

NAME: \_\_\_\_\_

ID #: \_\_\_\_\_

ROOM #: \_\_\_\_\_

COMBO #: \_\_\_\_\_

CASE MGR. \_\_\_\_\_

STATUS: \_\_\_\_\_

DESK TELEPHONE #'s

310 (Door #1): 319-291-2087 Ext. 1

314 (Door #3): 319-233-4704 Ext. 1

SUGGESTED SUPPLIES:

Clock/Clock Radio

Liquid Laundry Soap—**REQUIRED**

Plastic Clothes Hangers

Shampoo

Razors

Shaving Cream

Toothbrush

Toothpaste

Plastic Drinking Cup

Plastic Mirror

Towels/Wash Clothes

Bar Soap

Robe

Pens: Blue/Black (Pens not supplied by staff)

Personal Hygiene Items

Personal Clothing

# **WATERLOO RESIDENTIAL CORRECTIONAL FACILITY STAFF INTAKE GUIDE**

Offender  
Name: \_\_\_\_\_

ICON Number: \_\_\_\_\_

The following will be done at the time of Orientation when the offender arrives at the facility:

Staff Initials	Intake Item
	1. Assign bed and enter into ICON Housing.
	2. Issue room combination.
	3. Issue bedding and log if new or used.
	4. Pat/property search of new resident and belongings.
	5. Breath test (Alco Sensor) new resident.
	6. Have new resident turn in all medication per policy.
	7. Explain facility cleaning details and enter resident's name on detail list.
	8. Explain max points (two extra details).
	9. Give new resident a facility tour and explain emergency/evacuation plans and procedures.
	10. Explain phone system/Kiosk.
	11. Explain sign in/sign out procedures.
	12. Read and sign Conditions of Placement.
	13. Read and sign House Policies.
	14. Read and sign Level System explanation.
	15. Read and explain Client Grievance Procedure.
	16. Read and sign Prevention of Sexual Misconduct Form, provide a copy to the resident, and view video.
	17. Explain Suicide Prevention Policy.
	18. Read and explain Disciplinary Procedures.
	19. Explain resident job seeking process.
	20. Record any medical problems/needs in ICON Health Information.
	21. Take new resident's photo and upload in ICON Offender Photos.
	22. Add personal property pick-up contact information in ICON Generic Notes.
	23. Enter new resident donor information into Redwood Lab site.
	24. Obtain a urine sample from the new resident for drug testing.

I acknowledge that I have been informed of and understand the above program expectations and services.

\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

## RESIDENT RULES

I hereby agree to obey all facility rules and I further understand infractions of the following rules may constitute major violations:

1. Illegal behavior: When an offender plans, participates, assists, condones, or encourages others to violate a local, state, or federal law, whether the offense is committed inside or outside the residential facility and whether the offense actually occurs.
2. Verbal Abuse: When the offender subjects another person to abusive, defamatory, insolent, or disrespectful language or remarks whether written or oral, or abusive, defamatory, insolent, or disrespectful gestures.
3. Threats/Intimidation: When the offender communicates a determination or intent to injure another person or to commit a crime of violence or an unlawful act dangerous to human life, and the probable consequence of such threat or threats (whether or not such consequence, in fact, occurs) is:
  - a. To place another person in fear of bodily injury; or
  - b. To cause damage to property; or
  - c. To take place in the future after released from confinement.
4. Disobeying a Lawful Order/Directive: When an offender refuses to obey an order (written or verbal) given by a person in authority, which is reasonable in nature, or attempts to circumvent established procedures.
5. False Statements: When the offender knowingly makes a false statement whether or not under oath or affirmation, including, but not limited to, dishonesty, deception, failure to disclose, cheating, etc.
6. Unauthorized Possession/Exchange: When an offender has in possession on their person, in the offender's living area, locker, or immediate place of work or other program assignment, or receives from, or gives to another offender, any item delineated as unauthorized or contraband by District policy.
7. Possession of Dangerous Contraband: When the offender possesses, used, or has under their control or custody, an item defined as dangerous contraband by District policy.
8. Possession/Use of Drugs or Intoxicants: When an offender is in possession or has been in possession of any unauthorized drug or intoxicant. This includes synthetic substances. It further includes paraphernalia that is used in relationship to drug/intoxicant use, sale, positive urinalysis, or positive blood test. The offender must provide a testable sample within two hours of the request. Failure to do so shall constitute a violation of this rule. An offender may also be found to be in possession of a drug or intoxicant for which there is no readily available urinalysis testing if the offender displays symptoms or actions that are consistent with intoxication and/or fails any field sobriety tests administered by the residential staff or law enforcement personnel.
9. Possession/Use of Alcohol: When an offender is in possession of or has consumed alcohol. This includes a positive breath or alco-sensor test result. Refusal to submit to a test for alcohol will constitute a violation of this rule. Offenders are not allowed to enter establishments where alcohol is served without prior staff permission.

10. Abuse of Medication: When an offender fails to follow the prescription or package directions of any medications. An offender shall also be considered in violation of this rule when they give their medication to another person. Medications shall be turned in to staff per District policy.
11. Escape: When an offender is absent from the residential facility without proper authorization for over two (2) hours, or there is probable cause to believe the offender has taken flight or is involved in a criminal offense.
12. Out of Place of Assignment: When an offender is not at their designated place of assignment (residential facility, work place, treatment program, furlough, or other authorized leave) and/or fails to use the most direct route or method of transportation. Offenders are responsible for promptly notifying the residential facility staff of any proposed changes in their work schedule or furlough plan and must receive staff approval of all changes.
13. Failing to Secure/Maintain Employment: When an offender fails to actively seek, secure and maintain full-time employment as approved by staff. When an offender jeopardizes employment, quits without staff approval, or is terminated from their job.
14. Sexual Misconduct: When an offender proposes or engages in sexual contact with another person on residential facility property (or premises) or engages in sexual contact at any location with a person who is also a resident of a correctional residential facility. Indecent exposure also constitutes sexual misconduct. This includes, but is not limited to, offensive exposure of the genitals or pubic area in a manner to be seen by another person; gesture of a sexual nature to cause embarrassment or to be offensive to another person. Sexual misconduct may be written as well as verbal communication. Offenders are not allowed to have sexual contact with each other while participating in the program. This includes while on pass or furlough.
15. Unauthorized Use of a Motor Vehicle: When an offender uses a motor vehicle as a means of transportation, whether as a driver or passenger, without staff permission.
16. Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts, Debit Cards or Purchases: When an offender cashes a paycheck, fails to turn in all moneys to staff, obtains a checking account, savings account, credit card, charge account, debit card, pay in advance or any payroll deductions for personal use without staff approval or control. Offenders are also in violation when they make purchases, or incur debts, without staff approval. All money shall be turned into residential facility staff and all expenditures must be done through the residential facility budgeting process and with prior staff approval.
17. Theft: When an offender takes possession or control of the property of another, or property in the possession of another, with the intent to deprive the rightful owner of the use or benefit of the property.
18. Bartering/Selling Goods: When an offender barters, loans, gives, accepts, sells or buys things of value, enters into financial agreements or contracts, engages in a business, including, but not limited to, clothing, personal items, furnishings, etc., transfers or attempts to transfer or accepts transfer of funds from one offender to another offender; or agrees to perform or receive services or gifts, for anything of value without staff approval.
19. Gambling, Debts, etc.: When an offender plays any game for things of value or wagers anything on the outcome of an event or game; or incurs an unauthorized debt (i.e. cash advances, work debts, etc.).
20. Safety/Sanitation Violation: When an offender engages in any practice contrary to written or verbal safety instructions; or is unsanitary/untidy in their personal hygiene, living quarters, common areas of the residential facility, or smokes in an unauthorized area.

