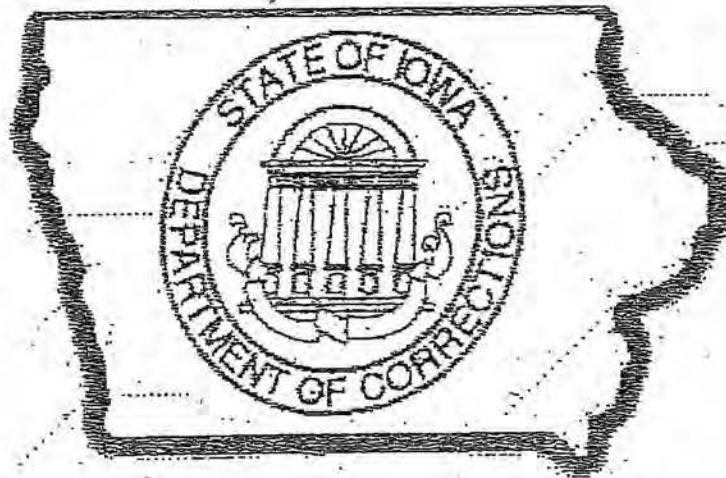
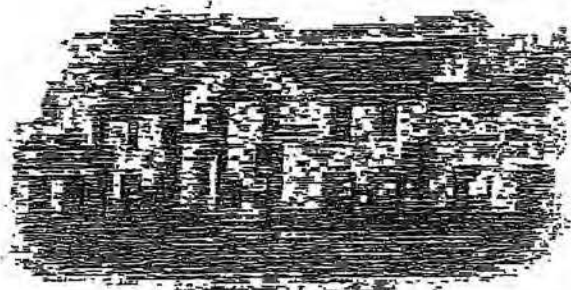


**NORTH CENTRAL CORRECTIONAL FACILITY
OFFENDER INFORMATION GUIDE**



**RETAIN AND RETURN THIS GUIDE AT THE
TIME OF YOUR RELEASE.**

REVISED 8/25/2011



IOWA CODE defines sexual assault/abuse as:

Any sex act between persons when the act is done by force or against the will of the other, or if the other person consents due to the threats of violence against any person, or if the person is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness.

IF YOU HAVE BEEN RECENTLY ASSAULTED:

- ◆ Get to a safe place

- ◆ Report the attack to a staff member:
The longer you wait to report the attack the more difficult it is to obtain the evidence necessary for a criminal and/or administrative investigation

- ◆ Request immediate medical attention
You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

- ◆ Do not shower, brush your teeth, use the restroom, or change your clothes.
You may destroy important evidence.

If you are sexually assaulted, you have **OPTIONS!**

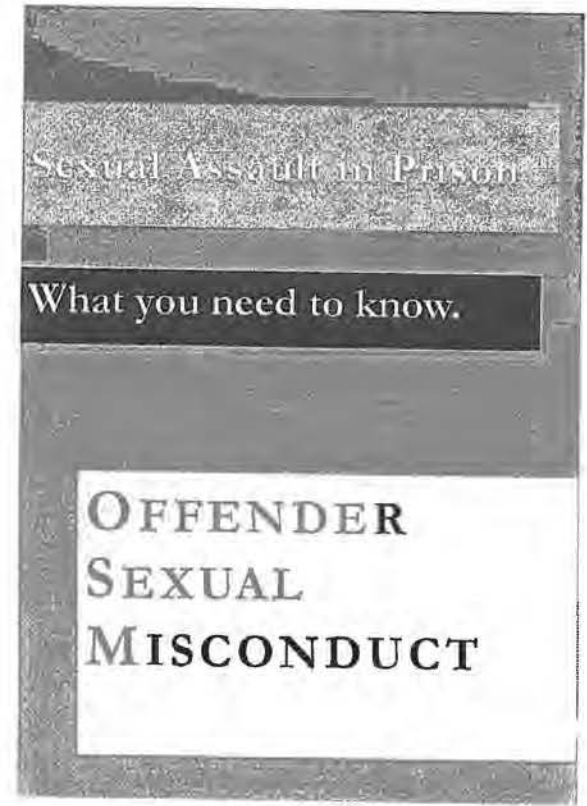
- ◆ Report the incident to a trusted staff member

- ◆ Send a KIOSK message to the ADMINISTRATION mailbox or the SHIFT SUPERVISOR mailbox.

- ◆ Use the institutional grievance process

- ◆ Send a letter to the Iowa Ombudsman Office
Office of Citizens' Aide/Ombudsman
Ola Babcock Miller Building
1112 East Grand
Des Moines, Iowa 50319

- ◆ Send a letter to the Administrator of the Division of Investigative Services
IDOC Central Office
510 E 12th Street
Jesse Parker Building
Des Moines, IA 50319



A guide for offenders incarcerated in the Iowa Department of Corrections.



Prison Sexual Assault

If you or someone you know has been sexually assaulted in confinement, you're not alone. Sexual abuse and sexual assault are alarmingly common behind bars. In male prisons, one out of every five offenders has been sexually assaulted. Rates for women vary, however in one facility 27% of women reported a pressured or forced sexual incident.

FACTS

- ◆ One out of every 140 people in the United States is now behind bars, the highest rate of any nation
- ◆ Rates of HIV are five to ten times as high inside of prison as outside
- ◆ Sexual assault in prison is considered cruel and unusual punishment according to the Eighth Amendment to the U.S. Constitution and is a violation of international human rights laws that meets the definition of torture.
- ◆ Many survivors of prisoner sexual assault blame themselves. Male survivors often feel that they have been stripped of their manhood. Gay survivors may blame their sexual orientation for the sexual assault.
- ◆ Many offenders consent to sexual acts because they been pressured, coerced, feel they have no choice, or to avoid violence and the threat of violence. This is still sexual assault/abuse and those who endure these incidents may experience the symptoms of trauma described in this brochure.

