

OFFENDER INFORMATION GUIDE  
2014

Clarinda Correctional Facility  
&  
Clarinda Correctional Facility Lodge



Welcome to the Clarinda Correctional Facility. We hope you find your treatment/stay here to be fair, human and impartial. You hold the key to your future. Your success or lack of success depends entirely on you. One of your primary objectives during your stay should be to do everything in your power to get off to a good start at Clarinda. Take advantage of the various programs we have to offer and be sincere in your dealings with others.

Rehabilitation is just a word. The meaning is attached by you. We are looking for real change within the individual and we are looking for consistent, positive behavior.

I encourage you to familiarize yourself with the information contained in this Guide. It will answer many questions you may have and will help you avoid needless frustration and stress. Staff will usually have the answers to questions not covered in the Guide, and when they don't, they will tell you what your next step is in obtaining an answer. Follow their directions and utilize the Chain of Command as it is designed.

I am available to discuss your questions and concerns when you have exhausted the other avenues of information available to you.

Again, welcome to CCF and I hope that the time you spend here will be marked with many personal achievements and successes.

Steve Jenkins  
Deputy Superintendent

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## **Offender Orientation**

Upon admission to CCF the following procedures will be followed.

1. A thorough inventory of offender property will be taken by R&D (Receiving and Discharge) staff. All allowable personal property will be recorded utilizing the Iowa Correctional Offender Network (ICON) system. Any items which are restricted by CCF will be marked for identification purposes and disposed of in accordance with DOC policy standards.
2. Offenders are issued a standard issuance of clothing and linen. This includes:
  - Undershorts – 4 pair
  - Socks – 4 pair
  - Grey t-shirts – 4
  - Jeans – 4
  - Boots – 1 pair
  - Belt – 1
  - Coat – 1
  - Hat – 1 (seasonal)
  - Towels – 4
  - Washcloths – 3
  - Sheets – 2
  - Pillowcase – 1
  - Pillow – 1
  - Blanket – 1
  - Bedspread – 1
3. Offender will be issued an Identification Card. ID shall be worn on left shirt collar at all times.
4. The offender will be assigned a living unit and bed assignment. Offenders will be housed on South 4 unless placed in Administration Segregation, Disciplinary Detention or Special Needs Unit when arriving at Clarinda.
5. The offender will be screened by Health Services staff. If necessary, offender may be directed to shower.
6. Upon arrival at living unit, offender will be given a brief orientation to the living unit. Unit Officer is there to assist with transition.
7. Offender will be given a copy of the Offender Information Guide. This document is also available in Spanish if needed.
8. Orientation will be provided within seven days of arrival at CCF. Offenders are familiarized with the facility and it's operations. Offender Information Guide will be discussed and covered. A tour of the facility will also be given.
9. Offenders transferred to the CCF Lodge will first be transferred to CCF for a period of two weeks for classification and orientation. If offender is found not to qualify for the minimum live-outs program, the offender will be reclassified and remain at CCF.

### **Restrictions and Privileges While in Orientation Status:**

1. Offenders in orientation status may have yard privileges, but will not be allowed weight yard, library, gym, or Hobby craft privileges during this period.
2. Offenders in orientation status are not assigned a work assignment, but are considered "on call".
3. Orientation offenders are expected to attend appointments with staff when scheduled.
4. Orientation offenders are allowed to go to pill lines unescorted.
5. Offenders in orientation status are allowed to check out library books.

### **Living Units**

The following are living units at Clarinda. You will be assigned to one of the living units by the Classification Committee upon your arrival, based upon your program needs.

## **North Pod**

North 1 – Special Needs

North 2 – Special Needs

North 3 – Special Needs

North 4 – Special Needs

## **South Pod**

South 1 – General Population

South 2 – CHOICES substance abuse unit

South 3 – CLOSED

South 4 – General Population/Orientation

## **East Pod**

East 1 – Administrative Segregation

East 2 – Reintegration/Special Needs

East 3 – Special Needs

East 4 – General Population/Prison Industry

## **Lodge**

Minimum live-out offenders

## **OFFENDER CLASSIFICATION**

The Department of Corrections utilizes a comprehensive process of offender assessment and reassessment. The DOC also utilizes validated custody classification instruments for both initial and reclassification. Separate gender specific instruments are utilized.

Offenders are assigned to institution security levels consistent with their individual custody classification. Offenders will be reclassified not less than once every 12 months and offender transfers between security levels will be initiated when warranted by updated classification data.

Offenders will be classified within one of the following custody classifications:

1. Medium Custody
2. Minimum Live-Out

## **Classification Procedures**

1. Offenders are assigned a Correctional Counselor to ensure supervision and personal contact.
2. Offenders are given notice and the opportunity to appear personally before the classification committee for purpose of review, a minimum of once every 12 months.
3. For special needs offenders, the classification team shall seek and utilize input from clinicians when making decisions related to housing, programs or transfers.
4. The classification committee shall assess and determine any special housing needs.
5. Classification decisions are not grievable. Offender may appeal classification decisions.
6. New offenders will be scheduled for Orientation Classification within 10 working days of admission to CCF.
7. Orientation Classification gathers information that will assist in the formulation of various plans that include a treatment plan that will meet the needs of offenders. Offenders will have input into formulating these plans. Information reviewed will include:
8. Offender custody classification score

9. Treatment program (academic, social skills/life skills, vocational/work adjustment, substance abuse, sexual adjustment, psychiatric, psychological and release issues)
10. Medical restrictions
11. Possible security concerns
12. Unit/work assignments
13. Circumstances of crime
14. Criminal history
15. Pre-sentence investigation
16. IMCCC reception report
17. Psychological reports
18. Parole Board decisions/risk assessment
19. Prior generic notes, classification decisions, institution discharge summaries
20. Restitution plans
21. Records alerts
22. Disciplinary record
23. Visiting record
24. LSI
25. Case Plan
26. DNA
27. DRC
28. Potential victim/predator/SVP
29. Classification will review level system. Offender's placement within the level system is to encourage appropriate behaviors and attitudes and to discourage negative behavior/attitudes.

### **Transfers**

1. Offenders may request institution transfer through their Correctional Counselors. Request must be specific and be in writing. Requests are reviewed by Associate Warden Treatment.
2. The Associate Warden Treatment, Treatment Services Director, Classification Committee, Administrative Law Judge, Associate Warden Security or Deputy Superintendent can all initiate institution transfers.
3. Offenders shall be present at transfer hearings if possible.
4. The committee must determine if the offender's custody score is consistent with the security level of the institution which offender is being considered for transfer.
5. If the Classification Committee recommends transfer and if approved by Associate Warden Treatment and Deputy Superintendent, recommendation is made to the DOC Treatment Office for final decision.

### **Classification Appeals**

1. Classification Committee will verbally inform offender of decision and a written copy upon request.
2. Offender may appeal to Associate Warden Treatment (Deputy Superintendent if decision is from the Associate Warden Treatment).
3. Action of the committee may be appealed within 24 hours of notification.
4. Written response to appeal will be responded to within 7 days of appeal.
5. Offender is given written decision.

### **GENERAL POPULATION LEVEL SYSTEM (TRANSITION INCENTIVE PROGRAM)**

CCF Level System is designed to manage offenders. The purpose of the level system is to further develop positive offender behavior and performance. This is accomplished by providing or limiting institution privileges based on institution expectations in regards to conformity to rules, regulations, program participation and overall responsible conduct. The criteria and procedures are subject to change at any time based upon operational needs.



Clarinda Correctional Facility general population has 5 level systems: 1, 2, 3, 4 and 5. Offenders are reviewed by the Classification Committee to determine general population status and monitor movement throughout the levels. This system will be referred to as TIP (Transition Incentive Program)

General Information – (TIP) CCF Level System:

1. Offenders transferring to CCF from another system may qualify for reciprocal placement within the level system pending review for transfer.
2. The Classification Committee's decision pertaining to level placement is to encourage appropriate behaviors/attitudes and to discourage negative behaviors/attitudes.
3. Level advancements will not be considered when a major disciplinary report is pending.
4. Placement in disciplinary detention or intensive supervision status requires an offender to temporarily be removed from the Level system.
5. The time an offender spends in Administrative Segregation status will not count towards time necessary for a higher level. The time spent prior to the offender being in this status will count, if not in disciplinary status.
6. The Shift Supervisor or higher authority may place an offender into Level 1 status pending classification review or adjudication of a disciplinary report, when supportive documentation warrants (i.e. disciplinary report and/or incident report). This procedure does not prevent/change Administrative Segregation status.
7. The Security Director or higher authority may temporarily place an offender into Level 1 and will articulate placement necessary to the Associate Warden Treatment. Any placement into Level 1 status will be supported and documented to the Associate Warden Treatment within 1 working day after such placement.
8. If an offender is reduced to a lower privilege as a result of his own misconduct, 30 days or after all appeals are finalized, those personal property items which are not authorized in a lower privilege level will be sent home at offender's expense or destroyed.
9. If an offender is reduced to a lower privilege level or placed in a segregation unit as a result of a disciplinary report or conviction and it is dismissed or returned on appeal, the offender may be returned to his formal level status unless other criteria would cause a lower status to be imposed.
10. Returnees from court order will normally be assigned to the level they held prior to leaving. The time spent on court order does not count towards the time required for the next higher level.
11. Returnees from appeal bond – If gone from the institution less than 1 year; the offender may be reassigned to the previous level with no credit towards the next level for time spent away from the institution.
12. Returnees from IMCC patient program or CCU: Is satisfactory program behavior, the offender may be placed back in the same level as prior to transfer. If unsatisfactory program behavior, an offender may be placed in Level 1 or 2, at the discretion of the Classification Committee.
13. Temporary movement – medical/hospital appointment: Offenders temporarily removed from level status due to medical problems may be placed back into the same status if medical problems did not preclude such placement.
14. Release from Administrative Segregation or Disciplinary Detention: Offenders released from Administrative Segregation/Disciplinary Detention – review by the Classification Committee to determine level status.
15. Release from Special Needs Program: Offender who is placed back into general population from the Special Needs program will be placed in Level 2 status if they qualify. They may be considered for Level 3 status if they have resided at CCRF for six months and meet the criteria.

16. Removal/refusal to participate in required treatment/education programs will be placed in Level 1 status.

### **TIP 1: (TRANSITION INCENTIVE PROGRAM)**

#### Privileges and Restrictions:

1. Offenders in Level 1 will be restricted to their cells except for scheduled program activities.
2. Offenders may have scheduled day room privileges.
3. Offenders may have phone privileges.
4. Level 1 offenders will be allowed to go off the unit unescorted to school, scheduled religious activities, required treatment programs and scheduled library times.
5. There will be scheduled yard times.
6. Level 1 offenders do not have any dots on their ID badges.
7. Level 1 offenders will have a scheduled pill line. They may go to pill line unescorted.
8. Level 1 offenders may report to Health Services if called unescorted, with a pass.
9. Level 1 offenders may not attend special activities such as pictures, cookouts, etc.
10. Level 1 offenders may not have weight yard privileges, gymnasium, or hobby craft privileges.
11. Level 1 offenders will be assigned work assignments on their living unit after the waiting list for Level 2's has been exhausted.
12. Level 1 offenders may have visits. Each visitor may visit two (2) times per month.
13. Offenders in Level 1 are not eligible for CHOICES program or the minimum live-out work program (Lodge).

#### Criteria for level 1 Offenders:

1. Offenders who have accumulated more than six (6) minor reports in a higher level in the last 60 days will be placed in Level 1.
2. Offenders with two major reports in a 30-day period will be placed in Level 1.
3. Offenders released from Administrative Segregation will be placed in Level 1.
4. Offenders released from Disciplinary Detention will be placed in Level 1.
5. Offenders who refuse to participate in programs will be placed in Level 1.

### **TIP 2:**

Offenders, following orientation will be placed in Level 2 unless they meet one of the criteria for Level 1:

1. A level 1 offender who has spent a minimum of 15/30 days in Level 1 status and meet the criteria for Level 2 (or classification review) will be reviewed for Level 2.
2. Offenders will need to meet the following criteria in order to move to general population (Level 2) status.

#### Criteria for level 2:

1. Positive Unit Orderly work and unit evaluations
2. Positive attitude/behavior
3. Disciplinary history
4. 0 minor reports in the last 30 days
5. 0 major disciplinary reports (non-disciplinary detention) within the last 30-60 days.

#### Privileges and Restrictions – level 2:

1. Can have normal turnouts
2. Can have work assignments on and off the unit (supervised)
3. Can have normal recreation/library according to schedule
4. Can have visits – each visitor may visit 3 times per month
5. May have weight yard privileges

6. Offenders classified to Level 2 status will be issued a green dot to be worn on their ID badge. Privileges will go into effect the day classification is distributed to the units/staff.

Removal from level 2:

1. If an offender is found guilty of a major rule violation and gets disciplinary detention/administrative segregation offender will be placed back in Level 1 status.
2. SIX (6) ~~SEVEN~~ minor rule violations in 60 days – will result in automatic placement back to Level 1.
3. Will not have any more than two (2) major disciplinary reports within 60 days. Will result in automatic placement back to Level 1.
4. Classification Committee may review an offender from the level and place him in Level 1 for not meeting the basic requirements of Level 2.

**TIP 3:**

Criteria – Level 3

1. Must spend at least 120 ~~180~~ continuous days in Level 2.
2. Zero (0) major reports within 60 ~~90~~ days of review
3. Zero (0) minor reports within 30 ~~90~~ days of review
4. Must be satisfactorily involved in recommended treatment programs.
5. Personal hygiene to include cell cleanliness must be above average.
6. Must have a least an average or above average work and unit evaluations.
7. Must have a positive attitude/behavior.

Restrictions and Privileges – level 3

1. Are allowed turn out privileges
2. Are allowed work assignments on and off units (less supervision)
3. Are allowed normal yard privileges
4. Are allowed extra recreation time/equipment/activities
5. Are allowed extra weekend and evening activities.
6. Are allowed visits – each visitor may visit 4 times per month
7. Are allowed weight yard privileges
8. Are allowed hobby craft privileges
9. Offender classified to Level 3 will be issued a blue dot to be worn on their ID badge. Privileges will not take place until Friday mornings.

Removal from level 3:

1. If an offender if found guilty of a major rule violation (disciplinary detention sanctioned) offender will be removed and placed in Level 1.
2. Receive more than 4 minor reports in the last 60 days
3. Receive more than 1 major report in the last 60 days.
4. Poor work evaluation
5. Does not maintain personal hygiene/cell sanitation.
6. Classification Committee may remove an offender from Level 3 at any time for failing to meet basic expectations and may be placed in Level 1 or Level 2 at the committee's discretion.

**TIP 4:**

Criteria – Level 4:

1. Must meet all of the criteria for Level 3 status.
2. Must be on Level 3 status for 120 ~~270~~ continuous days.
3. Zero (0) major reports for 60 ~~120~~ days.
4. Zero (0) minor reports for 30 ~~120~~ days.

5. Positive work performance and evaluations
6. Hygiene and cell inspections above average.
7. Actively participating in program or has completed all program requirements.
8. Must qualify for and have a Level 4 work assignment prior to being granted a Level 4 status.

Privileges and Restrictions – Level 4:

1. Has all of the privileges of general population – Level 3
2. Qualifies for a Level 4 job

Removal from Level 4:

The offender is to be reviewed in Classification Committee for the following violations of GP4 criteria. (Mandatory review in Classification for any report (major or minor).

1. More than one (1) major report in 30 days
2. More than two (2) minor reports in 30 days
3. Poor work evaluations/loss of job
4. Poor personal hygiene/cell sanitation
5. Classification Committee may remove an offender from Level 4 at any time for failing to meet the basic expectations. The offender may be placed in Level 1, 2 or 3 at the committee's decision.

**TIP 5**

Criteria – Level 5:

1. Must meet minimum outs, minimum live-outs criteria.
2. Is housed at CCF Lodge.
3. Housing at CCF (only as Muster Room/Administration Worker)

**Special Needs Unit**

~~Operational definitions for admission criteria for the Special Needs Unit may be any of the following which are associated with behavior problems or the need for alternate structure:~~

- ~~• Sub-normal measures of intelligence and adaptive behavior, I.Q., and social quotient 70 points and below.~~
- ~~• Borderline Intellectual Functioning – IQ measures between 71 and 74 points.~~
- ~~• Social Inadequacy – This behavior pattern is characterized by ineffectual responses to emotional, social intellectual, and physical demands while the offender seems neither physically or mentally deficient.~~
- ~~• Chronic Mental Impairment – Clinically mentally ill, who have received maximum benefit in acute facility, but still displays maladaptive or socially inadequate characteristics.~~

**Special Needs Living Unit Level System:**

It consists of SLR, SN1, SN2, SN3 and SN4.

**Level SLR**

Admission Criteria – SLR:

- ~~1. Offenders who request or staff feels a 'time out' is necessary.~~
- ~~2. Offenders who demonstrate continuous disruptive behavior that is non-threatening.~~
- ~~3. Offenders who do not maintain adequate personal hygiene and sanitation~~

~~Reviews – SLR: Level R offenders will be reviewed by the Classification Committee (Special Needs Unit) within 7 days to evaluate progress towards movement to Level 1 status.~~

Restrictions and Privileges – SLR:

1. ~~No day room privileges~~
2. ~~Yard restricted~~
3. ~~May have visits – each visitor may visit 2 times per month~~
4. ~~Allowed telephone privileges~~
5. ~~No work assignments~~
6. ~~Treatment/education activities – on unit only (if going to school, can still go with no pay)~~
7. ~~Library/religion – by kite only~~

**Level SN 1**

Admission Criteria – SN1:

1. Offenders who are found guilty of two or more major reports in 30 days will be placed in SN1.
2. An offenders who has been found guilty of a major report that has sanction of disciplinary detention time will be placed in SN1.

Restrictions and Privileges – SN1:

1. Restricted movement – at turnouts or by the pass system
2. Work assignments on unit unless designated by Classification Committee
3. Limited yard time (2 hours daily)
4. Limited library and recreation time, according to schedule. No leagues or special activities.
5. May have visits – each offender may visit 2 times per month.
6. Expected participation in required treatment programs.

**Level SN1 Re-Integration Unit**

Admission Criteria-SN1

1. Has completed all Disciplinary Detention Time
2. Not presently under investigation
3. PCNV/PCV issues have been resolved

Restrictions and Privileges SN1

1. Restricted Movement-at turn out or by the pass system
2. Work assignments on unit only
3. Limited yard time (2 hrs. daily)
4. Limited library and recreation time, according to schedule. No leagues or special activities
5. May have visits-each offender may visit 2 times per month.
6. Expected participation in required treatment programs per classification team.

**Level SN2**

Admission Criteria:

1. A new offender (orientation) will be placed in SL2 general population unless they meet one of the criteria for SN1 status.
2. SN1 offender that has spent the last 14 days in SN1 and has met all criteria set forth by the Special Needs Classification Committee may meet criteria for SN2 placement.
3. SN2 offender must have at a minimum average unit evaluations.
4. SN2 offender must maintain adequate personal hygiene and sanitation.
5. SN2 offender must not have more than 3 minor reports in the last 30 days in order to enter SN2.
6. SN2 offenders must not have more than 1 major report (non-disciplinary detention) within the last 30 days to enter SN2.

Privileges and Restrictions – SN2:

1. Has normal turn out procedures
2. Work assignments on living unit

3. Yard time according to schedule
4. Library time according to schedule
5. Has normal visits – each visitor may visit 3 times per month

#### Removal from SN2 Status:

1. If offender is found guilty of major rule violation and gets disciplinary detention/administrative segregation the offender will be placed back to SN1 status.
2. May not have any more than 6 minor reports within 60 days – will result in automatic placement in SN1.
3. Will not have any more than 2 major reports within 60 days while in SN2. Will result in automatic SN1 status.
4. Unit Classification Committee (Special Needs Unit) may review an offender from this level and placed him in SN1 for not meeting the basic expectations (including school, required treatment participation, etc.)
5. Receive below average unit or work evaluations
6. Receive inadequate personal hygiene and cell sanitation reports

#### **SN3 Status:**

##### Admission Criteria:

1. Must spend at least 180 continuous days in SN2.
2. Must have 0 major reports in the last 60 days.
3. Must have 0 minor reports in the last 60 days.
4. Must be satisfactorily involved in required treatment programs.
5. Must have at least an average or above average unit and work evaluation.
6. Must have a job assignment.
7. Must have adequate personal hygiene and cell sanitation.
8. Must reside on East 3

##### Restrictions and Privileges – SN3:

1. Has turn out privileges
2. Work assignments on and off unit (less supervision)
3. Extra recreation time
4. Involvement in special activities
5. Visiting privileges – each visitor may visit 4 times per month

##### Reduction – from SN3:

1. If an offender is found guilty of a major rule violation (get disciplinary detention or administrative segregation) will be placed in SLR or SN1 status.
2. Receive more than 2 minor reports in the last 60 days
3. Receive more than 1 major report in the last 60 days
4. Classification Committee may remove offender from SN3 at any time for failing to meet basic expectations, including treatment participation.
5. Receive a below average unit or work evaluation
6. Receive inadequate personal hygiene or cell sanitation report.

#### **SN-4**

##### Criteria:

- a. Must meet all of the criteria for SN3 status.
- b. Must be on SN3 status for 270 continuous days.
- c. Zero (0) major reports for 120 days.
- d. Zero (0) minor reports for 120 days.
- e. Positive work performance and evaluations.

- f. Hygiene and cell inspections above average.
- g. Actively participating in program or has completed all program requirements.
- h. Must qualify for and have a SN4 work assignment prior to being granted a SN4 status.

Removal:

The offender is to be reviewed in Classification for the following violations of SN4 criteria. (Mandatory review in Classification for any report (major or minor).

- a. More than one (1) major report in 30 days.
- b. More than two (2) minor reports in 30 days.
- c. Poor work evaluations/loss of job.
- d. Poor personal hygiene/cell sanitation.
- e. Classification Committee may remove offender from SN4 at any time for failing to meet the basic expectations. The offender may be placed in SN2 or 3 at the committee's decision.

Privileges and Restrictions:

- a., Has all the privileges of general population SN3.
- b. Qualifies for SN4 job.

**Minimum Work-Out/Minimum Live-Out Program (CCF Lodge):**

1. Offenders will be reviewed by the Classification Committee to determine eligibility to the minimum work out/minimum live out program at CCF Lodge.
2. Assignment to minimum work out/minimum live out program is subject to approval by Associate Warden Treatment and Deputy Superintendent.
3. Offenders with medical restrictions may not be eligible for this status.
4. Offenders in disciplinary detention, general population Level 1 status or administrative segregation are not eligible for this status.
5. Offenders that have a major disciplinary report pending or disciplinary detention time pending are not eligible.

**Removal from the Minimum Work-Out/Minimum Live-Out Program**

1. Offenders may be removed from the minimum work-out/minimum live-out program due to poor work evaluation, pending or due disciplinary action, medical or security reasons.
2. Offenders may be suspended from the program by their work supervisor (pending review by Shift Supervisor), Treatment Services Director, Correctional Counselor, Associate Warden Treatment, Associate Warden Security, Deputy Superintendent, ALJ, Classification Committee or Superintendent.
3. Classification Committee will review incident reports, evaluations and disciplinary records.
4. Final decision is made by Classification Committee, Associate Warden Treatment and Deputy Superintendent.

