.

All of our prescriptions are transmitted electronically to the pharmacy. Medications are administered by nursing staff on the medical and mental health units. The rest of the institution reports to a “pill line” to receive their medications. All orders are electronically transmitted to the next institution of assignment.



Mental Health Services

IMCC houses Incarcerated Individuals who are diagnosed with mental health disorders and whose level of care falls within one of three categories: Acute, Sub-Acute, and Intensive Outpatient. Those who are under observation for mental health concerns are placed on an acute level of care as they work with psychiatry and psychology staff to stabilize their symptoms. Once stabilized, they move into one of our two sub-acute units, where they are given increased programming as they advance through our level system. To be successful with this process, the Incarcerated Individual must be compliant with their treatment plan and attend unit activities, such as Skills Groups, NAMI, and Special Needs MRT (amongst others). They must also be willing to work with their Individualized Treatment Team, consisting of counselors, psychologists, security, and unit management. Once they have shown appropriate behavior and adjustment to programming, the I/I is then designated at an intensive outpatient level of care, while also moved to our most privileged living unit. On this unit, they are able to participate in all activities that are allowed on General Population Units, such as participating in recreation time in the gymnasium or specialized on-unit events. At this point, the Incarcerated Individual is also considered for transfer into less-restrictive programming at any of our IDOC facilities.

EDUCATION PROGRAM

General Equivalency/HS Diploma

A total of six (6) incarcerated individuals took at least one high school equivalency test in fiscal year 2020-2021; one (1) of them completed and passed all five high school equivalency tests. The department's passing rate was 100% with no registered fails out of 11 total tests taken. The department served 99 students and recorded 15,473 total contact hours in education. The department had one (1) high school diploma graduates in 2020-2021.

*Education staff was out of the facility due to COVID until March of 2021.

Subject	Number of Tests	Number of Fails	Average Scores	Passing Rate	Last year's Pass Rate
Writing	1	0	12	100%	100%
Social Studies	2	0	13	100%	100%
Science	1	0	14	100%	100%
Reading	5	0	10	100%	92%
Math	2	0	14	100%	94%
Total	11	0	13	100%	94%
Completions	1	0	12	100%	100%

Literacy & ESL

The literacy program recorded an 8% completion rate this year. A total of 78 incarcerated individuals participated in literacy classes and six of them completed their Department of Corrections literacy requirement by scoring above 536 on TABE. This program recorded 6528 total contact hours.

Vocational Education

This fiscal year there were no vocational education programs due to COVID. One incarcerated individual completed the pesticide applicator test. Certificates for pesticide applicators are awarded through the Iowa Department of Agriculture.

The Iowa Medical and Classification Center had two graduates from the apprenticeship program: one barber and one housekeeping apprenticeship certificate. Apprenticeship offerings included: baker, barber, cook, electrician, housekeeper, industrial sewing machine operator, job printer, maintenance/repairer/builder, painter, plumber, upholsterer, welding.

Special Education

Thirty-two individuals participated in special education programs in 2020-2021. The department recorded 591 total contact hours in special education. The department employs 0.5 special education instructors.

Testing and Assessments

Incarcerated individuals who arrived at IMCC were given TABE or CASAS (after May 15, 2021) tests, administered by DOC assessment center staff. Incarcerated individuals who were unable to test on their unit were referred to education for testing. Post testing is done per Department of Education guidelines. TABE tests, CASAS tests, HiSet pre-tests and post-tests are also part of the testing hours administered by education staff. There were a total of 403 hours logged for testing.

Staffing

The education coordinator retired in January of 2021 and the new education coordinator started in January 2021. Education staff returned to the facility in March of 2021 and resumed in person classes in April of 2021. The life skills instructor resigned in April of 2021. There was no life skills instructor for the remainder of the fiscal year.

Education staff utilized distance learning packets for students while staff was out of the facility due to COVID.

NOTE: Contact hours and courses were limited because of COVID restrictions.

SECURITY

The Security Department is comprised of approximately 241 Correctional Officers, 11 Senior Correctional Officers, 13 Captains, 1 Secretary One, 1 Clerk Specialist, 1 Administrative Assistant One, 1 Security Manager and the Associate Warden of Security.

IMCC's Security Department is tasked with a multitude of different tasks. Encompassing everything from daily operations of Living Units to transportation of Incarcerated Individuals across Iowa and neighboring states, to operating a security area at the University of Iowa Hospitals and Clinics.