If you are a survivor...

of sexual assault, you have suffered a traumatic experience. Survivors experience feelings of:

- ◆ Vulnerability
- ◆ Powerlessness
- ◆ Loss of masculinity
- ◆ Blame
- ◆ Fear
- ◆ Sadness
- ◆ Shame
- ◆ Rage/anger
- ◆ Confusion
- ◆ Self-doubt

Part of the Trauma...

the survivor may experience includes:

- ◆ Nightmares
- ◆ Insomnia
- ◆ Anxiety
- ◆ Frequent crying
- ◆ Eating disorders
- ◆ Lack of concentration
- ◆ Sexual dysfunction or hyper-sexuality
- ◆ Antisocial and criminal behavior
- ◆ Disturbing sexual fantasies
- ◆ Substance abuse
- ◆ Phobias
- ◆ Lifestyle disorganization

Coping Skills: Ideas to help begin the healing

- ◆ Write in a journal
- ◆ Exercise
- ◆ Poetry
- ◆ Music
- ◆ Reading
- ◆ Talk/Write to a trusted friend

Safety Guidelines to Consider

- ◆ Trust your instincts. Be aware of situations that make you feel uncomfortable. If it feels wrong, **LEAVE.**
- ◆ Body language. You are judged within three seconds of someone first seeing you. Walk with certainty, head up high. Learn good posture.
- ◆ Don't ask for things. Some offenders have access to things you may need or want, however, many seek favors of some kind in return. Placing yourself in debt may lead to a request to an expectation of sexual favors for repayment.
- ◆ Avoid high-risk places. There are blind spots in every facility, on the yard and in the units. These are places where it is difficult for the officers to see. Learn these places and avoid them.

NCCF
Living Unit Rules & Guidelines

The North Central Correctional Facility (NCCF) shall have consistent operations within offender living units. Further, all offenders shall be adequately informed of the rules and guidelines pertaining to their respective living unit and that they are responsible for following them.

I. **Procedures:**

A. Informing offenders of living unit rules and guidelines:

- 1. NCCF IO-RD-01(NCCF-01) Appendix 3 Living Unit Rules and Guidelines shall be maintained on the OFFNet Offender Computer System and shall be posted in the units.

B. Living Unit rules and guidelines:

1. **All Units:**

- a. Offenders are required to follow all orders, written or verbal, as given by an employee.
- b. Offenders shall not use abusive, obscene and/or derogatory language or signs.
- c. Offenders shall keep their living areas clean, sanitary and organized.
- d. Tobacco/smoking and related materials are not allowed in any area of the institution or on institutional grounds and possession of tobacco/smoking products, including lighters, matches, papers, etc. is not permitted.
- e. Yelling, running, or throwing any item is prohibited.
- f. Offenders shall not loiter in any hallway, stairway, tier, in front of unit, or unauthorized area.
- g. Offenders are not allowed to wear head coverings in the units. Do rags/hair caps may be worn in the offender's assigned room only and cannot be taken out of the assigned room except between 10:30 p.m. and 6:00 a.m. and that is only for going directly to and from the restroom.
- h. Offenders shall not wear sunglasses or hats in any building, unless authorized by the Health Services Department.
- i. Offenders shall not rearrange furniture or use furniture for other than its designed use
 - no furniture shall be used for foot or leg rests,
 - no lying down on furniture unless it is the assigned bed
 - chair legs must remain on the floor, no tipping back is allowed.
 - Offenders may use a chair to get in and out of their top bunk (Unit A/B/C only)
- j. Offenders shall eat meals with their assigned living unit, unless deciding not to eat or authorized by an employee to eat at another time.

- 5
- k. Offenders shall only use their state-issued towels, blankets, or linens inside the unit.
 - l. Offenders shall wear the Offender ID on the upper left quadrant of the shirt with the picture and name facing out so the name and photo can be easily seen. Offenders shall have the ID ready when reporting for meals. If the offender is not wearing a shirt during approved times, the ID shall be worn on the waistband of the shorts/pants on either the left or right side. If the offender is involved in a sporting activity, the Offender ID must be within close proximity to the activity. At all times, offenders shall produce the ID upon request by handing the ID to the requesting staff.
 - m. Offenders shall wear, at minimum, shorts, authorized shirt, and footwear when outside of their room.
 - n. Offenders shall wear at minimum, a pair of briefs or boxers at all times, including while at sleep.
 - o. Offenders shall be respectful of noise levels throughout the institution. Loud or boisterous behavior is prohibited.
 - p. Offenders shall not enter another unit without prior approval by a correctional employee.
 - q. Offenders shall report to all scheduled work assignments, classes, programs, appointments, pill line, etc. on time. Times/appointments may be posted on the OFFNet.
 - r. Offenders may play musical instruments in their assigned room in the unit or in a location that the employee has given prior approval.
 - s. Gambling is strictly prohibited. Refer to IO-RD-01(NCCF-01) Offender Discipline.
 - t. Offenders shall keep all unit board games, cards, magazines, newspapers, catalogs, etc. in the dayroom areas.
 - u. Offenders shall not tamper with the heat registers or sensors in any fashion.
 - v. Offenders shall not give or receive haircuts in the units. Assisting in trimming beards is approved.
 - w. Sack lunches and/or pizzas are to be consumed prior to the next meal being served.
 - x. In Units A, B, and C the offenders may visit other offenders in their respective rooms other than their own. This is prohibited if the offender assigned to the room is not present.
 - y. In Units A, B, and C the television set used for video games is to be maintained at a very low level of volume.
 - z. In Units A, B, and C offenders may do hobbycraft in the assigned room. Offenders working on leather may only use the approved, concrete chairs designed for pounding located in the day room. Offenders may not pound on the desk. Offenders may only pound in the assigned room if they purchase their own concrete chair.

2. D-Units:

- a. Offenders shall not go to the door of a room to which you are not assigned or entering another offender's room.

- 10
- 6
- b. Offenders shall only use the restroom/shower facility on the floor to which your assigned room is located.
 - c. Offenders shall not use the restroom for brushing teeth, combing hair, showers, etc. between 10:30 p.m. and 4:40 a.m.

C. Offender room rules and guidelines:

1. **All Units** – the following are *prohibited*:

- a. Using the top of lockers and the top of the wall light fixture to store any item.
- b. Television stands must be kept orderly and neat. Offenders are limited to one television, one radio or clock/radio, clock (if not a clock/radio), writing tablet, one book, two pencils, two pens, religious book, fan, up to two trophies issued by NCCF; and a drinking cup on their television stands.
- c. Failing to only use the area assigned for posting pictures, letters, certificates, photos, etc. Thumbtacks in wood frames and walls are unauthorized and destructive to state property.
- c. Using blankets, sheets, towels, clothing items, or any other item to shield doors, bed, or windows.
- d. Failing to make assigned bed unless sleeping. Once the bed is vacated, except for restroom trips, the bed shall be made.
- e. Operating desk lamps, radios, tape players, televisions, when not in the assigned room.
- f. Storing any item under assigned bed other than an authorized foot locker, shoes, and/or musical instruments. State issued foot lockers are not to be used as ladders or chairs.
- g. Failing to be in assigned room on assigned bunk for all counts. In addition, failing to be sitting in the upright position for the following counts: 11:15 a.m. and 4:00 p.m. unless prior approval by the Warden has been granted.