**FAILURE TO PARTICIPATE OR COMPLETE RECOMMENDED/MANDATED TREATMENT PROGRAMS:**

- 1) Offenders refusing to participate or complete any type of recommended/mandated treatment program (to include the Board of Parole recommendations of work release or gradual release, etc.) shall not advance to Level 3 status.
- 2) Any offender who refuses to accept any program shall automatically drop to Level 2 unless the Classification Committee determines there are other productive Reentry opportunities available at the institution.
- 3) The Classification Committee may make an exception if the offenders refuses work release, etc. in order to complete a Reentry component such as treatment, aftercare and/or any

vocational/educations opportunity to benefit or enhance the offender's successful reentry into the community.

- 4) Any offenders residing in the minimum outs program shall meet with the Classification Committee to determine if the offender moves inside the institution and dropped to Level 2 or remain in the minimum outs program.

### **Board of Parole:**

The Iowa Board of Parole meets over the Iowa Communications Network System on a monthly basis to consider candidates for work release and parole. All offenders are given a Board of Parole review date and are seen annually. An earlier review may occur if staff-initiated by Correctional Counselor. Institution adjustment and program participation are usually important considerations in whether or not to grant work release or parole to offenders. Other important consideration include type of crime, criminal history, LSI Score, Parole Board risk assessment score, length of sentence, and amount of time served. Your counselor can further explain Parole Board policies and procedures and how you can earn a release recommendation.

Decisions of the Board of Parole are not grievable. The Board of Parole does have an appeal procedure. Appeal forms are available through your Correctional Counselor.

### **Offender Living Unit Rules – CCF**

#### **Basic Rules:**

1. Follow all orders/directives given to you by a correctional employee.
2. Use of abusive or obscene language is prohibited.
3. Racial, ethnic, sexual or cultural slurs are prohibited.
4. No sexual acting out, including solicitation of sexual favors.
5. No physical violence, threats of physical violence, or intimidating behavior against any offender or staff member will be tolerated.
6. No use of drugs, including alcohol or possession or drug paraphernalia.
7. No use or possession or tobacco products or lighting materials. CCF is a tobacco-free facility.
8. Feet are not allowed on furniture (chairs, tables, etc.)
9. When out of cell, you must have your ID card clipped to the left side of outer garment, shirt, coat, etc.
10. No touching staff members; are to remain an arm's length distance.
11. No yelling.
12. You have not wear shower caps, sandals, shower shoes, dew rags, hair nets, curlers, pocket combs, hair picks or wave caps off the unit.
13. You may not wear sunglasses in the building unless there is documented medical clearance by Health Services staff.
14. No gambling.
15. No touching other offenders.

#### **Dayroom Rules:**

1. You are not allowed access to the CO's desk, file cabinet, computer or phone.
2. Dayroom chairs are to remain in the dayroom. They are not allowed in the showers or cells.
3. All four legs of chairs are to remain on the floor.
4. No unit meetings are to be held without a staff member's approval and supervision.
5. Do not gather, meet, loiter or pace on the upper tier or stairway.
6. No standing in doorways.
7. Noise level is to be kept to a minimum.
8. No sitting on tables. No sitting on stacked chairs.
9. Tables and chairs are not to be dragged across the floor.



10. Offenders leaving their cell must wear, at a minimum, sweatpants or athletic shorts. Shirts must be worn; footwear is required (shower shoes, sandals, boots, etc.) Offenders are not allowed to wear thermal shirts as an outer garment.
11. Offenders must have shorts or long pants on going into and coming out of the shower.
12. Offenders are responsible for picking up their own trash. Trash is to be disposed of in trash containers only.
13. All disposable razors are to be placed in bio-hazardous containers when being thrown away.
14. No headphones, radios, personal TV's, tape players or game controllers are allowed to be used in the dayroom.
15. Closing cell doors other than your own is prohibited.
16. During unit cleanup only assigned offenders are allowed in the dayrooms. Individual cells are not to be cleaned during unit cleanup.
17. Spitting in trash cans is prohibited.
18. Mop buckets are to be emptied and filled in the janitor sink on the unit.
19. Table and card games are limited to four persons at one table. No spectators. Noise levels will be kept to a minimum.
20. Mats must be used when playing dominoes in the dayroom.
21. The Unit Officer reserves the right to close the dayroom at their discretion, due to noise or whenever the day room order needs restored.
22. During unit cleanup shoes will be required to be worn during job assignment. No shower sandals allowed.
23. Offenders are not allowed to be in the yellow-lined area by the unit entrance door unless entering or leaving the unit.
24. "Wet floor" orange cones will be left on the ground until the Unit Officer removes them.
25. Dayrooms will be opened by the Unit Officer. Offenders must remain in their cells when the dayrooms are closed unless it is called open by the Unit Officer.
26. Offenders are not allowed to wear a comb or pick in hair while in the unit dayroom.
27. Dew rags are allowed to be worn in dayrooms – sheets, shirts or towels on heads are not allowed.
28. Offenders are not allowed to communicate through windows to offenders in the hallway or on other units.
29. All empty containers or boxes will be disposed of when empty and not used for storage containers (i.e. coffee jars, popcorn bags, Kool-aid containers, cracker boxes, etc.)
30. Offenders are not allowed to wash their dishes in the unit sink. Offenders must wash their dishes in the cells. Dish soap is available from commissary for dishwashing.

**Cell Rules:**

1. Offenders are not allowed in other offenders' cells or doorway.
2. Each offender is responsible for maintaining proper sanitation of cell. In cases where two or more offenders are assigned to the same cell, each offender will share this responsibility.
3. Toilets, sinks, floors, windows, walls, desks, shelves, mirrors will be cleaned as needed.
4. Storage of cleaning materials or paper towels inside cells is prohibited.
5. Nothing will be affixed to the walls, light fixtures, air vents, windows or cell door windows. Pictures, approved calendars, cards, etc. must be placed within the confines of the bulletin board only. Only staples will be allowed to hold items on the bulletin board – no tape.
6. Headphones must be used with radios, personal TV's, CD players and tape players at all times. They must be worn on your head when in use. Headphones can be stored either in your footlockers or can be neatly wrapped up and placed by your TV.
7. Beds are to be made when not being used. Nothing will be placed on the bed or under the mattress.
8. Footlockers will be kept under the lower bunks and must be padlocked when not in use.
9. Only one towel per offender is allowed to hang on hook or towel rack. Other towels must be placed in your footlocker.

10. Bedding cannot be stored in footlocker.
11. Top of desks will remain clear when not in use. Clock radios may be kept on the desktop.
12. Clear cosmetic bag may be hung on hook.
13. Hot pots may be allowed on the night stand.
14. TV shelves are for TV's, alarm clocks or radios only.
15. Writing materials and books will be stored on the lower shelf and will be stacked neatly.
16. Hygiene items may be kept neatly on top of desk, in plastic shoebox or footlocker when not in use.
17. Commissary items are to be kept in footlocker.
18. Typewriters and musical instruments will be stored under the lower bunks.
19. All state/personal clothing is to be kept in footlocker.
20. All correspondence, including legal mail is to be stored neatly in footlocker.
21. If authorized items cannot fit into footlocker, you have the responsibility to mail out or have items destroyed.
22. Footlockers must be locked when out of cell.
23. State issued coats, one state issued shirt, and one pair of pants may be hung from the clothing hook.
24. Laundry bags may be hung from clothing hook. Soiled laundry is to be placed in laundry bags.
25. ID's shall be worn when out of cell, whether on the unit or off the unit and in cell window during all counts and shall remain in windows after 9:00 pm count.
26. Offenders are required to close cell doors at count times.
27. Blankets, sheets, or any other clothing items may not be put up on sides of beds to obscure staff vision.
28. Call light buttons are to be used for emergency situations only. Offenders who use them inappropriately will be subject to disciplinary action.
29. Unoccupied beds are not to be used for storage and are expected to remain free of trash and any other loose items.
30. Electronic items will be turned off when not in use.
31. Cell doors are not to be wedged open with any articles (i.e. toilet paper roll, paper towels, etc.)
32. Towels may not be placed under doors.

### Count Procedures

1. Counts are conducted six times per day at the following times:
  - 4:00 am – Count prior to unlocking cells for the day
  - 7:45 am – Count on units and work assignments
  - 11:40 am – Count on unit and work assignments – STANDING COUNT
  - 4:40 pm – Count on units after supper meal
  - 9:00 pm – Count on units after cells are secured for night – STANDING COUNT
  - 1:30 am – Count on units
2. Standing Counts: Offenders will remain seated on their bunks or standing by their bunk until the entire facility count is cleared. Offenders assigned to top bunks may dangle their feet over the side of the bed provided the upper portion of their body is perpendicular to the bunk. Offenders are not to be in a lounging position but must be sitting or standing upright.
3. No kneeling, crouching or leaning will be permitted.
4. In order to verify the accuracy of cell moves, offenders will be required to place their ID cards in the window of their cell for the standing count at 9:00 pm. Officers will verify the presence of offenders in each cell by face during the 9:00 pm count.
5. At count times on the units offenders must be in their cells. They will remain in their assigned cells until the Shift Supervisor announces that the count has cleared.
6. Offenders will not be allowed to leave their assigned areas until the Shift Supervisor has authorized Control Center to officially clear count and notify all areas that count has cleared.
7. Staff will notify offenders when count has cleared. No offenders will be released from their cells nor will any unit be opened for offender traffic until count has cleared.

8. Unit doors will remain secured during all counts and no offender movement will be allowed on or off units, unless authorized by the Shift Supervisor or in the event of a medical emergency.
9. Offender ID shall remain in the cell window during all counts.

#### Shower Rules

1. Showers will only be open when the dayroom is open.
2. Unit chairs are not allowed in showers or in shower area.
3. Only one offender is allowed in each shower stall at one time.
4. No electrical items are allowed in showers.
5. Handicapped showers are to be used only by handicapped offenders. Violators will be subject to disciplinary action.

#### Meal Rules

1. Meals are to be served on the living units for all offenders. Those offenders in lockup status will have meals delivered to individual cells.
2. Units will be locked down before meal times. Only tray servers will be allowed on the units to set up.
3. The Unit Officer will call for and control the number of offenders allowed to pick up meal trays at any one time.
4. Offenders must wear shoes during meal times – sandals with socks are acceptable. Muscle shirts or tank tops may not be worn when going through the serving line or while serving meals. Shirts and shoes are required.
5. Approximate meal times are:
  - Breakfast: 6:00 am
  - Lunch: 11:00 am
  - Supper: 4:00 pm
6. Offenders will receive one cold tray and one hot tray at each meal. Some meals offenders will receive only one tray, depending on the menu.
7. Meals are served according to the DOC Master Menu.
8. Those offenders that require a medically ordered diet will receive diet trays on their unit. A tag with their name and diet order will be attached to each tray.
9. Offenders are allowed to eat in the day room or in their cells. No food items or condiments from meals may be kept in cells after meals.
10. Offenders are allowed 20 minutes to eat.
11. After eating, offenders are responsible for returning their trays to the designated area on the unit. Trays are scraped and placed in a tub to be returned to the dock.
12. Those offenders requesting a meatless or pork free tray shall sign up with the Correctional Food Services Coordinator. Offenders requesting such are required to remain on the diet for six months following the date they sign up. Items that contain pork are denoted on the menu. Menus are subject to change.

#### Unit TV Rules (For all units except East 1):

1. You may watch TV during the day if it does not interfere with your work or program involvement (i.e. classes, groups, scheduled activities).
2. Majority rules determine what programs are to be watched.
3. Voting must be completed prior to the beginning of the program and the channel cannot be changed after the program has started.
4. A vote should be taken every time the channel is to be changed.
5. If a vote is taken and more than one channel has a tie vote, both channels will be excluded from the vote of the TV will be shut off.
6. Voters must stay and watch programs.

7. All offenders shall have voting privileges unless involved in some other activity.
8. Unit Officers will make channel changes and control the remote control.
9. Offenders shall not make adjustments to the TV. If not working properly, notify the Unit Officer who will submit a work order.
10. The TV will remain off during unit clean up, meal times, and count.

### **Offender Living Unit Rules – CCF Lodge**

#### **Dayroom Rules:**

1. Day room chairs are to remain in the dayrooms. They are not allowed in showers or rooms.
2. All four legs of chairs are to remain on the floor.]
3. No unit meetings are allowed to be held without a staff member's approval and supervision. Offender Council meetings will be scheduled by the Associate Warden Treatment.
4. Noise level is to be kept to a minimum.
5. No sitting on tables. No sitting on stacked chairs.
6. Tables and chairs are not to be dragged across the floors.
7. Offenders leaving their rooms must wear, at a minimum, sweatpants or athletic shorts. Shirts must be worn; footwear is required (shower shoes, sandals, boots, etc. Offenders are not allowed to wear thermal shirts as an outer garment.
8. Offenders are responsible for picking up their own trash. Trash is to be disposed of in trash containers only.
9. Radios, tape players or CD players may be used in the dayroom so long as they cannot be heard at the next table. Headphones or ear buds must be used. Any complaints will result in this privilege being revoked.
10. Table and card games are limited to four persons at one table and up to two onlookers. Noise levels will be kept to a minimum.
11. The unit staff reserves the right to remove the offender from, or close the dayroom at their discretion, due to noise or whenever the dayroom order needs restored.
12. Shoes or sneakers will be worn while conducting cleaning. Shoes or boots will be worn during all work assignments.
13. When mopping or cleaning spills 'wet floor' yellow foldouts will be left on the floor until the Unit Officer removes them.
14. Offenders are not allowed to wear a comb or pick in hair when out of their rooms.
15. Offenders are not allowed to communicate through windows.
16. Dew rags may be worn in day rooms. Sheets, shirts or towels on heads are not allowed.
17. Pizza ovens are for pizza only and must be cleaned after each use. Failure to keep ovens clean creates a fire hazard and may result in the ovens being removed.
18. Only the assigned Activity Specialist may sell pizza. If Activity Specialist is not available, no pizza will be sold.
19. Microwave ovens are for use by any offender.

#### **Room Rules (Lodge)**

1. Offenders are not allowed on any wing other than their assigned wing.
2. Offenders are not allowed in other offenders' rooms. Being in any living space to which not assigned will result in disciplinary detention.
3. One person may stand in the doorway to visit with others who live on the same wing.
4. If offenders wish to speak with someone who lives on another wing, offenders are to stand at the fire door as someone who lives on the wings gets the offender.
5. Offenders must be dressed, at a minimum, with short pants or long pants when walking to and from the common showers or bathrooms in the corridors. Offenders are required to wear a shirt to and from the shower/restroom in the corridor.
6. Closing room doors is prohibited. Bathroom doors will be kept closed when the bathroom is not in use.

7. Each offender is responsible for maintaining proper sanitation of room. Each offender will share this responsibility. Trash from rooms will be picked up in the corridor daily. Trash bags are to be out in the hallways in the mornings for pick up.
8. Mop buckets are to be emptied and filled in the deep sink only.
9. Toilets, sinks, floors, windows, walls, desks, shelves, and mirrors will be cleaned at least daily or more often as needed.
10. All hazardous materials and razors are to be placed in biohazard containers, which are in the wing bathrooms and laundry room.
11. Storage of cleaning materials or paper towels inside rooms is prohibited. One open roll of toilet paper and one spare may be kept in any area with a toilet.
12. All empty containers or boxes will be disposed of when empty and are not to be used for storage containers (i.e. coffee jars, popcorn bags, Kool-Aid containers, cracker boxes, etc.)
13. There will be general cleaning of the units on Friday nights. All Lodge offenders will participate in this cleanup unless they have a current medical restriction which prevents them from getting out of bed.
14. The unit will be inspected on Saturday mornings by assigned staff. Failing an inspection will result in re-inspection and may result in disciplinary action.
15. Sheets and pillow cases must be exchanged, dirty for clean, each Wednesday evening. This is not optional. Blanket and bedspread exchange will be quarterly, per posted schedule.
16. Nothing will be affixed to the walls, light fixtures, air vents, windows or room doors.
17. Headphones or earphones must be used with radios, personal TV's and CD players at all times. Headphones or earphones must be worn on your head when in use.
18. Beds are to be made up when not being used. Nothing will be placed on the bed or under the mattress. The standard for inspection is: bottom sheet, top sheet, blanket, bedspread, pillow in a pillowcase at one end of the bed, second or other blanket(s) folded and placed at the end of the bed or under the pillow.
19. Footlockers will be kept under the lower bunks or in the closet and must be padlocked when not in use. Footlockers are to be locked when offender is out of the room. If the footlocker does not fit under the bunk it is to be placed in the proper designated spot in the room.
20. One towel may be properly hung (folded in half or thirds) on the end of the bed. Towels are not to be hung in closets.
21. Bedding cannot be stored in your footlocker or closet.
22. Tops of desks will remain clear when not in use.
23. TV shelves are to TV's, alarm clocks or radios and hot pots and hygiene items that will not properly store in locker.
24. Hygiene items are to be kept in footlocker when not in use, or may be kept on the shelf at the end of the bunk provided they are clean and stored neatly.
25. Commissary items are to be kept in footlocker.
26. Typewriters and musical instruments will be stored under the lower bunks or may be kept in the closet if one is available. Hobby craft items will be stored in the locker or approved plastic shoe box under the bed or in the closet.
27. All state/personal clothing is to be kept in footlocker or hung or placed on shelves in closet.
28. All correspondence, including legal mail is to be stored in the footlocker.
29. If authorized items cannot fit in footlocker, offenders have the responsibility to mail out or have the item(s) destroyed.
30. Overcoats and coveralls must be hung in the closet.
31. Shoes will be neatly arranged and stored under the lower bunk or in the closet if one is available when not in use.
32. Laundry bags may be hung from the bunk or may be placed in the closet if one available when not in use.

33. Blankets, sheets or any other clothing items may not be put up on sides of beds to obscure staff vision.
34. Unoccupied beds are not to be used for storage and are expected to remain free of trash and any other loose items. Offenders who have an unoccupied bed above or below them are responsible for the cleanliness of the unoccupied bed as well as their own.
35. Electronic items will be turned off when not in use.
36. Room doors are not to be wedged open with any unauthorized items (i.e. toilet paper rolls, paper towels, etc.)
37. Towels may not be placed under doors or used as mats or carpets.
38. Offenders are allowed to wash dishes in the bathroom sink. However, your own soap must be used and the sinks must be cleaned. State soap may not be used – is for hand washing only.
39. Fans are the only items permission on windowsills. Window screens must remain closed and in windows.
40. No items are to be stored or placed on heat registers.

### Counts:

1. There are 9 counts conducted at the Lodge as follows:
 

12:30 am	Count in rooms
1:30 am	Count in rooms
2:30 am	Count in rooms
4:00 am	Count in rooms
7:45 am	Count in rooms or at work assignments
12:00 pm	Count in rooms or at work assignments – STANDING COUNT
5:50 pm	Count in rooms or at work assignments – STANDING COUNT
9:00 pm	Count in rooms
11:30 pm	Count in rooms
2. Standing counts: Offenders will remain seated on their bunks or standing by their bunk until the Lodge count is cleared. Offenders assigned to top bunks may dangle their feet over the side of the bed provided the upper portion of their body is perpendicular to the bunk.
3. At count times, offenders at the Lodge must be in their rooms or next to their bunk. The bathrooms are not to be used during count. Offenders will remain in their assigned rooms until staff announces that the count has cleared.
4. Staff will notify offenders when count has cleared. No offenders will be released from their rooms nor will any wing be opened for offender traffic until the unit count has cleared.
5. Failure to be in the appointed place for count will result in discipline.

### Shower Rules

1. Showers will be open from clearance of the 4:00 am count until 10:00 pm. Showers will be closed during counts and cleaning. This applies equally to showers in the corridors and showers in rooms.
2. Chairs are not allowed in showers or in shower area.
3. Only one offender is allowed in each shower stall at one time.
4. No electrical items are allowed in showers.
5. Clean up after yourself once you have finished using the bathroom or showers.

### Meal Rules

#### Breakfast:

1. Breakfast will be picked up at the tunnel door at approximately 6:10 am until 6:30 am. No last call will be given.

2. Anyone wishing to have breakfast will report to the tunnel door where they will receive one sack breakfast and one milk. Picking up meals for roommates or other offenders is prohibited.
3. Offenders will be allowed one sack breakfast and the beverage provided.
4. Offenders may eat in their rooms or in the dayroom.
5. Offenders are responsible for disposing of their own garbage.
6. Storage of state food is prohibited except for those authorized a medical snack.
7. Breakfast meals must be consumed or disposed of prior to lunch.

#### Lunch/Supper:

1. All offenders will conduct themselves with dignity at all times while in the cafeteria and in other areas of the MHI. Conversations will be kept to a conversational tone. Any loud or boisterous behavior may result in disciplinary action.
2. Offenders in the Lodge at mealtimes will assemble on the first floor at 10:40 am for lunch and 3:55 pm for supper.
3. No food, spices or condiments may be taken to the cafeteria.
4. Offenders will travel via the tunnel system to the MHI lower corridor to the cafeteria and will be escorted to and from the cafeteria by designated staff.
5. Offenders will receive one food tray and one milk each meal. Only one trip through the line is permitted.
6. Offenders are responsible for throwing all unused disposable items into trash containers provided in the cafeteria.
7. No food or beverage items will be taken from the cafeteria.
8. You are allowed 20 minutes to eat from the time the last offender clears the serving line.
9. State issued shirts and pants are to be worn during cafeteria meal times. Personal or state issued shoes may be worn. Offenders may wear blue or gray sweatshirts to the cafeteria in cold weather.
10. One offenders have finished their meal they are to wait for the escorting officer to clear the exit door before returning to the Lodge or reporting to their job work supervisor as assigned.
11. Those offenders requesting meatless or pork free tray shall sign up with the Correctional Food Services Coordinator in the Cafeteria. Items that contain pork are denoted on the menu. Offenders requesting such are required to remain on the diet for six months following the dates they sign up. Menus are subject to change.
12. No communication with the Clarinda Academy staff students, Zion clients or MHI patients is allowed.
13. All due respect shall be accorded to MHI, Zion and Clarinda Academy staff.

#### TV, Radio, CD Player, Game Console Rules:

1. You may watch TV at any time provided it does not interfere with work or program involvement.
2. Headphones must be used at any time these items are on.
3. Movies will be played at post times. When not in use, third floor day room may be made available to watch movies.

#### Requests for Cell/Bed Moves (CCF and CCF Lodge)

1. Any requests for cell/bed moves are reviewed by the Treatment Services Director/Correctional Counselor, with the exception of East 1 and Disciplinary Detention. There is no time limit as to how long an offender remains in a particular cell/bed.
2. If an offender believes there is a reason to move from cell/bed, the offender must complete a bed move kite.
3. Cell/bed moves are only made for treatment needs.
4. Assigned staff has the option of moving offenders at any time, whether requested or not in order to sustain the management of the living unit.