21. Failure to Comply with Special Conditions or Participate in Treatment: When an offender fails to be involved in a required educational or treatment program, which shall include failure to follow through with any special condition imposed by staff or to fully participate in treatment or educational activities. This includes failure to comply with a case plan.
22. Tampering with Locks or Security Items: When an offender locks, unlocks or alters a locking device, fire alarm system, or security item without authorization. This includes any unauthorized possession of a key or key pattern and electronic monitoring devices.
23. Damage to Property: When an offender intentionally or negligently causes damage to property of another person, or of the state, such as tampering with electronic, electronic monitoring devices, mechanical, or plumbing devices or fixtures. This also includes damage to property resulting from other misconduct (i.e. fighting, horseplay, theft, disruptive conduct, etc.).
24. Fighting: When an offender engages in a physical altercation including the exchange of blows, shoves, kicks, offensive physical contact, or, if horse playing, the physical contact need not be in anger.
25. Assault: When an offender intentionally causes or threatens to cause injury to another person or applies any physical force or offensive substance (such as feces, urine, saliva, mucous, or any other item) against any person regardless of whether injury occurs, to include sexual assault.
26. Violation of a Condition of Leave or Furlough: When an offender fails to comply with any condition of a leave or furlough from the residential facility.
27. Unauthorized Group/Gang Conduct: When an offender displays or promotes involvement in an unauthorized group/gang through any of the following means: writing, words, physical appearance, and hand signs, symbols, and photographs, possession of group/gang-related materials or association with others known to be affiliated with an unauthorized group/gang.
28. Obstructive/Disruptive Conduct: When an offender interferes with staff duties, or conducts themselves in a manner that disrupts or interferes with the secure and orderly running of the residential facility.
29. Habitual Minor Offender: When an offender is repeatedly found in violation of minor/medium violations. The number and types of offenses, and prescribed time frames may be reflected in District policy.
30. Attempt or Complicity: When an offender attempts to commit any of the listed offenses or is involved with others who are committing or attempting to commit any of the listed offenses.
31. No Contact with Victim or Victim's Family: I shall have no direct or indirect contact or communication with any victim or the family of any victim of my offense(s) unless approved by my supervising officer.

Note: (Work Release/OWI Offenders ONLY)

The above rule violations may be considered as major rule violations resulting in the loss of earned time. Most infractions will result in the forfeiture of two (2) to sixteen (16) days of earned time depending upon the number of previous disciplinary reports and the seriousness of the rule violation. For any incident of major violation resulting in escape, serious injury or extreme or willful acts, the Administrative Law Judge may recommend the loss of any or all accumulated earned time.

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DATE

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OFFENDER'S SIGNATURE

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WITNESS SIGNATURE

## POSSIBLE DISCIPLINARY MEASURES

The following disciplinary measures may be imposed by staff or the disciplinary hearing committee if offenders are found to be in violation of work release/OWI regulations.

1. Reprimand.
2. Written assignment.
3. Special conditions added to the release plan (alcohol treatment, drug treatment, marital counseling, etc.)
4. Placement in any phase of the level system.
5. Restriction of furlough privileges.
6. Loss of privileges.
7. Room curfew/restriction.
8. Extra duty in the facility.
9. Damage costs/fines.
10. Recommend forfeiture of earned time to Administrative Law Judge.
11. Recommend suspension of Honor Contract to Administrative Law Judge.
12. Referral to prosecuting authority for violation of the law.

Several disciplinary sanctions may be imposed at the same time (restriction, extra duty, special conditions, etc.)

I have read (had read to me) the above and understand that these are the disciplinary options available to staff if I am in violation of any of the conditions of my release.

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DATE

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OFFENDER'S SIGNATURE

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WITNESS SIGNATURE

## PROHIBITED ACTS

The following violations constitute behavior which poses an immediate threat to the safety and/or security of the facility and as such will result in the immediate removal of the resident(s) pending disciplinary actions.

- A. Theft.
- B. Physical altercations (fighting).
- C. Possession and/or use of drugs in the facility.
- D. Possession and/or use of alcohol in the facility.
- E. Possession of dangerous weapons and/or explosive devices.
- F. Escape.

will be housed at

(Offender Name and ICON Number)

(Facility)

(Street Address)

(City)

(Telephone)

I agree to pay \$ \_\_\_\_\_ per day for room and/or board.

I agree to pay \$ \_\_\_\_\_ per \_\_\_\_\_ for program fees.

\*\*\*\*\*

In the event of my death, escape, and/or removal from the program, staff will attempt to notify the person(s) designated below. If my personal property is unclaimed after thirty (30) days of notification or attempt to notify, staff may destroy or give said property to charity.

(Name)

(Relationship)

(Street Address)

(Telephone Number)

I understand that neither the State nor Judicial District is responsible for items damaged, lost, stolen, or removed from the facility. Furthermore, should I escape or violate the Conditions of Placement, I authorize District and State Department of Corrections staff to pick up any remaining pay from my employer and to use my funds for repayment of any debts, as provided in Section 904.905, 905.12, Code of Iowa.

In the event of my escape or participation in an act of absconding from a facility to which I am assigned, I shall reimburse the Department of Corrections for the cost of transportation incurred because of the escape or act of absconding. Section 904.909, Code of Iowa.

Any offender in a Work Release/OWI program who willfully fails to follow furlough regulations or who does not return to the designated place of housing at the specified time may be guilty of escape from custody and subject to the penalty provided in the Code of Iowa.

I hereby waive extradition to the State of Iowa from any state where I may be found and agree to not contest any effort by any jurisdiction to return me to the State of Iowa. As a condition of WR/OWI participation, I voluntarily waive any and all liberty interests to a hearing and any and all rights to due process should the Department exercise its right to terminate, suspend or limit/restrict program activity.

Indigent WR/OWI offenders may seek medical services at the University Iowa Hospitals & Clinics (UIHC). This is a matter between the offender and UIHC on whether or not the UIHC will accept the offender and provide medical services requested by the offender. Offenders are required to notify residential facility (RCF) staff in advance of all medical appointments and sign necessary release of information. The Offender Services Office will be notified by RCF staff in advance of all scheduled appointments to confirm an offender's legal status with UIHC for payment purposes. Transportation to and from the UIHC will be the responsibility of the

offender and approved by staff. Medical issues are not expected to interfere with an offender's work release or OWI program.

It has been determined that ingestion of poppy seeds can result in a positive U.A. for Morphine or Codeine. Therefore, offenders residing at Residential Facilities are to be informed that such is the case. In the event that an offender claims ingestion of poppy seeds is the cause for a positive U.A. for Morphine/Codeine, the offender will have been forewarned that this outcome was possible and disciplinary action should take place as required by policy.

I have read (had read to me), understand and agree to abide by the above six pages of rules, regulations and expectations and have received a copy.

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Offender Signature

Date

Staff Signature

Date

### SPECIAL CONDITIONS

All special conditions shall be dated and initialed by a staff member and the offender. When completed, special conditions assume the authority of a resident rule.

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I understand and agree to abide by the special conditions noted above. I further acknowledge that willful failure to comply with these conditions on my part will constitute a major rule violation of conditions of Residential/Work Release/OWI placement.

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Offender Signature

Date

Staff Signature

Date



**FIRST JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES  
WATERLOO RESIDENTIAL CORRECTIONAL FACILITY  
HOUSE POLICIES**

To assist you in making rapid and satisfactory progress during your stay, we, facility staff wish to inform you of the following guidelines to aid you during your placement. Should you not understand or have questions regarding these guidelines, address staff immediately. You are responsible for following these guidelines.