2. **D-Units** - the following are *prohibited* in addition to above:

- a. Using the windowsills to store items.
- b. Storing any personal items on the writing surfaces of the desk.
- c. Coming out of your assigned room between 10:30 p.m. and 4:40 a.m. to go to your locker, to mail letters, or to drop off store orders, canteen sheets, etc. Offenders are not allowed to leave their assigned rooms unless an emergency situation arises, medications are needed; the offender is assigned a job during that time frame and is going to or coming back from the job, or if they need to use the restroom.
- d. Playing cards or board games between 10:30 p.m. and 6:00 a.m.
- e. Having room ceiling lights on past 10:45 p.m. daily.

- i. Having room reading/writing surface lights on past 12:00 a.m. daily.
- g. Offenders shall not operate radios, tape players, or televisions without headphones during the hours of 10:30 p.m. until 6:00 a.m. The volume shall be kept low during the hours of 6:00 a.m. until 10:30 p.m.

D. Television/Recreation area room rules:

All Units - the following are prohibited:

- a. Failing to clean up after yourself.
- b. Leaving cards and approved board games lying around.
- c. Failing to adhere to the rule whereby a majority vote determines what program will be viewed on the unit television.

E. Laundry Room rules:

1. **Units A/B/C** – the following are prohibited:

- a. Failing to clean up after yourself.
- b. Using the area for anything other than its intended purposes; except for reading a book, writing a letter, or eating, but you must be waiting for your laundry.
- c. Sitting on the washers, tables, and/or dryers.

2. **D-Units** – the following are prohibited:

- a. Being in the laundry area unless you are the assigned laundry worker.

F. Shower Room rules:

All Units - the following are prohibited:

- a. Failing to clean up after yourself.
- b. Using the area for anything other than its intended purpose.
- c. Taking showers more than 10 minutes in duration.

G. Clothing attire:

Refer to **IS-SH-04(NCCF-04) Appendix 2 Clothing and Linen Guidelines** for additional information regarding offender clothing requirements.

1. **Scheduled appointments include the following:**

- a. All meals
- b. Visiting center – in addition, offenders may take into the visiting center for a visit

- a comb/brush/hair pick,
 - hair ties,
 - a wedding band,
 - a religious medallion,
 - a belt; required medication,
 - a debitek card.)
 - c. All programs/groups/classes/meetings, including non-staff supervised
 - d. Office appointments
 - e. Offenders going to see a specific employee or has business with a particular department/operation such as the mailroom
 - f. At the request of the employee
 - g. Work – with additional requires as follows:
 - Offenders must wear the assigned/issued color t-shirt and steel-toed boots, if issued, to the work assignment unless otherwise authorized.
2. Scheduled appointments require the following attire, at minimum:
- a. Sleeved/colored t-shirt
(white t-shirt is not to be worn alone or as an outer garment to scheduled appointments)
 - b. Jeans
 - c. Shoes or boots (no sandals)
 - d. Socks
3. Unscheduled appointments include the following:
- a. Pill line
 - b. Unanticipated announced paging by an employee
4. Minimal required attire for unscheduled meetings:
- a. Shirt
 - b. Shorts
 - c. Footwear
5. Outside attire during leisure time:
- a. Offenders shall wear minimally the following between the opening of the yard until the clearing of the 1600 count or when announced tours are on grounds during weekdays and non-holidays:
 - Sleeved shirt
 - Shorts
 - Footwear
 - b. After the 1600 count clears until yard closes on weekdays and all day on weekends and state-recognized holidays, offenders shall wear minimally:
 - Shorts
 - Footwear

c. Offenders shall wear minimally the following for outside recreation/activities:

- Shorts
- Tennis shoes/shoes (not sandals)
- A sleeved shirt is required to be worn when playing softball, football, soccer and when in the weight yard. **NO EXCEPTIONS.**
- A shirt (sleeved or sleeveless) is required when playing tennis.
- No shirt is required to be worn for handball, basketball, volleyball, horseshoes and running/walking. A sleeveless or sleeved shirt is also appropriate.
- Sand volleyball may be played with bare feet but shoes must be close by and immediately put on upon leaving the sand pit.
- Headbands are only allowed inside the MPC while participating in an athletic event.

d. **Sunbathing shall be allowed during hours that offenders are allowed to go shirtless. Offenders may NOT lay on towels, blankets, etc. Offenders may lie on the ground if they wish.**

H. Special rules:

1. If a softball goes into the garden, one offender may obtain the softball and return immediately.
2. Offenders are limited to the walking path around the yard, inside the walking path, tennis court area, and horseshoe pit area only, unless you are walking on the sidewalk to and from a building. Standing on the grass just outside Units A, B, and C are prohibited, sitting on the steps or benches in front of the treatment building is prohibited, the grass area in front of the MPC is prohibited.
3. When offenders are playing cards or board games, the limit to the table is four (whether playing or watching).
4. Radios and/or tape players may be played outside, but only with headphones. Offenders shall set the volume only high enough for them to hear.
5. Offenders may wear their colored t-shirts in the yard. Offenders will not be allowed to wear the scrubs that they are given for working in the kitchen anywhere other than work.
6. Television stands must be kept orderly and neat. Offenders are limited to one television, one radio or clock/radio, clock (if not a clock/radio), writing tablet, one book, two pencils, two pens, religious book, fan, up to two trophies issued by NCCF, and a drinking cup on their television stands.
7. Offenders are not allowed to loiter in the arcade area. This includes no loitering when waiting for meals, medication, etc.
8. Offenders shall obey all posted signs indicated when a specific area is off-limits. Offenders are only allowed in the designed yard areas.

Searches

1. Searches shall be conducted at NCCF randomly and shall be unannounced. All offenders shall be subject to pat search at any time to control contraband. Assigned living areas and institution areas, such as work or recreational areas, shall be searched randomly and unannounced.
2. Offenders shall be subject to strip-search after contact with the public such as prior to departure from the visiting room or before return from outside the secure perimeter. Offenders may be strip searched for probably cause or during an investigation.
3. Offender rooms shall be searched randomly on an unannounced schedule. Offenders shall be subject to disciplinary measures upon finding of contraband in the assigned living area.
4. Area searches shall be conducted in all areas of the institution. Investigations shall be conducted when contraband is found during an area search.
5. NCCF shall search all vehicles entering and exiting the facility and shall use metal detectors to further deter the introduction of contraband into the facility.
6. During all searches, offenders and offender property shall be treated with respect. Staff shall not use unreasonable force or embarrass/harass an offender during a search of the offender or of the offender's property/area.
7. Offenders shall be expected to cooperate fully with searches.

