

FIFTH JUDICIAL DISTRICT
DEPARTMENT OF CORRECTIONAL SERVICES

**2008 – 2009
Annual Report**



Headed in the right Direction ... on the road to a Better Future.

Mission Statement

*We protect the public, employees, and offenders from victimization,
and, seek to help transform offenders into productive and responsible Iowa Citizens.*

Fifth Judicial District Department of Correctional Services

Administrative Office, 604 Locust Street, Equitable Building, Suite 317, Des Moines, Iowa 50309
515-280-4220 • FAX 515-280-4259

Chester J. Culver, Governor

Sally Kreamer, Director

Patty Judge, Lieutenant Governor

Michael J. King, Chairperson

November, 2009

Mr. Mike King, Chair
Fifth Judicial District
Department of Correctional Services
Union County Courthouse
Creston, Iowa



Dear Mr. King:

Director Sally Kreamer

On behalf of the staff of the Fifth Judicial District Department of Correctional Services, I am pleased to present the Department's 2008-2009 Annual Report.

Over the last year, the Fifth Judicial District Department of Correctional Services has focused on reducing over representation of African Americans to both county jails and prisons. A re entry initiative was developed and has focused on providing culturally sensitive case management and programming. The Department has also focused on recruiting a diverse workforce and a review of all policies and procedures to ensure that those activities do not adversely impact the success of African American Offenders.

Our case load numbers remain steady at the 9,000 mark. The District continues to promote evidence based supervision and programming. Because of these efforts, offender risk has been reduced as evidenced by a lower number of revocations, re arrests and a higher number of successful program completion rates. However a need is still present for residential beds and office space. The legislature did approve funding for an expansion of our residential program. A location for that expansion project will be a key focus for the next fiscal year.

The Fifth Judicial District, Department of Correctional Services did receive an across the board cut of over 2% this year and have focused on finding efficiencies and finding additional resources. This fiscal year appears to be much worse and thus those efforts will be doubled. Management has been responsible for carefully reviewing all expenditures and finding savings. Additionally, management has taken on additional workload to continue to provide programming that improves outcomes and quality assurance measures.

The report is submitted for filing with the Board of Supervisors of each county in the Fifth District, per Iowa Code 905.4. This document reflects activities of the Fifth Judicial District Department of Correctional Services from July 1, 2008 through June 30, 2009.

I would like to take this opportunity to thank the Board of Directors for the support that you have shown me and all the staff of the Fifth Judicial District Department of Correctional Services. Additionally, I would like to thank our community partners and employees who continually strive to improve our outcomes.

Respectfully Submitted,

Sally Kreamer, Director
Fifth Judicial District
Department of Correctional Service

Fifth Judicial District Department of Correctional Services

Submitted by Sally Kreamer, Director

Chapter 905 of the Iowa Code requires the Department to provide to the sixteen counties of the Judicial District and Court an annual report of activities. The following is the report for Fiscal Year 2008.

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Mission Statement:

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And, we seek to help transform offenders into productive and responsible Iowa Citizens.*

<http://FifthDCS.com>

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Vision of the Fifth Judicial District Department of Correctional Services

The Fifth Judicial District Department of Correctional Services will be recognized as a national leader in providing a fully integrated corrections system. As the nation's leader, we will provide the most sophisticated and strongly supported continuum of community and institution programs and services.

We will be seen as an organization that delivers research-driven correctional programs of the highest quality while utilizing the most effective communication and technology resources to provide "best practices" management.

We will be known as an organization that is driven by a strong value system that recognizes the intrinsic worth of all human beings, respects and recognizes the needs of victims, and holds the belief that offenders can change their lives.

We will be known for our staff development and training programs that engender the strong ethics, diversity, and professional nature of this Department.

We will be known for keeping operational costs low, while providing high-quality programs in a safe environment.

We will be seen as a highly credible Community Corrections Department that focuses on its mission, and takes care of its people.

Mission Statement:

*We protect the public, employees, and offenders from victimization,
And, we seek to help transform offenders into productive and responsible Iowa Citizens*

Fifth Judicial District Department of Correctional Services



MISSION STATEMENT

The mission of the Fifth Judicial District Department of Correctional Services:
We Protect the Public, Employees, and Offenders from Victimization.

PUBLIC

- Prevent escapes and maintain accountability of offenders in the community
- Increase community safety in support of a vital economy
- Reduce recidivism and increase the self responsibility of offenders
- Keep citizens informed about corrections issues and activities
- Make responsible decisions about the use of taxpayer dollars
- Attend to the needs and concerns of victims
- Treat members of the public with respect

EMPLOYEES

- Provide current equipment and staffing to insure employee safety
- Provide for a safe working environment
- Attend to emotional and physical well being of employees
- Maintain high levels and standards for training
- Insure policies are sound, current, and consistently and fairly enforced
- Treat employees with respect

OFFENDERS

- Provide a physically and mentally safe and healthy environment for offenders
- Manage offenders in a firm, fair and consistent manner
- Provide programming, training and education to encourage good work habits and pro-social interaction
- Promote pro-social thinking with contemporary programming
- Keep offenders informed about current corrections policies and procedures
- Develop community support and partnerships that foster reintegration
- Treat offenders with respect

Fifth Judicial District Department of Correctional Services

HISTORY AND OVERVIEW

The Fifth Judicial District Department of Correctional Services, which originated in the early 1970s, consists of sixteen counties in south central Iowa. The Department has both the most populous county in the state (Polk) and the least populous county (Taylor). The Department functions under the oversight of a twenty member Board of Directors consisting of one Board of Supervisor member from each of the sixteen counties in the District, two judicial appointees, one of those currently being the Chief Judge of the Fifth Judicial District, and two citizen appointees. The Board of Directors hires the District Director.

The counties comprising the Fifth Judicial District Department of Correctional Services are: Adair, Adams, Clarke, Dallas, Decatur, Guthrie, Jasper, Lucas, Madison, Marion, Polk, Ringgold, Taylor, Union, Warren, and Wayne.

Funding for the Fifth Judicial District Department of Correctional Services comes from the state Legislature and funnels through the Iowa Department of Corrections, which supplies cursory oversight. The current total operating budget is approximately \$24.3 million dollars, which includes approximately \$5 million of local revenues.

The Department currently supervises approximately 9000 adult offenders and has a total staff of about 282. Approximately 7000 of those offenders reside in the Des Moines metropolitan area, with the remaining 2000 offenders being supervised in the remaining fifteen counties outside the metropolitan area. Besides its Des Moines office, the Department operates offices in Adel, Chariton, Creston, Indianola, Knoxville, and Newton.

The Fifth Judicial District Department of Correctional Services is a community-based correctional organization providing a full spectrum of services to pre-adjudicated, post-adjudicated, post-institutional, and even prison status offenders at our OWI Facility.

The District provides the following services to our offenders:

PRETRIAL RELEASE (Release on Recognizance). Originating in 1963, this program became part of the Department in 1970. In this program, staff interview adult offenders held in jail, utilizing an objective point system, to recommend the release from jail without money bond, of offenders whose ties to the community indicate they will appear in court when scheduled.

RELEASE WITH SERVICES (RWS). RWS became part of the Department in 1970. Utilizing subjective criteria, staff interview adult offenders not qualifying for Pretrial Release and recommend the release from jail of offenders who require and are provided supervision upon their release.

PRESENTENCE INVESTIGATION (PSI). Added to the Department in 1971, this portion of the Department creates a full life history report of the offender, now encompassing the LSI-R, which is completed following the offender being found guilty or pleading guilty to an Aggravated Misdemeanor or Felony. This report is used by the Judge in sentencing proceedings and is also used to assist in developing

Fifth Judicial District Department of Correctional Services

case plans and in formulating treatment programs by the probation/parole officer, state corrections institutions, or the State Board of Parole when considering offenders for parole or work release.

PROBATION. Incorporated as part of the Department in 1971, the probation department provides supervision of convicted offenders from the Court. The probation department utilizes community resources and evidence-based practices that include the LSI-R in determining the risk and needs of offenders.

MEN'S RESIDENTIAL FACILITIES. These facilities are located on the south side of Des Moines on the historic Fort Des Moines military grounds. The original facility, Building 65/66, was opened in July 1971 housing 50 "probation" offenders. In 1987, Building 65/66 was deemed a community-based prison facility for 67 OWI offenders. In 2009, the OWI offenders were moved from Building 65/66 and placed in Building 68. **Building 65/66** currently houses 60 offenders in an inpatient treatment facility run by Bridges of Iowa and up to 44 offenders in an Honor Unit as part of the department. In 1999, the Department opened a new 200 bed facility in Building 68/70. **Building 68** currently houses eighty (80) offenders with approximately sixty (60) of these offenders being part of the OWI Treatment Unit which is licensed by the Iowa Department of Health, Division of Substance Abuse, and approximately twenty (20) more offenders involved in some type of mental health or substance abuse treatment. **Building 70** currently houses one hundred twenty (120) offenders. The majority of these offenders are placed on work release by the Board of Parole. The remainder are sentenced by the Court to the facility as a condition of probation or are federal prisoners.

WOMEN'S RESIDENTIAL FACILITY. The original Women's Facility was opened in 1972 in a residential area of Des Moines. In 1993 the Women's Facility moved to a new building located at 1917 Hickman Road in Des Moines. This forty-eight (48) bed facility houses female offenders sentenced as a condition of probation by the Court, on state work release, as OWI Third Offense inmates, or as Federal pretrial or jail transfer inmates. One wing of the facility allows eight (8) women to have up to twelve (12) children under the age of five (5) reside with them, while the women complete their sentence. This portion of the program is designed to allow the mother and child a chance to live together in a safe environment designed to enhance the mother's parenting and other life skills.

COMMUNITY SERVICE SENTENCING. This program was begun in 1978 as a means to have offenders give back to the community through unpaid work in the community which can be performed as a condition of probation or as part of a determinate Court sentence.

INTENSIVE SUPERVISION PROGRAM (ISP). Begun in 1984 as an alternative to traditional supervision, ISP determines the offender's needs and risk level through the Level of Service Inventory, Revised (LSI-R), Jesness, and the Iowa Risk Assessment Form. Officers provide intense supervision of a smaller case load of high-risk convicted offenders holding them accountable by intensively supervising, monitoring, facilitating, and educating the offender in an attempt to restructure their thinking processes, and to increase public safety and reduce recidivism.