**1. EMPLOYMENT**

- Residents shall strictly adhere to their work schedule and immediately notify staff of any changes.
- Residents will account for all hours while signed out to an employer.
- Work hour requirements can be waived or reduced by the Probation/Parole Officer or Level Review Committee.
- Employment must be approved and verified by facility staff. Federal Residents must speak with the Employment Placement Specialist.
- Residents must maintain at least 35 hours of work per week at minimum wage to advance through level system. A combination of work/education programming equal to 35 hours is acceptable as long as residents meet their financial obligations to the facility.
- Residents need staff approval to be at work in a non-pay status.
- Residents are not allowed to leave work during breaks.
- Residents laid-off, suspended or terminated from employment shall immediately inform staff.
- Residents who fail to maintain employment requirements for 2 consecutive weeks will be reduced to Level 1 privileges by the authority of the Residential Supervisor/Manager.
- Residents who fail to maintain employment requirements for 4 weeks will be subject to participate in job related activities; Iowa Workforce Development.
- Programming must return to 35 hours for 1 week before being granted privileges above Level 1 (6 hours of furlough time per week).
- Residents who quit or are terminated from work or assignment agency may be reduced to Level 1 and restart the program.
- Level system work week runs from Tuesday through Monday weekly.
- Residents will not be penalized for employers who "shut down", but must meet financial obligations to maintain level system advancement.

**2. JOB SEEKING REGULATIONS**

- Residents are to be job seeking from 8:30 a.m. to 11:30 a.m. and 12:30 p.m. to 5:00 p.m.
- Residents should make a job contact every half-hour.
- Residents who are job seeking must take a Job Seeking List and turn it back in to staff each day, fully filled out.
- Residents are not to be with other residents and/or friends when job seeking.
- Residents are not to be at private residences when job seeking.
- Residents must be well groomed and appropriately dressed when job seeking.
- No job seeking will be allowed on weekends or holidays, except for possible interviews.
- Residents will not be allowed to job seek at the shopping malls unless given specific staff approval.
- Job seeking may be suspended during adverse weather conditions.
- Residents will not seek employment at the same place more than 1 time per 2 week period unless otherwise advised by potential employer.

**3. RESIDENT FINANCES**

- Budget and money management issues are to be discussed with your Probation/Parole Officer.
- All residents are required to pay rent commencing the date of arrival and shall adhere to the guidelines of the level system.
- State Work Release/OWI Residents shall save \$300.00 in their WRCF Bank Account to be used to pay their Supervision Fee upon discharge from the WRCF.
- Probation/Special Sentence Residents shall pay their Supervision Fee prior to being discharged from the WRCF.
- Residents shall immediately surrender all monies given to them, in the form it was issued.
- Residents who fail to turn in all earnings will be reduced to Level 1 and restart the program.
- No personal expenses may be deducted from any monies prior to turning it in to facility staff.
- A receipt shall be issued to the resident for any and all monies turned in to facility staff.
- All such funds are disbursed by the budget system.

- Residents shall be required to pay \$5.00 for lost or stolen room keys. (310)
- Residents shall be assessed a \$3.00 weekly laundry fee and a one-time \$15.00 linen fee for new linen.
- Residents may not borrow or lend money to other residents.
- Residents assigned to a special treatment program may be assessed an additional fee.
- Residents may be required to pay a supervision fee.
- Residents will submit a weekly budget form, specifying funds needed for the week by Tuesday to their Probation/Parole Officer.

#### **4. SUBSTANCE ABUSE MONITORING**

- All residents are to undergo periodic urinalysis and alco-sensor testing.
- Failure to provide a urine sample within two hours may result in the resident's movements being restricted.
- Residents are to immediately comply with staff directives to submit to an alco-sensor.
- Residents committing a substance abuse violation will be reduced to Level 1, restart the program, and receive at least seven (7) days of facility restriction.
- Residents can have a urine sample tested by a lab, at their expense. However this will not substitute for the Department's lab testing/results.

#### **5. MEDICATION**

- Residents shall turn in to staff all psychotropic, scheduled controlled substance and any OTC medication deemed "abusable".
- Residents shall take medications according to label instructions while in the presence of staff.
- Residents shall not take other residents medication whether prescription or non-prescription.
- Residents may not use medication containing alcohol unless prescribed by a physician.
- Over-the-counter medications may only be brought into the facility in a new, unopened container.
- Residents shall provide a separate "Travel Bottle" when taking medications with them outside of the facility.

#### **6. MEDICAL CARE**

- Residents may be responsible for securing medical care and are liable for their medical expenses.
- Residents may be required to obtain a medical excuse due to illness or injury.
- Residents on the sick list will be on room restriction.
- If the resident is not contagious they will be on facility restriction.
- Residents on the sick list, while serving facility restriction, may complete the facility restriction after the illness.
- Residents shall complete a physical examination as directed to by staff.
- Residents shall submit to a tuberculosis test if directed by staff.

#### **7. SEARCH/SEIZURE**

- All residents are subject to search at any time and must comply with the search immediately upon staff request.
- Staff may enter any resident room at any time.
- Residents shall, as directed, open mail and packages in the presence of staff.
- Residents who are able to drive, must submit a copy of their keys to the facility. Their vehicle is subject to monthly searches.

#### **8. PERSONAL PROPERTY**

- The Department is not responsible for resident property that is lost, stolen or damaged.
- Property not claimed shall be disposed of 30 days from the date of release/escape.
- Residents may have personal property released to their designated person.
- Personal possessions allowed in resident rooms are limited to promote a safe, clean and secure environment. Each resident is permitted a maximum of six of each article of clothing, such as pants, shirts, dresses, etc. The number of footwear shall be limited to five pair per resident, including sandals, slippers and boots.
- Any property considered offensive shall be regarded as contraband. Such items include but are not limited to:
  - Sexually explicit material may not be in plain view
  - Material that depicts or promotes violence against any person or group.
  - Symbols or signs of any group that promote or advocates superiority or violence of one group over another.
  - Any promotion or use of symbols or signs of groups considered to exist for the purpose of criminal enterprise.

#### **9. FACILITY PROPERTY**

- All residents shall be liable for any damage to the facility or its contents.
- Repair costs shall be assessed against the resident causing the damage.

- If the responsible person cannot be determined, all residents could be assessed an amount to cover the costs of repair.
- Residents are to refrain from actions that tend to have an abusive effect on the facility or any of its furnishings.

#### 10. WORK DETAILS

- Residents shall be assigned details and will complete the details in a satisfactory and timely manner.
- Upon completion of the detail, residents will ask staff to inspect the detail and both staff and the resident will initial the list.
- Residents may be instructed to complete a detail at any time.
- Residents are responsible for the overall upkeep and cleanliness of the facility and the facility grounds.
- Failure to complete daily detail may result in a loss of privileges or discipline.

#### 11. RESIDENT ROOMS

- Resident rooms shall be cleaned and arranged as set out in the resident room inspection checklist.
- No facility cleaning supplies shall be left in rooms.
- No food or drink is allowed in resident rooms. Water in a non-breakable glass is allowed.
- Cords on clocks and radios must be in safe condition with no breaks or splices in the connections.
- No extension cords are allowed in rooms.
- Resident room doors are to be closed and locked at all times.
- Residents must have their rooms ready for inspection at all times.
- No plastic bags are allowed in rooms.
- No irons are allowed in rooms.

#### 12. TRANSPORTATION

- Residents are responsible for securing their own transportation.
- Residents shall not operate a motor vehicle without written staff approval.
- Residents shall only be transported by a means approved by staff, including the person providing the transportation.
- Residents must always travel by the most direct route to and from their destination.
- Residents are generally allowed no more than ½ hour to and from their destination.
- Staff will only transport residents in extreme circumstances.
- Bus tickets are available for job seekers when requested and will be charged to their resident account (Does not apply to Federal Residents).