North Central Correctional Facility
Rockwell City, Iowa

Offender Health Services Orientation Information

(Procedures referred to in the following information are available on the NCCF OFFNet)

1. Sick Call

Any offender with a health problem or concern **MUST** complete a Health Services Request form and submit it to Health Services. Forms are available from the unit officer. ***Please be specific regarding your health need.*** Place the completed form in the Health Services mailbox outside Unit B. The nurse will pick up forms daily at 7:00 a.m. **Offenders working minimum outs/off grounds must submit a Request Form by 4:00 a.m.** After reviewing the form, the nurse will page the offender to Health Services for evaluation. Please listen for the page. **Health Services does not have open line or an open door policy. An appointment is necessary unless an emergency arises or prior approval is given to enter Health Services.**

2. Medical Co-Payment

The Legislature has authorized and the DOC has adopted a policy which mandates a co-pay billing for medical services received by offenders. In essence, "professional services received in response to all self-initiated non-emergency requests for health services...; services...provided for the treatment of injuries inflicted by the inmate upon himself...or others; and...injuries/accidents related to negligence on the part of the inmate" are subject to a \$3.00 charge. No fee will be charged for serious emergencies, for routine health screenings or examinations, or for "Health Services initiated continuing care for management/treatment of major health conditions such as hypertension, diabetes, and mental illness."

3. Accidents and Urgent Problems

Offenders needing **IMMEDIATE** attention shall inform their work supervisor or unit officer who will notify Health Services staff.

4. Clinics

A physician comes to NCCF on Wednesday. A dentist comes to NCCF on Fridays to provide dental services. Offenders must be referred by the nurse to attend these clinics. Offenders scheduled to be seen in clinic will be paged to Health Services.

5. Lay-In

Lay-ins are on the no-pay status. Unless specifically authorized, an offender who is on a total room lay-in will **not** be allowed to participate in such activities as going to commissary, open line, visiting room for a visit, or other programs for the duration of the lay-in.

6. Medications

Some non-prescription medications are stocked in the commissary and may be purchased by the offender. Certain non-prescription medications may be given by the nurse according to DOC treatment protocols. Prescription medications are ordered by a physician or dentist.

Offenders may be eligible for self-administration of medication. SAM exchange is Monday through Friday from 7a.m. to 7:20a.m. In the event the offender works off grounds during this time then they shall report to the 0430 pill line for their SAM exchange.

7. **Medication Line**

Pill lines are announced by units. It is the offender's responsibility to report with their assigned unit at these times. Scheduled medication lines are held daily at these times:

- a. **4:30 a.m. – 5:00 a.m. -- Outs Workers**
- b. **6:30 a.m. – 7:00 a.m. -- Morning Pill Line**
- c. **3:30 p.m. – 3:45 p.m. -- Afternoon Pill Line**
- d. **4:30 p.m. / after count -- Afternoon Insulin Line**
- e. **8:00 p.m. – 8:30 p.m. -- Night Pill Line**

Insulin Line:

- a. **5:00 a.m.**
- b. **10:00a.m.**
- c. **After 4pm count**
- d. **7:00 p.m.**

Any offender who will be on a visit in the Visiting Room during the scheduled pill line time must notify the nurse *before* his visit begins. The nurse will determine when and/or where the offender will receive his medication. Offenders who fail to notify the nurse of their absence from scheduled pill line will be subject to corrective disciplinary action.

8. **Compliance**

Complying with a nurse's or physician's order is the responsibility of the offender. **If a pill line is missed:**

- a. A verbal warning is issued for missing the first time.
- b. A disciplinary report is given for each time a pill line is missed thereafter.

9. **Services Provided Off – Grounds**

Offenders who need to be taken off institutional grounds, such as to the Optometrist, local clinic or Emergency Department, may be transported in restraints for these appointments.

10. **Mental Health Services**

John VanNess, Psychologist, is available for mental health concerns. His office is located in the Treatment center. Psychiatry services are provided to offenders via telemedicine.

11. **Information**

Education material on many health-related topics may be requested from Health Services personnel by submitting a memo.

RECEPTION/ORIENTATION SERVICES INFORMATION

(Procedures referred to in the following information are available on the NCCF OFFNet)

Most information is available on the OFFNET computer system. You may obtain a user name and password from the offender librarian. Go to the MPC/Library and ask for assistance from the librarian to access the OFFNET. You will be responsible for the information on the OFFNET site.

1. INFORMATION GUIDE

Your information guide outlines important policies and procedures of which you are responsible to know and follow. Included, but not limited to, the policies/procedures governing discipline, grievance, personal property, visiting, unit rules and guidelines, etc. ALL NCCF procedures and DOC policies, rules and regulations shall be made available on the NCCF OFFNET computer system. The Offender Handbook, which covers offender discipline, is also available to at the MPC and online in Spanish. It is your responsibility to know, understand and follow the rules, policies and procedures. "I don't know" is not a defense. Seek clarification from any staff person should you have questions or concerns regarding policy and procedures. In addition, for this or any other matter, there are two Hispanic interpreters assigned to assist offenders needed this service. Contact any staff person to request interpreter services. **You may retrieve your user name and password for the OFFNET by going to the MPC/Library. The Librarian will assist you.**

2. ✓ APPROPRIATE DRESS

Sunglasses, hats or any head covering shall be removed when entering a building. When going to a pre-scheduled appointment (work, class, counselor, **and any time you enter a building or go see a staff person without being paged**) jeans, shoes, socks and a shirt shall be worn. During leisure time activities (in the unit, the MPC, outside recreation, or paged unexpectedly to an area) shirts, pants/shorts, and footwear must be worn unless specifically authorized otherwise. All clothing shall be clean and in good repair and worn in the manner designed (i.e. pants pulled up/ ID cards worn on the upper left quadrant). Refer to **Living Unit Rules** for additional information.

3. ✓ COUNTS

Scheduled count times area as follows: 12:00 a.m., 2:00 a.m., 4:00 a.m., 11:15 a.m., 4:00 p.m., and 9:00 p.m. During all scheduled or special counts, you are to be in your assigned room and stop activities. In addition, during the 11:15 a.m. count and 4:00 p.m. count, you are required to be fully awake and sitting on your assigned bed. You are prohibited from leaving your room until count is officially cleared, or as otherwise authorized by a staff member.

4. ✓ OFFENDER MEMO

Offender Memo's or "Kites" are to be used as the in-house mail system. You may submit a memo to any staff member or department. Memos must include all necessary information to include: your full name, number, date, unit and your place of work/hours if applicable. In the body of the memo, give a description of what you are requesting. Please use detailed information as "I want to see you" is NOT adequate.