IMCC Correctional Officers provide coverage on IMCC's 22 housing units. The housing units are General Population, Reception, Youthful Offenders, Mental Health, Hospital Care, and a Forensic Psychiatric Hospital Unit. Having a diverse population of Incarcerated Individuals at IMCC requires the officers be adaptable to any environment. This is what makes IMCC unique. No other institution in Iowa has the multitude and complexity of housing units that IMCC consists of.

This complexity includes the operating of a Security area at UIHC that is the hub for all medical appointments and admissions of Incarcerated Individuals for the 9 institutions that comprise the Iowa Department of Corrections. On average IMCC is tasked daily with approximately 10-15 hospital appointments from IMCC to UIHC. The appointments are in addition to providing coverage on admissions to UIHC. Which normally average 2-5 watches per day but sometimes can be higher amounts.

Lastly, IMCC is the Reception Center for all male Incarcerated Individuals in the state of Iowa. On average the intake area operated by the Security Department of IMCC prior to COVID processed approximately 500 II's per month from all 99 counties in Iowa. When COVID hit, IMCC had to be creative about how to process reception II's but still maintain the safety of all people involved. IMCC still averages 300-400 admissions per month while still dealing with COVID precautions.

Along with admissions to IMCC, comes the responsibility to transport Incarcerated Individuals across Iowa. The Administrative Assistant and Officers of the Security Department handle this daunting task. IMCC utilizes a bus that holds 42 II's, and multiple transport vans to move II's around the state and sometimes beyond the border of Iowa. In order to have space for the

300-400 admissions per month IMCC has to transport an equal number of II's out of IMCC to the other 8 facilities of the IDOC.

In closing, the Security Department of IMCC and the people that make it up are a multifaceted and diversely talented group of Individuals.

CERT (Correctional Emergency Response Team)

The IMCC CERT currently has 30 members along with 4 marksman observers. These members are certified in many different tactical aspects of Corrections such as Advanced Chemical agents, riot formations, electronic immobilizing devices, cell extractions, building clearance, cell extractions and hostage negotiations.

The IMCC CERT is well versed in tactical response but understand that most situations can be resolved by communication and rapport and without the use of force. This mix of tactical experience and knowledge along with the ability to effectively intervene during crisis events, makes the IMCC CERT an invaluable asset to the institution and the DOC as a whole.

IMCC CERT also works alongside our Crisis Negotiations Team during quarterly training on hostage negotiations as well as training together at cell front for planned use of force such as cell extractions or high risk escort.



Crisis Negotiations Team (CNT)

The Crisis Negotiation Team (CNT) is an integral part of the Department's planned response to critical incidents and is composed of a diverse range of staff members. All members have been, or soon will be formally trained in Basic Hostage Negotiations and some have completed an Advanced Hostage Negotiations course, both of which are taught by the Federal Bureau of Investigation and the Iowa Statewide Negotiation Team. The de-escalation component of our response to critical incidents is part of the Department's overall goal to attempt to resolve these incidents with as little use of force as necessary - thus preventing injury or loss of life for staff and Incarcerated Individuals.

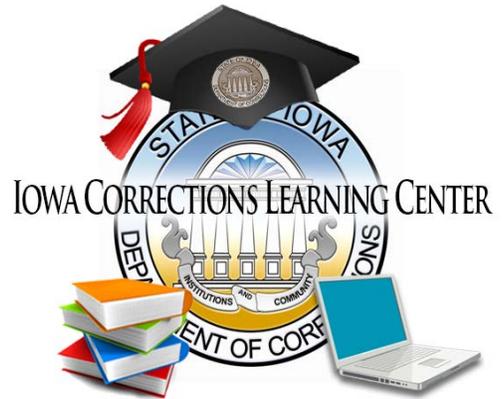
We were allowed by our management team at IMCC to retain some of our CNTs that recently made the CERT team also to be retained as CNT/CERT. A great continuation of making the teams one in unity and communication to carry out cell front strategies and for the possibility of a long term scenario.

CNT has evolved and will continue to grow with training, leadership and communication.



TRAINING

The Iowa Department of Corrections Learning Center's e-learning program uses The Learning Management System (LMS) to deliver most of our annual IDOC mandatory courses. During the fiscal year FY21, the IDOC Training Center implemented a new learning management program (LMS) in August of 2020. This program is a software application for the administration, documentation, tracking, reporting, automation and delivery of educational courses, training programs, or learning and development programs.