5. Offenders are responsible for any contraband or graffiti left in cell when moving to a different cell. Cell inspections will be completed by the Unit Officer prior to assignment of new offender.

### **Offender Movement (CCF)**

1. Offenders while moving throughout the facility (CCF) will do so in an orderly, controlled fashion.
2. Offenders will not be allowed to loitering in the hallways or stairways.
3. While moving through the hallway offenders are to stay on the right side of the yellow line down the center of the hallways.
4. Offenders are only allowed to move during scheduled turnout times, with the exception of work assignments.
5. Schedules for turn out-turn in times are posted on the living units.
6. Movement between turn-out times will only be allowed when receiving a pass from the Unit Officer or by being escorted by a staff member.
7. Offenders shall be at the unit doors for turnout when called. Offenders are to go directly to the area within the facility or yard. Once turnout is over, offenders cannot leave the area they are in unless with an authorized pass.
8. While moving in the hallways, yelling or loud talking will not be allowed.
9. Turnout times are the only times offenders may get items from vending machines, mail letters or kites.
10. Offenders are not allowed to bang or tap on the Pod Control Center or Control Center windows or doors.

### **Yard Rules – CCF**

1. Yard hours will be at the discretion of the Shift Supervisor based on daylight hours, weather conditions, and other factors. NOTE: Individual offender access to the yard will depend on the offender's status within the level system. In the event of extreme weather conditions, the determination on whether to leave the yard open is at the discretion of the Shift Supervisor. The decision will be based on wind chill temperatures and shall be closed when a determination is made that persons are subject to skin exposure.
2. Offenders who check out recreation equipment to the yard are responsible to return such equipment to the Recreation Department when leaving the yard area. Weather will determine yard activities.
3. Offenders will stay away from the perimeter fence and stay out of all restricted areas. Offenders are to stay away from the red lines between yards.
4. Offenders are not allowed to engage in conversation with Perimeter Officers, visitors or other individuals approaching the institution.
5. Severe sunburn is to be avoided, as disciplinary action may be taken against the offender.
6. Offenders must deposit all trash in appropriate containers located in the yard. Offenders who litter will be subject to disciplinary action.
7. Some yard areas are restricted areas and no loitering will be allowed. If an offender is loitering or communicating with anyone in segregation status he will be subject to disciplinary action.
8. Offenders assigned as yard workers by Classification Committee will maintain yard areas, under supervision of Sergeant.
9. Offenders must sign out equipment with ID. When done, equipment is to be returned back to Recreation.
10. Basketballs are only use to play basketball. They are not to be kicked or thrown around the yard.
11. Volleyballs are used only to play volleyball and will only be checked out for this purpose.
12. Frisbees can be played in the yard at designated times.



13. Softballs and gloves may be check in and out of Recreation. No throwing of equipment or bats; offenders will be restricted from usage and/or receive disciplinary action.
14. No contact football is allowed in the yard.
15. Offenders will be allowed to have one piece of reading material taken to the yard (i.e. magazine, newspaper, and book).
16. Non-compliance with the above rules may cause restriction of usage of equipment or disciplinary action.

### **Weight Yard**

1. Offenders must be on approved list to enter the weight yard at assigned times and have completed a weightlifting safety course. Must have approved weight card from the Recreation Department. Level 1 offenders are not allowed weight yard privileges.
2. Offenders must put weight equipment back when finished.
3. Offenders must use spotters when attempting bench presses or squat lifting.
4. Offenders must keep the area clean and orderly.
5. All weight equipment shall remain in the weight yard.
6. No food or drink is allowed in the weight yard.
7. No dropping of weights is allowed.
8. No loitering – offenders must be involved in an activity in order to be in the area.
9. Offenders may be responsible to pay for any damaged equipment.
10. Offenders must use clips to secure weights.
11. No altered equipment is to be used in the weight yard; i.e. towels, shirts or rags used for lifting techniques.
12. Offenders not following the rules for the weight yard may receive the following sanctions:
13. 1<sup>st</sup> Offense – 10 days loss of weight yard privileges
14. 2<sup>nd</sup> Offense – 20 days loss of weight yard privileges
15. 3<sup>rd</sup> Offense – 30 days loss of weight yard privileges
16. 4<sup>th</sup> Offense – Offender will be reviewed by Recreation staff and Associate Warden Treatment.

### **Yard Rules – CCF Lodge**

1. Yard times at CCF Lodge will be made available to offenders on a daily basis except when inclement weather prohibits its use.
2. Yard hours inside the perimeter fence of the Lodge are normally from the clearance of the 4:00 am count until 9:50 pm. These hours may be modified at the discretion of the Shift Supervisor. The decision will be based on temperatures/wind chill temperatures and shall be closed when a determination is made that persons are subject to frost bite to exposed skin. Offenders who check out recreation equipment to the yard are responsible to return such equipment to the Recreation Department when leaving the area. Weather will determine yard activities.
3. Access to the yard is exclusively through the doors in the center of the west side of the Lodge. The exit doors at the front of the building and the doors at the end of the living area wings are for emergency exit only.
4. Offenders will stay away from the perimeter fence and stay out of all restricted areas.
5. Offenders are not allowed to engage in any sort of communication or conversation with visitors or other individuals approaching the institution.
6. Offenders who check out recreation equipment to the yard are responsible for returning equipment to the Recreation Department when leaving the yard area. Weather will determine yard activities.
7. Sunbathing is permitted but approved athletic shorts must be worn. The shorts will be worn with the waistband around the waist and the leg of the shorts will extend as it would

- if the wearer were standing up. Severe sunburn is to be avoided, and disciplinary action may be taken against the offender for self-mutilation.
8. Offenders must deposit all trash in appropriate containers located in the yard. Littering is not permitted.
  9. All radios/tape players/CD players played in the yard will be used with headphones.
  10. All specific rules regarding offender dress are referred to in the Lodge Living Unit Rules (IO-OR (CCF-04)).
  11. Any offender assigned to the Lodge may be directed to assist in maintaining yard areas.
  12. Equipment is to be used only for its' designed and intended function.
  13. Frisbees can be played in the yard at designated times.
  14. Contact football is not allowed at any time.
  15. Non-compliance with the above rules may cause restriction of usage of the equipment and disciplinary action.

### **Weight Yard**

1. Offenders must be on approved list to enter the weight yard at assigned times and must have completed a safety course. Must have approved weight card from the Recreation Department.
2. Offenders must use spotters when attempting bench presses or squat lifting.
3. Offenders must keep the area clean and orderly.
4. All weight yard equipment shall remain in the weight yard.
5. No food or drink except clear water is allowed in weight yard.
6. No dropping of weights is allowed.
7. Offenders may be responsible to pay for any damaged equipment.
8. Offenders must use clips to secure weights.

### **Communications with Staff**

Procedures have been established to ensure that adequate communications are maintained between offenders and staff at the Clarinda Correctional Facility.

### **Offender Council Meetings:**

An Offender Council is established that meets on a bi-monthly basis. Representatives are voted upon (or selected if no volunteers) from each unit. Each representative will meet during scheduled meetings with Deputy Superintendent and representatives from security and treatment, and other department heads if necessary. Each unit is allowed to bring six items to the meeting to discuss. Minutes are kept and distributed to each unit representative and posted on each unit bulletin board.

### **Offender Kite System:**

A Kite/Kiosk system is utilized for offenders to communicate personal and institutional concerns to individual staff. The Kiosk system can be accessed by using one of the computer terminals available on the living units. Offender may write an institutional kite form to a staff member. Forms are available on each living unit. Kites are to be placed in kite boxes which are located in hallways at CCF, CCF Lodge and on East 1 and DD unit. Staff is expected to response to kites either in person on in writing in a timely manner and Kiosk messages will be answered using the system.

**Policy/Procedures/Information:**

Offenders shall be apprised of any change in policy/procedures they are permitted access to. Notification will either be by posting on unit bulletin board or the offender TV Channel. Policies are located in libraries at CCF and Lodge, as well as East 1. A book of Offender Procedures is also available.

## **OFFENDER PROGRAMS**

### **Education**

1. Offenders are assigned to attend Education services by the Classification Committee.
2. CCF Education Program is under the direction/supervision of Iowa Western Community College.
3. Education staff provide individual program plans based on a comprehensive assessment of the offender's educational needs.
4. Programs provided to offenders include:
  - Life Skills training
  - Basic and Remedial Education Programs
  - Special Education
  - GED Preparation
  - Title 1 classes
  - Communication Skills
  - Literacy instruction
  - General education
  - Vocational Programs
5. Special education services such as Title 1 and Special Education are made available to those offenders that qualify with identified educational needs.
6. All offenders under the age of 21, who do not possess a high school diploma or GED, shall be determined to be eligible or ineligible for special education services.
7. The scheduling of education programs will occur to allow offenders to combine work assignment, training and other treatment programming.

For further information about any of the education programs, kite your counselor or the education staff.

### **Thinking for a Change**

Thinking for a Change is a remedial program dealing with Chemical Dependency and Corrective Thinking. It consists of three five-week segments. It meets three days a week for one-hour sessions. See your Correctional Counselor for additional information.

### **CHOICES Substance Abuse Program**

CHOICES is a six-month residential substance abuse treatment program that provides intensive treatment through a wide variety of activities, including individual and group counseling, AA, NA, and outside speakers and volunteers. See your Correctional Counselor for additional information.

### **Alcoholics Anonymous (A.A.) and Narcotics Anonymous (N.A.)**

Both are offered during evening sessions. See your Correctional Counselor for additional information

### **Relapse Program**

The Relapse Program is a six-week program for those individuals who need to address relapse issues. See your Correctional Counselor for additional information.

### **Moderate Intensity Family Violence Prevention Program**

This is a program structured as an education group for offenders involved in domestic violence. See your Correctional Counselor for additional information.

### **Victim Impact Classes/Panels**

Victim Impact Classes/Panels engage the assistance of victims/survivors from surrounding communities who volunteer to share their personal experiences of victimization with offenders. These shared experiences are invaluable in making the academic portion of victim impact classes come to life. It helps offenders understand crimes are committed against people and that a victim's life is forever changed. This national program stresses personal responsibility, accountability, and consequences for criminal

behavior, while emphasizing the victim's perspective. See your Correctional Counselor for additional information.

### **CALM**

The Anger Management program is called CALM (Controlling Anger and Learning to Manage it). It is a practical training program based on widely practiced principles of cognitive behavioral theory. The 24 sessions teach participants self-monitoring and self-control skills that allow them to reduce the intensity, frequency and duration of their anger and consequently end their patterns of aggression. See your Correctional Counselor for additional information.

### **RELIGIOUS PROGRAMS**

Religious beliefs are a deeply personal matter for each offender. The IDOC and this facility shall make no attempt to define religions. Because of the very nature of a correctional institution and the IDOC mission to society, a set of beliefs, promotions, and practices contrary to the laws of the United States or the State of Iowa shall not be permitted. Religious practices that present a threat to the safe and orderly operation of the institution will not be allowed.

CCF supports offender participation in religious worship and activities. The following is a guide to activities/programs offered at this facility.

1. Each offender is responsible for the practice of his/her faith. The facility will seek to accommodate in some reasonable manner requests by offenders to practice their faith. When the request to participate in a non-scheduled religious activity is presented, the IDOC Religion Coordinator shall determine whether or not to accommodate the request in a reasonable time.
2. To request recognition of a new religion, religious group or new religious accommodation the offender shall:
  - a. Complete 'Request for New Religion or Religious Group". The form is available through the Chaplain's Office. The form shall be submitted to the Chaplain.
  - b. The Chaplain will conduct an interview with offender and shall research the offender's request. The request will be reviewed by the Associate Warden Treatment and then submitted to Statewide Religion Coordinator who shall review and research the content.
  - c. The Statewide Religion Coordinator shall make the decisions relative to request. The Statewide Religion Coordinator may deny a request if there is an institutional interest including, but not limited to security, safety and good order of the institution.
  - d. The offender may appeal decision by using Religious Appeal Form. Forms are available through Chaplain's Office.
  - e. The Statewide Religion Review Committee will respond within 14 days of receipt. The decision of the Committee constitutes final agency action.

### **Religious Grievance Procedure**

1. Required forms are available in living units, library or through the Chaplain.
2. Offender must complete informal resolution prior to filing a formal grievance form. Offender must initiate informal resolution within 14 days of alleged incident.
3. If offender is not satisfied with results of informal resolution the offender may file a formal Religious Grievance. This shall be submitted to the Statewide Religion Coordinator. Must be received within 30 days of alleged incident.
4. Statewide Religion Coordinator shall provide a written response and recommendation based upon the investigation.
5. Grievances that are denied may be appealed to Offender Services – Statewide Religion Review Committee.

6. The Statewide Religion Review Committee shall be given a minimum of 14 days to review and consider appeal. Decision of the Committee constitutes final agency action.

#### Religious Group Activities:

1. The institution shall provide supervision for all meetings.
2. Violation of law or rules and regulations of the institution shall not be allowed during any religious service or meeting. Each group and each individual, regardless of religious beliefs shall be held accountable to the general standard of acceptable behavior applicable to other members of the offender population.
3. Neither the Chaplain or any Religious Coordinator nor any religious group will be authorized to actively influence groups or persons to affiliate with their religion. Any use of force, coercion, or other means of exerting pressure to proselytize offenders for/against their particular religion is forbidden.
4. Religious group activities are scheduled by the Chaplain's Office and the schedule posted on all living units. Offenders shall submit a kite to the Chaplain to participate in one primary service per week. Once an offender is placed on the list, they will remain on the list unless they fail to attend for 4 weeks in a row or if they are moved to Disciplinary Detention or East 1.
5. Offenders must wait a minimum of three months before they can request to be moved to another religious group.
6. Services, study groups, etc. may be allowed in addition to the weekly services but offenders will not be excused from work, programming or other institution obligations in order to attend.
7. In order to be included in any secondary religious activity offender must submit a kite to the Chaplain indicating which activity they wish to attend.
8. Offenders may be allowed a maximum of one excused work hour per week for services unless their absence from the assigned work detail would interfere with the basic operations or security of the institution.
9. Offenders in segregation or disciplinary detention are not released for services or other religious activities. Segregated offenders may request access to the Chaplain as well as religious material through the kite system.
10. Periodic seminars and special activities, programs and celebrations will be held and will not take precedence over work, treatment and/or educational responsibilities unless permission is granted by the offender's supervisor.

#### Use of Religious Items:

1. Offenders may be authorized to designate three personal religious items and one religious medallion not to exceed one and one-half inches on a light gauge chain (which shall not exceed 24 inches in length) that may be kept in their possession). Other religious items may be stored in a safe and secure staff designated location.
2. Offenders may be allowed to wear or use personal religious items in their cells and/or during religious services, ceremonies and meetings. Personal religious items may be purchased as approved by the Chaplain.
3. Any request to purchase specific religion's resources available only through that religion's vendors must be approved by the Chaplain.
4. All instructional materials must be reviewed by the Chaplain.

#### Donations:

1. Donations of supplies, vestments and other religious materials from community resources must follow DOC donations policy (AD-GA-17).
2. Ongoing funds generated by offender contributions will not be allowed. However, with the exception of the Native American wood and rock fund. If specific needs arise (for feasts,

worships, supplies, etc.) approval may be given for group members to collect funds to cover these specific needs.

### **OFFENDER WORK PROGRAMS**

Classification Committee shall meet with each offender upon transfer to CCF to determine offender eligibility for work. To the degree possible, offenders shall be assigned to meaningful work assignments consistent with ability, interest, medical status, custody status, and the needs of the facility.

#### **Allowances and Work Assignment Categories:**

1. All work allowances are hourly and for actual hours worked.
2. Prior to being seen by classification, all offenders are 'on call' status and paid \$.25 per day.
3. Offenders will be dressed in state clothing during their work hours. Blue jeans, shoes, belt and shirt.
4. When assigned to a job, offender shall review job description and receive orientation from work supervisor, which will include use of hazardous materials, personal protective equipment and safety equipment.
5. All offenders shall work 5 days a week unless otherwise approved by administration.
6. Offenders are not allowed to have visits during schedule work hours.
7. Offenders are paid following a posted schedule by the records administrator.
8. If offenders work below expectations by work supervisor offender will be notified and job assignment will be reviewed, and possibly changed.
9. Offenders shall not receive a work allowance for time away from work for sickness, personal business or disciplinary action.
10. All offenders are required to work as assigned.
11. The following are allowance rates.

#### **Private Sector Employment (H&H Industries)**

1. Employment is available for offenders that qualify through H&H Industries, a private sector employment.
2. Offenders in private sector jobs are paid a prevailing wage, of which they retain 20% of the per hour wage. The balance is to satisfy taxes, restitution, victim compensation, family and child support, room and board and any other court ordered deductions.

#### **Community Service Work**

1. CCF may use offender in public works and community service work programs that otherwise would not be performed. These offenders must be in the minimum outs work program (CCF Lodge) to qualify for these programs.

#### **Offenders with Disabilities**

The facility will make available jobs for offenders with disabilities to the degree practical.

### **RECREATION PROGRAMS**

Recreational programs and activities are provided, under conditions of security and supervision that ensure, to the greatest extent possible, the safety and welfare of the public, employees and offenders.

Services offered at CCF and CCF Lodge is outlined below.

#### **Facilities and Equipment**

Activity Specialists, under the direction of Associate Warden Treatment are responsible for development and upkeep of all recreation areas and equipment.

Facilities include:

- Gymnasium – hours, as arranged and posted on unit bulletin boards. Activities include basketball, volleyball, exercise/fitness machines, badminton, speedball, weights
- Hobby craft – hours as arranged
- Weights – hours as scheduled (yard)
- Recreation yard – hours as scheduled. Activities include horseshoes, basketball, volleyball, softball, flag football, exercise, weight lifting

### Program Participation

Offenders may participate in approved activities under the following recommendations:

- When recommended by Classification Committee
- When not under medical restrictions
- When adequate supervision of the event is provided consistent with the security needs of the offender and the type of activity
- Present status within level system

Intramural/Social Activities: May include football, basketball, soccer, volleyball, tug of war, weight lifting, track, whiffleball, badminton, horseshoes, speedball, ping pong, foosball, shuffleboard, card games, table games, dominoes, bingo, etc. Accessibility is based on offender's level.

Leagues: Sports by team. Accessibility is based on offender's status within level system

Hobby craft: Classes and activities such as leather working, model building, woodworking, macramé, painting, pen and ink, drawing, beading, wood burning, matchsticks, etc. Accessibility is based on offender's status within level system

### Hobby craft Rules and Regulations:

1. Hobby craft is a privilege which may be suspended or revoked at any time by institution disciplinary process.
2. Offender must be classified as minimum, medium-outs, Level 3 or CHOICES Phase 3 to be eligible to participate in the Hobby craft program.
3. A hobby craft permit must be obtained to participate in the program. This is furnished by Activity Specialist upon the application to participate. If authorization is denied, reasons shall be stated in writing to offender. The offender may re-apply after a minimum of 30 days.
4. The hobby craft area is limited to 20 offenders at one time.
5. Offenders are assigned a locker for hobby craft supplies. All projects and supplies must be kept in locker and not leave the hobby craft area. A padlock is provided.
6. Individuals received from other facilities may have hobby craft tools and materials stored as long as is necessary for the granting of a permit. Tools and materials which are not authorized at CCF must be immediately sent out of the facility or at the discretion of offender destroyed.
7. Individuals holding hobby craft permits are not allowed to miss more than 7 consecutive periods. If so, they will lose their hobby craft permit for one month. If there is a continued pattern of poor performance, offender may lose permit and will be directed to send out patterns/tools stored.
8. When authorized to participate in the program, offenders may purchase materials through approved retailers or approved catalog requests. The order must be approved by Activity Specialist and then sent to R&D for distribution to Accounting Clerk.
9. All incoming materials must be inventoried by Activity Specialist.
10. All outgoing projects will be itemized on ICON Property by Activity Specialist. Offender projects can leave CCF by shipping via UPS, IPS or Parcel Post, or released through a visit. In all cases, packing must be supervised by Activity Specialist.
11. Work areas must be kept clean at all times. Continued problems regarding work area cleanliness may result in revocation of the offender's permit and/or disciplinary action.



12. All materials must be stored in original containers. Where required by MSDS sheet, gloves and/or goggles shall be worn.
13. It is the offender's responsibility to assure that MSDS sheet is secured before items can be approved for order and use.
14. All knives, blades, awls, leather modeling tools, sharpening tools and scissors must be inventoried in the CC tool crib area when not in use.
15. Designs portraying nudity, alcoholic beverages and logos, drugs and paraphernalia, cult or gang signs or any other inappropriate depictions are prohibited on any hobby craft item. Also prohibited is the use of insects or other animal carcasses. Hobby craft containing inappropriate depictions are considered contraband.
16. Tools and materials must either accompany the offender into facility, be purchased from approved retailer or be ordered directly from the catalog supplier. All tools and materials must adhere to the approved list. Any items not adhering to these rules will be sent out of the institution at the offender's expense.
17. No hobby craft tools or materials may be lent to, borrowed from or given to another offender. Offenders who are experienced may be allowed to assist inexperienced offenders in perfecting their techniques. In such cases both offenders must have a valid hobby craft permit. Offenders must get prior approval from Activity Specialist when assisting other offenders.
18. Activities can only take place in the Hobby craft and are not allowed to be taken back to living unit or cells.
19. No stockpiling or keeping of finished projects is allowed. Any attempt to do so or delay the finishing of a project may result in revocation of hobby craft permit and/or disciplinary action.
20. Finished projects must be disposed of within 14 days and may either be mailed out or taken out on a visit and only to an individual on the offender's approved visiting list.
21. Offenders shall not sell, trade or give away hobby craft tools, materials or projects to other offenders.
22. Offenders are not allowed to sell products to staff.
23. Offenders are not allowed to enter into contracts with other offenders, staff or the general public.

Music: Access to purchase guitars, harmonicas

1. Musical equipment must be stored in offender's cell.
2. Musical equipment may only be played in cell at posted times or in the gymnasium or yard.
3. The noise level is to coincide with the activity or musical arrangement being performed. Excessive noise will not be tolerated.

Yard, Recreation Equipment:

1. Recreation equipment may be checked out of the recreation shed daily during normal summer recreation times. Spring and fall schedules will vary. Weather will also determine activities allowed.
2. Offenders must sign out equipment from the Recreation Shed and must sign full name, unit and what items are checked out. When done, equipment must be returned and name checked off.
3. Basketballs and volleyballs are only used to play basketball and volleyball. They are not to be kicked or thrown around the yard.
4. Footballs will only be checked out with direct supervision by the Yard Officer.
5. Frisbees can be played in the yard at designated times.
6. Offenders are liable for any type of ball or Frisbee that is intentionally kicked or thrown over the fence.
7. Horseshoes are only to be used around the horseshoe pits.
8. Softballs and gloves may be checked in and out of the Recreation Shed.
9. Offenders are responsible to pay for any damaged equipment.
10. Non-compliance with the above rules may cause restriction of usage of equipment or other disciplinary action.