PAROLE. This program was officially added to the Department in 1984 even though parole supervision was provided through the State of Iowa for many years prior to that. Parole officers provide supervision of convicted offenders utilizing community resources and evidence-based practices following the granting of parole by the State Board of Parole from a state institution, half-way house, or OWI prison.

Fifth Judicial District Department of Correctional Services

ELECTRONIC MONITORING. Incorporated as a part of the Department in 1988, the Fifth Judicial District Department of Correctional Services supervises the statewide electronic monitoring program for all eight Judicial District Departments of Correctional Services using voice verification, radio frequency, and global positioning satellite units.

SEX OFFENDER TREATMENT PROGRAM (SOTP). In 1990, the Department added SOTP as another treatment option for those offenders charged with offenses that are sexual in nature. In the Des Moines Metro Area/Polk County, Dallas, Jasper, Madison, and Marion counties, the department through its professional staff, provides psychological evaluations, testing, and treatment. Services include treatment groups, individual counseling, psychological/psychosexual evaluations, penile plethysmograph testing (PPG), and polygraph testing of offenders. In Creston and surrounding area, the Department contracts with Crossroads Mental Health Center to provide sex offenders with primary group treatment, family counseling, psychiatric services on an as-needed basis, and methods to manage sex offenders' relapse issues.

FUGITIVE UNIT (WARRANT TEAM). Initiated as part of the Department in 1993, all of this unit's officers are Certified Law Enforcement Officers who have graduated from the Iowa Law Enforcement Academy. They are the only Department staff certified in and allowed to carry weapons. Two Polk County Sheriff's Officers and a Polk County Detention Officer are part of the Fugitive Unit. The units' duties include apprehension of fugitives including those from other jurisdictions and agencies, routine surveillance of sex offenders, home placement inspections for parolees, training and instruction of fellow staff members, and assisting with the Sheriff's Work Alternative Program.

YOUTHFUL OFFENDER PROGRAM. Begun in 1995, this program is offered at the discretion of the Department and Polk County Attorney's Office to qualified **juvenile offenders waived to adult court on felony charges** and young adults under the age of twenty-two who are charged with a first time felony. Staff assess, refer, and monitor the youthful offenders who are sent to community-based substance abuse programs.

LOW-RISK PROBATION. This program which was begun in 1995 was designed for low-risk, minimum supervision offenders that are given Court ordered conditions, specific to the offender, to be completed in a designated time period while on probation.

INTENSIVE SUPERVISION DRUG COURT. Started as a pilot program in 1996, this unit's goal is to address, with a holistic approach, offender substance abuse behavior problems leading to criminal behavior. Drug Court has been a highly successful method for the treatment of the offenders with chronic substance abuse problems.

INTENSIVE PRETRIAL RELEASE (IPTR). Begun in 1996 by the Department through the cooperation and funding of the Polk County Board of Supervisors, this program recommends high-risk offenders for supervised release when they do not qualify for either Pretrial Release or Release With Services (RWS).

DOMESTIC ABUSE. Added as a part of the Department in 1997, officer duties in this unit are similar to ISP, but focus more on collaboration with community agencies providing interventions. This group meets monthly as part of the Domestic Abuse Coordinating Council.

Fifth Judicial District Department of Correctional Services

SPECIAL NEEDS. Formalized as part of the Department in 1998, this unit deals with individuals who have been diagnosed with a major mental illness, dual diagnosis disorder (mental health and substance abuse problems), brain injury, or mental retardation. Officers assist offenders through numerous referrals and interventions while holding the offender accountable.

SUPPORT SERVICE CENTER. This unit was created in 1999 to assist the Department in incorporating Evidence-based Practices (EBP) into the daily Department operation by delivering research-based offender programming, staff guidance in the areas of case management and effective correctional interventions, and assisting unit supervisors with quality assurance on assessment tools, case planning, and supervision according to risk, need, and responsivity. Presently this unit is completing assessments including a new gender-responsive assessment tool, cognitive behavioral programs, and instructing Batterers Education Programs.

CENTRALIZED INTAKE. In 2001, a Centralized Probation Intake unit housed in room B-40 in the basement of the Polk County Courthouse was formally constructed from an idea that began in about 1988. Although probation and parole intakes had been performed by one person to a certain extent in previous years, this marked the first time that all intakes on all new probationers would be performed in one place by one person.

OFFENDER EDUCATIONAL GROUPS. The Department provides a number of cognitive-based intervention classes intended to help facilitate change within the offender, such as “CALM”, Moving On”, and Thinking For A Change” which are instructed by Department staff.









10-19-09



Mission Statement

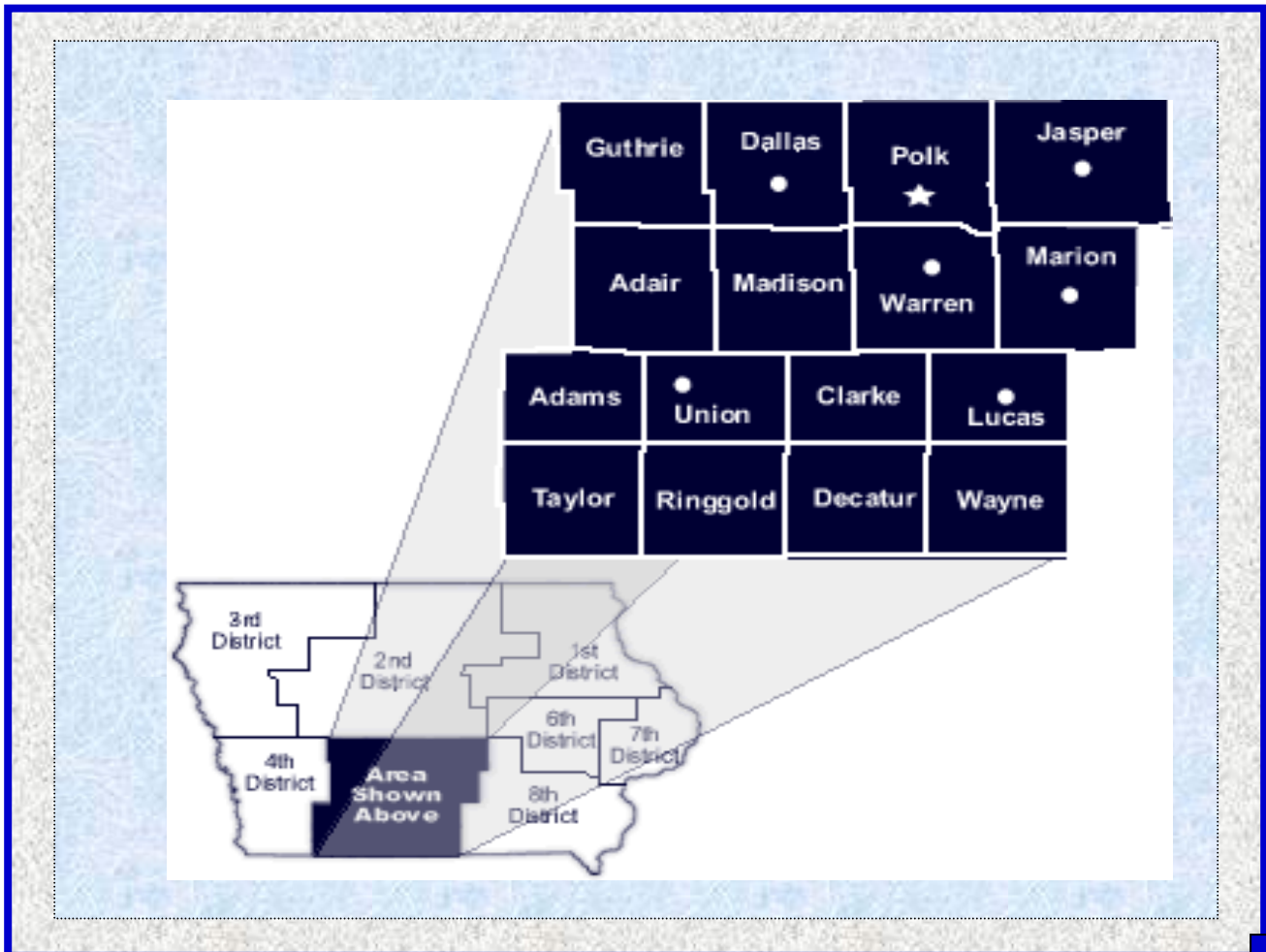
We protect the public, employees, and offenders from victimization, and, we seek to help transform offenders into productive and responsible Iowa citizens.

Fifth Judicial District Department of Correctional Services

	<p><u>ADMINISTRATION OFFICE</u> 604 Locust St, Suite 317 Equitable Building Des Moines, Iowa 50309 (515) 280-4220</p>	
	<p><u>PRETRIAL RELEASE</u> Polk County Jail 1985 N.E. 51st Pl. Des Moines, IA 50313 (515) 875-5750</p>	<p><u>RELEASE WITH SERVICES</u> Polk County Jail 1985 N.E. 51st Pl. Des Moines, IA 50313 (515) 875-5750</p>
	<p><u>COMMUNITY SERVICE SENT. INFORMAL PROBATION INTAKE</u> (286-3046) Polk County Courthouse Room B40 500 Mulberry Street Des Moines, Iowa 50309 (515) 286-3025</p>	
	<p><u>PRE-SENTENCE INVESTIGATION</u> (242-6602) <u>SEX OFFENDER TREATMENT PROG.</u> (242-6082) <u>INTENSIVE SUPERVISION (ISP)</u> (242-6604) <u>DOMESTIC UNIT</u> (242-6604) <u>ADDRESS FOR ALL:</u> <u>SUPPORT SERVICES</u> (242-6634) 1000 Washington Ave. <u>MENTAL HEALTH UNIT</u> (242-6617) Des Moines, IA 50314</p>	
	<p><u>PROBATION DEPARTMENT DEPARTMENT</u> 910 Washington Avenue 1st Floor Des Moines, Iowa 50314 (515) 242-6680</p>	<p><u>PAROLE</u> 910 Washington Avenue 2nd Floor Des Moines, Iowa 50314 (515) 242-6603</p>
	<p><u>WOMEN'S RESIDENTIAL FACILITY</u> 1917 Hickman Road Des Moines, Iowa 50314 (515) 242-6325</p>	
	<p><u>OWI FACILITY OFFENDER</u> 65/66 Gruber St. Des Moines, Iowa 50315 (515) 242-6980</p>	<p><u>DRUG COURT/YOUTHFUL</u> 65/66 Gruber St. Des Moines, Iowa 50315 (515) 242-6980</p>
	<p><u>MEN'S RESIDENTIAL FAC.</u> Building 68- Probation Fort Des Moines Des Moines, Ia. 50315 (515) 242-6902 / 242-6908</p>	<p><u>MEN'S WORK RELEASE FAC.</u> Building 70 – Work Release Fort Des Moines Des Moines, IA 50315 (515) 242-6956 / 242-6957</p>