5. **COUNSELING STAFF**

You have been assigned a Counselor who shall manage your case during your incarceration. Classification Committee has initial reviews that are generally conducted on Wednesday. Your assigned Counselor will give you additional details regarding this information. You should be scheduled for a meeting by your Counselor within your first weeks at NCCF. The Classification Committee shall review your case within 21 days of arrival to determine programming needs, BOP review schedule, minimum outs eligibility, private sector eligibility, etc.

6. **PERSONAL PROPERTY**

You are allowed to purchase personal property using funds on your offender account. **IS-RO-03(NCCF)** Offender Personal Property outlines personal property allowances and limitations. This procedure is located on the OFFNET under NCCF Procedures. Property must not interfere with safety, security, sanitation or orderly operation of the facility. It is your responsibility to know and comply with personal property allowances and limits. Approved vendors, allowable items and quantity limitations are outlined in this procedure. Items available from IPI Canteen must be purchased from IPI and no other vendor. (work boots may be ordered from approved vendors but **MUST MEET COLOR AND STYLE REQUIREMENTS**). Music CD's may be ordered from other approved vendors. You and only you may only order authorized items from approved vendors. Nobody else can purchase property for you with the exception of books. A friend or family member may purchase a book(s) from a reputable book vendor and have it sent to you directly from the book vendor. It is important to note that your personal property is to remain in your possession. If it belongs to you, don't give or lend it to anyone else. If it is not your property, do not take it into your possession. An ongoing inventory of your personal property shall be maintained. Should you wish to dispose of a personal property item, send a memo to R&D indicating your request. You will be paged to R&D. At that time, bring the item to R&D and the appropriate document will be completed and the item will be disposed of. **DO NOT THROW PERSONAL PROPERTY ITEMS INTO THE TRASH.**

7. **STATE ISSUED CLOTHING / LINEN**

You are responsible for all state clothing, linens, bedding, or other items issued to you. Should items issued to you be lost, damaged due to neglect or stolen, you shall be assessed the replacement cost prior to a replacement item being issued to you. In addition, if issued NEW items, they cannot be exchanged for a minimum of six (6) months [three (3) months socks]. If an exchange is requested prior to the established time frame, you shall be assessed the replacement cost unless damage was a result of work related activities and then, only if damage is verified by your work supervisor prior to the exchange. Any loss or damage of items, or a need to exchange items, shall be immediately reported to R&D using an offender memo. As with all items (personal or state) in your possession, you are responsible for them. Keep them secured or in your immediate possession. **DO NOT LEAVE YOUR LAUNDRY UNATTENDED OR PROPERTY UNSECURED.**

8. **IPI/CANTEEN**

The canteen/commissary catalog, listing all items available through IPI, shall be made available on the OFFNet computer system. Ordering for general population offenders shall be completed online. Offenders in segregation may only purchase hygiene items as listed in the catalog provided upon request. Items received while in segregation shall be placed in the stored property of the offender. The order form must then be completed in hard copy form and given to the staff person for processing. Refer to **IS-RO-03(NCCF)** Offender Personal Property for additional information.

VISITING

All visiting applications are processed by Central Visiting Authority (CVA) at the Mount Pleasant Correctional Facility. Visiting applications and information is available on the NCCF intranet and covered by **OP-MTV-04(NCCF)** Offender Visiting. Visiting days/hours are posted in the units. Please let your visitor's know they must be able to secure their vehicle when visiting at NCCF. Your visitor will need to present identification to the Control Center officer prior to check in and they may not bring personal items into the facility other than the Debittek Card for vending, outerwear needed for weather conditions, and/or when applicable formula bottles/diapers for babies in a limited quantity. These approved items must be carried in to the visiting center in a clear plastic bag. No baby carrier or baby seat shall be allowed. The length of visits shall generally be four (4) hours during the week and three (3) hours on weekends and holidays. You are to report to the visiting center immediately when paged for a visit. Should you not report within ten (10) minutes of your visitor being seated in the visitor's center, your visiting time shall begin. You will be pat searched prior to the visit and strip searched prior to leaving the visiting center. You shall be allowed a brief kiss/embrace at the beginning and at the conclusion of the visit. You may hold hands with your visitor with hands kept on top of the table. All children visiting with you are your responsibility. You are responsible for ensuring their behavior does not disturb visiting room operations. Your visitor shall make purchases from the vending area for you. All items purchased in the visitor center must be consumed there. Should the officer on duty observe any activity or behavior that is disruptive or otherwise interferes with visitor center operations, your visit may be terminated immediately and you may be subject to discipline.

10. MAIL

You may not draw on the outside of outgoing envelopes. Only one letter per envelope shall be allowed, with the only exception being the case of small children residing with your spouse/significant other. All mail, both incoming and outgoing, must have the senders complete return address in the upper left hand corner of the envelop. All outgoing correspondence must include your full name/signature. Except as described above, second party mailings are prohibited.

~~© Mails allowed at NCCF. You will be given an packet and PIN during orientation if you do not already have one. Guidelines for use are outlined in **OP-MTV-01(NCCF)** Offender Correspondence.~~

11. TELEPHONE

You are allowed access to telephone communication with family, friends, etc. Telephones are located in the living units and on the yard. You have been assigned a telephone pin number which you should already have. This pin should be activated and operating within a couple of days of your arrival at NCCF. If not, telephone complaint forms are available in your unit and may be filled out and submitted to the business office. **BE ADVISED, ALL OFFENDER TELEPHONE CALLS ARE SUBJECT TO BEING MONITORED AND/OR RECORDED AT ANYT IME, EXCEPT LEGAL/CONFIDENTIAL CALLS.** Only calls to attorney office telephone numbers registered with the Iowa Supreme Court are not monitored or recorded in the offender telephone system. Emergency calls may be allowed with request through the Counselor or Shift Supervisor. You will need to complete a telephone bubble sheet to make changes to your phone account. Refer to **OP-MTV-03(NCCF)** Offender Access to Telephones for additional information.

12. OFFENDER ACCOUNTS

Offenders may not possess cash/currency/coin of any form while incarcerated in the IDOC. Money received and offender pay shall be placed on an offender account maintained by Business Office staff. Offenders may purchase items through canteen/commissary, by use of the Debittek card (vending, etc.) or by purchasing from one of the approved vendors using a store order. **ONLY** those items not available through IPI may be purchased from an approved vendor. Offenders are allowed to establish a savings account with a local bank with arrangements being made through the Business Office. Questions concerning offender accounts should be made by memo to the Business Office. Refer to **AD-FM-11(NCCF)** Offender Funds and **IS-RO-03(NCCF)** Offender Personal Property for additional information.

