

Fifth Judicial District  
Department of Correctional Services

Policy Manual

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Approved By:

  
Sally Kremer, Director  
Fifth Judicial District  
Department of Correctional Services

Approval Date: 09/09

Unit: 5<sup>th</sup> Judicial District Substance Abuse  
Treatment Programs

Subject: Organization and Management of the Program

## POLICY

The 5<sup>th</sup> Judicial District Substance Abuse Treatment Program will follow a standardized system for the management of the program and the compilation, dissemination and maintenance of operating policies and procedures in accordance with 5<sup>th</sup> District Policy and the Iowa Department of Public Health's Licensure Standards for Substance Abuse Treatment Programs in Correctional Facilities 156.3(1).

## PROCEDURES

Program staff will be oriented to the 5<sup>th</sup> Judicial District Substance Abuse Treatment Policy Manual and the 5<sup>th</sup> Judicial District Residential Services Policy Manual upon hire and may access them on the District's Intranet site.

1. The Treatment Supervisor will have direct clinical oversight of the treatment staff and will report directly to the Assistant Director of Residential Services. The Assistant Director will report directly to the District Director who is responsible to the Board of Directors.
  - A. Refer to the attached 5<sup>th</sup> Judicial District Department of Correctional Services Table of Organization for Residential Services.
2. The Treatment Supervisor will ensure a review and approval of the policy manual each calendar year.
3. The Treatment Supervisor will make necessary revisions to the policy utilizing the Quality Improvement Plan and/or input from staff that may include District employees, Supervisors, treatment staff, the Assistant Director of Residential Services and the Director of the 5<sup>th</sup> Judicial District Department of Correctional Services.
4. The Director of the 5<sup>th</sup> Judicial District Department of Correctional Services will approve policy and any revisions.
5. The Treatment Supervisor will ensure that staff is notified of policy revisions, that staff review the revisions and sign a policy review form acknowledging review and understanding of the revisions.
6. The Treatment Supervisor will ensure that staff receives necessary training in order to be in compliance with policy.