Fifth Judicial District Department of Correctional Services

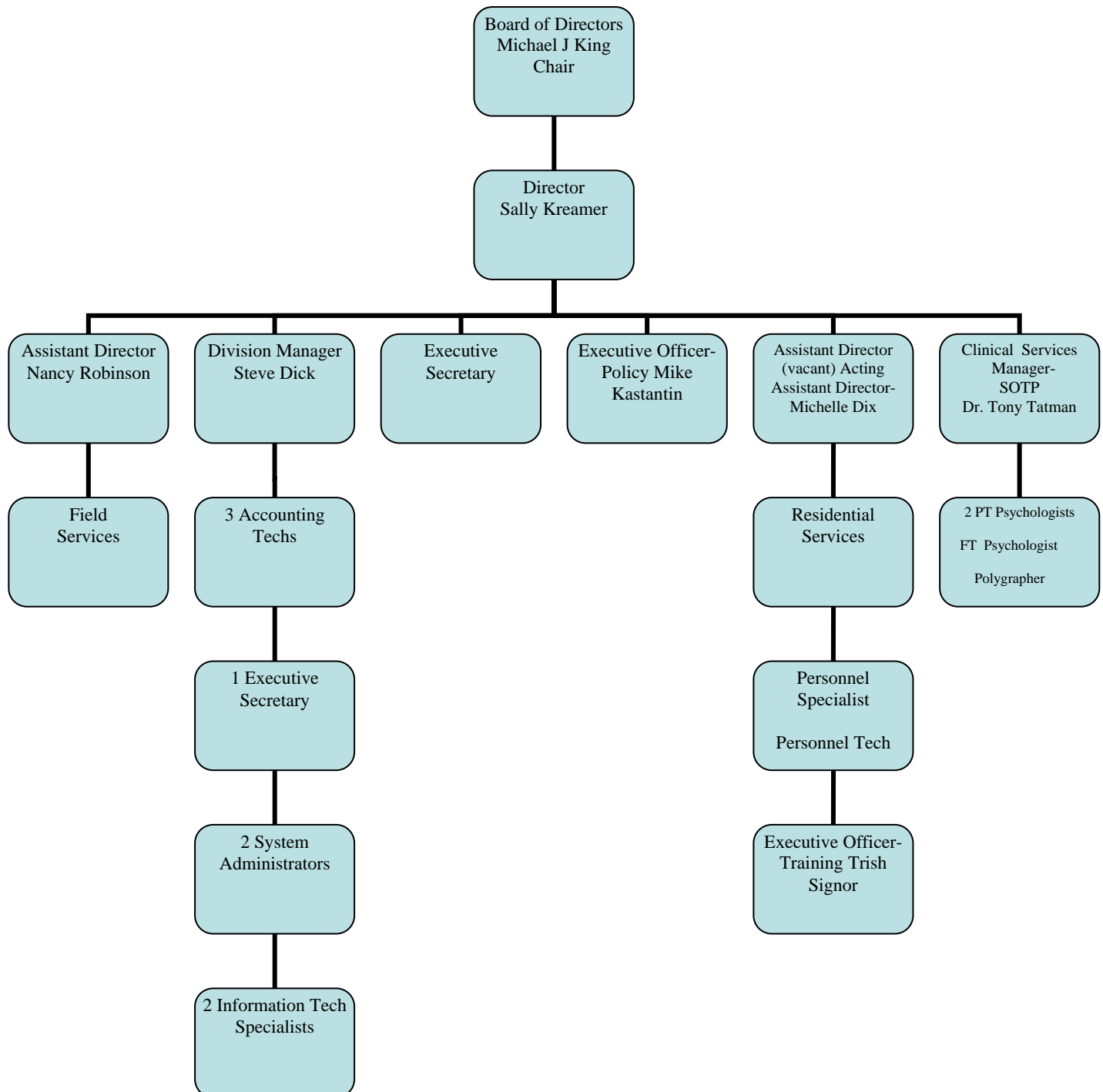
	<p><u>ADEL OFFICE</u> 905 Main St. Adel, Iowa 50003 (515) 993-4632</p>		<p><u>CHARITON OFFICE</u> Chariton City Hall 115 South Main Street Chariton, Iowa 50049 (641) 774-8112</p>
	<p><u>CRESTON OFC.</u> 219 ½ North Pine Creston, Iowa 50801 (641) 782-8557</p>		<p><u>INDIANOLA OFFICE</u> 209 W. Salem Indianola, Iowa 50125 (515) 961-2280</p>
	<p><u>KNOXVILLE OFFICE</u> 105 West Main St. Knoxville, IA 50138 (641) 842-6002</p>		<p><u>NEWTON OFFICE</u> Jasper County Annex Bldg. 115 N. 2nd Ave. E. Suite J Newton, IA 50208 (641) 792-1101</p>