13. **DEBITEK CARD**

You shall be issued a Debittek Card to use on various vending/food items. This card is for your use only. You are not allowed to let others use your card nor shall you use another offender's card. You are further prohibited from making purchases for others using your card. If you lose the card, you will be charged a replacement cost to obtain another card. Offenders shall sign up on the OffNet to add money to the debitek card and shall deposit the card in the designated box in front of the Administration Building before 6:00 a.m., Wednesday. Business Office staff shall transfer the designated amount of money to the debitek card if the amount of designated funds is available. The Activity Specialist shall distribute the cards Wednesday afternoon from the MPC. Offenders must present an offender ID to collect the debitek card. If the amount designated on the OffNet is not available, no money shall be added and the card shall be returned to the offender.

14. **MONEY**

Money may be sent to your account in the form of money order or cashier's check. All deposits must be in the form of a cashier's check or money order. All cashier's checks and money orders must be made payable to:

IDOC Offender Fiduciary Account.
1550 L Street, Suite B
Fort Dodge, IA 50501

The cashier's check or money order must include the following: **offender name, offender number, sender's name and sender's complete address.** All writing should be legible. If the deposit does not follow these guidelines *it will be returned to the sender by mail.* Money orders and cashier's checks are no longer accepted by drop off at any institution. Offenders will still receive receipts for deposits consistent with current individual institution guidelines. Any questions from offenders regarding incoming money can be directed to the Business Office where the offender is located. Refer your sender to the IDOC website: <http://www.doc.state.ia.us/default.asp> for additional information regarding Offender Banking, including money sent via Western Union.

15. **LEVEL SYSTEM**

You will be initially housed in Unit D. Based on established guidelines, you may become eligible to move to one of the Honor Units (A, B, or C). If you maintain eligibility, your name will automatically be placed on the advancement list. If, however, you wish to have your name placed on the Unit B list which requires that you be 40 years old or older, you must submit a written request to Level System Coordinator.

16. **WORK**

The North Central Correctional Facility (NCCF) provides opportunity for full time, part time and/or program assignments to assist you in learning and developing employment skills. The workday shall be comparable, to the degree possible, to the community work day. Work opportunities shall be provide in a healthful and safe environment with opportunity for the widest range of abilities possible. Offenders will be paid for work performed and for program/intervention involvement. Refer to **OP-WI-01(NCCF)** Offender Work Plan for additional information.

17. **OFF LIMITS AREAS**

There are several areas that are off limits. These areas will be discussed with you during orientation. There may be additional areas marked or you are otherwise directed by staff to stay out of. You are responsible for complying with this.

18. ✓ **HEALTH SERVICES**

You may not enter health services unless you have been paged or it is an emergency. Refer to the health services orientation information in this packet.

19. **KITCHEN**

You will be given 2 hot meals and a cold meal each day. See your unit officer for specific information regarding times and methods.

20. ✓ **SMOKING – IS NOT ALLOWED!**

You will be given a major disciplinary report if caught with any tobacco or tobacco related product (i.e. lighter, papers, etc)

21. **GRIEVANCES**

NCCF provides an internal offender grievance mechanism for the resolution of complaints arising from institutional matters, so as to reduce the need for litigation and afford staff the opportunity to improve institutional operations. Offenders are required to use the grievance program in a responsible manner. All procedures relative to the NCCF Grievance Program can be found in **IO-OR-06(NCCF)** Offender Grievances Procedures. All DOC policies and NCCF procedures are found on the OFFNET Computer System.

22. **RELIGIOUS/SELF IMPROVEMENT PROGRAMS**

NCCF has a wide range of religious and self-improvement programs available. Volunteers assist in many of these areas to offer their expertise and to assist in preparing offenders for reentry. Volunteers have no authority other than that of running the group and shall be treated with respect and dignity. Offenders are strongly encouraged to gain as much information and take advantage of the opportunities and information the volunteers bring. A weekly schedule of events shall be posted and/or available on the OFFNet. Please check it out for specific services/affiliations. Refer to **AD-CI-01(NCCF)** Volunteer Program for additional information, **OP-RP-01(NCCF)** Religious Program, **OP-RA-02(NCCF)** Offender Organizations Policy, and **IS-CL-02(NCCF)** Offender Classification.

23. **LIBRARY SERVICES**

There is an institutional library located at the MPC which shall offer a variety of reading/reference materials. An offender-librarian shall be available to answer questions regarding materials, including the interlibrary loan process, as well as the OFFNet information including locating and printing forms available (legal, grievance, visiting applications, etc.) Offenders with difficulty gaining access to the library due to job scheduling should check with the work supervisor or send a memo to the Activity Specialist for assistance. Refer to **OP-LB-01(NCCF)** Library Services Policy for additional information.

24. **RECREATION/HOBBYCRAFT**

Recreation and hobbycraft programs shall be offered through the MPC/recreation department. The Activity Specialist shall be responsible for the coordination of recreation and hobbycraft events/activities. Weight lifting is available to you after you have completed the weight yard training course. This is typically done during initial orientation. Refer to **OP-RA-03(NCCF)** Recreation Programs Policy for additional information.

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25. HAIR CARE

A barbershop shall be available on the lower level of the Health Services/Unit B building. Offenders may sign up for haircuts on the OFFNet. More information regarding barber services and hygiene can be found at **IS-SH-01(NCCF)** Offender Hygiene Grooming.

26. LEADER DOG TRAINING

NCCF Offenders are involved in the initial training and socialization of shelter dogs and for the Leader Dog program. It is essential that a few guidelines be followed to assist in the successful completion of the training of puppies as follows:

- a. Never feed or give the dogs table food
- b. If you wish to pet or touch a dog, always ask permission from the dog handler. Show respect to both the raiser and the dog at all times.
- c. Do not make barking or other noises in an attempt to distract them or otherwise get their attention.
- d. Do not throw sticks or other items for them to retrieve or play with.
- e. Never tease or otherwise intimidate them.
- f. Do not pet or touch the Leader Dog when they are wearing the blue bandana.
- g. For additional information regarding the leader dog program, send a memo to Ms. Julie Sexton.

KEY Reentry & Release ISSUES

Detainers

You should address detainer issues through mail correspondence and through your phone account, unless there is an emergency/time sensitive issue and staff is notified by the litigating authority.

Release Plan

You should start working now to develop a release plan that will give you the best chance of success. Your plan will be denied if it is to the victim of your crime or if the person is found to be under correctional supervision (prior approval will be necessary for persons under correctional supervision). Typically, family is the preferred parole plan but other positive influences will be considered. The parole plan verification, confirmed employment and letters of support should be sent to your Counselor.