### Weight Yard Rules:

1. The weight yards are restricted areas. Only offenders who have yard times are allowed in the immediate area. No loitering. Offender must be involved in an activity in the area.
2. Put equipment back when finished.
3. Use spotters when attempting bench presses or squat lifting.
4. Keep the area clean and orderly.
5. All weight equipment shall remain in the weight yard.
6. Offenders must be on an approved list to enter the weight yard at assigned times.
7. No food or drink is allowed in weight yard.
8. Weights/equipment has designated areas. They are not to be removed from these areas.
9. No dropping of weights.
10. Offenders are not allowed to pass objects through the fence.
11. Offenders may be responsible to pay for any damaged equipment.

### Gymnasium Rules:

1. The gymnasium is available for offenders during scheduled times. Participation in activities is dependent on offender's status in Level system.
2. Only those offenders assigned to the gymnasium are allowed to participate in activities.
3. Offenders will be required to show offender ID to check equipment in and out.
4. Offenders must wear clean soft-soled shoes on gym floor.
5. No food or drink allowed in gymnasium.
6. Offenders who damage equipment will be responsible for replacement costs.
7. No organization or league activities allowed without the Activity Specialist's approval.
8. No hair grooming or walkmans allowed in gym.
9. Offenders are not allowed in the Recreation Office unless permission is granted by Activity Specialist.

### Rental TV's

Offenders may rent a TV through the Recreation Department. (Contact the Recreation Department for costs).

1. Offenders wishing to rent a TV shall send a kite to the Recreation Department.
2. When a TV is available, the offender will be notified.
3. Offender must have the full amount on account to be eligible. Rent is pro-rated (so you may not pay a full month's rent the first month).
4. Offender will have to sign a contract for renting TV.
5. Monthly rent is automatically deducted from offender's account. Rent is from month-to-month, not pay-to-pay.
6. If offenders wish to no longer rent a TV, the TV shall be returned prior to the first of the month. If leaving CCF, TV must be returned.
7. If transferring to Lodge, offenders are allowed to continue rental contract while there.
8. If it is determined at any time that there is damage to rental TV and it is determined to be due to abuse, offender will receive disciplinary action and will no longer be eligible to rent a TV.

### Offender Pictures

Occasionally the Recreation Department holds Picture Days where pictures can be taken and purchased. The institution reserves the right to adjust, modify or restrict photographs on a case-by-case basis. Offenders may not have in their possession photos of other offenders incarcerated in the Iowa Department of Corrections (with the exception of immediate family, which must be reviewed by the Associate Warden Security). Staff will review all photographs before the offender can take possession.

1. Pictures will be taken by the Recreation Department on scheduled dates and times.

2. Offenders are not allowed to use gang symbols or colors while having pictures taken.
3. Offenders are not allowed to make any obscene gestures while having pictures taken.
4. Pictures will only be taken from the waist up, with hands to the offender's sides.
5. All pictures will be assigned a number and will be reviewed by security staff before being given possession to offenders.
6. Any offender found with inappropriate pictures will be subject to disciplinary action.

#### Pictures Taken in Visiting Room

Pictures are available to be taken during visits and purchased by offenders. To ensure that only appropriate pictures are taken of offenders or their visitors the following procedures are in effect:

1. Pictures will be taken by assigned Recreation Department staff or offender worker.
2. Individuals must be fully clothed. Tattoos cannot be visible.
3. Hands shall be at sides, with no gang signs.
4. No kissing or placing of hands on areas of the body such as legs, breasts, or genitals.
5. After the picture is taken, it will be turned into the Visiting Room Officer.
6. The picture will be reviewed by security staff.
7. Any picture found to be inappropriate, offender will receive a disciplinary report and the visit may be terminated, at the discretion of the Shift Supervisor.

## OFFENDER SERVICES

### LIBRARY SERVICES

Library services are provided to all CCF offenders. CCF library is overseen by the Activity Department.

Library services provided to offenders includes:

- Books
- Magazines
- Area newspapers
- Word Processors
- Tax Forms
- Legal Forms
- Policy Access & Procedures (offender access)

### Library Rules:

1. Offenders are only allowed to use the library at their pre-arranged scheduled times.
2. Offenders are not allowed to have more than two (2) books in their possession at one time. Books are loaned out for a two-week period and may be renewed for an additional two weeks.
3. Offenders must present offender ID to Library Clerk and sign when checking out a magazine or newspaper.
4. When a book is not returned after the renewal period, offender will be sent a 'notice of overdue book'. If the book is not returned disciplinary report may be written.
5. No games may be played in the library.
6. Walkmans and CD's are not allowed in the library.
7. Offenders are not allowed to take food items or drinks of any kind into the library.
8. Offenders shall keep noise to a minimum.
9. Offenders are not allowed to organize meetings or group functions in the library.
10. Offenders are to put all reading materials back when done.
11. No loitering allowed – offenders must be involved in some type of library function to remain eligible for library services.
12. Any damaged materials or equipment will be charged to the offender who damages items.
13. No magazines or newspapers are to be taken from the library.
14. Offenders are not allowed to wear coats or jackets into the library.
15. Phone books must be required through Activity Specialist.
16. No articles are to be removed from newspapers.
17. Policies are available by checking out flash drive from Activity Specialist. Offenders may print following rules established below.
18. Word processors are available with the following rules:
  - a. Offenders must sign up one day in advance. Offenders that don't show up forfeit their time for that day.
  - b. May use for a one-hour period only 3 times a week.
  - c. Offenders must provide their own paper.
  - d. Offenders may not use any typeface larger than size 16.
  - e. Offenders may not save any materials to the hard drive. This will be checked daily and any misuse will result in a disciplinary report.
  - f. Offenders may only use Microsoft Word and Excel programs.
  - g. Only font allowed is Microsoft Times New Roman. Use of bold print is not allowed.
  - h. Offender may only print on one side of the paper.
  - i. All printing must be completed within 5 minutes of turnout times.
  - j. Offender may request to use any computer not currently in use.
  - k. Offenders may not create personal letterheads.
  - l. Activity Specialist/assigned library staff is to be notified before printing.
  - m. No hovering or loitering near offender using word processor.

### Inner-Library Loans:

Certain materials are available through the inner-library loan. Offenders requesting to use this service shall present a written request of materials to Activity Specialist. A \$2.00 fee is charged for each item which is pre-paid.

Offenders are responsible for the item for the duration of the loan. Any damaged caused to items will be the responsibility of the offender. Some subject matter is denied, such as martial arts, military information, art/photography, pornography, gang-related materials, role playing materials and any items currently on denied publications list.

### Legal Materials

Law library services require the offender to write directly to the State Law Library to obtain information. Iowa Code books are available in the CCF Library.

### **Office of Citizen's Aide/Ombudsman**

The Citizen's Aide/Ombudsman's Office is available to discuss complaints/grievances when the normal routine channels afforded an offender are exhausted. The Ombudsman's staff are not attorneys and cannot give legal advice.

Before writing the Ombudsman's Office about a disciplinary report or grievable issue, offenders should first complete the disciplinary or grievance process.

Address is:

Office of Citizen's Aide/Ombudsman  
Capitol Complex  
215 East 7<sup>th</sup> Street  
Des Moines, IA 50319-0231

### **HEALTH SERVICES**

Health Services are provided to offenders 24 hours a day. A Registered Nurse is on duty 24 hours a day. A physician is available 5 days a week and on call for consultation 24 hours per day, if needed for emergencies.

1. Specialty services are available at the Clarinda Regional Health Center and University of Iowa Hospitals and Clinics if needed/referred by physician.
2. Optometric services are available through a contract Optometrist. Only state-issued glasses will be dispensed by the Optometrist.
3. Pill lines are held at various scheduled times throughout the day, as posted on living units. Pill lines may be held on some living units, if movement is not allowed. The purpose of pill lines is only for receiving prescribed medications. Offenders will not be seen for other complaints or requests during those times.
4. Some offenders qualify for a self-administration medication program. If offenders qualify, they will be notified and be given a list of procedures for offender self-administration.
5. Any requests for medical attention shall be made to Health Services. Forms are available on living units and completed forms shall be placed in the Health Services boxes available in the institutions. Institution kites will NOT be accepted for requests for medical attention.
6. Offenders will be assessed a \$3.00 professional services fee for all self-initiated non-emergency Health Services requests. The \$3.00 co-pay fee will be waived for the following:
  - a. Nursing, medical, dental and mental health screening completed during the IMCC Reception Program.
  - b. Health screening associated with facility transfers
  - c. Regularly scheduled health assessment; i.e. physical exams

- d. Follow-up appointments scheduled by Health Services staff
  - e. Health Services staff initiated continuing care for management/treatment of major health conditions such as hypertension, diabetes, mental illness, etc.
7. Any emergency requests to see Health Services shall be forwarded through the Unit Officer. It will be at the discretion of the on-duty RN as to whether an emergency situation exists that requires immediate action.
  8. All injuries are to be reported to Unit Officer or your work supervisor. Health Services will be notified and injury reports must be completed.
  9. Restrictions and lay-ins may be granted in the case of illness or injury. These require permission of Health Services.
  10. Offenders choosing to exercise their right to refuse medical treatment will need to sign a statement to that effect (Treatment Refusal Form). Offenders must notify Health Services of their intent to refuse medical treatment at least eight hours in advance of scheduled appointment. Failure to do so will result in one or more of the following action(s):
    - Issuance of a report for missing an appointment, failure to obey an order or application violations
    - Assessment of costs related to the violation (i.e. staff overtime that would not have occurred had a medical trip not been scheduled)
    - Recommendation of transfer to a correctional facility having an infirmary or one located close to the University of Iowa Hospitals and Clinics, in order to insure prompt treatment of emergency conditions.
  11. Medical items, including Tylenol and Aspirin are available through the Commissary purchased at offender's expense. If declared indigent, offender may kite Health Services for assistance.
  12. Dental services are available on an appointment basis. Treatment is provided on a priority system:
    - Priority 1 – emergency dental problem
    - Priority 2 – scheduled as soon as possible
    - Priority 3 – elective dental treatment (a treatment that is not absolutely needed or required)

## **FOOD SERVICES**

The institution follows a DOC master cycle menu program, ensuring that well-balanced, nutritionally adequate, palatable and appealing meals are served to all offenders.

Modified diets will be provided as ordered by a physician.

The DOC master cycle menu program shall provide a meatless substitute for meals that contain meat for persons who, because of religious or personal preference, choose not to eat meat or the type of meat available. The menu with the meatless substitute shall be nutritionally adequate.

Menus are posted on living units.

All food service personnel shall comply with the US Public Health services Food and Drug Administration as well as any other federal, state or local food service laws or regulations.

### **Meal Procedures:**

1. A breakfast, lunch and supper meal is provided to all offenders on a daily basis. A cold sack meal is offered to offenders for the breakfast meal. Hot meals are served at lunch and supper.
2. CCF meal times (approximate) are:
  - Breakfast           6:00 am
  - Lunch                11:00 am
  - Supper               4:00 pm
3. Meal Service times for the offenders at the Lodge are (approximate):

- Breakfast                    6:00 am  
Offenders are served a sack breakfast at CCF Lodge.  
Offenders working in food service and laundry will eat breakfast at the MHI.
  - Lunch                            11:00 am  
Offenders eat the lunch meal in the MHI cafeteria. Those offenders on work assignments will eat as scheduled.
  - Supper                            4:00 pm  
Offenders eat the supper meal in the MHI Cafeteria. Those offenders on work assignments will eat as scheduled.
4. Meals and supplies are delivered to CCF from the Food Services Department. Serving trays, lids, bulk food and other items for meal services are delivered to CCF servery. Offenders working in the servery will assemble meal trays and place the appropriate number of trays for each unit in a locked heated/refrigerated food cart. The food cart is then transported to the designated living unit for meal service.
  5. At meal times, the CO in charge of the unit will lock down the unit. The CO will call for and control the number of offenders allowed to pick up meal trays at any one time. All offenders will receive one hot tray, one cold tray and one milk.
  6. Offenders must wear shoes during meal times.
  7. Meals are eaten and served in the day rooms at CCF. Meals may be served in offender cells when necessary for safety and security purposes.
  8. No food items or condiments from meals may be kept in an offender's cell after meals.
  9. Offenders are allowed 20 minutes to eat.
  10. After eating offenders are responsible for returning their trays to the designated area on the unit.
  11. Meat Substitutes: Offenders requesting a meatless or substitute must complete the "Offender Request for Meatless or Pork-Free Substitute" form.
    - The form is to be returned to the Correctional Food Services Coordinator at CCF.
    - Requests will not be changed for six months from the date the form is signed.
    - Items containing pork will be noted by an \* on the posted menu. Menus are subject to change.

Procedures for Special Housing Units:

Offenders in segregation statuses shall be provided the same meal as is provided to the general population. However, alternative meal service may be provided to an offender who uses food or food service equipment or utensils in a manner hazardous to self or others and includes throwing food, destruction of equipment and/or utensils, and similar behavior involving food.

**LEGAL SERVICES**

**OFFENDER CONTRACT ATTORNEY**

Offenders may receive legal services through the Contract Attorney. Scope of services provided by the Public Defender includes:

1. Notice of appeal of criminal convictions
2. Petitions for post-conviction relief
3. Petitions for writs of habeas corpus
4. Complaints pursuant to 42 U.S.C. 1983
5. Challenges to restitution under section 910.7
6. Request for appointment of counsel
7. Other pleadings or motions concerning the offender's criminal case or conditions of confinement

Offenders may contact the Records Administrator if they wish to visit with the Contract Attorney. Contract Attorney visits the institution twice per month.

### LEGAL VISITS

Any requests from attorneys to visit an offender must go through the Records Administrator. Attorney visits will most generally be scheduled in the Visiting Room during non-visiting hours.

### TELEPHONE ACCESS

Follow regular procedures for making telephone calls.

For legal calls, notify Unit Officer who will notify Pod Control Center that the call is legal and cannot be monitored.

Offenders in Administrative Segregation or Disciplinary Detention status will be granted telephone calls of a legal nature and should be arranged through the Unit Officer.

### INCOMING ATTORNEY CALLS

The Records Administrator is the designated person for attorneys to call to contact in the event there is a need to schedule a legal call with an offender. Attorneys must arrange the calls 5 days in advance unless there is a need to address imminent deadlines within the 5 day notice period.

Locations of legal calls – are normally set up in the no-contact visiting area next to the Shift Supervisor's Office at CCF.

### CORRESPONDENCE

Correspondence shall be permitted following OP-MTV-01 Offender Correspondence.

### LEGAL MATERIALS

Legal materials of a personal nature may be retained in an offender's cell. Legal materials must be kept in a small box or manila envelope that is clearly marked 'legal' materials.

### NOTARY PUBLIC SERVICES

A list of all staff that are Notary Publics is listed on Unit Bulletin Boards. Offenders may kite a staff member for this free service or use the Kiosk system/Notary mailbox

### MAIL SERVICES

Offenders requesting to send mail registered or certified shall send a store order with their mail to the Business Office. Offenders must have funds on their account to cover the expenses before the mail is sent out.

### COMMISSARY/KIOSK SYSTEM

1. Commissary can be ordered weekly. Orders must be placed using the Kiosk system available on terminals located on the housing units. Orders should be finalized by lockdown on Monday.
2. Commissary is delivered to CCF on Thursdays and distributed to offenders on Thursday/Friday/Saturdays.
3. Central Commissary Managers review all orders for accuracy; insuring adequate funds are available.
4. Segregation unit ordering will have to completed on the paper forms and submitted Sunday so items can be scanned and sent to IPI Monday.
5. The Kiosk system includes Omail, Staff messaging, Commissary, and Banking
6. The time limits currently set for Kiosk access are as follows:
  1. Total allowed session-30 minutes
  2. Time between log in sessions currently 1 hour

### RETURNS:

1. Returns are only allowed in the following circumstances:



- a. The offender left the institution before delivery was made.
  - b. The product ordered on the Kiosk/bubble sheet is different from the product delivered.
  - c. Returns and credits will not be allowed because the offender incorrectly filled out the Kiosk system/bubble sheet and ordered the wrong product or quantity; the offender did not like the product or refused item after it had been delivered.
  - d. Any returns (not including damaged products) must be in resale condition to receive credit and must not be engraved.
  - e. Any product that appears to have been tampered with or abused, the IPI Canteen reserves the right to refuse to facilitate replacement.
  - f. Products will be replaced whenever possible; Refunds for products will only be conducted when a similar item is not in stock.
  - g. The product was damaged during shipping.
  - h. The Canteen will not replace or refund any items without the following information:
    - i. The original receipt or a readable copy of the original receipt with date of purchase. The receipt must be readable with a brief description of the reason for refund or replacement.
    - ii. The products warranty information and any and all other information that accompanied the product upon delivery.
    - iii. All items that originally came with the product, i.e. headphones, ear buds, Walkman belt clip and battery door cover.
    - iv. Televisions must be in original style box with the correct packaging material.

Note: No exceptions.
2. Electronics: The IPI Canteen will exchange or replace products found to be defective within 30 days of the date of delivery.
- a. The Canteen will replace an item up to twice within 30 days from the original purchase date as long as the original purchase receipt date is provided.
  - b. The Canteen will examine the product each time prior to replacement and or refund.
  - c. If a particular brand of product is having an unacceptable amount of defective products, the IPI Canteen will contact the manufacturer/vendor to find a solution to the matter prior to other shipments to the Canteen.
  - d. In the event that a product needs to be replaced a second time, the Canteen deserves the right to open the product and inspect it for defects and to make certain the product is working properly prior to shipment.
  - e. If a product has already been replaced twice by the Canteen and is outside the 30 day warranty period, the offender will be required to contact the manufacturer at the offender's expense to have the product replaced or repaired.
3. Music CD's: The IPI Canteen will replace products found to be defective within one week of the date of delivery as long as the original receipt is accompanying the product with a brief description of the problem and so long as the following requirements are met:
- a. The music CD's jewel case needs to be inspected at each facility's RD& prior to the cellophane wrapping being removed for any cracks or scratches.
  - b. The Canteen will replace any music CD that has a manufacturers defect or damage.
  - c. The Canteen will examine the product prior to replacement to ensure the product was not damaged due to neglect.
  - d. The Canteen will replace a product once within one week from the date of delivery as long as the original purchase receipt is provided.
4. Clothing:
- a. Refunds for clothing items will be conducted for manufacturer defects only.
  - b. Clothing items that are returned as defective may not be soiled.
  - c. Clothing must not have been marked or tagged prior to the request of the size exchange.
  - d. The size being exchanged for must be the same cost as the requested size.
5. Shoes:

- a. Refunds and replacements for shoes will be conducted from manufacturer defects and other issues at the direction of Commissary Sergeant within 7 business days from date of purchase.
  - b. A copy of the original receipt will be attached to the return, the reason for the exchange or replacement annotated on the receipt to accompany the returning shoes.
  - c. Shoes that are returned for any other reason other than defects must be non-soiled, clean and with minimal wear and not been marked or tagged prior to the request.
6. Credits/replacements will only be given after the product has been returned to the IPI Central Canteen.

#### OTHER PROCEDURES:

1. If offender is not on his unit when commissary is distributed, Commissary Officer will contact offender at a later time and assure order is received.
2. If out of the institution on court order, Commissary order will be returned to IPI.
3. ALL Commissary orders must be checked at the issue window by the offender to ensure order is correct. If offender leaves the window without checking order, they accept the order as is and no corrections will be made after leaving window.
4. Offenders are to line up single-file against the north wall, west of the commissary door at CCF when called to pick up Commissary.
5. Offender must have ID card to receive order. ID card will be checked and commissary receipt signed before offender receives order.
6. Offenders on restricted spending status or restricted diets who order items which are not allowed will have entire order returned to them and order will not be processed. Offenders on restricted spending may order the following items:
  - a. Shampoos
  - b. Hair Dressings and Hair Food
  - c. Bath and facial soaps
  - d. Shaving items
  - e. Deodorants
  - f. Toothpaste, tooth brushes, denture care items
  - g. Allergy/cold/digestion items
  - h. Pain relief items
  - i. Skin care items
  - j. Eye care items
  - k. First Aid items
  - l. Foot care items
  - m. Envelopes, regular or legal – total of 10
  - n. Paper (includes all paper, i.e. notebooks, typing, loose leaf)
  - o. Pens/pencils/erasers
7. If offender has insufficient funds for order, the order will not be processed, this will be noted as the order is placed on the Kiosk system.
8. Any violations of these procedures may result in loss or commissary privileges for a period of time.

#### PROCEDURE FOR COMPLETING COMMISSARY ORDERS/BUBBLE SHEETS(East 1 Only):

1. Offenders are to complete bubble sheets in entirety, according to instructions on bubble sheets. (Segregation Only)
2. Printing and writing should be legible.
3. There is a limit of \$100 spending, which excludes the following items:
  - a. Colby and Sony adapters
  - b. Clocks
  - c. Calculators
  - d. Hot pots

- e. Fans
- f. All radios/CD players/cassettes
- g. Televisions
- h. Watches
- i. CI-20 headphones
- j. CD's
- k. Tennis shoes
- l. Flowers
- m. Game console

### **Requests for Photocopy, Notary Services**

Photocopies are available or using the Kiosk kite system or by kiting Records Office staff, or by reporting to the Staff Room (by the Shift Supervisor's Office) at 3:00 pm on Fridays.

1. Copies are .15 per page.
2. Search fee may be charged in the amount of \$15.00 per hour (based on hourly wage and benefits of staff that would normally perform these tasks).
3. Search, supervisory, copying and incidental fees may be charged when this time exceeds five minutes. At any time a fee is assessed, there will be a minimum of 15 minute charge.
4. Notary Public services are available to offenders but submitting a Kiosk message/kite to one of the staff members who provide this service. List of Notaries is on unit bulletin boards and on Channel 11.

## **SANITATION AND HYGIENE**

Hygiene starter kits are provided to newly transferred offenders. Starter kits contain hygiene products needed until offender has funds to purchase from IPI Commissary.

Indigent offenders are provided hygiene items while they meet the definition of 'indigent' by contacting Commissary Sergeant on a weekly basis.

### Showers and Toilets

Showers and toilets are available in the housing units for all offenders.

Offenders may shower on a daily basis, unless in Administrative Segregation or Disciplinary Detention. Offenders in these statuses may shower at least three times a week.

Offenders may be required to shower upon advice of medical authority or other staff for the physical benefit of the offender, or to promote a healthful environment for all offenders on the living unit.

### Barber Services

Barber services are provided to offenders. A schedule is posted on each living unit. There is a rotation established by cell numbers. All cells will be serviced once every four weeks. Offenders may send a kite to the Unit Officer if wanting a hair cut. Offenders in DD shall kite the Barber Supervisor for services. If any offender misses his scheduled haircut due to staff appointment (i.e. Health Services, counselor, school or work), offender shall kite the Barber Supervisor for a 'special' haircut appointment.

No 'bare-blade' clipper shaves will be given unless a Health Services Limited Activity Notice is issued for such.

Beyond trimming for length only, offenders are to care for their own facial hair unless otherwise directed by Health Services.

### Personal Grooming

Offenders are permitted choice in personal grooming as long as their appearance does not conflict with the institution's requirements for safety, security, identification, medical and hygiene.