#### 13. FOOD SERVICES

- Meal times are posted on bulletin boards outside the Control Area.
- Residents are allowed only one serving of each food item.
- Exceptions may be allowed due to medical needs, with a doctor's excuse.
- Residents may refuse any food item offered for consumption.
- Residents may not give food to other residents and no food may be removed from the dining area.
- Residents are provided three (3) meals daily, which may include a sack lunch.
- Sack lunches are available to working residents who will be at work during meal time.
- Late supper is provided for residents who return after 5:00 pm daily.

#### 14. CURFEW

- Curfew is 10:00 p.m. through 6:00 a.m. daily. (Federal residents 9:00 p.m. to 6:00 a.m. daily.)
- All residents shall be in their rooms from 11:00 p.m. to 6:00 a.m., unless specified below.
- Residents returning from work after 9:00 p.m. have two (2) hours from their return time to be out of their rooms.
- Residents departing for work prior to 6:00am will be allotted time out of their rooms to get ready, eat, etc.
- Residents shall be in the facility or at their primary furlough location during curfew hours.
- Violation of curfew will result in discipline.

#### 15. FURLOUGHS

- Furloughs are a privilege and are granted according to the Level System.
- The Probation/Parole Officer/Residential Officer must pre-approve all furlough locations and enter in ICON.
- Furloughs must be completed prior to being turned in to staff.
- Overnight and out-of-county (long form) furlough requests should be submitted by Tuesday.
- On site and telephone checks shall be made to verify a resident's whereabouts.
- Residents must be contactable by phone (landline or cell) or other means while on furlough.

- Residents who fail to answer a phone check may be disciplined accordingly (15 minutes of no contact is considered OPA).
- General furlough is used to allow residents to furlough to a location that does not have a phone.
- Residents may be allowed three general furloughs, of up to 4 hours per week.
- Residents on general furlough must identify their specific location and staff must be able to physically locate them.
- Residents may be required to notify staff of any movement from one location to another while on furlough.
- General furloughs may only be taken in Black Hawk County unless prior authorization has been granted by the Residential Supervisor/Manager (designee).

#### **16. AA/NA ATTENDANCE**

- Residents wishing to attend AA/NA must receive prior Probation/Parole Officer approval and placed in ICON.
- Residents will be required to use furlough time to attend AA/NA meetings.
- Residents attending AA/NA meetings will be expected to arrive on time and stay for entire meeting.
- Residents will be expected to participate in the entire meeting. There will be no breaks.
- Residents shall not display disruptive behavior during the meeting.
- Residents shall only use the front (main) entrance of the building.
- Residents leaving the meeting early due to illness or emergency must immediately report back to the facility.

#### **17. RELIGIOUS SERVICES**

- Residents may attend a recognized religious service with Probation/Parole Officer or Residential Officer approval and placed in ICON.
- Residents will only be allowed to attend the religious service.
- Furlough time is used to attend religious services for those residents who have furlough privileges.
- Residents will not be required to use "general" furlough time when attending a religious service (1 per week).
- Residents abusing this privilege may be restricted from religious service attendance.
- Residents serving disciplinary sanctions will not be allowed to attend religious services, but may have a pastor meet with them in the facility.

#### **18. VISITATION**

- The visitation schedule is posted in the common areas of the facility.
- Staff must approve all visitors.
- All visitors are subject to search for contraband and if such search is refused the visit shall be terminated.
- All visitors shall follow staff instructions.
- The number of visitors may be limited. Children under the age of 18 years old, shall be accompanied by an approved adult.
- Door visits are not allowed at any time.

#### **19. TELEPHONE & PRIVILEGED COMMUNICATION**

- Resident pay telephone calls are not monitored or recorded by staff.
- All residents are expected to demonstrate courtesy and restraint in using the pay telephones.
- Department telephones may be made available for resident who must make legitimate program related calls.
- Residents shall have access to privileged communication with legal counsel, clergy, judiciary, the Office of the State Ombudsman, the Iowa Department of Corrections Office of Victim and Restorative Justice Programs, and the Riverview Center 24/7 Hotline.
- Privileged communications are not subject to censorship or monitoring.
- Residents may use pay telephones to call the following toll free phone numbers without being charged a fee:
  - Office of the State Ombudsman 1-888-426-6283
  - The Iowa Department of Corrections Office of Victim and Restorative Justice Programs 1-800-778-1182
  - The Riverview Center 24/7 Hotline 1-888-557-0310

#### **20. USE OF COURTYARD**

- All residents need staff permission prior to using the courtyard.
- Residents using the courtyard will wear shirt, shorts/trousers and shoes.
- Residents will not be allowed to enter and exit the courtyard at their convenience.
- Residents may be searched when returning to the facility from the courtyard.
- Residents will not converse with individuals through the fence.
- Residents will not receive or pass items through the fence.
- The use of the courtyard is a privilege, not a right.

## **21. SMOKING**

- Tobacco products and accessories are not permitted in the facility or on any part of the property and are considered contraband. Violations of this policy will result in appropriate sanctions.

## **22. COMMUNITY SERVICE**

- All residents, except Federal Residents, are required to complete 10 hours of community service prior to the completion of level 1.

## **23. DRESS CODE**

- Residents are expected to dress appropriately in the facility and for all facility programming. Offenders clothing MAY NOT constitute a threat or disruption to educational environments, health, safety, welfare or property of others and must be in accordance with public decency and civil statutes.
- Clothing MUST be worn appropriately at waist level and in a manner that covers all undergarments.
- Clothing that promotes the use of alcohol or drugs, profane, racially or gender biased or offensive language/pictures, or include sexually inappropriate references WILL NOT be permitted to be worn in the facility or to any programming activities.
- Any clothing or insignia that is deemed offensive, or cause for inciting others WILL be prohibited from being worn or displayed on facility property. If clothing is deemed unacceptable, offenders will be asked to change and remove the clothing from the facility.
- Residents MAY NOT wear hats or other head coverings in the building unless medical or religious reasons exist which have been approved by administrators prior to wearing the head coverings.
- NO scarves or bandanas may be displayed or worn in hair or around body parts.
- Residents found to be in violation of this expectation will be asked to make adjustments to their clothing or asked to change or inappropriate items will be confiscated.

## **24. GENERAL REQUIREMENTS**

- Residents are not permitted to congregate in bathrooms or halls.
- Residents are only allowed to be in their own room/wing.
- No loitering is allowed in the Control Center.
- There shall be no talking or gesturing from resident windows/doors.
- All residents must be appropriately dressed (shirt/trousers/shorts/footwear) at all times out of their rooms.
- Residents are to practice good personal hygiene.
- Tattooing and body piercing are prohibited on the facility premises.
- Residents are advised of and shall follow the Emergency Evacuation Procedures.
- Haircuts, hair braiding, hair coloring, hair perming, and hair relaxers are prohibited on facility premises.
- Volunteering for community service work requires Probation/Parole Officer or Residential Officer approval.
- Residents shall not wear sunglasses or headphones in the building.
- Residents whose employment results in clothing soiled with heavy dirt, grease, oil, metal, rust, etc. shall wash work clothes in the washing machine located in the 314 supply closet. (314 only)
- When questions or complaints arise, residents shall adhere to the following chain of command: Residential Officer, Probation Officer, Supervisor, Manager. At no time are residents or their families or friends allowed to contact off-duty staff.

## **25. FEDERAL RESIDENT INFORMATION**

- Hygiene passes will be taken on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Federal residents in the Correctional Component. Please take note of the following information:
  - These passes are not furloughs. Abuse of hygiene passes could result in loss of the pass and discipline.
  - They are generally limited to one location for a total of 90 minutes out of the building. You will have a maximum of 30 minutes travel time one way.
  - Receipts and purchased items are required for verification.
- Bureau of Prisons residents will be allowed a recreation pass daily (Public Law residents can take a recreational pass on Monday, Wednesday and Friday) for a total of 1 hour and 20 minutes out of the building.
  - A membership to a local gym is required and must be approved by staff.
  - Recreation passes will not count against furlough/pass time unless taken in addition to furlough/pass time.
  - Abuse of recreation passes could result in loss of the pass and discipline.