Fifth Judicial District Department of Correctional Services

Table of Organization

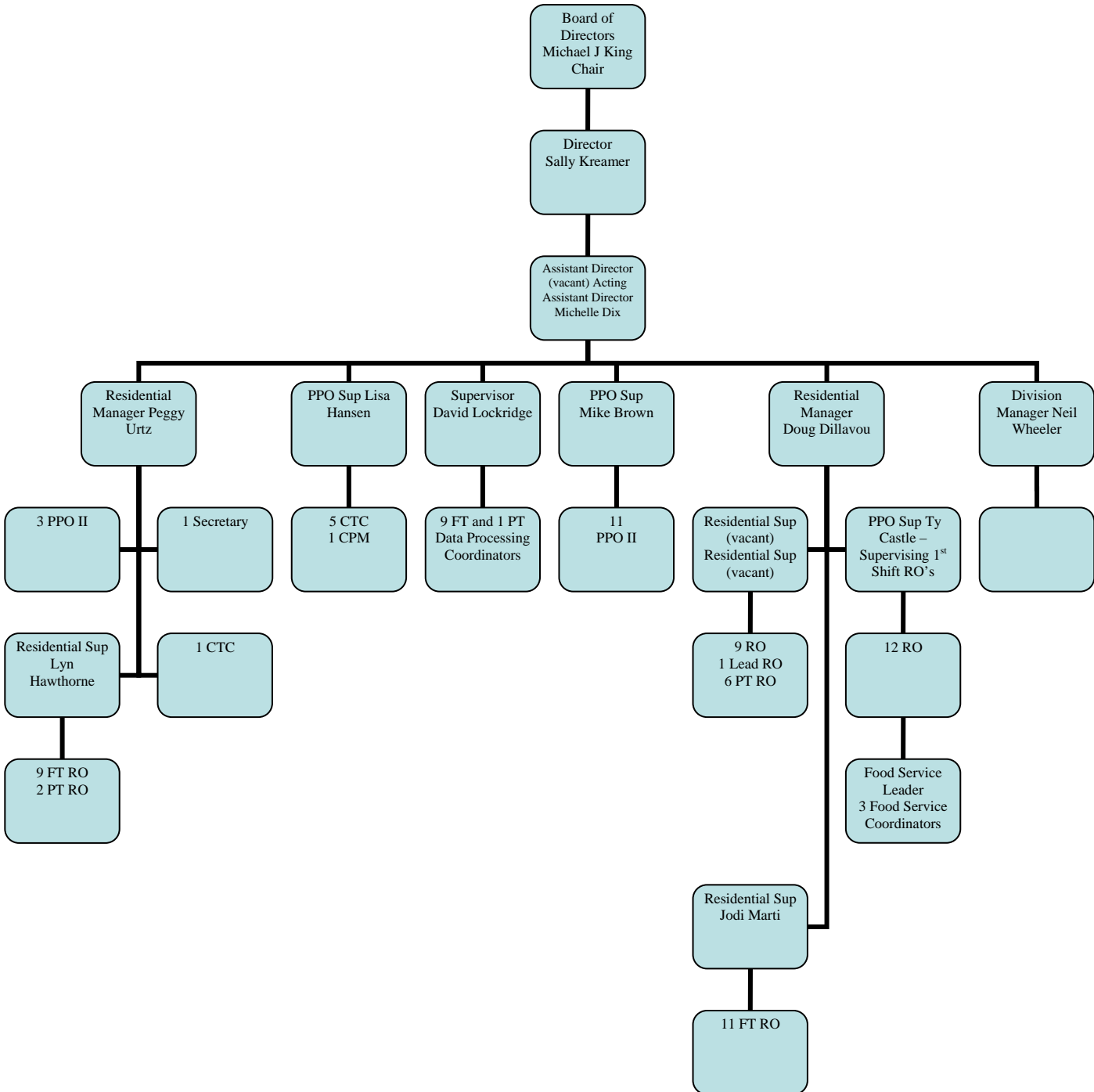
Administration



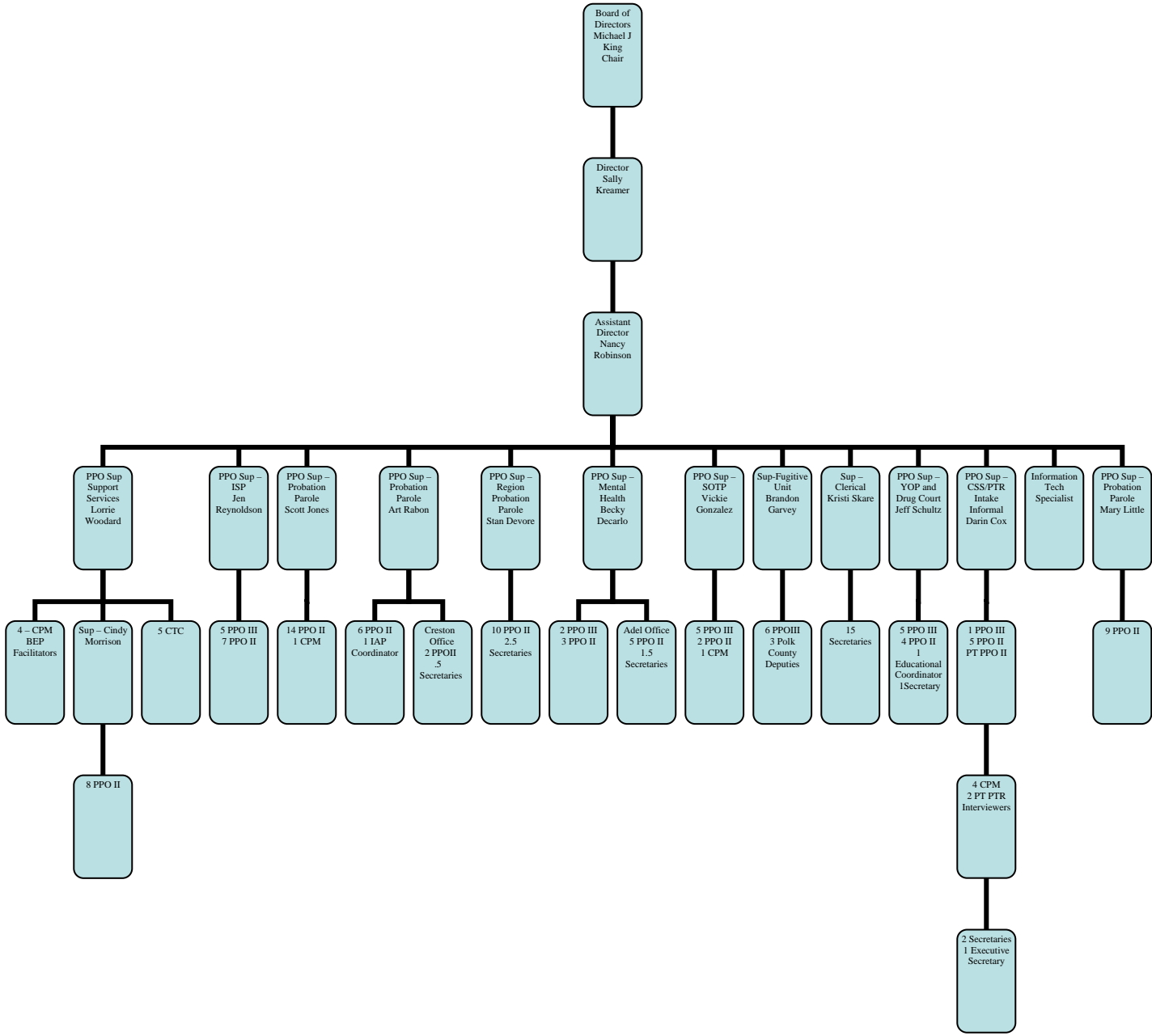
Fifth Judicial District Department of Correctional Services

Table of Organization

Residential



Fifth Judicial District Department of Correctional Services



Fifth Judicial District Department of Correctional Services

BOARD OF DIRECTORS (20 Members)



* = Executive Committee Board Members

Steve Shelley	ADAIR County, 400 Public Square, Greenfield 50849
*Linda England	ADAMS County, PO Box 28, Corning 50841
*Don Reasoner	CLARKE County, 100 S. Main, Osceola 50213
Mark Hanson	DALLAS County, 801 Court St., Suite 100, Adel 50003
*Larry Eastin	DECATUR County, 207 N. Main, Leon 50144
Mike Dickson	GUTHRIE County, P.O. Box 652, Stuart 50250
Rick Tiedje	JASPER County, P.O. Box 944, Newton, IA 50208
Dennis Smith	LUCAS County, 916 Braden Ave., Chariton 50049
Joan Acela	MADISON County, P.O. Box 152, Winterset, IA 50273
Sam L. Nichols	MARION County, 214 E. Main St., Knoxville, Ia.50138
*Tom Hockensmith	POLK County, 3 rd District Supervisor, DSM, IA 50309
Dale Walters	RINGGOLD County, 109 W. Madison, Mt. Ayr 50854
J.B. French	TAYLOR County, 405 Jefferson St. Ste.4, Bedford 50833
*Mike King (Chair)	UNION County, 300 N. Pine, Creston, Ia. 50801
Marvin Grace	WARREN County, 115 N. Howard, Indianola, IA 50125
*Don Greenlee (V. Chair)	WAYNE County, P.O. Box 424, Corydon, IA 50060
*Judge Gamble Judicial Appointment	Polk County Court House, Des Moines, IA 50309
Monroe Colston Judicial Appointment	West Des Moines IA 50266
Vince C. Lintz, Citizen Appointment	Windsor Heights, IA 50324
Cheeko Camel Citizen Appointment	Altoona, IA 50009

During the month of October, we were saddened by the passing of longtime board member J. B. French from Taylor County. J.B. served as a dedicated and valued member on our Board of Directors for many years and he will truly be missed. Our condolences and heartfelt sympathy remain with his wife, children, grandchildren, and friends.

Fifth Judicial District Department of Correctional Services

ADVISORY / OTHER COMMITTEES

ACCOUNTABILITY BOARD -

Accountability Boards are composed of community volunteers, including crime victims. Community accountability board members meet with offenders who are referred by their Probation Officers. Board members review case plan goals developed by offender, discuss successes / challenges, help hold offender accountable and offer support or assistance in meeting their goals. Accountability Boards assist in the re-entry and reintegration of an offender in a way that builds relationships and strengthens accountability, thus enhancing community based supervision and treatment efforts. In addition, Accountability Boards give crime victims & community members a voice in the correctional system.

CIRCLES OF SUPPORT -

Circles of Support is a group mentoring approach with circle members offering individual support while holding offenders accountable. Circles of Support seeks to reduce the risk of recidivism by engaging supervised offenders in the community, and creating opportunities for restoration and healing for persons impacted by crime. Mentors assist offenders in the criminal justice system with the process of reentering society. In addition, the mentoring program seeks to give crime victims and community members an opportunity to participate in the correctional system. The Circle, which works in cooperation with correctional staff, helps provide a healthy and supportive relationship between the offender and the community.



Fifth Judicial District Department of Correctional Services

PROGRAM / TREATMENT SERVICES OVERVIEW

FIELD SERVICES

Nancy Robinson, Assistant Director

FIELD UP-DATE

The number of offenders under field services supervision continues to increase. Currently we are at over 9,200 offenders in this district. With a shortage of staff and the dismal economic situation, we have to do more with less. The Fifth Judicial District Department of Correctional Services supervises 30% of the offender population in the State of Iowa. Our staff continue to work diligently with offenders and use various community resources to assist with their supervision efforts. Staff have been very creative in their efforts to most effectively deal with an ever growing offender population with dwindling resources. We are hoping we are able to continue with positive outcomes through our efforts.

PRETRIAL RELEASE –

The purpose of the PTR component is to release, without an actual bond, adult defendants whose stable ties to the community indicate that they will appear in Court when scheduled and are unlikely to re-offend. Pre-Trial staff interview jail detainees who have been arrested in the past 24 hours and using objective criteria, consider a PTR release. Points are earned for length of residence, stable employment, family ties, and lack of criminal history.

COMMUNITY SERVICE SENTENCING –

In 1978, the Fifth Judicial District Department of Correctional Services began the first community service sentencing program in Iowa. Over the last twenty-five years, the completion rate of 81% represents about 72,000 defendants and if considered to be worth minimum wage, equals approximately 19.5 million dollars in non-paid work for area government and nonprofit agencies. There are over 250 participating agencies in the central Iowa area benefiting from community service sentencing placements. The approximate split is 75% nonprofit agencies and 25% governmental agencies.

RELEASE WITH SERVICES (RWS) –

The RWS Program interviews and recommends release for those defendants who do not qualify for Pre-Trial Release and who require supervision during the pretrial period. While on RWS, offenders are referred to counseling (including substance abuse treatment), vocational training, job placement and educational upgrading. Specific probation units that are utilized with RWS are; Domestic, Sex Offender, Youthful Offender, and Mental Health. The majority of these services are offered by community agencies. In Polk County, due to the large jail population, the department employs a probation officer whose job is to select clients for RWS and continually review those cases, which once were rejected. In addition, the Pre-Trial Release Probation Officer focuses specifically on the mentally ill and developmental disabled defendant for release eligibility and advises the Court on unusual delays toward adjudication.

Fifth Judicial District Department of Correctional Services

INTENSIVE PRETRIAL RELEASE –

Jail inmates are reviewed by the Intensive Pretrial Release Probation Officer for possible inclusion in the program. If approved for release, high-risk offenders are released to an intensive supervision officer and placed under surveillance. Treatment referrals are made as well. Electronic monitoring is also used on certain defendants. This program was originally designed as a tool to cope with the Polk County Jail overpopulation. However, we believe this program has a positive impact upon the state prison system as well. Our experience has shown that people on intensive pretrial release are more likely to be placed on probation supervision rather than sentenced to prison or jail time after being supervised in this program.

PRE-SENTENCE INVESTIGATION (PSI) –

The PSI is a full life history of the defendant and is used to aide the Judge in sentencing deliberation. The PSI also provides probation/parole officers, institutions and Parole Board a foundation for case plan development and treatment programming. The PSI encompasses the Level of Service Inventory, revised (LSI-R), which evaluates offender risk and needs and the Jesness Inventory, which outlines responsivity issues and can assist in determining treatment needs for the offender. Recommendations for probation or prison that are made at the PSI level are consistent with Evidence Based Practices. The PSI unit has completed training in identification of such as domestic violence, gambling, substance abuse and mental health. In 2009, the unit also completed training in cultural awareness / responsivity issues, offender violations, prison rape elimination and a gender responsive assessment for women.

PROBATION -

The probation Department supervises over 5700 general offenders not on a specialized caseload. These are offenders sentenced by the Court to a period of probation following their conviction of a criminal offense. Approximately 1400 offenders are supervised on a low risk caseload, 800 on a minimum supervision caseload and approximately 3500 offenders are supervised by probation officers who work with them regularly. The type of offenses supervised range from simple misdemeanors to Class B Felonies. Level of supervision is assessed according to an offenders risk factors utilizing such tools as the LSI-R, Jesness and the Iowa Risk Assessment. Officers use a wide variety of community resources as well as internal cognitive restructuring groups when supervising offenders and intermediate sanctions if at all feasible, in dealing with violations.

LOW RISK PROBATION –

Low Risk Probation is designed as a resource to the Court for individuals who require minimum supervision and are given specific conditions to comply with by the Court. While on Low Risk Probation, the offender is not required to report in or meet with the probation officer on a regular basis. Offenders are given certain requirements by the court to be fulfilled within a designated time frame.