If at any time concealment of contraband is detected in the hair, restricted hair standards will be enforced.

### Laundry Services

Laundry services are provided to provide efficient and appropriate care of offender clothing and facility-issued property.

#### Laundry Procedures:

1. All dirty clothing shall be placed in laundry containers provided on each living unit.
2. When laundry carts are off the units, dirty clothing is to be kept in cells and not on the dayroom floor until the laundry carts return.
3. It is recommended that you place only one set of clothes in wash at a time to avoid loss/theft.
4. Offender clothing is laundered according to the following schedule:
  - MONDAYS – South, East units and Lodge
  - TUESDAYS – North, Segregation Units and Lodge
  - WEDNESDAYS – South, East units and Lodge
  - THURSDAYS – North, Segregation units and Lodge
  - FRIDAYS – South, East Units and Lodge

- SATURDAYS – North, Segregation units and Lodge
5. Clean clothing will be delivered to the living units the same day as they are laundered.
  6. Sheets and pillow cases will be laundered weekly according to the following schedule:
    - MONDAYS – East units
    - WEDNESDAYS – North units
    - THURSDAYS – Lodge
    - FRIDAYS – South units
  7. Blankets and bedspreads will be laundered every three months, the first full week of the month. The schedule shall be posted on living units.

### **OFFENDER STATE CLOTHING, BEDDING AND LINEN SUPPLIES**

It is the policy of DOC to provide offenders with clean, well-fitted clothing, appropriate for the season and clean bedding and linen.

Care of all clothing and bedding supplies issued shall be the offender's responsibility and he/she shall be held accountable for its use.

Offenders found in possession of another offender's clothing, bedding or linens or having improperly altered clothing, bedding or linens shall be reported in accordance with offender disciplinary procedures.

All clothing is marked by R&D, using iron-on system and marked with offender's name. All personal clothing is also marked.

The institution is not responsible for any personal clothing that offenders are permitted to retain.

Upon release, transfers to work release, parole and discharged offenders are issued the following:

- One shirt
- One jeans
- One pair socks
- One underwear
- One pair shoes (state issued boots must be turned in)
- Coat and hat are issued during seasonal weather. New coats may be exchanged for a used coat, at the discretion of R&D officer.

### **Other Items**

Protective clothing is issued as necessary to offenders assigned to specific work assignments. This includes, but is not limited to work shoes, aprons and gloves.

Offenders assigned to work H&H private industry are allowed to purchase steel-toed boots. Otherwise, the institution provides steel-toed boots for offenders working in jobs requiring them, such as maintenance.

### **Offender Dress Code**

Offenders shall be required to be clothed when outside their cell/living area consistent with activity.

1. Shirts must be tucked in unless squared off at bottom.
2. Shirts must be buttoned if a buttoned shirt, with only top 2 buttons open and must not be altered in any way.
3. Shirts must be clean and fit properly.
4. Personal shirts and pants may not be altered (i.e. ripping out of sleeves).
5. Belts must be worn and must be buckled. Belts will not be allowed to hang below the waist line.

6. Sunglasses will be worn in the yard only, except for those individuals authorized for medical reasons to wear them inside the institution.
7. Sun visors, headbands and/or bandanas will not be worn in the buildings or in the yard. An exception is religious bandanas that must be approved by the Chaplain.
8. Shower caps, dew rags and wave cans can be worn on the units only.
9. Dew rags, bandanas or handkerchiefs are not allowed to hang out of pockets or hooped around belts.
10. No sagging of pants is allowed.
11. Sandals/thongs may not be worn off the unit.
12. Headbands, no wider than 3 inches will be allowed for religious practices and must be approved by the Chaplain.
13. Offenders may go without shirts while in the yard (during summer months) but will be subject to disciplinary action if they receive severe sunburn.
14. While at work assignment and when off living units offenders must wear shoes that completely cover their feet.
15. Dress while on work assignments:
  - Work supervisor will reserve the right to determine what attire is appropriate on the job.

## **OFFENDER CORRESPONDENCE, TELEPHONE AND VISITING**

### **OFFENDER CORRESPONDENCE**

#### **Definitions**

Immediate Family – An offender's spouse, mother, father, sister, brother, child, grandparents, established legal guardian, or other who acted in place of parents and step or half-relation if the step or half-relation and the offender were raised as cohabitating siblings.

Justifiable Cause - (Includes but not limited to) The correspondence presents a threat to the order and security of the correctional institution or any complaint or request from a recipient of offender correspondence suggesting the correspondence violates correctional principles or it inappropriate or inaccurate.

O-Mail –(In the Kiosk system) This is a system that is similar to e-mail but it not connected to the internet. Electronic mail that can be sent to and from offenders and the public

1. Institutions are responsible for safe, secure and orderly procedures for the mail.
2. Non-confidential mail may be read on a random basis.
3. Non-confidential mail may be read when there is suspected abuse of correspondence or potential threat to the order and security of the institution.
4. Correctional staff shall inspect all non-confidential correspondence and packages both incoming and outgoing.
5. No mail lists will be maintained restricting persons from writing to offenders or offenders writing to persons in the public unless listed in policy.
6. Mail to a particular individual may be restricted upon written request of that individual. The offender shall be informed of the request and ordered to cease all correspondence to that individual.
7. All letters mail by offenders shall be left unsealed for inspection of the contents only.
8. Envelopes shall contain letters to the addressee only. Warden/Superintendent/designee may make exceptions for immediate family members residing at the same address.
9. CCF mail is delivered Monday through Friday. No mail is delivered on weekends.
10. With the exception of weekends and holidays, incoming and outgoing letters are held for no more than 24 hours and packages are held for no more than 48 hours prior to distribution.
11. There may be circumstances that arise that may result in a longer time period prior to distribution such as disturbances, natural disasters, or similar constraints.
12. Offenders may correspond in a foreign language. Such correspondence may be inspected and translated.
13. Stamped, return-addressed envelopes for all outgoing letters are available for purchase by the offender through IPI canteen services.
14. The sender's name shall be signed in full and printed at the end of the letter. The sender's printed name and address shall appear in the upper left-hand corner of the envelope. The offender's name, number, address, city, state and zip code shall also appear on the envelope.
15. No limit shall be placed on the number of letters mailed.
16. Offenders in an indigent status shall be given two envelopes per week.
17. Offenders are prohibited mailing "Bill Me Later" subscription cards available in magazines, as this is seen as entering into a contract.
18. Offenders are prohibited from correspondence that includes confidential information such as social security numbers, bank account numbers, etc. of a third person.

#### **Correspondence Guidelines**

1. Current DOC employees, volunteers and contract staff who are members of the offender's immediate family may be approved mail privileges with approval by Warden/Superintendent/designee.

2. Former DOC employees, volunteers and contract staff who are not immediate family may be allowed mail privileges six months after they have left employment with approval by Warden/Superintendent/designee.
3. Persons under correctional supervision or detention in the community shall not be allowed to correspond with offenders. Exception may be made for immediate family. Offenders are to notify Correctional Counselor if they wish to correspond with immediate family member under supervision. Executive Officer will review. Offender will be notified of final decision.
4. Correspondence between offenders and former offenders shall not be permitted for a minimum of six months following discharge from supervision. Exceptions for members of the immediate family may be made. After six months correspondence between offenders and former offenders may be authorized by the Warden/Superintendent when such correspondence is determined to be the best interests of the offender and poses no threat to security.
5. Mail privileges may be restricted or suspended between an offender and a person who evidence suggests post a potential risk to the security of the institution. This applies but is not limited to individuals whose correspondence contains references to Security Threat Group affiliation or activity or correspondence written in code. Such correspondence may be rejected with written notice provided to both.
6. Offenders may not have any contact, including by mail or through third parties with victims or the victim's household of their commitment offense or previous offenses. All exception requests shall be reviewed on a case by case basis by IDOC Office of Victim Services in conjunction with Associate Warden Treatment prior to approval or denial.
7. Sex offenders with minor victims are prohibited from corresponding with minors outside their immediate family. Sex offenders with minor victims shall normally be allowed correspondence privileges with minors in their immediate family unless a victim of the current or previous offense is a member of the immediate family. Exceptions may be approved by the DOC Office of Victim Services in consultation with the Deputy Warden Treatment.
8. Persons under the age of 18, who are not immediate family, must provide the institution notarized written permission of the parent or legal guardian before corresponding with an offender.
9. Misuse of mail shall result in institution discipline and/or be reported to the US Postal Inspector or other state or federal agencies for action.

### Confidential Mail

1. Offenders may write confidential letters to:
  - a. Officers of federal, state or municipal courts (judges, judge's law clerks, prosecuting attorneys, military personnel records, court administrators).
  - b. Federal agencies' chief administrative officer, elected, appointed officials, and including Consulate or Diplomatic Representative of offender's country of citizenship.
  - c. State agencies' chief administrative officer, elected or appointed officials.
  - d. Clerk of Court
  - e. The sentencing State Department of corrections chief executive officer and deputy directors.
  - f. Sentencing State Board of Parole
  - g. Attorney
  - h. The Citizens Aide Office/Ombudsman's Office
  - i. Civil Rights Commission
  - j. Any additional exception by law or policy
2. Envelopes containing confidential correspondence should be marked as confidential by the sender.
3. Confidential outgoing mail shall be examined by the Pod Control Center Officer for contents, or Sergeant at Lodge. This shall be done in the presence of the offender. The envelope shall then be sealed and placed in the outgoing mail box delivery. Incoming confidential mail will be delivered by the 2-10 shift.
4. Mail to or from the Office of Citizen's Aide/Ombudsman shall not be opened for inspection by staff. Offenders are not required to open the mail at the direction of staff that is to/from the Ombudsman



office. Mail from the Office of Citizen's Aide/Ombudsman to offenders is sent through the state contracted courier service.

5. Confidential mail may not be read without order of the court. Staff may search incoming/outgoing confidential mail for contraband in the presence of the offender and request the offender to seal the envelope in their presence after the search.

#### Non-Confidential Incoming Mail

1. All incoming mail must be sent directly from the individual who wrote the correspondence.
2. Correctional staff shall inspect all non-confidential correspondence and packages.
3. Enclosures other than the written correspondence shall be limited to the following:
  - a. Photographs including snapshots or digital photos of appropriately clothed individuals. Undergarments are not considered as appropriately clothed. Outer garments, including swimsuits must substantially cover female breasts, as well as genitalia and buttocks of both males and females. Additional restrictions may apply for treatment purposes.
  - b. Clippings from authorized published material
  - c. Copies of Internet material unless deemed a security risk/threat.
  - d. Attachments/enclosures sent in with mail may be limited to ten pages or pictures.
4. First class mail sent to an offender who has been released, transferred or on court order will be forwarded by the mail room staff within 48 hours, provided a forwarding address has been provided. If a forwarding address is not available, first class letters and packages will be returned to sender.

#### Non-Confidential Outgoing Mail

1. All outgoing mail must be sent directly to the individual that the correspondence is written to.
2. All items using parcel post outgoing mail shall be packed and sealed by staff.
3. All outgoing mail shall only contain a return address, which includes the offender's printed name and number as well as the institution address.
4. At the directive of staff, offenders shall discontinue correspondence with individuals who have expressed in writing the desire not to receive additional correspondence from a particular offender.
5. Offenders shall be denied mail privileges with persons that might present a risk to the order and security of the institution.

#### O-Mail

1. Electronic mail for offenders is not confidential. All incoming and outgoing o-mail may be inspected and read. The guidelines included with this also apply to electronic mail. At this time, only CCF Lodge offenders can send outgoing o-mail.
2. Offender family and friends shall be responsible for signing up on the corrlinks internet site to enroll in the O-mail system: <http://www.corrlinks.com>
3. O-mail is limited to two pages and no attachments per message.
4. There is a cost for sending O-Mail and shall be the responsibility of the sender.
5. O-mail is routed by the Night Shift Supervisor and is hand-delivered to offenders.

#### Disposition of Contraband

1. Offenders who disagree with decisions made by staff regarding incoming or outgoing mail may appeal through the Records Administrator.
2. Following informal resolution, offender may utilize the state-wide grievance process.
3. Offender will be notified in writing that mail is being withheld by receipt of a "Mail Rejection Notice".
4. Offenders will be given the following options:
  - a. Pay the postage to return the mail to sender; or
  - b. Have the mail destroyed by mail room staff.

5. Offender will be given 3 days to notify mail room staff of decision. If the mail room rejection is not received from the offender within the 3 day period, withheld mail will be destroyed at that time.

### **PUBLICATIONS**

1. All publications shall be ordered and sent directly from an approved publisher or bookstore which does mail order business.
2. Purchases may be made by third parties so long as the item is sent directly from an approved vendor and the third party is an individual with whom offender is allowed to correspond with per OP-MTV-01.
3. Publications may have to be reviewed through an internal review process. If a questionable publication and it is not on a list of approved publications, publication shall be sent to the Iowa DOC Publications Review Committee. Offender will be notified of this by mail room staff.

### **RELIGIOUS MATERIALS**

1. Religious materials are also subject to and may be approved through the interview review process.
2. Any religious publications which may violate the provisions of OP-MTV-01 shall be reviewed through the Office of Religious Programming.

### **PUBLICATION REVIEW**

1. A decision shall be rendered by the committee within 30 working days of receipt of publication.
2. When a publication is denied, the offender shall have 5 days from receipt of notice to notify mail room staff to destroy the publication, where to send the publication at the offender's expense, or notify the mail room that he wishes to appeal decision.
3. Offenders may appeal decision of the Publication Review Committee within 10 days of receipt of decision by mail to Administrator, Division of Investigative Services; Iowa Department of Corrections; 510 E. 12<sup>th</sup> St.; Des Moines, IA 50319.
4. If an appeal decision of the Review Committee remains denied, the offender shall have 5 days from receipt of appeal denial letter to notify the mail room staff to destroy the publication, or where to send the publication at offender's expense.
5. A master list of all publications reviews by the PRC shall be maintained. A copy will be available for offenders in the Library.
6. Any staff member who believes that a previously approved publication violates the provisions of policy OP-MTV-02 may request review through the internal review process.
7. Offenders who are denied materials for treatment reasons will be notified.
8. Materials received through the Interlibrary Loan are subject to the same provisions.

### **REASONS FOR DENIAL**

1. A publication may be denied when the publication presents a danger to the security or order of the institution or is inconsistent with rehabilitation goals. Reasons for denying a publication are that the publication:
  - a. Is likely to be disruptive or produce violence.
  - b. Contains material which portrays a minor engaged in or simulating any act that is sexual in nature or any nudity of a minor.
  - c. Contains information relating to escapes or formulating escape plans.
  - d. Contains information relating to provoking a riot or disturbance.
  - e. Contains information relating to obtaining an emotional or behavioral state comparable to those produced by a controlled substance, by using aerosols, glue, or other chemical materials.
  - f. Contains materials that compromise the security of the institution such as: materials which illustrate, explain, describe, or teach martial arts, or other manufacture of weapons or explosives, or advocate behavior contrary to duly established institutional rules or Iowa statutes; materials which illustrate, explain, describe, or teach ability to frustrate crowd or riot control methods; materials which illustrate, explain, describe or teach ability to sabotage or disrupt communications networks including internal and external communications and automated

- information systems; materials which illustrate, explain, describe, or teach ability to manipulate in any form or fashion locking devices, security restraints, or equipment, etc.
- g. Contains information concerning criminal activities.
  - h. Contains encoded material. This shall not automatically include foreign language publications not otherwise prohibited.
  - i. May violate postal regulations, such as threats, blackmail, contraband, or similar violations.
  - j. Portrayal or simulation of fellatio, cunnilingus, masturbation, ejaculation, sexual intercourse, male erection, bestiality, sadomasochism, excretory functions, lewd exhibition of genitals or other sexually explicit materials will be denied when the material is detrimental to rehabilitation goals.
  - k. Contains hard-core pornography depicting patently offensive representations of oral, anal or vaginal intercourse, actual or simulated, involving humans, or depicting patently offensive representations of masturbation, excretory functions, or bestiality, or lewd exhibition of the genitals, which the average adult taking the material as a whole in applying statewide contemporary community standards would find appeals to the prurient interest; and which the material taken as a whole, lacks serious literary, scientific, political, or artistic value as prohibited by Iowa Code Section 728.4
  - l. A pamphlet, catalog, or other publication whose purpose is primarily or significantly to sell items or materials that are expressly prohibited inside any of the IDOC institutions will be denied.

#### CONTROLLED PUBLICATION READING PROCEDURES

1. Publications which contain material portraying or simulating fellatio, cunnilingus, masturbation, ejaculation, sexual intercourse or male erection and are not approved or denied by the PRC will be controlled for the security and order of the institution.
2. The publication will be secured and may be read during Controlled Reading times:
3. CCF controlled reading times are Friday, Saturday and Sundays from 7:45 pm to 8:45 pm in the no contact visiting area. This will be arranged through the Shift Supervisor.

CCF Lodge Controlled reading times are the same times in the Visiting Room and will be arranged through the Sergeant on duty.

4. Materials are to remain intact and may not be cut, ripped or taken out of the reading areas.
5. Offenders in Administrative Segregation may request materials during the designated reading period. Controlled publication reading times will not be available for offenders in Disciplinary Detention.
  - a. The Classification Committee may, with the recommendation of the Psychologist or Associate Warden Treatment disapproves sexually explicit materials when it is detrimental to the treatment of offender.

#### **OFFENDER VISITING**

##### DEFINITIONS

Immediate family: An offender's spouse, mother, father, sister, brother, child, grandparent, grandchildren, great grandparents, great grandchildren (when minors become adults they will be required to complete the form visit application process), established legal guardian, or other who acted in place of parents and step of half-relation if the step or half-relation and the offender cohabitated. The spouse and/or children of a member of the immediate family are considered as immediate family.

Extended family: Aunts, uncles, nieces, nephews, cousins, parent's-in-law

Centralized Visiting Authority (CVA) – The Department’s office that conducts the visitor application process.

National Crime Information Center (NCIC) – A computerized index of criminal justice information (i.e. crime record, history, information, fugitives, stolen properties, missing persons)

Group – A family unit (e.g. aunt, uncle and minor nieces and nephews) residing at same address or the offender’s minor children.

Victim – A person who has suffered physical, emotional, or financial harm as the result of a public offense or a delinquent act committed in this state. Victim may also include the immediate family members of a victim, members of a victim’s household, and/or witnesses.

## PROCEDURES

1. Offenders are responsible to communicate required procedures to visitors. The following individuals may be approved to visit upon completion of the CVA visitor application approval process:
  - a. Offender’s immediate family members
  - b. Four other individuals/groups who are friends or extended family
  - c. Minor children under the immediate supervision of their parent or legal guardian. Minor children of an offender shall be allowed to visit with an adult on the offender’s approved visiting list.
  - d. Minor children who are members of the offender’s family and are already on the approved list may visit with an approved adult family member on the visiting list who has been specifically authorized by the minor’s parent. Such parental consent shall be documented by a notarized letter of consent.
2. The institution has a visitor information sheet that is available for offenders/visitors.
3. Visiting Hours are as follows:

Clarinda Correctional Facility:  
Mondays & Fridays: 8:30 am to 4:30 pm  
Saturdays, Sundays & Established State Holidays: 8:30 am – 6:30 pm

Clarinda Correctional Facility Lodge  
Saturdays, Sundays and Established State Holidays: 8:00 am – 8:00 pm
4. Offenders are permission two-hour visits.
5. Level 3 and 4 offenders may be eligible for additional one hour on Fridays and Mondays. Weekends – only if space is available. Offender must utilize the Special Visit Request form to Executive Officer.
6. Offenders are not allowed to visit during work hours or scheduled classes/treatment activities. Exceptions to this must be documented by Executive Officer.
7. Visitors may visit a specific number of times per month per the offender’s level system as follows:

Level 1, Disciplinary Detention, East 1 Level A: Each visitor may visit two times per month.

Level 2, CHOICES, Relapse, East 1 Level B: Each visitor may visit three times per month.

Level 3, Level 4, and Level 5: Each visitor may visit four times per month
8. Offenders who are in disciplinary detention, administrative segregation, Level A or who are designated assaultive/violent by the Associate Warden Security will visit in a no contact status.
9. Offenders are allowed to have a maximum of four persons (excluding infants and toddlers who may sit on a lap) visit at one time.
10. Unless an exception is given, a visitor may be on the approved list of only one offender.
11. Visiting applications must be sent to the CVA for processing. NCIC check will be completed, as well as checking for victims, no contact orders, cross reference and offender search by the CVA. If the applications includes minors (17 years of age or younger) offender’s prior and current charges are checked for sex offenses and other crimes against children. With the approval of SOTP Treatment Team, children may be added after successful completion of Sex Offender Treatment Program. The decision to approve or deny visitation shall be based upon the progress of treatment, results of

polygraph, the potential for family reunification and (as the most significant issue) the welfare of the child.

12. Within 30 days of receipt of visit application, CVA shall complete the decision process of approval/denial and enter into ICON.
13. Written decision shall be sent to offender that includes reasons for denial, if denied and approval restrictions. If visitor is denied, Visit Denial Letter shall be sent informing them of the reasons for denial. Applicants can reapply after six months of denial.
14. Each offender is responsible for notifying visitor(s) of the CVA's approval decision. The CVA will not release visit status information.
15. All visitors shall be grouped by family units. All of the offender's minor children will be entered as one family unit.
16. For security reasons, the following shall not initially be authorized to visit by the CVA:
  - Individuals whose behavior represents a control problem that is counterproductive to stable offender behavior. This determination may be reflected in the background investigation report which shows that the individual has a record of carrying concealed weapons, use of a controlled substance, previous violations of institution rules, or similar behavior.
  - Persons who apply for visitation while an offender is in Reception will not be approved but placed in 'pending' status. Processing and investigation of these applicants will not be initiated until offender is moved out of Reception.
  - Persons currently under correctional supervision, on probation, work release or parole.
  - Persons under criminal indictment
  - Persons involved with or convicted of incidents of aiding an escape or introducing contraband in any detention or supervised correctional setting.
  - Persons who falsify or omit information on the visitation application or other requested information.
  - Individuals convicted of a felony
  - Persons who may compromise the order and security of the institution
  - Children shall not be approved for visitation with offenders who have minor victims in current or past offenses. In certain circumstances, approval may be granted upon appeal.
  - Victims of an offender's current or previous offense, whether registered or not, or the victim's immediate family members or household shall not be approved for the visiting list of the perpetrator in their case. Parents and grandparents of offenders who are immediate family of identified victims may be approved to visit as determined by the CVA.
  - Persons with no contact orders, unless the order specifically permits visits while incarcerated.
17. Exceptions may be granted by the CVA with the approval of the Warden/Superintendent/designee:
  - The spouse, child, mother or father of an offender who is currently under correctional supervision, on probation, work release or parole may be approved by the CVA after consultation with the Supervising Parole/Probation Officer and the Warden/Superintendent/designee. The Warden/Superintendent/designee may authorize either contact or no contact visiting.
  - Any person on the approved visiting list of another offender regardless of the location of the offenders. The CVA, Warden/Supt/designee may make exceptions, when immediate family members are confined.
  - Former/current IDOC employees or volunteers who are members of an offender's immediate family may be approved by the CVA with approval of Warden/Superintendent/designee.
  - Former IDOC employees or volunteers who are not immediate family members may be allowed to visit six months after they have left employment if they pass the normal background investigation, there are no security issues arising from their prior employment, and the CVA receives approval from the Warden/Superintendent.