- Obtaining and changing employment shall be addressed with the Employment Placement Specialist and/or your Case Manager.
- Federal Residents are limited to 12 hours out of the building for work per day. This includes travel time and working at more than one place of employment.

## UNAUTHORIZED ITEMS/CONTRABAND LIST

### **DANGEROUS CONTRABAND**

**Illegal Items/Dangerous Contraband includes, but is not limited to:**

- Weapons or simulated weapons
- Ammunition
- Explosives
- Explosive devices
- Illicit and/or Illegal Drugs
- Alcoholic beverages
- Stolen property
- Laser Pointers

**Other Dangerous Contraband includes, but is not limited to:**

- Drug Paraphernalia
- Unauthorized keys
- Hypodermic needles or syringes
- Unauthorized facility property
- India ink
- Knives of any blade length
- Scissors
- Kitchen utensils/supplies; silverware
- Garbage bags
- Aerosol cans
- String, rope, or wire
- Potpourri
- Any synthetic substance/herb which could be ingested or inhaled
- Paint thinner
- Vicks Vapor In-Haler, Coricidin or Dextromethorphan
- Products containing alcohol—mouthwash, etc.

### **GENERAL CONTRABAND**

- Tools (except work related items)
- Plants/Flowers
- Black Light/Flashlights/Fans
- Glass containers/ Urine containers
- Substances which emit toxic fumes
- Cigarettes, Tobacco of any kind, Lighters, Matches, rolling papers, etc.
- Televisions/DVD players
- Computers/Stereos/CD players
- Cassette tapes/Compact Disc/DVD's
- Unauthorized possession of food
- Lottery tickets/Dice/Gambling equipment or devices
- Unauthorized glue/Vinegar/Bleach
- Hand-held video games
- Personal pillows, linens, and blankets
- Aluminum foil
- Eye droppers/Visine, etc.
- Room deodorizers/Incense
- Cellular Telephones/Pagers
- MP3 players/Headphones/Earplugs
- Cameras/ Recording devices
- Foot Powder/Baby powder
- Other items or materials deemed detrimental to the overall operations of the facility.
- Any item that can be used to adulterate a urine sample or alco-sensor
- Personal blankets, pillows, etc.
- Clothing depicting any law enforcement agency, alcoholic beverages, or any controlled substances.
- Clothing and literature depicting the use of alcohol or drugs.

**The Residential Manager/designee reserves the right to limit any item(s) brought into the facility deemed detrimental to the overall health, safety, sanitation, and security of facility operations.**

My signature below certifies that I have read or had read to me the above House Policies, and I further understand I must adhere to the items set out in these House Policies during my period of facility placement. I have received a copy of these House Policies.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

**FIRST JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES  
WATERLOO RESIDENTIAL CORRECTIONAL FACILITY**

**RESIDENT LEVEL SYSTEM EXPLANATION**

The following is designed as a checklist to assist you in advancing through the program. Your facility placement is individualized and your progress through the program is based on your behavior as well as goals set forth in your case plan.

**LEVEL 1-minimum of 2 facility weeks**

**A. Resident Responsibilities**

1. Follow facility rules and regulations.
2. Follow curfew of 10:00 p.m. – 6:00 a.m. (9:00 p.m. for Federal offenders)
3. Participate in all assessments and in the development of case plan and initial contacts with referral agencies.
4. Complete a list of all outstanding debts and submit to your Probation/Parole Officer.
5. Attend and actively participate in individual meetings with your Probation/Parole Officer, and groups.
6. Complete required assignments as instructed by Probation/Parole Officer.
7. Complete 10 hours of community service.
8. Seek full time employment upon approval by residential staff.
9. Complete required facility work details and other details at staff's directive. Failure to complete 3 or more details per week will result in discipline and may impact level advancement.
10. Residents must 2 extra details minimum.

**B. Resident Privileges**

1. Lounge, pay phone, and courtyard privileges.
2. Visiting at least one day per week
3. May have a maximum of \$30 personal spending money per week.
4. May leave the facility to seek employment, work, and other approved programming.
5. 6 hours are allowed for residents to use at their discretion and approved by on-duty staff. The hours must be used in a minimum of 1 hour intervals and cannot be used while serving discipline. Religious services are included in this time.
6. Upon securing approved and verified full-time employment may be eligible for 14 hours per week during regularly scheduled days off to a pre-approved furlough location.
7. No more than 10 hours can be used per day.

**GUIDELINES FOR ADVANCEMENT TO LEVEL 2**

Residents may be elevated to Level 2 after:

- Minimum of 2 weeks on Level 1.
- **Two consecutive Facility Weeks** of full-time employment (35 hours per week of minimum wage).
- **Two consecutive Facility Weeks** without major disciplinary reports.
- A combination of employment and education equaling 35 hours is acceptable as long as financial obligations are met. This must be preapproved by the Facility Supervisor/Manager.
- Meeting all treatment expectations.
- Completion of at least 10 hours of community service on Level 1.
- Current on rent or within 1 week of being current.
- Satisfactory completion of facility work details.
- Maintain a clean and orderly room.

## **LEVEL 2-Minimum of 3 weeks**

### **A. Resident Responsibilities**

1. Maintain all applicable responsibilities from previous level.
2. Meet programming and treatment expectations.
3. Maintain employment and/or involvement with other approved full time programming.
4. Develop and implement financial program including restitution and supervision fee.

### **B. Resident Privileges**

1. May be allowed all applicable privileges from the previous level.
2. May have a maximum of \$40 personal spending money per week.
3. Eligible for the following furlough schedule:

❖ 40 hours per week. Only 1 furlough is permitted per day. A maximum of 10 hours and a minimum of 1 hour per day can be used. This time is allowed during non-curfew hours.

## **GUIDELINES FOR ADVANCEMENT TO LEVEL 3**

Residents may be elevated to Level 3 after:

- Minimum of 3 weeks on Level 2.
- **Three consecutive Facility Weeks** of full-time employment (35 hours per week of minimum wage).
- **Three consecutive Facility Weeks** without major disciplinary reports.
- Meeting all treatment expectations.
- Current on facility rent.
- Furlough Compliance.
- Satisfactory completion of facility work details.
- Maintain a clean and orderly room.

## **LEVEL 3-Minimum 3 weeks**

### **A. Resident Responsibilities**

1. Maintain all applicable responsibilities from previous levels.
2. Formulate and finalize release plan with Probation/Parole Officer.
3. State Work Release/OWI Residents shall save \$300.00 in their WRCF Bank Account to be used to pay their Supervision Fee upon discharge from the WRCF.
4. Probation/Special Sentence Residents shall pay their Supervision Fee prior to being discharged from the WRCF.

### **B. Resident Privileges**

1. May be allowed all applicable privileges from the previous levels.
2. May have a maximum of \$45 personal spending money per week.
3. Eligible for the following furlough schedule:
  - ❖ 24 hours per week. A maximum of 10 hours a day can be used. This time is allowed during non-curfew hours and cannot be used in conjunction with the 56 hour furlough.
  - ❖ 56 consecutive hours of furlough time may be allowed during the normally scheduled days off (two days per week maximum) so long as the beginning and ending times are during non-curfew hours.



## **GUIDELINES FOR ADVANCEMENT TO DAY REPORTING STATUS**

Residents may be elevated to Day Reporting status following:

- Minimum of 3 weeks on Level 3.
- **Three consecutive Facility Weeks** of full-time employment (35 hours per week of minimum wage).
- **Three consecutive Facility Weeks** without major disciplinary reports.
- Meeting all treatment expectations.
- Current on rent.
- Satisfactory completion of all furloughs.
- Approved community placement plan by Probation/Parole Officer.