Fifth Judicial District Department of Correctional Services

PAROLE –

The State Board of Parole is the sole releasing authority for inmates confined to the states' institutions. They decide who is granted a parole for our department to provide supervision. Parole agents utilize Evidence-Based practices in supervising parolees and doing "What Works" best for each individual parolee. Agents rely on tools such as the LSI-R, Jesness, and Iowa Risk in order to develop an individual Reentry Case Plan for each parolee. After assessment has been completed, agents continue the work that began in the institutions to address the needs of the new parolee, which include housing, employment, substance abuse, mentoring and family reunification. The parole unit added two additional agents this year to oversee African-American male offenders to assist in the governor's efforts to reduce the number of offenders, in that demographic, that experience a higher rate of recidivism. The two agents have increased contacts with the offenders and also facilitate weekly groups that the offenders attend. We also continue to partner with local community agencies to assist in the delivery of programming to ensure a parolee's successful reentry back into our community. Agents have begun "reaching in" to the institutions to establish contact with inmates before their release and to assist prison counselors and Reentry Specialist with proper parole planning to ensure a successful return to the community.

SEX OFFENDER TREATMENT PROGRAM

Des Moines Office - The Fifth Judicial District Department of Correctional Services' Sex Offender Treatment Program (SOTP) provides supervision for approximately 180 offenders through 6 full time probation/parole officers (PPOs), and a probation/parole Supervisor. One PPO provide supervision for approximately 20 to 30 sex offenders residing at Fort Des Moines. Our dedicated Presentence Investigation (PSI) writer, Polygraph Examiner and Community Program Monitor (CPM) have been invaluable by enhancing this unit with their individual specialties and roles. Our PSI writer, for example, conducts the vast majority of PSIs for defendants convicted of sexual charges within the Polk County and surrounding areas, as well as completes the Districts sex offender treatment screenings for past sex offenders returning to correctional supervision for non-sex related charges. Our Polygrapher administers sexual history, maintenance, and specific incident polygraphs for over 150 sex offenders currently in sex offender treatment. Supervision, and therefore public safety, is further enhanced through the SOTP's collaboration with the Global Positioning System Command Center staff and Warrant Team officers.

Treatment services are provided by 1 full-time and 2 part-time Psychologists and a full time Licensed Psychologist who also serves as the Department's Clinical Services Manager. PPOs, CPMs, and Psychologists continue to work hand in hand to conduct psychosexual / risk and amenability for treatment evaluations, penile plethysmograph evaluations, co-facilitate groups, and collaborate with a variety of community resources. The SOTP unit offers 11 different treatment groups, with 7 groups occurring weekly. Programming matches offender needs by SOTP offering treatment to our special needs population via our Specialized Treatment and Rehabilitation (S.T.A.R.) group, as well as with our implementation of the Low, Medium, and High risk tracks. New to SOTP, we also now offer a sex offender treatment group specifically for female offenders.

Creston Office – Prior to November, 2009, the Department contracted with Crossroads Mental Health Center in Creston, Iowa to provide weekly sex offender group treatment, and individual or family treatment as needed. Supervision is provided by 1 PPO dedicated to this rural population. Since November, 2009 groups have been facilitated by this dedicated PPO, while individual and family treatment have continued to be referred to Crossroads Mental Health Center.

Fifth Judicial District Department of Correctional Services

MENTAL HEALTH UNIT -

The Mental Health Unit serves individuals who have been diagnosed with major mental illness, dual diagnosis disorders such as mental health and substance abuse problems, and mental retardation or brain injury. These offenders typically have limited social and general coping skills, limited incomes, and needs for multiple support services to function outside of institutionalization. They are frequently homeless, unemployable and lacking in supportive family relationships. Such offenders often have criminal involvement that is more a reflection of low functioning ability and impulsive behavior rather than entrenched criminal thinking. Once these offenders are in the legal system they tend to experience re-arrest unless there are significant interventions and community supports in place. The Mental Health Unit at Probation/Parole in Des Moines has five Probation/Parole officers who specialize in dealing with mentally ill offenders. These officers assist offenders in accessing community resources and acquiring supports in addition to enforcing the basics of probation and parole. Last year this unit was able to begin collaborating with Eyerly Ball (local community mental health agency) to bring an Illness Management and Recovery group to serve our offenders within our office. This year Eyerly Ball has brought the STEPPS program to our offenders. STEPPS stands for Systems Training for Emotional Predictability and Problem Solving. This program's main focus is towards dealing with individuals who experience Borderline Personality Disorder and other cluster B personality disorders. The curriculum for this group includes 1) Awareness of Illness, 2) Emotional Management, and 3) Behavior Management. The Mental Health Unit continues to work closely with the Jail Diversion Program which is a collaboration between Eyerly Ball, Polk County, and the Polk County Jail. We have formed a productive working relationship that has given an added resource to many of the offenders we serve. Since many of the offenders in this unit are experiencing a serious mental illness as well as substance abuse problems, we are fortunate to have several community resources that assist in both areas as well as an in-jail substance abuse program that has been becoming more successful in dealing with offenders with mental illness. In the past year we have received, on probation, more Veterans experiencing a variety of mental health disorders along with substance abuse disorders. We have provided additional training to specific Probation/Parole Officers in order to be able to work more effectively with these Veterans and build contacts with the local supports provided for Veterans.

INTENSIVE SUPERVISION PROGRAM (ISP) –

ISP officers supervise high-risk offenders. In an effort to increase public safety and reduce recidivism, close supervision is necessary. The offender's needs and risk levels are determined through the Level of Service Inventory, Revised (LSI-R), Jesness and the Iowa Risk Assessment Form. Once the needs are identified, the officer determines the appropriate intervention. The ISP officer spends many hours supervising, monitoring, facilitating, and educating in an attempt to restructure the way the high-risk offenders think.

The ISP officer carries a smaller caseload. The ISP officer may supervise the offender by placing him/her on electronic monitoring equipment, frequent office/home visits, and telephone and field checks at their place of employment. All offenders placed on an ISP caseload are referred to internal cognitive groups. Officers hold the offender accountable by conducting random urine analysis and breathalyzer tests. Field communication with treatment providers, law enforcement officers, victims, employees and family members provide more structure and information about the offender which enables the officer to assess whether services and goals are being met.

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YOUTHFUL OFFENDER PROGRAM –

The Youthful Offender Program was begun in collaboration with the Polk County Attorneys office, EFR, The Young Women's Resource Center, The City of Des Moines Parks Department, DMACC, Americorp, Spectrum, Workforce Development, Urban Dreams, The Hispanic Resource Center and a number of school districts. The Youthful Offender Program is offered at the Polk County Attorney's and Fifth Judicial District DCS's discretion, to qualified juveniles waived to adult court on felony charges and adult offenders, under the age of twenty-two, charged with a first time felony. Offenders enter the Youthful Offender Program on a pre-trial status, which is determined by the Youthful Offender Staff, LSI-R and Jesness results. The Fifth Judicial District D.C.S. assesses, refers and monitors offenders sent to a number of community based substance abuse agencies. As is the case with the Intensive Supervision Drug Court Program, the goal is to address substance abuse problems leading to criminal behavior, with a holistic approach. It is the belief of the program that criminal behavior will decrease or be eliminated when substance abuse is reduced or stopped, thus decreasing the need of jail/prison space.

EDUCATION –

At the YOP/Drug Court Learning Center at Fort Des Moines, education assessments and appropriate referrals are made for offenders who have not completed high school. These referrals may include return to high school, onsite ABE/GED instruction, placement with the Drake Literacy Center, etc.

FUGITIVE UNIT –

The Fugitive Unit was initiated in 1993 to enhance public safety by investigating and apprehending probation and parole violators and persons who have escaped from the department's residential facilities. All of the unit's officers are Certified Law Enforcement Officers certified through the Iowa Law Enforcement Academy and carry firearms. With a total of ten officers, this unit consists of seven officers whose duties consist in the apprehension of fugitives, including those from other jurisdictions and agencies, surveillance of high risk probation and parole clients, continuous monitoring of the sex offender population, home placement inspections, and training and instruction of fellow probation and parole officers. In addition, this unit also assists with the Sheriff's S.W.A.P. (Sheriff's Work Alternative Program). Two Polk County Sheriff's Deputies and one Polk County Detention Officer have been assigned to the Fugitive Unit. The Sheriff's Work Alternative Program is an effort to relieve Polk County Jail overcrowding to allow space for more serious offenders. The unit is responsible for selecting Polk County Jail inmates to participate in the program by conducting rigorous background investigations including criminal history checks, prior employment history checks, looking at the nature of the current offense, and taking into consideration any mental health or substance abuse issues. Following the investigation, each inmate must be approved for release by the Polk County Attorney and sentencing judge. Once released, the defendant is electronically monitored 24 hours a day and must pass all random drug and alcohol tests. All defendants must receive prior approval from the unit to leave their residence, and may only leave their residence for employment purposes, counseling, meetings with probation or parole officers, or meetings with program staff. All officers of this unit are under the immediate supervision of Sgt. Brandon Garvey, who reports to the Assistant Director. The Fugitive Unit was involved in approximately 1,173 arrests during this last Fiscal year.

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DOMESTIC ABUSE –

The Domestic Abuse Unit's duties are similar to other Officers but focus more on collaboration with community agencies such as Children's and Families of Iowa Domestic Abuse Intervention Program, The Des Moines Police Department (DART, Domestic Abuse Response Team), the Family Violence Center, Iowa Legal Aid, Polk County Attorney's Office and the religious community. This group meets on a monthly basis via the Domestic Abuse Coordinating Counsel or DACC.

In addition to collaborating with community resources, these highly trained officers understand the dynamics of domestic violence and the critical need to hold these offenders accountable by imposing sanctions immediately. Victim's needs as well as the offender's needs are the focus of this caseload. Officers prioritize checking on the victim's safety either through house visits, phone calls or advocate contacts. A Victim Liaison with the department assists officers in contacting victims, conducting safety planning and ensuring appropriate referrals are made. The hours of the victim liaison were extended and use of this liaison were expanded to include district wide services of safety planning, referrals to local service agencies and advocacy counseling. She is also using a validated risk assessment with domestic violence victims to assess an offender's level of risk and case planning. Revocation of supervision is not the first response since the majority of domestic abuse sentences are short. The guiding philosophy of this unit is victim safety and that cannot always be achieved by incarceration if the sentences are less than two years.