18. With the exception of those applications which require approval of the Office of Victim Services, nothing in this policy shall prohibit the Warden/Superintendent from authorizing visitation in a situation which visitation is clearly beneficial to the positive adjustment of the offender and/or offender reentry into the community.
19. Ex-offenders, except members of the immediate family shall generally be required to have 3 years of successful community adjustment prior to visitation.
20. All visitors are subject to search when entering a correctional facility to visit.
21. Visitors are permitted to bring in the following items only during visiting:
  - Debit card
  - One baby bottle
  - One diaper/wipe
22. The following items are not permitted in the Visiting Room and must be kept in lockers provided in the Reception area:
  - Purses
  - Coats (exception – suit coats)
  - Hats
  - Prescription and non-prescription drugs (exceptions by Deputy Superintendent/designee only)
  - Weapons (includes pocket knives)
  - Cameras/recording devices
  - Cell phones
23. Offenders and visitors will be allowed a brief embrace and kiss at the start and end of the visit only. Offenders and visitor are to keep hands above the table at all times. They may hold hands during visit, however no other physical contact will be allowed during the visit.
24. The Visiting Room Officer has discretion over seating arrangements while visiting.
25. Offenders visiting during meal times may request a sack lunch from the Visiting Room officer at the termination of the visit.
26. Pictures may be taken by Recreation staff for a fee. It is against DOC policy for pictures to be taken with other offenders. Rules must be followed as follows:
  - a. Individuals must be fully clothed, with no tattoos visible.
  - b. Hands shall be a sides – no gang signs
  - c. No kissing or placing hands on the body, such as legs, breasts or genitals.
 Any picture found inappropriate will be subject to a disciplinary report.
27. Offenders are not allowed to take anything out of the Visiting Room following a visit.
28. Restrooms are available for both offenders and visitors. Offenders must contact the Visiting Room officer for permission to use the restroom.
29. Small children must be accompanied by an adult when using the restroom.
30. Offenders will be strip searched upon entry into the Visiting Room and following a visit.

#### Visiting Appeals:

1. Applicant can appeal a denial decision or approved restriction in writing by completing the Visit Appeal Form, within 45 days of date of denial to the Warden/Superintendent/designee.
2. Appeals related to visitation denials of victims, or a minor whose application has been denied because of an offender's sex offense or an offense against a child, shall be forwarded to the Office of Victim Services who in consultation with IDOC Offender Programs shall review all pertinent circumstances and shall submit a decision. The decision of the Office of Victim Programs will be determined base on, but not limited to the following factors: age of applicant, relationship of the applicant to the direct victim, nature of the offense, offender's participation in treatment programming, institution reports, and input from other professional agencies.
3. Visiting appeals are answered by the Deputy Superintendent. Upon decision, a copy is forwarded to the offender and the visitor requesting the appeal.
4. The decision of the Deputy Superintendent may be appealed to the Deputy Director of the DOC, Western Operations.

### Removal of Visitors:

1. Offenders shall complete the Visiting Removal Form if wanting to remove a visitor. Form shall be sent to the Executive Officer who will forward to the CVA. CVA shall respond to removal requests from both the institution and offender within seven days and route a copy to the offender.
2. Once a visitor has been removed, six months must elapse before reapplication to any offender's list. Exceptions may be made when the individual is making application for visitation with a member of the immediate family.

### Special Visitors

1. Special visits may be considered by filing a Special Visit form to the Executive Officer. Some reasons may include visitor coming from a long distance (out of state), returning member of the military, immediate visits for close relatives or friends about to leave the area, visits necessary to straighten out critical personal affairs, and visits for similar reasons.
2. Attorney and clergy visits shall be during normal visiting hours unless a special visit has been requested and approved in advance.
3. Attorneys must complete an initial visitor application to visit an offender. . Background checks are not required for attorneys and are exempt from counting as a friend on an offender's visiting list.
4. Offenders may have one clergy on their list. Clergy must follow the normal application process, including background checks. Clergies are exempt from counting as a friend o an offender's visiting list.
5. An offender must express a desire to visit a clergy or attorney before the visit is permitted.
6. Level 3 visit extensions – only one form may be submitted every 30 days, regardless as to whether the visitor visits or not. It will only be allowed if there is space available in the Visiting Room at the Visiting Room Officer's discretion.

### Termination of Visits:

Visiting privileges may be denied, modified or terminated due to:

1. Personal behavior of the offender or visitor that is presenting a threat to security or is inappropriate to a general visiting area. Individuals whose behavior may present a control problem or is inconsistent with the rules and regulations of the institution visiting policy.
2. The visitor and offender directly exchanging any unauthorized object or article. Purchases from the visiting room vending machine/commissary during the visit are authorized.
3. An authorized electronic detection device, indicating the presence of drugs or other contraband or when before, during or after the visit the apparent odor or effect of alcohol or narcotic drugs is detected.
4. The visit or future visit is detrimental to the health and welfare of the offender or visitor.
5. Any behavior on the part of the offender or a visitor that is or may be disruptive to order and control or which violates institution rules.
6. Visitors failing to supervisor their children when they interfere or disrupt other visits or leaving minor children unattended on institutional property.
7. Offenders may request reconsideration of denied visitors following demonstrated resolution of the reasons for denial or when approved by Warden/Superintendent/designee or Regional Deputy Director.

### No Contact Visits

1. The institution may allow no contact visits when the order or security of the institution may be threatened or when disciplinary rules or violations have been violated.
2. No contact visiting hours shall be provided during normal visiting hours.
3. Reasons for placing offender/visitor in no contact status may be:
  - Criminal background shows conviction of criminal offender
  - Immediate family member on parole/probation
  - No contact order issued by courts
  - Offender disciplinary/behavior problems
  - Offender providing a positive urinalysis or breathalyzer, or possession of alcohol, drugs or tobacco.
  - Incidences occurring during visits in visiting room

- Any other security concerns that poses suspicion to security of the institution
4. Offender will be notified if the visit is in a no contact status. Offenders will be given a review date of when the visiting status will be reviewed.
  5. No Contact Visit Committee meets monthly to review those offenders due for reviews. Offender will be notified of any changes in status.

### Visitor Dress Code

Visitors shall be properly attired prior to entering a correctional facility.

1. All visitors shall wear shoes.
2. Visitors wearing mini-skirts, shorts, muscle shirts, see-through clothing, low cut dresses or halter tops will not be allowed to visit.
3. Shorts are not allowed to be worn, with the exception of children under the age of 12.
4. Underclothing is required for all visitors – Bras are required for all women and girls.
5. Visitors wearing clothing with slogans, pictures or words intended to deprecate race, sex or cultural values will not be allowed entry.
6. A medical need for sunglasses must be verified by a prescription.
7. Visitors may not take off articles of clothing once in the Visiting Room (i.e. shirt, jacket).
8. If there is any question of appropriate attire, the Shift Supervisor on duty will make the determination as to what is appropriate clothing.

### Offender Dress Code

1. Offenders must appear clean and dressed in clean clothes for visits.
2. Offenders are required to dress in state clothing, however may wear personal shoes to visits.
3. Jewelry will consist of plain wedding ring, medical alert tag/bracelet and/or religious necklace/medallion while in visitation status. No other items of jewelry are allowed to be worn in the Visiting Room.

## **OFFENDER ACCESS TO TELEPHONES**

### **CCF:**

Phones are available on each livings unit and in the yards. Phones are available at the following times:

- 7:00 am – 11:40 am
- After 11:40 am count to 4:40 pm
- After 4:40 pm count to 8:30 pm

### **LODGE:**

Phones are available on each floor and may be used at all times, with the exception of during counts and after 11:30 pm

DOC has a contract for pre-paid phone services to offenders. Deposits must be placed into an offender telephone account. Deposits will be designated to a specific number on the list or placed in a general account to call any number on the list.

1. Forms are available on each living unit that may be sent to family/friends that explain procedures for placing money on accounts.
2. Offender may submit a store order for money from regular account transfer to pre-paid phone account. There is a minimum of \$10.00 deposit.
3. All deposits must be addressed and sent to:  
IDOC Offender Telephone Accounts  
P.O. Box 1417  
Ft. Madison, IA 52627
4. A minimum amount for each deposit will be \$20.00 for general public. Only cashier and money orders are accepted.
5. Pre-paid phone money is not subject to court deductions or 5% pay for stay.



6. Iowa State sales tax and a universal service fund tax are deducted from each deposit per FCC regulations.
7. Phone credits are available within three (3) working days of receipt of funds.
8. Offenders are required to provide a call list with a maximum of 12 numbers.
9. Offenders will be required to complete a bubble sheet which will identify the numbers to be placed on the call list. Completed bubble sheets are to be sent to the Administrative Captain.
10. Offenders may modify phone list twice yearly or upon transfer to another institution. Exceptions may be granted according to procedures established.
11. Offenders sharing phone accounts or stealing phone accounts will be subject to disciplinary report.
12. For offenders that are hearing impaired, arrangements may be made through Correctional Counselor for the use of a hearing-impaired TDD phone.
13. The institution may temporarily restrict all or some telephone calls due to staff shortages, disturbances or other situations that may jeopardize security.
14. If an offender violates institution rules while using the telephone through threats, harassment, plans of escape or drug introduction, etc., future telephone usage will be restricted through the disciplinary process.
15. If there is a need to make an emergency phone call, they will be arranged through the Correctional Counselor during work hours and through the Shift Supervisor after hours.

### Procedures for Making Calls

1. At beginning of call, offender will be notified as to the amount of available credit.
2. Offender pin number is the 7 digit offender ID number plus the last four digits of Social Security number.
3. At the conclusion of call, both parties will be notified of the remaining balance of telephone account.
4. If call is legal, offender may notify Unit Officer who will notify Pod Control Center to not monitor telephone call.
5. Phone calls are limited to 15 minutes in length. After 14 minutes a warning tone will sound and the offender will have 1 minute before the call is automatically disconnected.
6. Offenders must allow 15 minutes to pass between phone calls and will not be allowed to make 'back to back' calls.
7. One offender at a time may be in the area of near the phone. Offenders may not share telephones – no passing the phone back and forth or standing in the dayroom passing messages. If more than one offender attempts to talk on the same call the call will be cut off and a disciplinary report may be written.
8. Offenders using obscene language in a threatening manner shall be warned. If it continues, the call will be cut off.
9. If an offender has any concerns with the telephone system, a "Telephone Complaint" form may be completed and given to the Administrative Captain.

### Offenders in Administrative Segregation (E1) and Disciplinary Detention:

1. Offender shall complete a store order to the Unit Officer 1 day prior to the date of the phone call while in Administrative Segregation and Disciplinary Detention.
2. Offenders in Level A (Administrative Segregation) and Disciplinary Detention are only allowed to make legal calls.
3. Offenders in Level B (Administrative Segregation) may make phone calls on living unit phones during designated times following the above procedures.
4. Hours for phone calls are at discretion of Unit Officer.
5. On East 1, offenders are allowed to make one personal phone call per week, (seven days between attempts).
6. The institution reserves the right to disallow a phone call based on the offender's behavior at the time of the request of the personal call.

## FISCAL SERVICES

### OFFENDER FUNDS

1. All offender funds are held by DOC and an account designated for each offender.
2. Money orders and cashier checks must be made payable to the IDOC Offender Fiduciary Account for the offender name and number. The sender's name and complete address must be noted on the money order. All funds that do not follow these instructions will be returned to sender.
3. Ft. Dodge Correctional Facility credits money orders and cashier checks for deposit into the banking system.
4. Offenders at CCF will receive a weekly transaction sheet showing account activity/balance(This is also available for viewing using the Kiosk system/Banking). It is the offender's responsibility to maintain a record of all store orders, commissary purchases, pay for stay, medical co-pays, outgoing funds, etc.

### Offender Debitek Cards

Offenders may purchase a Debitek card that can be used for purchases from vending machines.

1. Offenders wishing to purchase a Debitek card shall follow the weekly schedule as posted on living units at CCF and Lodge.
2. Records Office staff will assist with the purchase of the Debitek card. There is no cost for the first Debitek card, only the cost of the amount being placed on the card. Money will be placed on offender cards and activate the card.
3. The value of the card may not exceed \$75.
4. The minimum amount that can be placed on the card is \$1.00.
5. Pay for stay will be charged for any funds placed on the Debitek card.
6. No funds will be placed on the Debitek card that would place the offender's account into a negative balance.
7. An offender is subject to disciplinary action if they attempt to place credit on their Debitek card in which they do not have sufficient funds on offender account.
8. Offender Debitek cards must be safeguarded by offender and may not be in the possession of another offender at any time. An offender in possession of another offender's Debitek card will be subject to disciplinary action.
9. At time of release, any money remaining on the Debitek card will not be refunded to the offender unless unusual circumstances and approved by Associate Warden Administration.
10. If an offender needs a replacement Debitek card, follow schedule for placement of money on Debitek cards. Records office will issue a replacement card if needed. Offender will be charged \$2.00 for a replacement card.

### Mandatory Savings

1. Offenders will be required to participate in pre-release savings program.
2. Each offender will be notified in writing when deposits equal \$100.00. The offender may continue savings plan if they choose to do so.
3. All of the savings will be applied towards gate money upon work release, discharge or parole not to exceed the amount due as per Iowa Code 906.9
4. 10% of all allowances/idle and outside sources of money will be deducted and placed in a savings plan until the savings balance accumulates to \$100.
5. The following will be exempt for deductions from credits to an offender's account from an outside source:
  - a. An amount determined by Warden/Supt or designee for medical costs.
  - b. An amount determined by Warden/Supt or designee specifically for funeral trip costs.
  - c. An amount determined by appropriate authority for transportation fees as a result of work release/OWI violations or compact transfers.

- d. Refunds from outside vendors or credits from offender canteen.
  - e. Property tort claims
  - f. Veterans Administration benefits as long as the VA benefit check is deposited at the holding institution.
  - g. Any other exception shall be approved by Warden/Supt/designee.
  - h. Amounts directed to be deposited into the offender telephone fund.
6. If placed on work release, offender will be given \$10.00 cash from primary account if available. If not available in primary account, the money will be taken from the savings upon leaving the institution. Savings balance will be transferred to the work release facility to be used in accordance with provisions of the facility while on work release.
  7. All savings collected from this program will be placed in a non-interest bearing account.

#### Commissary Services

1. Offenders may make limited purchases from institution commissary using the IPI Kiosk system or designated order form. Offenders may not go into a negative balance on their account in order to make any purchase. A minor report and a fee of will be assessed to offenders that overdraw their account as follows:  
 First offender - \$1.00  
 Second and additional offenses - \$5.00
2. See procedures IPI-601 for complete ordering procedures

#### Incarceration Fee (Pay for Stay)

1. A 6% pretax surcharge will be added to all store orders for purchases. This fee applies to all state offenders.
2. Offenders will need to include the 6% on all store orders as a separate line item.
3. The 6% is figured before any taxes.
4. 6% fee is charged on the total commissary purchase with the exemption of stamped envelopes and postcards.
5. 6% fee is not charged on money sent home.
6. 6% fee is not charged on legal fees, filing fees, fines, other administrative charges, driver's license or postage.
7. 6% fee is not charged on treatment related purchases, education approved purchases, religious donations and purchases, flower fund or medical co-pay.
8. The surcharge is refundable when purchases have been voided or returned.

#### Telephone Accounts

1. Offender may purchase telephone minutes by store orders to move monies from their offender bank account to their offender telephone account. Offender shall submit a store order to the Business Office to deposit money to their phone account.
2. Family and friends may send or deposit money to an offender's account through a pre-paid deposit form and submitted to ISP as noted on the form "IDOC Telephone Services Pre-paid Service".

#### O-Mail (Electronic Offender Mail)

1. Offender's family or friends shall be responsible for signing up on Corrlinks internet site. They must have an account established to send and receive O-mail messages.
2. O-mail is limited to 1400 characters (approximately 2 pages) of text.
3. The cost for exchanging an o-mail message shall be .25 plus tax for but no pay-for-stay each at the sender's expense.
4. Offenders may complete a withdrawal to transfer monies from their bank accounts to their O-mail accounts. Transfer of funds shall be completed in \$5.00 increments with a minimum of \$5.00 **(Effective 4-1-14).**

5. Transfer of funds shall be completed in \$5.00 increments with a minimum of \$5.00  
**(Effective 4-1-14).**

#### Other Purchases

1. Store orders are utilized and must be submitted to make purchases for items such as TV rentals, hobby craft purchases, activity funds, local orders, check requests, postage, shipping, and photocopy charges. Offender must include full name, number and unit on form.
2. Offenders may not overdraw their funds or accrue credit balances in personal accounts unless authorized by Deputy Superintendent/designee. Offenders who overdraw account will be fined \$5.00 for first violation, \$5.00 for second violation. The third violation and thereafter is a major report with progressive loss of spending privileges within a six month period. **(Effective 4-1-14)**

#### Outside Accounts

Offenders may maintain outside bank accounts. Offenders wishing to have an outside bank/savings accounts shall contact their Correctional Counselor.

#### Indigent Status

1. Those offenders who have been at CCF for a minimum of 30 days that have had \$6.00 or less on their personal account for 30 days or longer may be considered indigent.
2. Offenders do not meet the criteria is:
  - a. The offender received an allowance (offender pay), idle pay, or outside source of funds within the preceding three months.
  - b. The offender has funds to rent a TV.
  - c. The offender has money taken out of account for legal filing fees.
3. Offender should go through Records Administrator to be reviewed to be placed on Indigent List.
4. Hygiene supplies will be provided to indigent offenders on a weekly basis by kiting the Commissary Sergeant.
5. Indigent offenders will receive two envelopes per week from the Records Office.
6. Writing paper may be provided by contacting Records Office.
7. Offenders wishing copies shall kite Records Administrator and will be provided copies up to \$3.50 per month (includes copies and postage). The money will be charged to offender's account.
8. In the event an indigent offender has medical payments (co-pay, eye glasses, etc.) the Business Office will charge the services to the offender's account.

## **OFFENDER SAFETY**

### **FIRE AND LIFE SAFETY**

It is the policy of the IDOC to provide a safe institutional environment for all staff, offenders and visitors in its institutions through compliance with all applicable codes on sanitation, health and life safety.

1. Safety Officer oversees all safety-related activities in the facilities at CCF & CCF Lodge. The Safety Officer assures that completing, scheduling and arranging for all inspections, tests and other reviews of institution fire and life safety programs occur, as required by relevant standards and other DOC policy.
2. The institution also is to maintain compliance with federal Occupational Safety and Health Act (OSHA) as well as all other applicable federal, state or local laws and regulations and IDOC safety rules and regulations.
3. Evacuation routes in the event of a fire are posted in all areas of the facilities. A primary and secondary exit is indicated in all areas. The staff member in the vicinity of the fire will determine which exit is to be used, in the event that evacuation is to occur.
4. In the event of a fire alarm, staff will make the determination if evacuation is necessary and notify offenders of the situation.
5. Areas are designated in the yards for units to evacuate to, in the event of a zone evacuation.
6. Offenders must comply with directives given by staff if evacuation is necessary.
7. Fire drills will be held on a quarterly basis that may or may not involve offenders. Drills for regular housing units shall involve actual removal of offenders to a safety area.
8. Daily, weekly and monthly inspections are held in all living areas of the facilities, to ensure high standards of health and safety.
9. Annual inspection of the facilities is conducted by the State Fire Marshal's Office.
10. Medical examination and care shall be provided as soon as possible after those involved in an actual fire have been removed to safety.
11. Institution fire equipment is inspected on a regular basis. Fire extinguishers are inspected on a monthly basis.
12. The institution is provided with an automatic fire protection sprinkler system. Offenders are not to tamper with fire protection equipment. Tampering with any of the fire protection systems may result in receiving a disciplinary report and being assessed the costs of repairs of equipment.

### **SEVERE WEATHER**

Offenders will be notified in the event of severe weather.

A Tornado or Severe Storm Watch will be announced.

In the event of a Tornado Warning, all offenders will be returned to their living units immediately if there is time. If on the living units, offenders will take cover under the lower bunks and cover themselves with their mattress. If not on the living unit, follow all orders given to you by staff member.

### **Safety**

Safety is everyone's responsibility. Your safety begins with you, by being familiar with the safety guidelines, by applying them to your daily tasks and by being alert to improper and unsafe work practices. If you do not clearly understand a work assignment or safety rules, it is your responsibility to ask your work supervisor for clarification. If you see unsafe acts or work situations, report them to your work supervisor immediately.

Keep in mind – safety first!

- Make sure you know and understand the hazards associated with your assigned job or tasks as assigned in the Job Description that you review and sign upon starting a work assignment.
- Check the Material Safety Data Sheet (MSDS) and other safety instructions to ensure you know the hazards associated with the job or task. MSDS sheets are available in all areas of the facilities.

- Make sure you have and use the appropriate Personal Protective Equipment (PPE). If you refuse, you are subject to a disciplinary report. For example, when operating a power lawn mower, eye protection must be worn. Follow all directives given to you by your work supervisor.
- Keep your living unit and work areas clean.
- All jobs that require you to operate equipment, you will receive training from staff on the proper way to operate the equipment.

## OFFENDER RIGHTS

### **OFFENDER PERSONAL PROPERTY**

Personal property authorized for possession by offenders in IDOC institutions, shall be limited by security, sanitation, and life safety considerations as set forth by institutional procedures required by this policy.

Possession of personal property is a privilege afforded to offenders by the IDOC. As such, the IDOC and/or its institutions may restrict or revoke the privilege and may make modifications to the list of allowable property at any time. Possession of personal property may be restricted as part of a transition incentive program.

1. Offenders may possess personal property only with the understanding that the IDOC's liability is limited to that described in Section IV. C. of the Personal Property Policy.
2. Unless otherwise specified, offenders in IDOC institutions may retain current non-compliant property/appliances until they wear out, or the item presents a safety hazard.
3. All property must be gender appropriate.
4. Personal property sent out or removed from the institution shall not be allowed back in unless approved in writing by the Warden/Superintendent.

### **Maximum Personal Property Allowed**

#### Clothing

- a. Jeans – limit of 2 pairs of solid navy blue denim, with no flare. Shall be plain style with no extra pockets. No cloth trim and no beading. Jeans made of quilt material, leather, or cords, as well as those that have been bleached or light stonewashed, shall not be allowed.
- b. Shorts – limit of 2 pairs of mid-thigh walking or gym shorts of solid navy blue or gray. Cutting off jeans to make shorts shall not be allowed nor shall mesh shorts be allowed.
- c. Shirts – limit of 9 shirts of solid navy blue or gray, to include casual or dress. May be either long or short sleeve with no beading, symbols, or pictures, other than manufacturer' logo (Nike, Reebok, etc.) May be either button or pullover. Tee shirts may be white.
- d. Sweatshirts – limit of 2 solid navy blue or gray, non-hooded sweatshirts. May be either long or short sleeve with no beading, symbols, or pictures, other than manufacture's logo (Nike, Reebok, etc.). May be either zipper or pullover.
- e. Sweatpants – limit of 2 solid navy blue or gray pairs with no beading, symbols, or pictures, other than manufacturer's logo (Nike, Reebok, etc.).
- f. Underwear– limit of 6 briefs, boxer, or panties (female offenders only) of solid white color, limit of 2 sets of solid white thermal underwear,
- g. Socks- limit of 6 pairs of solid white socks.