**\*\*Federal, State Work Release, and OWI residents eligible for passes, may not advance past level 3 as they are not eligible for extended passes per the Federal Bureau of Prisons Statement of Work and Department of Correctional Services guidelines. These residents are also not generally eligible for Day Reporting status.**

### **DAY REPORTING STATUS-Minimum of 60 days**

#### **A. Resident Responsibilities**

1. Maintain all applicable responsibilities from previous levels.
2. Demonstrate stability, independence, and responsibility in all programming, treatment and financial expectations.
4. Complete release plans.
5. Report to the Facility at least twice a week, or as directed by facility staff.
6. Complete at least 8 successful weeks on Day Reporting. Length of time in this level will be determined by facility staff.

#### **B. Resident Privileges**

1. May be allowed all applicable privileges from the previous levels.
2. May have maximum of \$50 personal spending money per week.
5. Eligible to live in approved private residence with land-line telephone.

## **GUIDELINES FOR COMPLETION OF DAY REPORTING STATUS**

- Minimum of at least 60 days.
- Remain employed full time.
- Remain current on rent to facility.
- Remain discipline free.
- Comply with all programming expectations.
- Report to facility as expected and comply with all other supervision expectations.

Note: The minimum facility placement is 16 weeks if everything is completed specifically as outlined above. This requires the resident to enter the facility already employed full time. Residents can also earn a maximum of 4 merit points. Once earned merits cannot be taken away. Each merit can be used to reduce the length of time on day reporting by 1 week for a total of 4 weeks reduction. Earned merits will not be taken away as part of discipline, however, any major discipline can add time to the facility placement including day reporting. Merits are approved by facility staff and earned by completing any of the following tasks prior to going out on Day Reporting:

- Payment of outstanding victim restitution-1 merit
- Payment of outstanding supervision fees to the department of correctional services-1 merit
- Additional 10 hours of Community Service – This must be preapproved by the Facility Supervisor/Manager - 1 merit.
- Remain discipline-free (major) during placement – 1 merit

## **EXTENDED LEAVE TRANSITION PROGRAM (Minimum 90 – DAYS)**

### **RESIDENT RESPONSIBILITIES**

1. Maintain all applicable responsibilities from previous levels.
2. Demonstrate stability, independence, and responsibility in all programming, treatment and financial expectations.
3. Demonstrate stability, independence and responsibility at place of employment.
4. Demonstrate stability, independence in attending meetings with community agencies and your Probation/Parole Officer.
5. Demonstrate responsibility and satisfactory progress on release plan.

### **GUIDELINES FOR FACILITY DISCHARGE**

1. Remain employed full time
2. Facility rent and supervision fees are paid in full and restitution plan is followed.
3. Remain discipline free.
4. Comply with all programming and supervision expectations.
5. Be on Extended Leave Transition Program for at least 90 days.

**NOTE: Improving financial stability is one objective of your facility placement. Residents should maintain their rent while making an effort to pay outstanding debt owed to the department during the facility placement. Rent must be current to progress through the level system. Residents will not be discharged from facility placement until the supervision fee is paid in full. If a resident completes all other requirements of their facility placement, including day reporting, they will not continue to be charged facility rent but will remain in the Extended Leave Transition Program. This expectation can only be waived by the Facility Manager/Designee. Residents will continue to be subject to the rules and expectations of the facility in the event their rent is frozen, including discipline which could reduce their level and reinstate rent expectation.**

By signing below, I acknowledge receipt of the WRCF level system explanation.

---

Resident Signature

---

Date

---

Staff Signature

## PREVENTION OF SEXUAL MISCONDUCT - AN OVERVIEW FOR OFFENDERS -

**POLICY:** The First Judicial District Department of Correctional Services has zero tolerance for sexual misconduct, sexual harassment, or sexual violence of any kind and is committed to prevention, detection, reduction, and punishment of perpetrators. Further, the Department is committed to maintaining a culture in all Residential Facilities and Field Services offices that promotes respect and safety and that does not tolerate sexual misconduct of any kind.

It is the policy of the First Judicial District Department of Correctional Services to prohibit all employees, volunteers, student interns, vendors, contractors, or agents of the First Judicial District Department of Correctional Services (referred to in this policy as staff) from engaging in sexual misconduct with offenders. The potential abuse of power inherent in staff-offender relationships is at the core of staff sexual misconduct. The inherent difference in power between staff and offenders makes any consensual relationship between staff and offenders impossible. Sexual contact between an offender and staff is considered sexual misconduct and is never consensual. This type of behavior is considered a serious breach of security and these relationships will not be tolerated. Engaging in an unauthorized relationship may result in criminal prosecution and/or employment termination.

Iowa Code Section 709.16(1) states, "an officer, employee, contractor, vendor, volunteer, or agent of the department of corrections, or an officer, employee, or agent of a judicial district department of correctional services, who engages in a sex act with an individual committed to the custody of the department of corrections or a judicial district department of correctional services commits an aggravated misdemeanor".

### DEFINITION OF SEXUAL MISCONDUCT:

The First Judicial District Department of Correctional Services is committed to maintaining an environment free of sexual abuse, sexual assault, sexual misconduct, and sexual harassment. This behavior includes any verbal or physical conduct of a sexual nature directed toward an offender by another offender, a staff member, an intern, volunteer, contractor, or agent of the District.

Sexual Harassment/Abuse/Assault/Misconduct can take place between:

- (1) Any two Department employees;
- (2) A Department employee and a non-Department employee, including contractors, offenders, interns, and residents;
- (3) A Department employee and an intern, visitor, guest, client, patient, inmate, offender, or resident;
- (4) An offender and an offender;
- (5) Or any other combination of persons, not included above.

Further, conduct of a sexual nature by staff directed toward offenders under the care, custody and supervision of the Department. Sexual misconduct with offenders includes acts or attempt to commit acts of sexual contact, sexual abuse, invasion of privacy, intimacy, or behavior for personal sexual gratification. This includes, but is not limited to acts or attempts to commit such acts as:

1. Having sexual contact and/or sexual intercourse with an offender, which is in violation of First Judicial District Department of Correctional Services policy. It is also a criminal offense for staff to engage in sexual contact and/or sexual intercourse with an offender.
2. Requiring or allowing an offender to engage in sexual contact, sexual intercourse, or other sexual conduct for any reason (e.g., the sexual gratification of a staff member).
3. Any action designed for sexual gratification of and by an offender or staff such as masturbating in front of an offender.
4. Making obscene or sexual advances, gestures, comments or exposing one's self, to an offender or being receptive to any such advances, gestures, or comments made by an offender toward a staff member.
5. Touching of self in a sexually provocative way to solicit a response from an offender.
6. Viewing offenders in a manner which is not related to normal job duties and interfering with an offender's personal business without a reasonable need to do so for the immediate safety and security of the offender, employee, or others. This includes, but is not limited to, excessive staring.

7. Initiating any form or type of communication of a sexual nature with an offender, unless specifically associated with treatment for a sex-related offense.
8. Receiving any form or type of communication of a sexual nature from staff and failing to report the communication immediately as designated by Department policy.
9. Influencing or making promises regarding, but not limited to, an offender's safety, custody, legal status, privacy, housing, privileges, work assignment, or program status in exchange for sexual favors or because an offender refused to submit to a sexual advance. This includes an exchange of anything of value between staff and an offender. For example: putting money into or promising to put money into an offender's account or bringing in or promising to bring in contraband for an offender in exchange for sexual favors.