Fifth Judicial District Department of Correctional Services

RESIDENTIAL SERVICES

Michelle Dix, Acting Assisting Director

RESIDENTIAL UP-DATE

Both the Men's and Women's facilities were inspected by the Federal Bureau of Prisons several times during the year. Two of these inspections were comprehensive inspections that are required by our contract to be done every 18 months. The results of all of these inspections were excellent. The Legislature appropriated \$200,000 to hire a firm to help locate a site and plan for a 170 bed expansion of residential feds for men as well as a comprehensive review of the Districts infrastructure needs.

MEN'S RESIDENTIAL FACILITY

Fiscal Year 2009

The Fifth Judicial District Men's Residential Facility is located on the Fort Des Moines grounds on the south side of Des Moines. The facility is made up of two separate units: The OWI Program and the Probation/Parole/Work Release and Federal Offenders Unit. Total capacity is 200.

The OWI Program houses 67 offenders; those sentenced for repeat drunk driving offenses. Everyone in this unit must complete long term intensive substance abuse treatment. Interventions include individual and group counseling, family involvement and aftercare sessions after they are released. Recent data from the Iowa Department of Corrections show it is one of the most successful in the state.

The Work Release/probation/Parole Unit is comprised of 120 offenders coming from prison, jail or probation/parole for those who have violated conditions of their supervision. The goal is to help stabilize these offenders and help them transition for re-entry into the community. The main issues are usually finding a place to live and suitable employment, although many are in need of additional interventions to address other criminogenic needs. These include substance abuse, anger management, mental health and cognitive restructuring of their thinking and problem solving. The average stay in unit is about 3 months. Also housed in this unit are twenty federal offenders coming out of federal prisons.

New changes for the upcoming fiscal year:

The Honor Unit was added at the Fort and holds 40 offenders who have earned their way to the unit based on positive progress and behavior. The unit was established in order to help offenders slowly transition to community as well as a way to reward good behavior. In this unit, the offenders receive more pass time and more evening and weekend time with their family for family reunification.

The Fifth Judicial District Men's Residential Facility has implemented some changes since July 1, 2009 that may be noteworthy for this report.

Effective 9/21/09 the OWI Program is operating under an outpatient substance abuse treatment license, providing more treatment to more offenders. The new treatment program, referred to as the 5th Judicial District Substance Abuse Treatment Program, continues to provide substance abuse treatment to offenders

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ordered to the Fort for Operating While Intoxicated. It has expanded, however, and work release men and probationers who meet criteria, are high risk with alcohol and drug use as an identified top need, are now part of the treatment program. The capacity for the treatment program is 80. Individual and group counseling and family involvement continue to be integral parts of the program, as does 6 months of aftercare after treatment completion. In addition to substance abuse treatment, the men participate in cognitive behavioral programming that includes the following groups: Intake and Orientation, Drug and Alcohol Education, Criminal and Addictive Thinking, Socialization, Relapse Prevention and Release and Reintegration. Those men that are at a higher risk to use alcohol and drugs or engage in criminal behavior are referred to the Criminal Conduct and Substance Abuse Group.

ELECTRONIC MONITORING

The Department administers the **statewide** electronic monitoring program for all eight Community Based Corrections districts. During this past fiscal year we have used radio frequency units, voice verification, global positioning satellite units and alcohol testing units.

WOMEN'S RESIDENTIAL FACILITY –

The present Women's Facility, at 1917 Hickman, opened in late spring 1993. A contract to provide staff, programming and operation of this facility was awarded through a competitive RFP to DTH Contract Services, Inc. In July, 2004, staffing and operations of this facility were taken over by the Fifth Judicial District Department of Correctional Services staff. It should be noted that the building itself is the property of the State (General Services), and the land is leased from Broadlawns Medical Center. The facility is a forty-eight bed facility housing female offenders from across the state with varied legal statuses. The facility accepts residents who are sentenced as a condition of probation or parole, as a state work release resident, as an Operating While Intoxicated (OWI) Third Offense resident, or as a Federal pre-trial or institution transfer status resident. A wing of the facility allows eight women to have up to twelve children with them while completing their sentence at this facility. This innovative program is unique to Iowa and offers the mother and child a chance to be together in a safe environment designed to enhance parenting and other life skills. The program has many similarities to the men's program at Fort Des Moines with the exception being the use of curriculum that has shown to be effective for the female offender.

SUPPORT SERVICE CENTER

The Support Service Center's (SSC) mission is to use practices that have been empirically tested and are proven to reduce recidivism among offenders; otherwise known as "**Evidence-Based Practices**". Thus, SSC will employ programs and practices grounded in scientific evidence which will effectively target and impact offenders' **criminogenic needs**. SSC programming and practices will be delivered in a manner consistent with the **risk and needs principle**. The Center will target high risk offenders. Based upon valid assessments, SSC will provide services that match criminogenic needs and will focus on reducing criminogenic risk factors. SSC will also provide programming consistent with the **responsivity principle**. An Offender's individual characteristics such as temperament, learning style, stage of change and gender will be taken into consideration in order to engage and sustain participation.

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Effective programming that targets criminogenic needs (such as cognitive-behavioral interventions) has been proven to reduce recidivism and future victimization. Research indicates that resources focused on high-risk rather than low-risk offenders are much more effective. Placement of offenders in inappropriate groups is known to be ineffective. Just as problematic, over-intervention with a low risk offender can produce unintended negative results.

In order to be consistent with the risk principle, SSC will prioritize offenders from the treatment waiting lists based on risk, needs, eligibility date and discharge date. Targeting our resources to high-risk offenders promotes greater risk reduction thus improving public safety in support of Correction's Mission: "Protect the Public, protect the staff and protect the offender".

In May 2009, the decision was made to discontinue the SSC SMART Day Program. Staff resources from the SSC Unit were re-directed to assessment and programming need areas to include Re-Entry, Women Offender Case Management Model and Batterer's Education Program.

In July 2009, the SSC unit assumed oversight of BEP group facilitation. Following the re-structuring of 14 existing BEP groups, the majority of contract positions for BEP group facilitation were eliminated and facilitation was assumed by Departmental staff. To accomplish this, the decision was made to discontinue those interventions targeted toward motivational enhancement in a group setting (STEP and Getting Ready). Departmental staff, well versed in motivational interviewing concepts and the offender change process, continues to employ motivational enhancement strategies during the intake and assessment process as well as within the primary group setting.

Additionally, Seeking Safety has been added as a program intervention offered to both male and female clients in gender specific groups. Seeking Safety was initiated with female offenders and has replaced the Beyond Trauma intervention formerly offered. As Seeking Safety principles apply to both women and men, selection of Seeking Safety has allowed for the development of gender specific interventions for both male and female clients meeting criteria.

Moving On, the primary cognitive behavioral intervention utilized with female offenders, was implemented in an open ended format during this past fiscal year. New referrals may join the group during specific sessions within the curriculum. As a result of adopting the process, there are currently two open ended Moving On groups with waiting time for placement often limited to 4 weeks or less.

The CALM curriculum has been expanded to better respond to African American clients who meet criteria for the CALM intervention. This is particular intervention is identified as CULTURALLY RESPONSIVE CALM and curriculum has been adapted to address responsivity issues with African American clients who are participating. This intervention is offered as an alternative to CALM and is facilitated jointly by one of the Community Treatment Coordinator's in the SSC Unit and those Probation/Parole Officers specializing in case plan needs of high risk African American offenders.

POETS (Providing Opportunities for Ex-Offenders To Succeed) is a pre-employment program specifically for individuals who have prior convictions on their record. POETS consists of a job search manual and 4 classes in collaboration with *Iowa Workforce Development*. The 4 class series is presented in an open format so those who are new to the class can begin immediately. Classes are held every Tuesday at Iowa Workforce Development and facilitated by SSC staff. Need areas addressed include networking and stress management, applications, interviewing, maintaining employment and access of community resources. Upon completion, participating clients are provided with a certificate from IWD.

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Starting July 1, 2008 the District made cognitive aftercare a requirement for all clients completing a primary cognitive program. Since that time, we have continued to add to aftercare group offerings and have established 6 Cognitive Aftercare groups. Cognitive Aftercare is offered to clients at various locations, days and times to accommodate transportation issues and other obligations the client may have.

The following are a current listing of assessments and interventions offered through the Support Service Center.

ASSESSMENTS

Gender Responsive Assessment

Formal implementation of a gender responsive assessment process was initiated for female offenders in April 2009. The additional assessment information allows for improved coordination of programming and transitioning of female offenders. Assessments target the unique challenges faced by female offenders to include needs in the areas of mental health, children/family issues, co-dependency and trauma experienced as a result of abuse and/or sexual assault.

BEP Intakes / LSI-R Assessment

Several changes have taken place regarding the process of conducting LSI-R Interviews, and Batterer's Education Program (BEP) intake appointments. These changes were made were to accommodate client's who have to complete several interventions with SSC staff. Completing the LSI-R and the BEP intake at the same appointment has allowed for SSC staff to minimize the time the offender comes to the office, while also ensuring efficiency of staff resources.

Re-Entry / Parole Updates

Re-Entry / Parole updates were initiated and offered to supervising agents with clients being released from the institutions. As risk and need areas may increase upon release and return to the community, SSC staff complete an updated assessment of those risks and needs and review programming needs. Recommendations are then discussed with the clients and referrals made to community based services.

DRUG TESTING:

We do two types of urinalysis testing. Those offenders on color code and those offenders we spot check. The following is the criteria used:

Color Code:

LSI-R of 24 and Alcohol/Drug identified as a top need.
Currently on supervision for a drug charge
Positive UA during spot check (not marijuana)

Spot Checks:

At initial appointment to determine if client has substance abuse issues.
Concerns client may be using.
Marijuana users.

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Follow up after completion of color code.
Periodic spot tests.

The following is the guidelines we use for conducting urinalysis on offenders.

Purpose for conducting Urinalysis:

Urinalysis testing shall be conducted in an effort to further the Department mission of protecting the public, staff and offender. Specifically, officers should consider whether the use of drugs/alcohol by the offender creates a direct threat to public safety. The following guidelines are designed to assist officers in determining the need for urinalysis, how often and at what point offenders should be tested.