- h. Shoes – limit of 3 pairs, to include athletic/casual shoes, slippers, shower thongs, or boots. There shall be a maximum of 1" heel and ½" soles on shoes or boots. Boots or work shoe shall not exceed 8" in height. Shoes with hollow construction (soles or heels), mountain or hiking boots, boots or shoes with steel toe, steel shank or cleats shall not be allowed. Footwear shall not have detachable Velcro straps. All athletic shoes must be solid white in color, except for the logo.
- i. Jacket – limit of 1 jacket with no hood, up to three-quarters length, of solid navy blue or gray, which shall be predominately one color without braiding, lettering, or symbols. Pile lining is acceptable. Jackets made of fur, leather, corduroy, or suede, and those with detachable sleeves, as well as vests, shall not be allowed.
- j. Gloves – limit 2 pair of gloves which shall be 5-finger or mitten type. Vinyl or leather gloves shall not be allowed
- k. Hats/Caps – limit of 2 hats/caps of which may be a stocking cap, a fisherman's hat, and/or a billed, baseball style cap. All hat styles shall be solid color of navy blue or gray. Lettering and symbols shall not be allowed. Limit of 1 scarf (Female only).
- l. Pajamas/Robes/Nightgowns – limit of 2 pairs of solid navy blue or gray pajamas/nightgown. Limit of 1 robe, solid navy blue or gray, up to three-quarters length, non-hooded. None of the above shall include lettering or worn as an under or outer garment.
- m. Belts/Suspenders– limit of 2 cloth or leather belts, not to include narrow, single strand, rope type, or macramé. Buckle shall not exceed 4 square inches. Suspenders limit one.
- n. Handkerchiefs – limit of 3 solid white only, not to exceed 18 inches square.

#### Athletic Equipment Clothing/Hobby Craft

- A. One Frisbee and one hacky sack.
- B. Hobby Craft Items - Are not allowed in possession on living units. MUST be kept in CCF Hobby craft until transfer/release.

#### Electrical Items

All sound producing equipment must have an earphone jack. No equipment shall have detachable speakers or recording capability. Availability of these items may be limited to institutions that provide sufficient electrical services to accommodate the below listed items.

Television – limit of one no larger than a 15-inch television, black and white or color – with clear or minimal tint case allowing security staff to view the interior mechanisms. Limit of one microfiber cleaning cloth for the television. Remote control units may be allowed by institutional procedure.

Antenna – must be manufactured with and attached to the television set.

CD/radio Player or Tape Player/Radio/Combo one am/fm radio with or without clock and/or alarm, not to exceed maximum size of 12" x 4" x7", or a combination of a cassette tape player or CD player and an am/fm radio, which shall not exceed 15 inches in length and 8 inches in height. No recording capability – clear.



MP3 Player-limit of 1-purchased from and approved by IPI

Walkman – limit of 1 cassette player/am/fm radio combination or CD Walkman – clear.

Headphone/earplug – limit of 2 with a standard unaltered maximum cord length of 6 foot – clear.

Cassette tapes or compact disc in a clear case– limit of 20 approved and professionally prerecorded cassette tapes, and/or compact discs (CD) to include 1 dry tape head cleaner and case to hold up to 20 tapes or compact discs. Tapes and CD/recordings bearing “Warnings” such as, but not limited to, parental advisory or explicit lyrics shall not be approved.

Clock – limit of 1 electric or wind-up mechanical alarm clock – clear.

Fan – limit of 1 electric fan, with 12-inch maximum plastic blade diameter and plastic shield – clear.

Light –\_High intensity desk type light only allowed at Lodge, not at CCF. (CCF allows LED book light as well.)

Hot pot – limit of 1 hot pot with 32-ounce maximum capacity – clear.

Adapter – number limited to those needed for authorized appliances.

Calculator – limit of 1 hand held calculator – clear.

Batteries – limited in size to AA, AAA, or watch batteries.

Acoustical guitar or Banjo or other similar stringed instrument, beat drum, roll up keyboard with self listening amplifiers; effects pedal and case (7 foot cord).

1 Electrical Razor

1 Beard trimmer

### Writing/Correspondence Supplies and Materials

Typewriter/accessories – limit of one non-memory typewriter, electric or manual. Carrying case is optional. Limit of two ribbons, two reams of paper.

Writing supplies and related items – limit of:

12 colored pencils

5 pencils with erasers – 3 ink pens, blue or black

1 eraser

8 folders

3 notebooks (perforated paper) non-wire bound

1 package of notebook paper, up to 200 sheets

3 legal sized writing pads

15 pre-stamped white envelopes

10 pre-stamped manila envelopes of #6 or #10 size

10 post cards

Address book – limit of 1 address book (pocket size and non-wire bound).

Photographs/albums – limit of 2 photo albums (non-wire bound) with maximum limit of 400 plus 4 photographs without frames and not to exceed 8" x 10" and 4 photographs with frames (non-glass) and not to exceed 8" x 10". All individuals in photographs shall be appropriately clothed.

Letters – limit of 50 personal letters.

#### Jewelry/Religious Items/Eyewear

Jewelry – limit of 1 wristwatch with leather, vinyl, cloth or metal band (not to exceed 1 inch in width). May be pocket watch (no chain or fob). A maximum value of \$50.00 for the watch.

Limit of 1 Med Alert bracelet or Med Alert medallion on a light gauge chain which shall not exceed 24 inches in length.

Limit of 1 wedding band (for married offenders only, as a matter of record) with no raised or colored stones or gems.

Religious Items – limit of 1 religious medallion not to exceed one and one-half inches on a light gauge chain, which shall not exceed 24 inches in length. Rosaries are to be black in color and allowed to be worn around the neck. (Rosaries that are not black in color shall not be permitted after April 2012) If worn around the neck they are considered a medallion and must be placed on inventory. Each offender may have up to three other religious items per policy IDOC policy OP-RP-01. Items shall be allowed only upon approval of the appropriate chaplain or authorized staff member and must not jeopardize security. Religious cassette tapes, compact discs and religious books shall be included as part of the limits for all tapes and books.

#### Eyewear

Offenders entering into the DOC with clear contact lenses will be allowed to keep possession of those contact lenses, however replacement of those lenses is not allowed. Cleaning solution will be available through commissary.

Offenders entering into DOC with clear lens prescription eyeglasses will be allowed to keep possession of those eyeglasses so long as the frames of the eyeglasses do not pose a security or safety risk.

Offenders may possess one pair of personal eye glasses. Offenders may obtain a copy of their eyeglass prescription through Health Services (offender pays copy fee). Provisions of the eyeglass prescription shall be the only involvement by Health Services. Eye glasses may be ordered according to institutional procedure. Personal eye glasses are limited to gold colored, silver colored, black or grey frames. Frames which pose a security or safety risk shall not be allowed.

Offender may possess one pair of non-mirrored sunglasses, which shall be worn outdoors unless medically authorized to wear inside;

Offender may possess one pair of non-prescription reading glasses.

### Hygiene/Health Products

Hygiene Items – limit of 1 each of the following plus partial where appropriate:

- Toothbrush
- Toothbrush Case
- Denture brush
- Efferdent or Effergrip
- Denture container
- Toothpaste or tooth polish
- Mouthwash (Plastic bottle/maximum of 16 ounces)
- Comb (not to exceed 5 inches)
- Hairbrush
- Hair pick (handle not to exceed 3 inches)
- Hair rollers (female item only)
- Hair ties (bands/barrettes) solid neutral color (1 package)
- Shampoo (Plastic bottle/maximum of 16 ounces)
- Hair conditioner (Plastic bottle/maximum of 16 ounces)
- Moisturizer (plastic bottle/maximum of 16 ounces)
- Hair remover-powder (maximum of 8 ounces)
- Hair dressing
- Soap bar
- Soap dish
- Hand or body lotion (plastic/maximum of 16 ounces)
- Shaving cream or soap
- Razors (disposable/package of 3)
- After-shave – (plastic bottle/non-alcohol/ maximum of 5 ounces/crème/  
solid roll-on)
- Deodorant (non-aerosol)
- Permanent – female offenders only
- Ace Wraps
- 4" X 4" Mirror

Health Items – a limit of 1 on all items as authorized by the IDOC Pharmacy and Therapeutics Committee.

### Cell Extras

- 1 wallet (billfold) not to exceed 4" x 9" unfolded
- 2 bath towels non-white only (maximum size of 27" x 52")
- 2 washcloths non-white only
- 1 shoe polish plastic container of liquid or paste
- 1 shoeshine brush
- 1 pair of shoelaces up to 54 inches in length
- 1 gym bag or flight bag solid blue or gray not to exceed 24" in length (only prior to leaving CCF)
- 1 calendar (maximum size of 12" x 18"-not spiral-type)
- 1 plastic pitcher (2 quart maximum)
- 1 plastic drinking glass (maximum size of 16 ounces)
- 1 coffee mug
- 1 water bottle
- 4 nylon laundry bags
- 1 toenail clipper without file
- 1 fingernail clipper without file
- One smart chip debit card

- 10 personal books – regardless of the type of book
- 10 magazines
- 2 table games (to include chess, checkers, scrabble, dominoes, and cribbage)
- 2 decks of cards (to include standard and pinochle)
- 1 cassette tape case or compact disc case
- 1 harmonica and case
- 2 soup bowls
- 1 plastic spoon and fork
- 1 plastic storage container 12" X 12" maximum
- 1 cosmetic bag or toiletry bag
- 2 Afghan/Quilt/ Blanket (may be allowed with individual institution level system)
- 1 pillow (may be allowed with individual institution level system)
- 1 sheet set (may be allowed with individual institution level system)

**Extent of Liability**

Possession of personal property is allowable only under the following conditions:

- a. Proper use, safeguarding and storage of personal property are responsibilities of the offender. The IDOC is not responsible for loss, theft, or damage to personal property except as otherwise authorized by this policy.
- b. Employees of the IDOC may inspect, transport, store, or otherwise take control of personal property.

Liability of the IDOC for damage, loss, or theft of an offender’s personal property is limited to a total of \$100 for a single instance irrespective of initial cost or present value of the item(s). Items of personal property are retained solely at the offender’s risk and shall not be reimbursed by the IDOC beyond the \$100 maximum limit.

The Department’s liability for damage, loss, or theft of personal property is limited to instances in which the property is handled by or in the possession of an employee of the IDOC and in which negligence in the handling of the offender’s property is shown. This shall not include normal wear, loss or damage due to fire, disturbances, or theft by another offender, or damage occurring during transport of property that has been improperly stored or packaged by the offender.

Offenders alleging loss or damage covered by the provisions of this policy may file grievance through normal institutional procedures. The response to a sustained grievance shall indicate the determined amount of loss. Reimbursement is limited to a maximum of \$100.

In lieu of reimbursement for an item the institution may, with the written agreement of the offender, choose to replace the item with a similar new or used item.

Responses to sustained grievances that are not satisfied by replacement of the item shall be submitted to IDOC Central Office for payment.

Nothing in this section precludes an offender’s option to directly file for damages with the State Appeal Board.

### **Storage of Personal Property**

Generally, personal property must be stored in a locker or cabinet and in such a manner as to not interfere with fire safety, sanitation, insect and rodent control.

Offenders are issued a locker box upon arrival at CCF. All personal property items must be stored in the locker box, locked when not in use except for large items that cannot be stored, such as TV, radio, etc. Hygiene items may be kept neatly on top of desk or in plastic shoe box.

### **Offender Responsibilities**

1. Personal property in the offender's possession is the sole responsibility of the owner. The IDOC assumes no responsibility for offender personal property except as stated in Section IV. D, above.
2. It is the responsibility of the owner to safeguard property, keep it securely stored, bear the cost of upkeep, repairs, or maintenance and keep copies of receipts when purchasing items to use as proof of ownership.
3. Permission to keep personal property is considered a privilege that may be withdrawn either administratively or through disciplinary action.
4. Some items may be returned to an approved vendor at the offender's expense by mail or delivery service for warranty service, or repaired at a local repair shop if such service has been arranged through the institution. Offender personal property may not be repaired by institutional employees or in institutional shops. Personal property may not be sent out to family or friends for repair, and any personal property sent from the institution other than to an approved vendor or repair shop shall not be allowed to return.
5. An offender must not loan, trade, sell, or transfer personal property to another offender. The Warden/Superintendent may authorize the transfer of major items of personal property from one member of the immediate family to another upon release of one from custody.
6. If shipment of personal property is necessary, all expenses related to that shipment including packaging, shipping costs, and insurance are the responsibility of the offender. The institution's Business Office is authorized to deduct these costs from the offenders account. If the offender does not currently have sufficient funds to cover the costs, the Business Office may deduct these costs from the offender's account when funds become available.

### **Regulation of Personal Property**

R&D Sergeant/assigned R&D staff is responsible for personal property inventory of all newly arrived offenders upon transfer to CCF and offenders leaving CCF, as well as control of all personal property.

1. Personal property staff shall, maintain a continuous inventory of property in ICON, adding or deleting property, identifying property and disposing of property.
2. All personal clothing will be marked with the offender's number. All personal items will be engraved with the offender's number.
3. All personal and state property in the possession of an offender must be stored in the locker(s) assigned to that offender; property, which exceeds the capacity of the locker(s), must be disposed of in accordance with this policy.
  - b. For temporary release, offender property will be stored in the old mail room.

**Procedures for Non-Allowed Personal Property:**

Offenders will be required to dispose of non-allowed personal property through one of the following methods. This is communicated to the R&D office.

- (1) Prepare items for shipment to address outside CCF, either US mail or UPS. Boxes and paper provided for shipping; shipping costs are borne by the offender.
- (2) Release items through a visit received at CCF.
- (3) Donation to charity.
- (4) Destruction – through regular waste disposal system.
- (5) Offenders will be given a receipt for disposal.

**Purchase of Property**

Offenders shall purchase personal items through IPI central canteen and when not available they can purchase through an approved mail order vendor.

1. Deputy Superintendent shall determine which mail order sources are approved for offenders to order from. The following procedures shall be utilized:
2. Mail orders must be pre-paid. Third party payments are prohibited.
3. Mail order catalogs that are approved are located in the library.
4. Offenders must submit a Personal Property Request Form to obtain approval from R&D prior to any mail order purchase. If approved, the order will be forwarded to the Business Office for processing.
5. Upon receipt of the order, the Business Office will issue a check or money order in the amount requested from the offender's account. The payment will be placed in the offender's order.
6. Orders with insufficient funds will be returned to the offender.
7. Incoming orders will be sent to R&D. The order will be inspected for contraband, inventoried, registered to the offender and delivered.

**Receiving Purchases**

1. When an order is received for an offender by mail or delivery service, the order must be verified against the original Personal Property Request Form
2. Verification should also be made that the order has not been tampered with in any way.

3. If the order is correct, it, shall be engraved or marked with the offender number, be inventoried, and delivered as provided for in the institutional procedure.

### **Disposal of Personal Property – Voluntary Disposition**

An offender may choose to dispose of unauthorized, excess, or unwanted property for which ownership has been established. Disposition shall be accomplished by one of the following means:

1. An offender may elect to send property out by mail, UPS, or other delivery service at the offender's own expense. The staff shall pack or the offender may pack property in staff's presence.
2. Visitor Pick-up: An offender may make arrangements through the personal property officer to have property picked up by a visitor on his/her approved visiting list. The property must be picked up and signed for after the visit, in accordance with institutional operating procedures. Property should normally be picked up by the visitor within 15 days during normal business hours.
3. Donation to Charity: An offender may donate property to a recognized charity. Each institution's Institutional Procedure should designate charitable organizations and how the property shall be transferred to the organization. In addition offender may donate appropriate items of personal property to the institution.
4. Destruction
  - a. When the offender requests destruction of property, the item may be disposed through the regular trash removal system used by the institution. Discarded items may not be given to other offenders or employees and shall not be placed in trash receptacles accessible to offenders. The voluntary destruction or disposal of property shall be documented in ICON.
  - b. The property officer is to complete the ICON Property Inventory Change report indicating when and how the property was disposed.

### **Confiscation of Property – Involuntary Disposition**

Property may be seized for the following reasons:

- a. The property is contraband as defined by state or federal law or regulation, IDOC policies, or institutional operating procedures;
- b. The property is determined to have been stolen, in which case it should be returned to its proper owner, providing the property is not contraband, and was properly acquired by the rightful owner. If the owner cannot be identified, the property may be confiscated;
- c. The property has been loaned, traded, sold, or given to another offender. The offender in possession of the property and the original owner are both subject to disciplinary related action and the property shall not be returned to either party but shall be disposed of per confiscated property regulations.
- d. The offender refuses to voluntarily dispose of excess or unauthorized property.

2. Personal property, which has been confiscated, should be donated to a charitable organization, institution or destroyed in accordance with this policy.

### **Disposition of Seized State Property**

State property, which has been seized as contraband should be returned to the issuing authority. In cases where the item is needed for disciplinary action, litigation, criminal prosecution, or investigation, appropriate staff may retain the seized property until the administrative action is complete.

### **Alteration or Modification of Personal or State Property**

Any state issue or personal property, which has been altered or modified without written authorization, is contraband and may be seized and confiscated. An offender may be assessed the cost of state issued property which has been altered without authorization through the disciplinary hearing procedure.

### **Notification of Confiscation**

1. If property seized from an offender does not belong to that offender, or if ownership cannot be verified, or if an offender refuses to voluntarily dispose of disapproved personal property for which the offender can verify ownership, the offender should be served with a Property Cell Search/Movement report.
2. If the ownership of a property has already been established, the offender may be given a Property Inventory Change report.
3. Property seized as evidence notice will require only the disciplinary notice as notification. If an offender is found guilty of any property related disciplinary violation the property will be deemed to be contraband and will be disposed of after completion of appeal process.
4. Property confiscated as evidence may be returned to the established owner. When ownership of evidence is not established, it will be disposed or destroyed after 30 days after completion of appeal process.

### **Administrative Review and Grievance Process**

Possession of property that is unauthorized may be a violation of institutional regulations. In such cases, the item(s) may be seized and the offender subject to disciplinary action. Disciplinary action and disposition of any items seized may be appealed per IDOC disciplinary policy and are, therefore, not subject to the grievance process. Where items are administratively seized and disciplinary action is not imposed. The offender may grieve the decision.

1. Offenders may grieve confiscation through the IDOC policy **IO-OR-06**, Offender Grievance Procedure. Offenders have 30 days of receipt of Property Cell Search/Movement Report to file a grievance. Disposition of property shall be held in abeyance pending completion of the grievance process.
2. If it is verified that the seized property belongs to the offender but is not authorized to have possession of the property (e.g. it is excess or non-



- conforming or has been altered), the offender may choose to voluntarily dispose of the property, in accordance with this policy.
3. If the ownership of the property is disputed or cannot be established and if the offender grieves the confiscation, the offender must provide evidence of ownership. If the offender cannot support this claim of ownership, the property shall be confiscated. If the ownership of the item is another offender and if there was a timely report of loss or theft, the item shall be returned to its owner. An offender cannot make a claim of ownership for state property or for any item made from the misuse of state property
  4. If the offender establishes ownership but the item is unauthorized for their possession, a Property Inventory Change report must be completed by the offender within five days designating the disposal method. If the offender fails to return the completed form within the specified time, the property shall be disposed of per this policy.
  5. Items for which the offender has not established ownership, or for which the offender did not grieve the confiscation within the designated time limits, or for which the offender did not designate or refused to designate a method of disposal, the property shall be confiscated and be disposed of by the institution.
  6. The Property Officer shall complete Property Cell Search/Movement Report indicating the item(s) of property that was confiscated and when and how the property was disposed.

**Disposition of Personal Property**

1. Release From Confinement  
Upon release of an offender from confinement, all personal property belonging to the offender is to be returned to the offender along with a final property inventory form. Property is to be verified against the inventory. Any claim for missing or damaged property must be made at that time by written notation on the inventory form. The property officer shall forward claims to the Warden/Superintendent or designee for resolution. The offender must remove all personal property when released from custody. Any property left behind by the offender may be discarded or donated to charity, at the option of the Warden/ Superintendent.
2. Disposition in the Event of Escape
  - a. All known personal property belonging to the escapee shall be collected, inventoried, and secured. A copy of the inventory shall be kept with the stored property.
  - b. Property should be retained for six months. If the offender has not returned to custody after six months, the property may be converted to unclaimed property and may be disposed of as provided for in this policy.
  - c. A record is to be kept noting the date of escape, the date of conversion to unclaimed property, and the method of disposal.
3. Disposition in the Event of Death

Upon the death of an offender, all personal property shall be gathered and inventoried. The employee conducting the inventory and an employee witness shall sign the inventory. Disbursement of the deceased offender's monies and property shall be in accord with Code of Iowa 904.508.

### **OFFENDER GRIEVANCE PROCEDURES**

1. Offender grievances and information obtained in any step of the process are confidential.
2. Offenders may grievance policies, conditions, loss or damage of personal property with value of less than \$100.00 (with proof of purchase/ownership), health care treatment, employees, and other offenders within the institution that affect them personally.
3. Grievances must be filed with the Grievance Officer within 30 days of alleged incident.
4. Offenders are expected to use the grievance resolution procedure in good faith. Deliberate misuse, malicious, or frivolous use of the procedure may result in limitations or restrictions. Appropriate disciplinary action may be taken for repeated abuse or improper use of Offender Grievance Procedures.
5. Offenders must attempt informal resolution. This is a genuine attempt by the grievant to correct the perceived problem with the appropriate staff member.
6. Within 7 days of receiving grievance, offender will receive a receipt.
7. Within 21 days of receipt, Grievance Officer will provide a written response. If response cannot be given within 21 days of receiving grievance, the offender will be notified that the investigation is continuing and use of a time extension.
8. Grievances will either be:
  - a. Sustained – the offender's request is granted
  - b. Partially sustained – a portion of the offender's request is granted
  - c. Denied – The offender's request is denied.
  - d. Withdrawn – The offender has dismissed his complaint and no action is required.
9. Decision may be appealed within 15 days of the date of Grievance Officer's response.
10. Warden/Superintendent/designee shall respond in writing within 15 days of date of receipt.
11. Grievance may appeal decision of Warden/Superintendent/designee within 15 days to Deputy Director, Department of Corrections.
12. Deputy Director shall respond in writing within 30 days of receipt. This is the final appeal step.

## OFFENDER MANAGEMENT

### **ADMINISTRATIVE SEGREGATION AND DISCIPLINARY DETENTION**

It is the policy of the IDOC to segregate from the general population only those offenders who pose a threat to the security, safety and order of the facility and to ensure due process for those who must be segregated for disciplinary or administrative reasons.