Community resources can be found on the OffNet computer system. Community Resources and Work Release are both areas you will be able to access for additional information on available resources in the area you will be releasing to.

All offenders shall be required to complete Reentry Workbook group which shall cover a variety of reentry topics such as the board of parole process, appropriate parole planning, medical and mental health funding upon release, the role of IWD at NCCF, and other information that will increase the chance of successful reentry to the community.

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Release Transportation

When you receive a release and your release has been scheduled, you will be asked if you have someone to pick you up (private transportation). If not, NCCF will make transportation arrangements for you using the bus system. If you do not have private transportation, your release date may be pushed back to make allowances for the bus system. You will want to keep enough money on your telephone account to contact the person who will pick you up to make arrangements. You should also have them listed on your telephone account. This will speed up the release process.

Bus transportation shall only be made available on Tuesday or Wednesday, per the posted schedule. Please refer to the schedule to determine when the bus will be going to your community and plan accordingly. Note that if you are going to southeastern Iowa, such as Burlington, Oskaloosa, or Ottumwa, you will be transported by IMCC and in full restraints if you do not have private transportation.

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Severe Weather Plan

It is the policy of IDOC and the North Central Correctional Facility to ensure that public safety, staff safety, offender safety, and institutional security are maintained in the event of a tornado or natural disaster that potentially or adversely affects the institution. In the event of a tornado or natural disaster you will be directed to follow the instructions of the staff member assigned to your living unit, as follows:



Units DN & DS

Unit D offenders shall remain in their assigned room, moving to the center of their room, away from the window, covering their heads with the mattress, bedding, or pillows to protect their heads from flying debris.

Await further instructions from Unit Officer or Staff Assigned.

Offender Fire Procedures/Emergency Evacuation

North Central Correctional Facility

It is the policy and practice of the North Central Correctional Facility (NCCF) to ensure a safe environment for offenders housed here. Each offender shall be trained in procedures that they need to follow if the occurrence of a fire (Code Yellow) occurs at the facility or if any other occurrence requires the evacuation of the buildings.

1. Offenders shall follow all direction of staff members.
2. Offenders shall not place themselves in harm's way attempting to extinguish a fire.
3. Offenders shall immediately notify staff if a fire has occurred.
4. Offenders shall report to their designated housing units or work supervisor upon notification of a "Code Yellow" (fire), unless their housing unit is affected by the spread of fire. Notification of areas affected will either be through staff contact or through the institutional paging system. If offenders are notified that their housing unit is affected they shall report to an emergency location as directed by staff.
5. Offenders shall stay away from all firefighting apparatuses and fire personnel responding to the institutions fire alarm.
6. Institutional count procedures will be implemented.

NCCF Education Orientation Summary

(Procedures referred to in the following information are available on the NCCF OFFNet)

Iowa Central Community College (ICCC) administers the education programs/interventions at NCCF. Offenders who do not read above a 6.0 reading level, as tested by the TABE, shall be classified to participate in education. Offenders that do not have a GED or High School diploma shall also be classified to participate in education.

Literacy, GED, Special Education and Life Skills classes are held on the first floor of the Education Building located at the south end of the camp. Literacy, GED, and Special Education classes are held daily, Monday through Friday. These open-entry classes meet from 8:00 a.m. – 11:00 a.m. and from 12:30 p.m. – 3:30 p.m. Life Skills classes meet daily from 1:00 p.m. – 3:15 p.m. and from 6:00 p.m. – 8:15 p.m.

The NCCF Education Office is located on the first floor of the Education Building and shall maintain a list of those offenders at NCCF who did not score a 6.0 or higher reading level when tested at the Iowa Medical and Classification Center (IMCC). A list shall also be maintained of those offenders that do not have a GED or High School diploma.

Offenders on the list with a reading level of below 6.0 shall receive an appointment pass to start Literacy classes when space is available in the Literacy classroom. Priority shall be given to offenders under the age of 21. Offenders on this list without a GED or High School diploma shall receive an appointment pass to start school when space becomes available in one of the GED classrooms. Priority shall be given to offenders under the age of 21.

Offenders under the age of 21 who are eligible to receive special education instruction shall be contacted soon after arrival at NCCF. Offenders meeting the criteria shall be enrolled in both Special Education and GED or Literacy classrooms at that time.

Offenders enrolled in education shall attend school 3 hours each day. This is considered a fulltime, paid job and will make the offender eligible for general population status and level moves, as applicable.

Life Skills class is a 12-week, closed intervention for offenders returning to communities. Life Skills focuses on employment and transition skills and resources necessary for offenders to return successfully to the community. Topics covered are: Evaluating one's personal skills and abilities, verbal and non-verbal communication skills, how to search for a job and how to apply for a job, writing resumes, cover letters, interview follow up procedures and job thank you letters, how to interview for a job, mock job interviewing practice, how to succeed on a job, college entrance requirements and financial aid options, apprenticeships, time management, budgeting and finance information, goal setting, wellness, community resource information and basic keyboarding and computer skills.

Offenders who have questions regarding the education program/school may send an offender memo to the education office.

NCCF shall hold a graduation ceremony in December and in June for graduates of the GED program. The ceremony is held in the Multi-Purpose Center (MPC) with a guest speaker and reception to follow.

OPEN LINE HOURS

If hours are listed below you may stop in only during those hours. If it is not open line hours as listed send a memo for an appointment. If the department or person is not listed, you must send a memo.

TREATMENT BUILDING STAFF

Counselors:

Jon Pagel	Wednesday 5-7 p.m. open line
Dean Lindeman (open line varies Daily)	Monday 1:30 - 2:00 p.m. AND 4:30 - 5:30 p.m. Tuesday 9:30 - 10:00 a.m. AND 1:30 - 2:00 p.m. Wednesday 9:30 - 10:00 a.m. Thursday 1:30 - 2:00 p.m. Friday 9:30 - 10:00 a.m.
Teresa O'Tool	Pages open line several times a week
Darrell Shirbroun	Will see you as needed

Support Staff:

Pam Nees	By appointment only - send a memo
Gayle Johnson	By appointment only - send a memo
Julie Sexton	By appointment only - send a memo
John VanNess	By appointment only - send a memo
Cindy Shelp	Stop in as needed
Linda Bellinghausen	After 9 a.m. and must have a valid reason

Workforce Development: Amber Connolly after 9 a.m.