Guidelines:

Determine if substance use creates a criminogenic need that creates a direct threat to public safety. Consider the following:

- Current/prior drug/alcohol convictions
- Current/prior convictions related to drug/alcohol abuse
 - History of assaultive behavior when using alcohol/drugs
- Usage would constitute a direct threat to public safety
 - Primary caregiver for child, proximity to past/current victims, history of assaultive behavior, history of weapons charges, mental health concerns/mental health medications or history of instability.
- Risk assessment indicates Alcohol/Drug usage is a top need
- Are there behavioral indicators suggesting substance abuse issues?
- Calls from family, friends, employer with concerns
- Red flags; client appearance, failure to maintain contact, recent instability

Offenders only need to be tested for substances that fall under the criteria listed below:

- Drug of Choice: Consider the offender's drug of choice. Drug of choice can be determined by offender self-report, previous history of documented drug use or collateral resources.
- Additionally the drug of choice creates a criminogenic behavior that poses a direct threat to public safety.

These guidelines eliminate the need to conduct a full drug screen unless the officer has knowledge or behavioral indicators that justify testing for additional substances.

Behavioral indicators guide decision making and testing frequency.

Marijuana shall only be conducted one time per month on a specific offender unless a court order states otherwise.

These guidelines eliminate the requirement to conduct a UA test unless behavioral observations or collateral information indicate a possible criminogenic need that could constitute a direct public safety threat.

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URINALYSIS STATISTICS from July 1, 2008 through June 30, 2009

We had a total of 7,477 offenders that had UA's tested 7/1/2008 thru 6/30/2009, many were tested multiple times. We completed 18,422 UA's for Methamphetamine of which 449 were positive. We completed 20,177 UA's for THC of which 1,236 were positive.

INTERVENTIONS

Controlling Anger and Learning to manage It (CALM)

Class Description

CALM is a 24 session cognitive restructuring group. Participants identify and work on changing thoughts and beliefs that cause negative emotions that may result in hurtful, illegal and sometimes violent acts. CALM teaches participants self-monitoring and self-control skills that allow them to reduce the intensity, frequency and duration of their anger as well as other negative emotions that may lead to criminal activity.

Controlling Anger and Learning to Manage It (CALM) Culturally Responsive

Class Description

Culturally Responsive CALM has been expanded to better respond to African American Male clients who meet criteria for the CALM intervention. The Culturally Responsive CALM curriculum is facilitated in an effort to reach beyond the cultural divide; in order to assist the client with self examination and change. Holding true to the content of the CALM curriculum, modifications have been implemented to address responsibility issues with African American male participants. This intervention is offered as an alternative to Mainstream CALM, and is facilitated jointly by one of the Community Treatment Coordinator's of the Support Services Unit (SSC Unit) and those Probation/Parole Officers specializing in case planning needs of high risk African American offenders.

Thinking For a Change (TFC)

Class Description

Thinking For a Change is a 24 session cognitive restructuring group. It is embellished by cognitive skills, cognitive restructuring, problem solving and social skills. The group takes an objective and systematic approach to identifying thinking, beliefs, attitudes and values.

Moving On

Class Description

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Moving On is a cognitive group designed for female offenders. It addresses strengths, skills, emotions, negative self-talk, decision making, problem solving, family relationships, parenting, unhealthy relationships, assertiveness and stress management. This group will also provide women with the opportunity to identify, secure and mobilize a range of resources that are needed to live, play, and work in a healthy way in the community.

Seeking Safety

Class Description

12 Session support group intended to help offenders recover from impact of witnessing or experiencing violence or other traumatic events. Seeking Safety is designed to focus on participants strengths, while taking into account present situations, and also understanding the difficulty in dealing with PTSD. There is additional focus on the high risk of substance abuse as a common but self-defeating reaction to experiencing trauma. The curriculum uses psycho-educational and cognitive-behavioral counseling techniques, expressive arts, and relational therapy.

Victim Impact (VIP)

Class Description

The Victim Impact Class was designed to help offenders accept responsibility for past criminal actions, understand the impact of crime on victims, and contribute to their communities in a way that will prevent future victimization. The curriculum that is used was developed by the Mothers Against Drunk Driving (MADD) and the California Youth Authority (CYA). The curriculum is nationally recognized and covers topics ranging from Property Crime to Homicide. The heart of the class is based on the victim panels. The victim's shared experience makes the academic portion of the class come to life. The goal is for the clients to grasp the concept that crimes are committed against real people and that a victim's life may be forever changed.

Cognitive Aftercare

Class Description

Cognitive Aftercare is designed to reinforce skills learned in primary cognitive-behavioral programs to help reduce the chances of drifting back to old thinking and behaviors. It may also be used for those clients who have completed aftercare but are in need of a "booster" due to a recent set back in thinking or behavior.

Corrective Thinking

Class Description

Corrective Thinking is a 6 month cognitive change program for the very high risk offenders meeting criteria. Participants are required to focus their efforts on their own thinking, feelings, attitudes and beliefs and identify determine the cost and benefits of their actions. The class covers 19 tactics and 9 thinking errors and their corresponding counter beliefs. Corrective Thinking is presented in an open format that allows new participants to enter group on the first Monday of every month.

Batterer's Education Program

Class Description

The Batterer's Education Program (BEP) referrals are received primarily per court order mandating participation in a Batterer's Education Program for those offenders convicted of Domestic Abuse Assault. The primary goal of the curriculum is to alter the abusive and controlling behavior of the offender through education while enhancing the safety of the victims. Current curriculum utilized is a combination of the Duluth Model / Iowa Addendum. Participation is required and offenders mandated to attend either 24 or 36 weekly sessions.



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OWI VICTIM IMPACT CLASS

This group is for OWI offenders only. The Victim Impact Class was designed to help offenders accept responsibility for past criminal actions, understand the impact of crime on victims, and contribute to their communities in a way that will prevent future victimization. The program was adapted from the nationally recognized curriculum developed by Mothers Against Drunk Driving (MADD) in partnership with the California Youth Authority (CYA). The curriculum is. The heart of the class is based on the victim panels. The victims shared experience makes the academic portion of the class come to life. The goal is for the clients to grasp the concept that crimes are committed against real people and that a victim's life may be forever changed.

Gender: Males
Length: 6 Sessions
Group Format: Closed
Group Size: 15 to 20

Criteria - all of the following must be met:

- LSI-R score of 24 or higher.
- Jesness t-score of 40 or lower in Social Anxiety.
- English speaking.
- Offenders with a mental health diagnosis must be stable and taking medication if so prescribed.
- Must NOT be actively using alcohol or drugs.
- Lack of ownership or sensitivity of the harm created by their offense.

- Minimum of six weeks remaining under supervision at the time the group is initiated.

Cases that require further review by the SSC Department:

- Clients with prior or current charges other than OWI
- LSI-R score under 24 or higher than 36.
- Jesness t-score is 65 or higher in both the Social Maladjustment and Asocial Index.
- Past sex offenses.
- Unresolved trauma due to past personal victimization.

. PO's Role

- **Assure that offender meets admission Criteria.**
- Enter offender into the intervention with eligibility date (date of referral) and identified needs attached.
- Use motivational interviewing skills to prepare offender for placement.
- Assure that barriers such as transportation, employment and schedule conflicts are addressed prior to placement.

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- Communicate any excused absences, jail placement or any other significant information to the facilitator.
- Review with the offender what he/she is learning in group and reinforce those new skills.

Facilitator's Role

- Once the offender has been selected to start the group, the facilitator will enter a start date in ICON and attach the offender to a designated class.
- Notify PO's in a timely fashion of offender attendance or lack of attendance, participation, group completion and any other significant issues.
- Enter sessions notes into ICON.

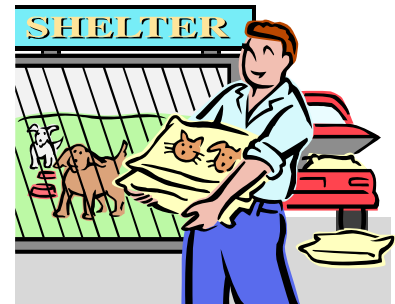


Fifth Judicial District Department of Correctional Services

STAFF / OFFENDER COMMUNITY SERVICE

FORT COMMUNITY SERVICE ACTIVITY DATES - (Fiscal Year 2008-9)

In recent years, the Fort Des Moines Correctional Facility offenders have been involved in providing unpaid volunteer community service as part of their process of “giving back to the community”. During fiscal year 2008-9 (July 1, 2008 through June 30, 2009) the men at Fort Des Moines continued their annual involvement with the Des Moines Neighborhood Scrub Days at numerous sites, Soap Box Derby rallies in Des Moines and Norwalk, and the Latino Heritage Festival at the Blank Park – all projects that the men from Fort Des Moines have participated in for a number of years. There were a number of other singular volunteer community service projects that the men participated in as well. In total, well over one hundred (100) individual offenders participated in nearly one thousand (1000) hours of unpaid volunteer community service projects during fiscal year 2008-9.



WOMEN'S CORRECTIONAL FACILITY COMMUNITY SERVICE - (Fiscal Year '08-'09)

For many years the Women's Facility has worked at Thomas Mitchell Park through the county Adopt-A-Park Program. The women typically go there once a month. Since July 2008 the women assisted by cutting “suckers” off trees, placing woodchips around trees and staining wooden benches throughout the park. Last Christmas the women also worked with a volunteer to cross stitch Christmas stockings for foster children. The women also collected money at Christmas time and donated that money to The Project. In April of 2009 an offender volunteered for a video and spoke during National Crime Victim Right's week.