#### **Administrative Segregation**

Administrative segregation provides a higher degree of control and supervision than other is available in the general population. Administrative segregation is not a punitive status.

East 1 is the location for Administrative Segregation at CCF. If necessary, some offenders may be housed in Disciplinary Detention unit, as determined by the Shift Supervisor, Associate Warden Security, Deputy Superintendent or Superintendent.

Admission to administrative segregation status is ordinarily authorized by a Shift Supervisor, Committee, or the Warden/Superintendent or designee. Any staff member may recommend an offender be placed in the administrative segregation unit to control his behavior or to safeguard the offender or others.

Cell assignments on East 1 are made by the Shift Supervisor.

Offender will be advised of the reason(s) for administrative segregation within 24 hours of placement.

#### **1. Reasons for placement in Administrative Segregation:**

- A. Medical/Mental Health Segregation: Offenders placed into this status shall be monitored by psychology staff.
  - (MHO) Medical/Mental Health Observation– An offender may be placed in MHO as a result of injury, illness, blood and body fluid precautions or a mental health concern and must be referred by appropriate medical/mental health staff.
  - (SSIP) Suicide and Self-Injury Prevention – An offender believed to be suicidal or self-injurious may be placed in SSIP.
- B. Protective Custody:
  - (PC Non-Vol) Protective Custody – Non-voluntary – An offender may be placed in this status at any time the Shift Supervisor determines there is credible evidence that the offender may be in physical danger or may be a danger to others.
  - (PC Vol) Protective Custody (PC) – Voluntary – An offender shall be placed in this status upon request if the offender perceives physical danger. The offender must provide specific information concerning the individuals, groups or conditions that pose a risk.
- C. Security Precautions:
  - (Adseg.) Preservation of Order and Tranquility – The Shift Supervisor may assign an offender to this status to maintain order and tranquility in the institution.
  - (Invest. Seg.) Investigative Segregation – An offender may be placed in this status during a preliminary investigation or in cases when the Shift Supervisor determines that such action shall expedite an investigation or when offender presents a threat during an investigation involving institution security.
  - (Adseg) Pending Criminal Prosecution – Offenders may remain in this status until a decision has been made by the county attorney whether or not they are going to prosecute.
- D. Behavioral Management:

- (Adseg.) Intractable Offenders – Offenders may be referred to the committee for placement in this status for supervision as an intractable offender. An offender may be designated as intractable (unruly, violent, and with serious behavior problems, etc) by the Committee when that offender’s past and current behavior demonstrates a likely continuation of behavior determined to be a threat to the safety of the institution, staff or other offenders.
- (Adseg.) Disruptive Offenders – Offenders who have demonstrated disruptive behavior on a situational basis and require a period of time in a structured setting may be referred to the Committee for this status.

**2. Review of offenders in Administrative Segregation:**

- A. Placement in Administrative Segregation shall be reviewed within 72 hours. Review committee is composed of the Associate Warden, Security and the Associate Warden Treatment.
- B. MHO & SSIP – Reviewed daily by a medical or mental health professional.
- C. Protective Custody non voluntary – Review within seven days of the initial review by the Committee, every 30 days thereafter by the Committee.
- D. Protective Custody Voluntary – Reviewed within seven days of initial review, every 60 days thereafter by the Committee unless offender requests release from AS4.
- E. Adseg-Preservation of order and Tranquility – Reviewed within seven days of the initial review. Subsequent reviews are conducted every seven days and need not be conducted in presence of offender.
- F. Investigative Seg. – Reviewed within seven days and every seven thereafter for at least 30 days.
- G. Adseg-Pending criminal prosecution – Reviewed every 30 days
- H. Adseg-Intractable offenders – Reviewed every 30 days
- I. Adseg-Disruptive Offenders – Reviewed every 30 days

**3. East 1 Level System:**

- A. Level A – Offenders are restricted to their cells in this status. Level A offenders can only be left out of cell when escorted by staff.
- B. Level B – Offenders may be allowed to participate in various unit activities. Protective custody offenders will have separate schedules from behavior management offenders for exercise, work, phone use and showering.

**4. Administrative Segregation Operations**

- A. Offenders in administrative segregation shall have access to programs and services, though programs and services may be limited.
- B. Privileges of offenders in MHO and SSIP status may be restricted by medical/mental health professionals.
- C. Privileges of offenders in other Administrative Segregation status may be further restricted when abusive, disruptive, or violent behavior warrants further restriction for reasons of safety and security.

**5. Programs and Services:**

- A. Commissary – Offenders may have access to Commissary.
  - Offenders are limited to spending \$10 per week.
  - An offender may exceed the limit to purchase one pair of headphones or ear buds while on East 1.
  - Offenders are not allowed to purchase hot pots while on East 1.
  - Offenders are not allowed to purchase electronics while on East 1, with exception of Level B (see below)

- Offenders are not allowed to purchase personal clothing while on East 1 (with exception of Level B (see below))
  - Offenders in Level B may purchase \$20 per week committee.
  - Level B offenders may purchase CD's, headphones, ear buds and clothing within the \$20 limit. They may also enter into TV rental contracts.
- B. Counseling/Mental Health/Case Management – Offenders on East 1 shall have access to counseling staff, mental health counseling and other professional services as needed and requested.
- C. Food – The quality and quantity of food provided to offenders in segregation shall be the same as provided offenders in general population. Alternative meal service may be used if abuse of the rules related to food or food related items is documented and is required for safety/security reasons.
- Offenders in Level A status are given a meal in their cells.
  - Offenders in Level B status: Protective custody offenders will eat meals on the unit (in or out of cells). Behavior management offenders will eat in their cells.
- D. Education:
- Level A offenders: Services will be provided by Education staff for those offenders who have priority (Special Education) in cells.
  - Level B: Services may be provided by Education staff on the unit for offenders who have priority (Title 1/Special Education/GED).
- E. Hygiene
- Offenders will be provided with personal hygiene items if needed.
  - Level A offenders will have an opportunity to shower at least three times a week, schedule determined by security staff.
  - Level B offenders – may shower daily at scheduled times. Protective custody offenders will be scheduled at different times from behavior management offenders.
- F. Laundry: Offenders are provided laundry services the same as general population units.
- G. Legal:
- Offenders shall have access to the Contract Attorney. Offenders wishing to make an appointment to see the Contract Attorney will submit a request to the Records Administrator.
  - Legal phone calls may be made by contacting the Unit Officer 24 hours in advance who will schedule calls.
- H. Library: Offenders in this status have access to facility reading materials by kiting library staff. Library staff makes periodic trips to the segregation unit upon request. Offenders are not allowed to make visits to library.
- I. Mail: Offenders in segregation shall have the same mail privileges as offenders in the general population.
- J. Medical: Offenders in administrative segregation status shall have access to medical staff on a daily basis and controlled access to medications. Pill lines are held on the living unit as assigned times. Offenders wishing to see Health Services must complete a Health Services Request Form.
- K. Property: Offenders may possess acceptable personal property as determined by policy IS-RO-03 with the following exceptions:
- Offenders are not allowed hot pots while on East 1. They will be stored while on East 1.
  - Offenders are not allowed to rent a TV while on East 1. Offenders may possess TV's if they are on their property upon initial housing on East 1.
  - Offenders in behavior management status may be restricted from television privileges if recommended by the Classification Committee.
  - Personal property must remain in the assigned footlocker. Hygiene and writing materials may be kept on the nightstand. TV's must be placed on the TV

stand. Empty bunks are not allowed to be used for property. Footlockers must be kept under offender's bunk

L. Recreation:

- Level A offenders will be allowed outdoor exercise (when possible) five days a week for one-hour periods. Exercise may be suspended if security and safety conditions advise otherwise.
- Level B offenders may be allowed to use recreation equipment in the yard.
- Behavior management offenders will exercise in designated areas in the yard (secure).

M. Religious Programs and Materials: Offenders may possess allowable religious materials in their cells. Chaplain will visit the unit when requested via kite system.

N. Telephone:

- Offenders are allowed to make one personal phone call per week with 7 days between attempts through the offender phone system at their own expense. Calls are scheduled by the Unit Officer 24 hours in advance unless approved by Counselor.
- All phone calls are monitored with exception of legal calls.
- The institution reserves the right to disallow a phone call based on the offender's behavior at the time of the request of the personal call.
- Legal calls are scheduled through the Unit Officer 24 hours in advance.

O. Visitation:

- No contact status visits will be utilized for offenders in Level A and Level B status.
- Each visitor may visit two times per month (Level A) and three times per month (Level B) while in this status.
- A security or medical concern may cause an offender's visiting privileges to be suspended.

P. Work:

- Level A – No work assignments are available for offenders in this status.
- Level B – May be assigned a job on the unit. Protective custody offenders and behavior management offenders are to have separate work schedules on the living unit.

### Disciplinary Detention:

Disciplinary Detention is a status of confinement that entails separation from the general population of the institution for offenders found guilty of committing violations of institution rules. An offender may be placed in DD only after an impartial due process hearing.

1. The due process hearing is conducted by an Administrative Law Judge and is held in accordance with IDOC Policy Io-RD-01.
2. In making an assignment to DD, particularly with mentally ill offenders, consideration shall be given to possible alternative sanctions that shall safely and successfully regulate the offender's behavior.
3. In no case shall the period of continuous detention for a single incident exceed 365 days for an assaultive offender or 180 days for a property offense. Continuous DD shall not exceed 365 days for any incident or 730 days for a series of incidents.
4. Offenders are released from DD at the expiration of the DD sanction.
5. Committee shall formally review the status of each offender in DD at least every 30 days, with the offender given the opportunity to be present.
6. A mental health interview and report is conducted by the psychologist when DD continues beyond 30 days.

### Operations – Disciplinary Detention

1. Offenders being placed in Disciplinary Detention will be stripped searched prior to being placed in cell. Offenders will be dressed in scrubs.
2. Cells will be searched carefully for contraband items prior to placing offenders in cell.
3. Cells searches will be done when offender is out of the cell (i.e. shower, exercise, visits, trips to Health Services or other areas).
4. Mattresses are to remain on the beds, not on the floor.
5. Cells will be cleaned on Saturdays, on 2-10 shift. If offender refuses to clean his cell, he will receive a disciplinary report.
6. At offender's request, two blankets may be issued.
7. Offenders being released from DD will be dressed out in state clothing.

### Programs and Services – Disciplinary Detention

1. Commissary – Offenders are not allowed to purchase Commissary while in Disciplinary Detention status.
2. Counseling/Mental Health/Case Management – Offenders may kite staff if needing see any of these individuals. Staff will also visit the DD unit regularly.
3. Food – Quality and quantity of food provided offenders shall be substantially the same as provided to offenders in the general population. Disposable utensils may be utilized. Alternative meal such as finger food or food loaf may be used if abuse of the rules related to food or food related items is documented. Meals are delivered to each offender and meals will be served in cells. No food items will be allowed to be kept in cells after meal times.
4. Education – Education services will be provided to those offenders in their cells who have priority (Literacy, GED, ABE, and Special Education).
5. Hygiene
  - Offenders are provided hygiene supplies on a daily basis.
  - Offenders will be offered a shower at a minimum every 48 hours. Showers are done on the 6 am to 2 pm shift.
  - Clean clothing will be provided after showers. This will consist of underwear, socks and scrubs.
  - While showering, offenders will be offered a razor comb/pick. Liquid body shampoo is provided in showers.
  - Offenders are issued a washcloth and towel daily.
  - Self-contained toothbrushes are offered at each meal.
  - Small bar of soap will be issued upon request.
  - Toilet paper is passed out as needed.
  - Offenders needing haircuts make kite the offender barber sergeant every 30 days while in DD. Haircuts will be done on the DD unit by the institution barber.
6. Laundry – Offenders will be issued one pair of underwear and one pair of socks, along with scrubs when showering.
7. Legal
  - Offenders wishing to see the Contract Attorney will kite the Records Administrator.
  - Offenders will be allowed access to legal materials by requesting through the Unit Officer.
  - Writing pens and papers will be issued upon request.
8. Library: Offenders will be allowed access to a Bible or other designated reading materials. Reading materials are provided to DD by the Library staff. Any damage to state-issued books will result in disciplinary action.
9. Mail: All first class mail and religious literature is given to offenders. All other mail is stored until offender is released from this status or sent out at the offender's request and expense.
  - Offenders may order envelopes while in DD. A store order for envelopes is to be sent to the Commissary Sergeant. A limit of 20 envelopes is allowed per week.
10. Medical – Offenders in Disciplinary Detention shall have access to medical staff on a daily basis and controlled access to prescription medication. Any other requests to see Health Services shall be initiated by completing a Health Services Request form.

11. Property – Offenders entering DD will have property inventoried and stored in the DD area. Offender will be allowed to keep one wedding band. All other personal property will be sealed. TV's and musical instruments/large items will be tagged and stored. Items offender needs while in DD are to be placed in gray box. This includes mail, envelopes, address book, etc.
12. Recreation – Exercise is offered to offenders one hour five days per week, excluding Saturday, Sundays, or during emergencies. In case of inclement weather, Shift Supervisor will determine whether outdoor exercise is allowed.
13. Religious Programs and Materials – Offenders are not allowed to participate or attend religious group activities while in this status. Kites may be sent to the Chaplain if needed. Offender may possess certain religious items as defined in Personal Property Policy IS-RO-03.
14. Telephone – Offenders will be allowed to make legal calls to their attorney of record or public defender. Offenders are to submit a kite one day prior to the call to the Unit Officer.
15. Visitation – Visitation while in disciplinary detention status will be no contact status.

### **Disciplinary Process**

Offenders will receive during orientation at IMCC a separate booklet entitled "Offender Rulebook" which outlines policies and procedures in regards to the Disciplinary Process. Offender Rulebooks are also available on each living unit and in the Offender Library.

### **MINOR REPORTS**

1. CCF has additional rules consistent with the IDOC policy, which are necessary or desirable for the safe and efficient operation of that institution.
2. Such rules may concern offender behavior not prohibited by the major rules outlined in this policy. In addition, those rules may address behavior similar in character to that regulated by major rules but which is not serious enough to warrant major sanctions, notably loss of earned time/good time.
3. Such rules shall be minor offenses and violations of minor offenses need not be processed in the same manner as major offenses. All minor rules shall be in writing and available to the offenders of the appropriate institution.
4. Any or all of the following sanctions may be established for minor offenses:
  - Cell restrictions
  - Loss of pay
  - Loss of yard privileges
  - Loss of outside recreation
  - Confiscation/destruction of contraband
  - Cost of item, not to exceed \$100.00
  - Cost of new card
  - Instructions on cleanliness
  - Instructions on maintaining hygiene
  - Loss of telephone calls
  - Loss of paper for 30 days, disposal of food items, cost of clothing, bedding or laundry bag for passing items
  - Loss of pay level
  - Loss or privilege on a progressive basis or nature of incident
  - Overdraft Fee
  - Major Report Written
  - Reprimand
  - Review by Classification Committee
  - Review of job classification
  - Review of level classification



CCF AND CCF LODGE MINOR REPORT RULE VIOLATIONS:

1. Abusing or damaging state items
2. Disrespecting others – verbally/non-verbally (includes screaming, yelling, abusive/obscene language and gestures)
3. Disruptive Conduct
4. Exchanging/Possessing unauthorized property
5. Failing to comply with institutional count procedures
6. Failing to follow verbal directions, posted orders, or established procedures
7. Failing to maintain personal hygiene
8. Having unauthorized absence from work, appointment, scheduled activity, treatment programming, etc.
9. Improper use of telephone
10. Loitering
11. Loss of ID or Debit card
12. Loud TV/radio
13. Overspending institutional account
14. Passing items, paper products, food items, clothing, bedding or laundry bag
15. Performing unsatisfactory work
16. Reprimand – warning given to an offender for any rule violations not to exceed one per rule violation
17. Tampering with an electrical device
18. Unsatisfactory appearing cell – includes general disarray, dirty floors, dirty walls, dirty fixtures, items blocking view, unauthorized photos
19. Work safety violation
20. Other (be specific)

MINOR REPORT PROCESS

- A. Staff member writes a minor report with recommended minor sanctions. Minor report is reviewed by Shift Supervisor.
- B. Depending on the circumstances an informal corrective action may be utilized in lieu of a minor report.
- C. If satisfactory, minor report is served on offender by staff member writing report.
- D. Minor rule infraction will be handled as soon as possible in order to discourage the negative behavior.
- E. In all cases, offender will receive written notice of alleged minor rule violation within 24 hours of infraction. Decision will also be given in writing.
- F. Once served, offender can accept recommended sanction. If so, minor report is forwarded to 10-6 Shift Supervisor to impose, distribute and record.
- G. Minor report violations are informally resolved without a disciplinary hearing.
- H. The offender may appeal decision in writing to the assigned Sergeant (as posted on living unit). Appeal must be received within 24 hours.
- I. Assigned sergeant will review appeal to ensure the minor report was conducted according to policy, that some evidence existed, due process was followed and sanctions were not excessive. Sergeant has 7 working days to answer appeal.
- J. Sergeant decision is final. Sergeant will forward final decision to 10-6 Shift Supervisor to impose sanction.
- K. If appeal response not received within 7 working days, the appeal is denied and sanction is imposed.
- L. Offenders who accumulate 7 minor reports in a 60-day period will be subject to a major class I report

Serving of cell restriction sanctions at CCF will abide by the following parameters:

1. Offender is restricted to his cell, except for meals, medical, and showers (1 shower per day), and use of available kiosk machines during designated times (7:00am-7:40am daily).
2. Cell restriction begins at 6:00 am and ends at 6:00 am on the specified day.
3. Offender will receive a tray during meal service time and may eat in the dayroom, and will be expected to return to his cell after eating meal.
4. May listen to radio or watch personal TV with headphones.
5. Will be allowed visiting privileges.
6. May converse with other offenders in cell.
7. Will be allowed to have approved reading/writing materials.
8. Will be allowed to go to pill line.
9. Will be allowed to attend religious service's only; no religious studies.
10. Will be allowed to attend scheduled treatment programming.
11. Will be required to work job assignment.
12. Will not be allowed to go in the yard or other recreational activities.
13. Breaking restriction rules will be subject to disciplinary action.

## **OFFENDER RECORDS AND TIME COMPUTATION**

### **Offender Time Computation**

Prior to transfer from IMCC, offenders will receive sentencing information and a time computation sheet. Information will reflect total sentence, creditable incarcerate time, computation of earned or forfeited time, parole eligibility (if any) and a projected tentative release date.

Some Offenders may receive probation credit if they have a revocation from probation and were sent to prison.

Any questions related to time computation may be address through Correctional Counselor or Records Administrator.

### **Restitution and Court Costs**

CCF shall ensure that when required by law all offenders in a good fair effort shall compensate victims for pecuniary damages as well as court costs and attorney fees as ordered by the sentencing court.

1. All offenders sentenced on or after July 1, 1982 shall make restitution as ordered by the sentencing court.
2. When ordered by the court, the institution may deduct a percent of all income/assets to pay all or part of accrued court costs if so ordered by the sentencing court.
3. Offender will receive copy of restitution plan once developed.
4. A deduction of 20% of all credits to an offender's account and credited by the institution will be deducted, with the following exceptions:
  - a. Money from outside source specifically for medical costs.
  - b. Money from outside source for funeral trip costs.
  - c. Money from outside source for transportation fees as a result of work release/OWI escape or compact transfers.
  - d. Refunds from outside vendors or credits from institution commissary.
  - e. Money from outside source for work release or parole fees.

- f. Property tort claims.
5. Payments are made on a quarterly basis to the designated county.
6. Restitution collections are not limited to those cases/offenses for which the offender is currently incarcerated. If an offender discharges a sentence while incarcerated and continues confinement under another case, restitution collections will continue.

### **RELEASE PROCEDURES**

1. Records office staff will ensure that all release paperwork is process prior to release with cooperation/assistance of the offender's Correctional Counselor.
2. Personal papers shall be removed from the offender's file and given to the offender upon release (i.e. driver's license, social security card, etc.).
3. Upon release offenders will receive a copy of the Iowa Corrections Offender Network Department of Transportation form.
4. At the time of release, offender and personal belongings shall be inspected to ensure that no institution property leaves. An exit photo shall be taken.
5. Release monies, transportation and properly fitted, presently clothing appropriate to season shall be provided to offenders being discharged, paroled or placed on work release.
6. Offenders are eligible to receive gate money only one time during any 12 month period. Gate monies (gate allowance, bus ticket, offender banking account balance) shall be forwarded to the work release institution within two working days of the offender's release. In all other types of releases, applicable release funds shall be issued to the offender.
7. \$10 cash is given to each work release offender at the time of release from CCF/CCF Lodge. The balance of the account shall be forwarded to the work release facility residence immediately upon verification that all charges are credits are balanced. If there are not sufficient funds in the offender's account to issue \$10 cash, the cash may be deducted from the offender's gate allowance.
8. Records office staff will work with Correctional Counselor to obtain all release information, including transportation arrangements.
9. Application for "Restoration of Citizenship" shall be provided to the offender. Governor's Executive Order No. 42 orders and directs that offenders who "wholly discharge their criminal sentence shall be given consideration for a restoration of citizenship rights without undue delay".
10. If offender is under ongoing health treatment, the offender will be advised to seek community resources to address their health needs.
11. Parole, work release or paroles out-state are granted by the Iowa Board of Parole.
12. Prior to parole release, offender shall be required to sign parole agreement.
13. Prior to releasing to work release, offender shall be required to sign a temporary Work Release Order and Work Release Agreement.
14. Offender parole out-state are required to pay an interstate compact application fee of \$100.00 payable to the Treasurer, State of Iowa, prior to offender's departure on out-state parole. Out-state paroles are monitored by Compact Administrator in Central Office.
15. If the offender is paroled to an out-state detainer, the detainer information shall be forwarded to the Interstate Compact Office.
16. Release papers are forwarded to the Records Administrator once a release has been approved.
17. For detainees out of the State of Iowa, if the offender is willing to waive extradition, the county attorney's office should be notified and the offender taken before a district court judge to sign the waiver. However, if the offender has used the compact for detainees to get charges adjudicated, no further waiver of extradition is necessary.
18. If the offender refuses extradition, the detaining authority and IBOP shall be notified immediately.
19. If paroled to a federal or immigration detainer, a waiver is not necessary, and the federal marshal or immigration authorities shall be notified to arrange pickup.
20. The Board of Parole retains the authority to rescind work release or parole for probable cause. If at any point, prior to release, the offender is involved in institutional misconduct or the facility

becomes aware of adverse information that is considered potential cause for review of the release decision; this information shall, as soon as practicable be brought to the attention of the Associate Warden Treatment. If the nature of the allegations of misconduct or the information received warrants, the reviewing authority shall, as soon as practicable, notify the Board of Parole. The Board of Parole may choose to place a hold on the Release Order pending further review, may order release delayed for a designated period of time, may allow the release process to continue, or may take other action deemed appropriate by the Board.

21. Shock Probation Releases: The institution shall be notified by an official court order indicating an offender shall be released. The institution will verify the court order and notify the probation office the offender has received a reconsideration of sentence probation.
22. Offenders released on Reconsideration of Sentence receive only the money on their account.