Our institution used on-shift training sessions to conduct and fulfill our mandatory annual hands-on training requirements. These annual requirements consisted of yearly fire safety using hands-on approach with our fire simulator system, review of our institutional fire response plan, and exit assembly areas by our Field Training Officers, Safety Officer Alba Quinones, and Training Specialist Lori Brady for our all staff training.

The hands on Personal Safety training is a 2-hour quarterly training for all staff. We were able to conduct classes as Covid restrictions started lifting.



FY21 CPR Re-certification conducted only for Medical Personal and New Employees following American Heart Association guidelines during Covid restrictions.

FY21 Firearms recertification and all Chemical Agent classes were on stand-by until Covid restrictions were lifted.

New employees attended our in-house NET training. This training provided an overview of Iowa's correctional systems, concepts, structure, mission, and operations. During this period, we incorporated the LMS to deliver a tracking system for e learning and classroom hours. We set up the classroom to accompany 16 students with spacing restrictions and personal protective equipment during Covid times.

The specialty teams training during Covid were suspended for safety issues due to Covid.

Business Office

Associate Warden of Administration Ty Doermann supervises the Business Office. Business office staff includes Carol Manternach, Laurie Hebl, Sarah Ressler and Kayla Olney. The Business Office staff handle day to day operations including purchasing, procurement, release of incarcerated individuals, bill paying and budget. FY2021 budget was \$62,610,335.

Dietary Department

During the fiscal year 2021 the IMCC Dietary Department saw several changes, among some of those changes were new staff including the Food Service Director and a few new Food



Service Coordinators. Along with the new staff came an overhaul of the menu with larger portions, several recipe changes and different meals never served here before. Like others in Iowa Corrections, IMCC Dietary persevered through Covid and staff shortages and went on to serve 986,081 meals, with around 10 % of those being medical diets, at a cost of \$1.18 per meal.

To help with that we had several dozen eggs donated

to us throughout the year from a local egg farm, by several I mean 7,671 dozen. These were used in breakfast sacks, scrambled egg meals, salads and several other recipes calling for eggs. The process of serving these meals is extensive and took a great effort from the Food Service staff and Incarcerated Individuals. Among some of their duties were ordering the product needed to serve three meals a day, preparation of those meals, tray assembly, delivery to the living units, cleaning and sanitation. As always security is a huge part of the Dietary Department. New ways of processing meats and vegetables were being instituted due to the removal of the “sharps” from the department and we are continuing to adapt as needed in the ever changing world of foodservice.



Information Technology Department

- After an extended period of lockdown due to COVID, there were several months of discussions on how best to safely bring back ICCC classes. Classes resumed in January 2021.
- DOC Education switched from using TABE assessments for Incarcerated Individuals to using CASAS and there were several months of configuration, testing, and updates to ICON to allow this. It came online July 2020.
- Major firmware upgrades to Sophos XG firewalls all institutions and districts.
- The migration to SharePoint required a lot of cleanup and caused a lot of headaches.
- Testing a number of different methods for video visitation for incarcerated individuals statewide.
- New ID printers were installed.
- Postal Source Systems did not work well with DOC staff network, so that system was migrated over to a dedicated line from South Slope after months of testing.
- Technology issues spurred by COVID consumed a lot of our time as many of our staff were working from home and we would need to tech out issues beyond the norm until staff returned to the building starting in February 2021.

Personnel Department

During FY21, IMCC's two staff in Personnel:

- 81 staff left IMCC (retirement, voluntary, involuntarily)
- 109 new Hire, transfers, recalls and promotions were processed
- IMCC tracked FMLA cases based on Reed Group communications
- Successfully processed payroll for approximately 476 employees.
- Assisted with COVID tracking, communicated with staff regarding the MAP, developed an internal tracking system for staff who were unable to work due to COVID-related situations.
- Work comp cases were addressed/processed
- Educated staff on payroll and leave procedures/policies.
- Communicated benefit information to staff.
- Utilized the Neogov system for employment recruitment.
- Filled positions for position openings, ranging from maintenance, medical, administrative, treatment, counseling, security and supervisory positions