## WHAT TO DO IF I AM ASSAULTED?

If the sexual incident was recent, you will be asked to consent to a sexual assault exam. Your consent is needed for this exam. Even though you may want to clean up after the assault, ***it is important that you advise staff immediately, or as soon as practical, and be seen by a medical professional before you shower, wash, drink, change clothing, or use the bathroom.*** A medical professional will examine you for injuries that may or may not be obvious to you. A medical professional may perform a pelvic and/or rectal exam. They will also check you for sexually transmitted diseases and gather physical evidence of the assault. You have the right to refuse the examination. However, if you have been the victim of sexual misconduct, it is critical to collect as much evidence as possible.

It is very important you understand you can receive medical attention for any injuries, and for female offenders, pregnancy testing, without submitting to a sexual assault examination. The medical care is for the purposes of treating any injuries and keeping you healthy. Medical information gathered during treatment is confidential. You must sign a medical release in order for the medical information to be used as evidence in sexual misconduct. You have the right to refuse to sign the medical release. You also have the right to receive support services (see "Recovering from Sexual Assault").

## DUTIES OF OFFENDERS

Offenders will provide complete cooperation and will not interfere with the official process of investigating sexual misconduct. This includes failure to report or attempts to cover up an incident of sexual misconduct, allegation or statement that a party or a witness knew could not have been true, or any form of failure to cooperate with an investigation or inquiry. Failure to cooperate, failure to report, or purposeful, malicious false statements may result in corrective action being taken including discipline.

## REPORTING SEXUAL MISCONDUCT

Sexual misconduct by staff is prohibited, but it must be reported before action can be taken. Do not rely on anyone else to report misconduct - when it is experienced or seen, report it immediately.

To make sure sexual misconduct is reported, the First Judicial District Department of Correctional Services has several ways for offenders to report confidentially. Offenders may use the reporting method with which they are most comfortable:

- Tell a staff member or Supervisor with whom you are comfortable discussing the matter. As a part of their job, all staff are required to report any allegation, ensure offender safety and maintain confidentiality.
- Send a letter to or call the District Director.
- Use the Department grievance process.
- Send a letter to: Iowa Ombudsman Office  
Ola Babcock Miller Building  
1112 E. Grand Avenue  
Des Moines, IA 50319

## WHAT HAPPENS TO REPORTS OF SEXUAL MISCONDUCT?

The First Judicial District Department of Correctional Services will investigate all allegations of sexual assault, including allegations of:

- Sexual harassment,
- Sexual misconduct,
- Over-familiarity, and
- Retaliation

## WHAT IS RETALIATION?

Retaliation is intimidation to prevent an offender from filing a complaint or participating in an investigation of sexual misconduct. Our Department prohibits any individual from interfering with an investigation, including intimidation or retaliation against witnesses. If an offender believes she/he is being denied privileges, or is being unfairly transferred or punished in some way because she/he filed a complaint or assisted in the investigation of a complaint, she/he should report this to the District Director or Investigator.

## POSSIBLE OUTCOMES OF AN INVESTIGATION

During an investigation of sexual misconduct, a number of actions may occur if it is determined to be in the best interest of the offender, the staff and the Department.

- Staff could be placed on restricted duty or suspended.
- Offenders could be relocated for their safety. However, offenders will never be punished for reporting sexual misconduct or any other type of sexual misconduct. In fact, every effort will be made to assure offenders' protection.

Keep in mind a thorough investigation takes time. The investigation must clearly support or refute any allegation with evidence, information gathered from witnesses, and documentation.

After the investigation is finished, one of the following decisions will be reached:

- There is sufficient evidence to conclude the allegation is true.
- There is insufficient evidence to conclude the allegation is or is not true.
- There is enough evidence to prove the allegation is not true. This means the evidence shows the offender made a false allegation. If the investigation proves the offender made a false allegation, she/he is subject to corrective action being taken including discipline.
- There is not enough evidence to prove the allegation is true, but there is evidence to prove another law, policy or rule was violated.

Any staff member who sexually abuses or assaults an offender will be disciplined up to and including discharge and may be referred to the County Attorney for prosecution. Discipline and criminal prosecution are more likely to be successful if the abuse is reported immediately.

## RECOVERING FROM SEXUAL ASSAULT

Any form of coerced or illegal sexual activity is degrading and may result in psychological distress. Offenders should be aware trauma recovery is time sensitive and needs to be addressed as soon as the problems are identified. Mental health counselors are available to help inmates recover from the emotional impact of sexual assault.

## JUST AS IMPORTANT

Offender on offender sexual assault and abuse:

Definition: One or more offenders engaging in, or attempting to engage in a sexual act with another offender or the use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more offenders aimed at coercing and/or pressuring another offender to engage in a sexual act.

No one has the right to pressure offenders to engage in sexual acts. Offenders do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior.

It is NEVER appropriate for a staff member to make sexual advances, comments or to engage in sexual contact with an offender. Even if the offender wants to be involved with the staff member, the staff member is not allowed to respond. It is not appropriate for an offender to approach a staff member in a sexual nature - this type of behavior is prohibited.

## **Preventing Sexual Misconduct**

My signature below indicates I have received a copy of the First Judicial District Department of Correctional Services orientation material for offenders regarding the prevention of sexual misconduct. I have been provided with an opportunity to discuss this issue and ask questions.

\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**FIRST JUDICIAL DISTRICT  
DEPARTMENT OF CORRECTIONAL SERVICES**

**PROTECTION FROM ABUSE AND CLIENT GRIEVANCE PROCEDURE**

While the legal status of an individual under supervision is restrictive by law and by order of the court, it is the policy of the Department of Correctional Services to maintain respect for the dignity and individuality of all clients and shall not engage in abusive treatment and/or treatment which is not in accordance with Iowa law and Department policy. The Department is committed to maintaining an environment free of sexual abuse/misconduct/harassment. Services will be delivered without discrimination.

Grievable treatment is defined as follows:

1. Exploitation, extortion, demand or request for gifts, gratuities or favors.
2. Physical harm or the threat of physical harm.
3. Verbal or physical conduct of a sexual nature directed toward an offender by another offender, staff member, agent or volunteer of the department, welcome or not.
4. Action which constitutes a violation of individual rights.
5. Action which is not in accordance with Iowa law.
6. Action which is not in accordance with Department policy.

Discipline and increased supervision requirements are not grievable.

**STEP I:** (Probation/Parole Supervisors/Residential Supervisor/Manager level) Persons under Department supervision or undergoing pre-sentence investigation may file within three (3) days after an incident, either orally or in writing, a grievance stating the nature and circumstances of the alleged infraction and the remedy sought. However, there is no time limit on when a client may submit a grievance regarding an allegation of sexual abuse. The grievance must be filed with the immediate supervisor of the Department employee. The supervisor will investigate and respond within seven (7) working days.

**STEP II:** (Facility Manager/Assistant Director/Division Manager level) If the response of the supervisor is not satisfactory, the grievance may then be filed with the appropriate Facility Manager/Division Manager/Assistant Director within twenty-four (24) hours of receipt of the decision. The Facility Manager/Division Manager/Assistant Director will investigate and respond within seven (7) working days.

At each level of grievance handling, the immediate supervisor or the Division Manager/Assistant Director shall see that an appropriate record is made, including a statement of the grievance in the words of the person making the complaint, the result of the investigation and findings. A client grievance file shall be maintained which shall not be public record.

In the event the grievance is found to have merit, appropriate action shall be commenced in accordance with Department policy.

Grievances not resolved may be referred by the client to his or her private attorney, the Citizen's Aid/Ombudsman, 1112 E. Grand Avenue, Capitol Complex, Des Moines, Iowa 50319, phone 1-888-IA-OMBUD, or may be referred to the Court.