Business Office:

Julie Holtorf	Tuesday 2:30 - 3:30 p.m./ Thursday 10 - 11 a.m.
Jackie Kruger	Tuesday 2:30 - 3:30 p.m./ Thursday 10 - 11 a.m.

R/D BUILDING STAFF

R/D/Clothing:

does NOT have open hours. You must be paged to that area.

Counselors

(basement): Beth Pepples

	Monday 1:00 - 2:00 p.m.
	Tuesday: 4:30 - 5:30 p.m.
	Wednesday: 2:30 - 3:00 p.m.
	Thursday: 1:00 - 2:00 p.m.

Chris Byerly will see you as needed

Christie Carlsen will see you as needed

Administration Building

Cornell Smith, Warden	Will see you as needed/as available
Bob Johnson, Deputy Warden	Will see you as needed/as available
Paul Foster, Security Director	Will see you as needed/as available
Jason Holder, IT	Will see you as needed/as available
Janet Stange, EO	Will see you as needed/as available
Meredith Baker, Purchasing	Will see you as needed/as available

Emergencies will be handled on an individual basis.

North Central Correctional Facility (NCCF) Directory – effective 8/2011

Addresses/Zip Codes	OFFNET
Announcements	OFFNET
BOP Risk Score/ Custody Classification Score	Memo to Counselor
Canteen Issues	Memo to Julie Sexton
Child Support Issues	Forms/address at MPC – Library
Classification Request Form	Memo to Counselor
Contract Attorney	Submit Legal Assistance Form in mail Forms are on the OFFNET – memos not accepted
Correspondence Request	OFFNET FORM – send to Counselor
Debitek Card	OFFNET – electronic purchase
Detainer	Memo to Records (Gayle Johnson)
GED/Literacy Education.....	Memo to Education (Michelle Filmer)
EMERGENCY health care.....	NCCF staff to contact Health Services
Family or Legal Emergency/Emergency Phone call ..	Contact Counselor, Deputy Warden or Shift Supervisor (death, serious illness/injury, impending legal deadlines/scheduled court hearings or similar event)
Funeral/Death Bed Visit.....	Counselor or Deputy Warden (Shift Supervisor if treatment staff not available)
Grievance.....	OFFNET FORM or from D-Seg officer Completed forms go in Grievance box in admin building arcade
Health, dental & eye care	OFFNET FORM or D-seg officer: Health Services Request Form placed in health services drop box
Indigent Status	Memo to Meredith Baker
Jail Credit Form.....	OFFNET FORM
Jail Credit questions	MEMO to Records (Gayle Johnson)
Jobs – inside the fence.....	Apply to the Supervisor
Jobs – private sector	Memo to Pam Wise for application
Level (housing) System List	Memo to Lt. Paul Grage
Legal Mail	Memo to Mailroom to have it sealed in your presence Dropped in outgoing mailbox if being handled as GP mail
Life Skills/ College & Financial Aid Questions.....	Memo to Pam Bygness
Marriage Application	OFFNET FORMS
Mental Health Funding upon Release.....	Memo to Linda Bellinghausen
Minimum Outs Job Assignment.....	Pam Wise will contact you for MINI OUTS ORIENTATION Job Announcement will be on OFFNET
Money/Offender Accounts/ State Pay/ Store Orders ...	Memo to Business Office
Notary Public	
	During MPC Hours: Joe Bush
	By MEMO ONLY : Julie Sexton, Teresa O'Tool, Linda Bellinghausen, Christie Carlsen, Meredith Baker
O-Mail – purchase credits.....	OFFNET Electronic purchase
O-Mail – Pin Number questions.....	Memo to Jason Holder
O-Mail – Money Questions	Memo to the Business Office
Policy/Procedures	OFFNET
Property Issues	Memo to R/D
Psychological Counseling	Memo to Psychologist (John Van Ness) Emergencies: Staff to call Health Services By BOP request only
Psychological Evaluation	
Religious/Offender Organizations	Memo to Cindy Shelp/ Memo to Deputy Warden Johnson
Restitution	Memo to Business Office
Social Security Disability	Memo to Linda Bellinghausen
Special Visit	OFFNET FORM – send to Counselor
Telephone complaints.....	OFFNET FORM: Telephone Complaint Form to Julie Sexton
Telephone changes/bubble sheets	Memo to Julie Sexton
Time/Sentence Computation	Memo to records (Gayle Johnson)
Visiting List/Process Inquiry	Memo to Counselor
Visiting Decisions Appeals.....	OFFENDERS CANNOT APPEAL VISITING DECISIONS
Visiting Removal/Add of Minor Child.....	OFFNET FORM – to Mount Pleasant Correctional Facility
Work Release Waiting List.....	Averages ONLY - posted on OFFNET

ORIENTATION INFORMATION MEMO

To: All Incoming Offenders
From: Senior Correctional Officer's, D. Godwin and J. Beenen
Subject: Orientation Information

- 1) You are required to attend an orientation presentation following your arrival at the North Central Correctional Facility. You will be paged to orientation, typically the day of your arrival. Please listen for the page so you are aware of the time and location of orientation. When you are paged to report for orientation, you shall do so in a timely manner.
- 2) Identification Cards: You are required to wear them at all times on the upper left quadrant of the torso. Should you lose or damage your ID card, or should you change your personal appearance, you shall be directed to purchase a replacement via the OFFNET. You shall be assessed the replacement cost of \$2.00.
- 3) While residing in the D-Units, there is Centralized Laundry. While in Units A/B/C, laundry facilities are provided for your usage. You are responsible for all state issued clothing and linens, and have them under your direct supervision, or secured, at all times except when laundered by Central Laundry. Should you lose, or otherwise not be able to account for issued items, or damage them through negligence, you shall be required to reimburse the institution for the replacement costs prior to it being issued, or prior to departing NCCF.

Visiting Hours:

Monday.....	8:30 AM to 3:30 PM.....	4 hour visits
Tuesday.....	no visits	
Wednesday.....	no visits	
Thursday.....	no visits	
Friday.....	11:30 AM to 3:30 PM.....	4 hour visits
Saturday.....	8:30 AM to 7:30 PM.....	3 hour visits
Sunday.....	8:30 AM to 7:30 PM.....	3 hour visits
Scheduled State Holidays.....		3 hour visits

SMOKING IS PROHIBITED NO EXCEPTIONS.

SHOULD YOU HAVE ANY QUESTIONS CONCERNING RULES, REGULATIONS, RESTRICTIONS, OR LIMITATIONS, YOU SHALL DIRECT THOSE QUESTIONS TO A STAFF MEMBER FOR CLARIFICATION.

Mailing Address:

North Central Correctional Facility
313 Lanedale
Rockwell City, IA 50579