Maintenance

From July 1, 2020 to June 30, 2021 there were 3,483 electronic work requests

- The removal and replacement of concrete in the GP yard there was an additional 80 yards replaced
- Removal and replacement of concrete in the North parking area as well as additional 36 yards poured in the handicap parking area
- The removal of the material in the softball diamond graded area and replace material with new
- Graded and added new sand to the volleyball court
- Removed all the old horseshoe pits and replaced them with concrete bag sets
- Many more table dividers made in compliance with OSHA Covid standard in the facility as well as University of Iowa Hospital
- The painting of living units as well as some office and hallways
- Additional power and cable ran In LBU area for in cell television this also required metal rack fabrication
- Steel cabinets purchased and modified to fit the needs of reception circle
- New discharge line from sump pit in power house basement to storm drain
- Soffit project on main building, East and West under maintenance supervisor. Contractor Bi state masonry
- Replacement of split condensate tank in south tunnel
- Garden produced 111485 lbs. of produce



CENTRAL RECORDS

Central Records staff are responsible for several different functions in the Iowa system. They are located on the 2nd floor of IMCC, across the hall from North Unit. The Department consists of 3 Administrative Assistants and 6 Clerk Specialist. Here is a summary of a few things the records staff do on a daily basis:

Process Intake Packets

- Run criminal history and warrant/no contact order check on incoming Incarcerated Individuals.
- Use Iowa Courts Online to retrieve the trial information, minutes of testimony and sentencing orders for all cases sentenced to prison.
- Enter charges into supervision status.
- Enter charges into time computation to determine the length of sentences.
- Make a generic note for all other pending cases and for every case that has been sentenced in the past two years.
- Add case numbers into our tracking database on those cases still pending.
- Request jail credit for all sentences that Incarcerated Individual had been sentenced to jail within the last two years to make sure that case has been served. If not, run case concurrent to prison sentence.
- If Incarcerated Individual has active warrant, request a copy from the county to see if they wish to place a detainer on the Incarcerated Individual. If they do, write letter to the county and the Incarcerated Individual to notify them of the hold.
- If Incarcerated Individual comes in with a Social Security Card, Driver's License or Health card, make generic note and add the SS info into ICON to notify others that the card is on file.
- Verify all information in ICON is correct.
- Review sentencing order and if errors are discovered, contact the county attorney or judge to get corrections made.

Additional Sentences

- Additional sentences come from either our tracking database or directly from the counties.
- Obtain documents from Iowa Courts Online and enter charges into ICON.
- Update time computation to reflect the additional sentence added.

In State and Out of State Warrants

- Come in with intake packet or is faxed/mailed to us from the counties.
- Update notifications to place the detainer on an Incarcerated Individual.
- Write detainer letter to Incarcerated Individual and county to notify them of the detainer placement.

- If Incarcerated Individual is at another institution, make detainer notification and mail the warrant to the institution.

Jail Credit

- Counties fax, email or send jail credit slip with Incarcerated Individuals.
- Enter the jail credit into time computation to give the Incarcerated Individual the credit for time served in jail.
- Follow the law and the judge's orders on how and when to give credit for time served.

Other duties include

- Patient visiting approvals
- Property tracking
- Background checks on visitors and new employees
- Entering in residential credit or time loss
- Research of all paperwork coming from intake that is not related to incoming Incarcerated Individual packets.
- Answering all records department phone calls.
- Complete a check-off list for all Incarcerated Individuals being released from IMCC in order to make sure there is nothing prohibiting an Incarcerated Individual from leaving.
- Be proficient in the Iowa Codes and how mandatory minimums are applied to certain offenses.
- Use the mandatory minimum reduction sheet to calculate the reduction of mandatory minimums.
- Judges have the ability to reduce the minimums. Records staff need to know when offenses have an automatic mandatory minimum.

Often the sentencing orders will have errors. If mistakes are found, contact the county attorney and or the judge. Request the attorney or judge make the corrections to the orders so that we follow the Iowa Code.

As of August 2012, all Incarcerated Individual records are now paperless. All record offices have access to the Laserfiche computer system where old files are imaged into the database.

Employee Unity and Wellness Committee:

The Employee Unity and Wellness Committee had a trying year at IMCC due to Covid. They are a dedicated group whose goal is to making working in the Department of Corrections a little easier and less stressful. Due to Covid, activities were unable to be planned, but towards the end of FY21 activities slowly started back up.

Highlights of FY21:

- Popcorn Payday was discontinued due to Covid, but was restarted June 18, 2021.
- During Correctional Workers Week in May 2021 the committee gave away two \$500 scholarships to high school seniors for higher education.
- Opening day of baseball, April 1, the committee used their ice cream machine for the first time providing free ice cream for staff.
- The committee held a couple DOC-wide clothing sales, which were very successful.