I certify I have read this form, or it has been read to me, and indicate such by my signature:

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

## **DID YOU KNOW?**

**Suicide is closely linked to mental illness and substance abuse**

**And effective treatments exist for both**

**If your pain exceeds your resources for coping**

**If you feel so bad that you think of suicide**

**You need to hear that people DO get through this**

**Find Someone to Listen**

**Another Resident**

**Residential Officer**

**Counselor, Physician, or Therapist**

**Family Member, Friend, Minister, Rabbi, or Preferred Faith Leader**

**Call a Suicide Hotline**

**NATIONAL SUICIDE PREVENTION LIFELINE**

**1.888.273.TALK (8255)**

**Black Hawk-Grundy Mental Health Center**

**319.234.2893**

**Phone is answered 24 hours a day**

**If You Need Immediate Assistance**

**Go to a local hospital or Dial 911**

**Additional Resources**

[www.suicidology.org](http://www.suicidology.org)

[www.nmha.org](http://www.nmha.org)

[www.nami.org](http://www.nami.org)

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)



**ADMINISTRATION**  
314 E. 6<sup>th</sup> St., P.O. Box 4030  
Waterloo, IA 50704  
(319) 236-9626  
FAX (319) 291-3947



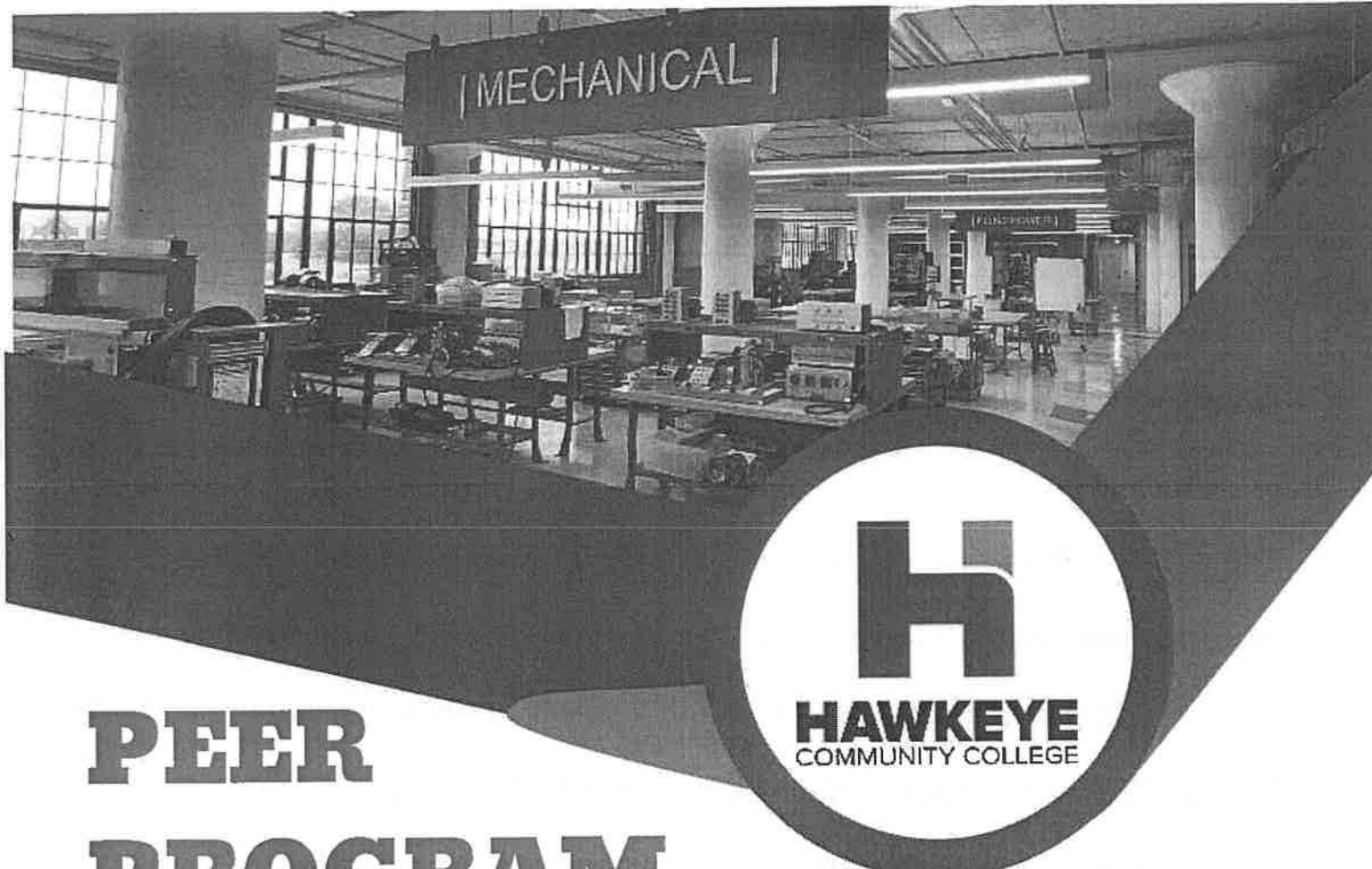
**Greetings!**

**This letter is to inform you that you are REQUIRED to participate in the Waterloo Residential Correctional Facility programming as a condition of supervision and residential placement. You will soon be placed in the ACTV CompACT Class. A letter will be sent to you with an intake/orientation date and time. Following intake/orientation, you will be able to select your CompACT class time. This program is seven (7) weeks long and each class session lasts 90 minutes. Failure to participate in programming may result in formal disciplinary action and affect your ability to move through the facility level system. If you have questions about the class, please speak to your Probation/Parole Officer or you may contact me.**

**Samantha Shoger**

**Community Treatment Coordinator**

**Ext 0945 or 319-292-0945**



# **PEER PROGRAM**

## **We Offer:**

**High School Completion**  
**CDL (Class A & Class B)**  
**Industry 4.0 (Basic Operations)**  
**WEBuild Waterloo**  
**Production Welding**  
**CNC Machinist**  
**Industrial Maintenance**  
**Health Support Professional**  
**Medical Coding**  
**Pharmacy Tech**  
**Patient Access & Front Desk**  
**and we are always looking into more options!**

### **MORE INFORMATION**



**319-296-4296 ext: 3103**



**[peer@hawkeyecollege.edu](mailto:peer@hawkeyecollege.edu)**



## High School Completion Survey

Name: \_\_\_\_\_

\_\_\_\_ I have a high school diploma or equivalent (if yes, no need to fill out the rest)

\_\_\_\_ I do not have a high school diploma

\_\_\_\_ I am interested in getting my high school diploma

How can we reach you?

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

In Person: (Please Circle) 310 314



**PREA Population Characteristics Data Information Sheet**

Facility Name: \_\_\_\_\_

Facility Entry Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

ICON #: \_\_\_\_\_

- |  |     |    |
|--|-----|----|
| 1. Physical Disability (i.e. wheelchair, prosthetic leg) (Look at SVP Question #10)  | YES | NO |
| 2. Cognitive or functional disability (including intellectual disability, psychiatric disability, or speech disability) (Look at SVP Question #10) | YES | NO |
| 3. Blind or have low vision (visually impaired)  | YES | NO |
| 4. Deaf or hard of hearing   | YES | NO |
| 5. Limited English Proficient (LEP)  | YES | NO |
| 6. Lesbian, gay, or bisexual (Look at SVP Question #13)  | YES | NO |
| 7. Transgender or Intersex (Look at SVP Question #13)  | YES | NO |
| 8. Reported sexual abuse in a facility (Look at SVP Question #15 and PREA Database)  | YES | NO |
| 9. Sexual victimization on risk screening (disclosed prior sexual victimization during risk screening) (Look at SVP Question #15)                  | YES | NO |
| 10. PC for risk of sexual victimization (ever placed in segregated housing/isolation for risk of sexual victimization)                             | YES | NO |