Dog Program

IMCC's Dog Program continues to partner with Retrieving Freedom in training Dogs to be Service Dogs for Children with Autism and Veterans that have physical and mental health needs. We currently have 3 dogs in our program. We have had many dogs trained here at IMCC that have successful placements in the community. Our program stands as the model for their other prison programs.

IMCC also has had several opportunities to train dogs for Community Service work. We have several dogs in schools as emotional support/therapy dogs, a counseling service for children who have been sexually assaulted and have to



testify in court and placement in homes for children with disabilities.

Our resident dogs continue to help incarcerated individuals who are in our program grow and learn to become better citizens. These dogs also help bridge the gap between staff and incarcerated individuals.

IMCC Dog Program is honored to be able to contribute to the community and the DOC.

FINANCIAL INFORMATION

Average Daily Costs

Total Expenditures	Average Daily Population	Annual Cost	Average Daily Cost
\$64,383,048.85	799.51	\$80,528.13	\$220.63

Average Length of Stay

WU CL Work Unit NM	Avg. Length of Stay
Forensic Psychiatric Hospital	2.4 months
Iowa Medical and Classification Center	18.4 months
Lowell Brandt Unit - Medical	3.2 months
Lowell Brandt Unit - Mental Health	7.7 months
Overall for IMCC	9.3 months

STAFF SPOTLIGHT

Employees of the Quarter

July 2020 – September 2020

Michelle Christensen, Betty Wright, Kim Kessens, AA2

Ryan Ott, Correctional Officer

Shannon Neuzil, Correctional Officer

October 2020 – December 2020

Jessica Melvin, Correctional Officer

Tanya George, Correctional Officer

James Hardy, Correctional Officer

January 2021 – March 2021

Brenda Piper, HR Tech Assistant

Mary Westfall, CFSC

Trever Owens, Correctional Officer

April 2021 – June 2021

Jon Barkalow, CTL

Pam Fluharty, Correctional Officer

Charlotte Dordan, Correctional Officer

SPECIAL EVENTS AT IMCC

IMCC Holiday Celebration

IMCC held its 10th Annual Holiday Party within the institution. Due to Covid, the staff breakroom was decorated for the holiday including a Christmas tree. The Executive Team provided treats for all staff on December 17 and 18, Chick-fil-A meal on December 21 and more treats for staff on December 22 and 23. Treats included hot cocoa, chips, chocolates, cookies, mini candy bars.

Opening Day of Baseball

IMCC had its first grill out in over a year for staff. The Executive Team provided grilled hot dogs, chips and a drink for all three shift to celebrate the opening day of baseball on April 1. The Unity Committee provided the ice cream machine for staff to have ice cream cones.

Correctional Worker Week

Correctional Worker's Week was celebrated with ice cream cones, hamburger/brat grill out, Hurts donuts, Chick-fil-A meal, and gourmet popcorn. Length of service awards were present to staff by their Supervisors.

5 Years of Service	
Christopher Jack	Logan Woods
Abbey Senn	Joshua Mandle
Nicholas O'Toole	Angela Vanderplas
Grant Whitmore	Christopher Doty
Jason Kirk	Benjamin Fogle
Jordan Little	Tyler Nauman
Amanda Meek	Guadalupe Andrade
Alex Pazour	Michael Potts
Kerry Bass	

10 Years of Service	
Joshua Klaaren	Logan Keyser
Bryan Van Dusen	

15 Years of Service

Timothy Estrada	Deborah Miller
John Needelman	Diana Armbruster
Zane Craig	Greg Keller
Adam Drury-Aldrich	Pam Smith
Alba Quinones	Mary Ledbetter
Bobak Pourahmadi	

20 Years of Service

Cathy Perry	Carl Rippenkroeger
Susan Gavin	Michelle Christensen
Amy Jacobs	Edward O'Brien
William Duwa	Carisa Dautremont

25 Years of Service

Tracy Hill	Richard Stout
Joni Wells	Thomas Bradfield
Trenton Wensel	Darren Swartzendruber
Michael Denniston	

30 Years of Service

Carmen Noska	Darren Rickels
Janice Harney	Julietta Kelly

35 Years of Service

Larry Noska

40 Years of Service

Janet Fliehler

45 Years of Service

Russ Ort