Fifth Judicial District Department of Correctional Services

FINANCIAL INFORMATION

FY 2009 ANNUAL REPORT -

Revenues by Source



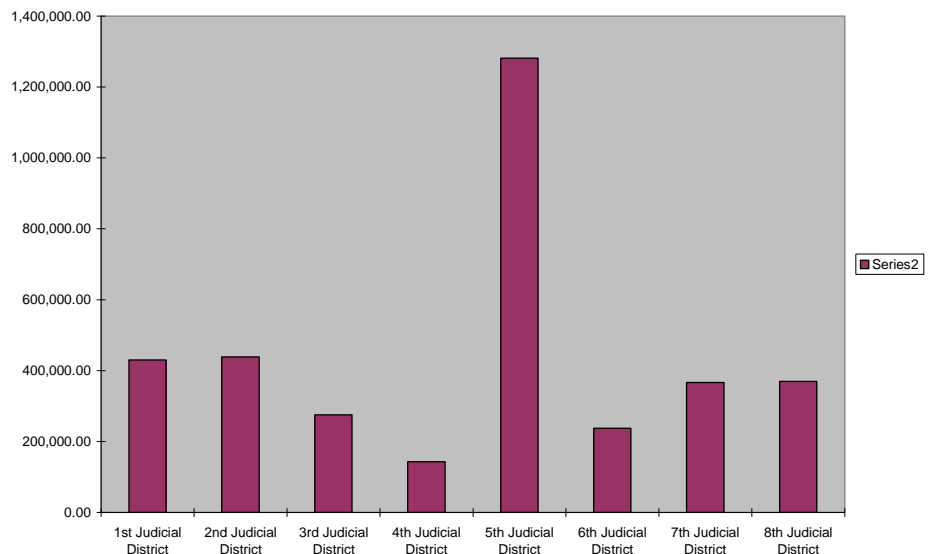
General Fund Appropriation	\$19,232,705
HITT Appropriation	419,582
Local Funds	4,271,969
Interest income	48,424
Miscellaneous Income	25,029
Carry forward from FY08	990,100
Total Revenues	\$24,987,809

FIELD SERVICES PROGRAM	AVERAGE COST	
Pretrial Interview	\$ 41.86	Per interview
Pre-sentence Investigation	\$435.09	Per P.S.I.
Pretrial RWS	\$ 3.14	Per Day
Low Risk Program	\$.63	Per Day
Probation / Parole Supervision	\$ 3.16	Per Day
Drug Court	\$ 21.61	Per Day
Sex Offender	\$ 21.31	Per Day
Intensive Supervision	\$ 17.44	Per Day
Residential	\$ 60.73	Per Day

FY 2009 Restitution Paid

District	Sum of Amount Paid
1JD	\$430,004.61
2JD	\$438,701.61
3JD	\$275,527.99
4JD	\$143,110.43
5JD	\$1,281,392.02
6JD	\$237,710.52
7JD	\$366,308.62
8JD	\$369,877.50

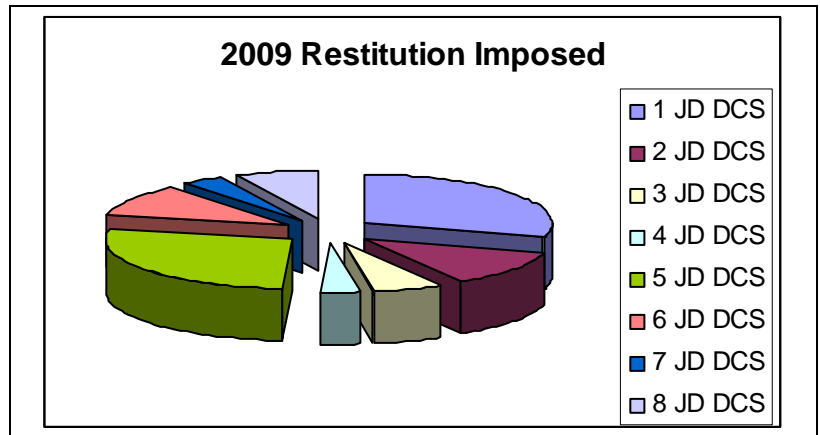
FY 2009 Restitution Paid



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Restitution Imposed for 2009:

Row Labels	Sum of Amount_Owed	
1JD	\$	5,736,769.01
2JD	\$	2,251,738.56
3JD	\$	1,199,488.40
4JD	\$	654,618.08
5JD	\$	5,321,658.23
6JD	\$	2,069,057.52
7JD	\$	707,419.88
8JD	\$	1,411,435.69
Grand Total	\$	19,352,185.37



FTE's Required

	CBC5 Offender Per 1 FTE	Offender Per Adhoc	FTE Required	% of Required FTE's
PreTrial Interview	201.63	215	1.07	2.06%
Pre-sentence Investigation	64.5	133	2.06	3.98%
New	42.99	277	6.44	12.44%
High Normal	71.58	1012	14.14	27.30%
Low Normal	143.16	2818	19.68	38.01%
Minimum	433.82	992	2.29	4.42%
Administrative	572.64	191	0.33	0.64%
Low Risk Program	882.27	1738	1.97	3.80%
Pretrial Release with Supervision	86.24	301	3.49	6.74%
None	1145.28	361	0.32	0.61%
		7690	51.79	1.00

FDM – Average of 264.33/day, daily cost of \$59.41/day

Women's Facility – Average of 57.43 offenders/day, daily cost of \$66.79/day

Fifth Judicial District Department of Correctional Services

Fifth Judicial District
Department of Correctional Services
FY'09 Program Cost Breakdowns

FIELD SERVICES PROGRAMS:

Total Field Services Expenses in PTR, PSI, P/P	8,763,454.00									
Field Services' Summary Workload										
Pretrial Interviews 1.59%	139,338.92		/	3,329	interviews	=	\$41.86			
Presentence Investigations 7.06%	618,699.85									
<i>Long Form PSIs - 100% of PSI's</i>		618,699.85	/	1,422	Long PSI's	=	\$435.09			
<i>Short Form PSI's - none</i>			/		Short PSI's	=				
Pretrial RWS 4.15%	363,683.34		/	317	active 6/30	/	365	days	\$3.14	
Low Risk Program 4.07%	356,672.58		/	1,547	active 6/30	/	365	days	\$0.63	
Probation/Parole Supervision 83.13%	7,285,059.31		/	6,313	active 6/30	/	365	days	\$3.16	
	8,763,454.00			8,177						

Drug Court

Total Drug Court Expenditure	418,087.00		/	53	active 6/30	/	365	days	\$21.61
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Sex Offender Program

Total SO Expenditure	1,283,687.00		/	165	active 6/30	/	365	days	\$21.31
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Probation/Parole Intensive Services

Total PPIS Expenditure	2,043,702.00		/	321	active 6/30	/	365	days	\$17.44
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8,716

RESIDENTIAL SERVICES:

Total Residential Expenditures	7,133,276.00									
Adjusted Residential Expenditures	7,133,276.00		/	322	active 6/30	/	365	days	\$60.74	

(Res & VC Beds)
In House
Extended Furlough

VT Beds at 6/30/09	16
Breakdown	
Women	57
Work Release	85
OWI Continuum	44
Probation	135
	322

Fifth Judicial District Department of Correctional Services

STATISTICS

Data Warehouse Abbreviation Definitions

AAS Active At Start (7/1/2008)

New Admits Cases that were added during the fiscal year (7/1/2008 — 6/30/2009)

Closures -• Cases closed during fiscal year (7/1/2008— 6/30/2009)

AAE Active At End (6/30/2009)

Offenders Served AAS + New Admits Number of Offenders Served during Fiscal Year

Race/Ethnicity

W — NH White Non Hispanic

B — NH - Black Non Hispanic

AI/AN — NH — Alaska Native or American Indian Non Hispanic

A/P1 — NH —Asian or Pacific Islander — Non Hispanic

Unk — NH Unknown Non Hispanic

W—NH White Hispanic

B — NH - Black Hispanic

AI/AN — NH Alaska Native or American Indian — Hispanic

A/PT — NH —Asian or Pacific islander Hispanic

5JD Field Services by Supervision Status

7/1/2008 - 6/30/2009

Supervision Status	Active at Start	New Admits	Closures	Active at End	Offenders Served
Interstate Compact Parole	40	24	21	42	64
Interstate Compact Probation	173	82	79	173	255
OWI Continuum	1		1		1
Parole	933	666	485	888	1599
Pretrial Release With Supervision	300	1059	1,049	315	1359
Probation	7,340	6342	6,224	7,277	13682
Special Sentence	3	15	1	19	18
Statewide Total	8,790	8,188	7,860	8,714	16978

Fifth Judicial District Department of Correctional Services

5JD Residential by Supervision Status (R & VC Beds Only)

7/1/2008 - 6/30/2009

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Federal	30	132	132	31	162
Interstate Compact Parole		1	1		1
OWI Continuum	76	127	129	52	203
Parole	4	10	10	3	14
Pretrial Release With Supervision	6	17	10	7	23
Probation	105	327	194	112	432
Special Sentence	1	14	8	4	15
Work Release	123	305	268	73	428
Statewide Total	345	933	752	282	1278

5JD Residential by Supervision Status and Gender (R & VC Beds Only)

7/1/2008 - 6/30/2009

Female

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Federal	5	10	14	2	15
OWI Continuum	9	3	7	5	12
Parole	2	1	2	1	3
Pretrial Release With Supervision	1	4	2	2	5
Probation	19	75	37	30	94
Work Release	27	53	40	17	80
Statewide Total	63	146	102	57	209

Male

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Federal	25	122	118	29	147
Interstate Compact Parole		1	1		1
OWI Continuum	67	124	122	47	191
Parole	2	9	8	2	11
Pretrial Release With Supervision	5	13	8	5	18
Probation	86	252	157	82	338
Special Sentence	1	14	8	4	15
Work Release	96	252	228	56	348
Statewide Total	282	787	650	225	1069

Fifth Judicial District Department of Correctional Services

5JD Residential by Supervision Status and Race (R & VC Beds Only)

7/1/2008 - 6/30/2009

AI/AN - H

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Probation	1		1		1
Statewide Total	1		1		1

AI/AN - NH

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Probation		4		3	4
Work Release	2	3	2	1	5
Statewide Total	2	7	2	4	9

A/PI - NH

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Federal		5	5	1	5
OWI Continuum	1	3	1	1	4
Pretrial Release With Supervision	1		1		1
Probation	1	4	1	2	5
Work Release	1	4	4		5
Statewide Total	4	16	12	4	20

B - NH

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Federal	8	30	33	7	38
OWI Continuum	7	11	11	4	18
Parole	1		1		1
Pretrial Release With Supervision	2	7	5	3	9
Probation	26	98	44	31	124
Special Sentence		2	1	1	2
Work Release	23	84	62	21	107
Statewide Total	67	232	157	67	299

Fifth Judicial District Department of Correctional Services

Unk - NH

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Federal		2	2		2
Statewide Total		2	2		2

W - H

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Federal	2	11	11	1	13
OWI Continuum	7	11	9	3	18
Probation	2	15	7	4	17
Special Sentence		1			1
Work Release	3	5	3	1	8
Statewide Total	14	43	30	9	57

W - NH

Supervision Status	AAS	New Admits	Closures	AAE	Offenders Served
Federal	20	84	81	22	104
Interstate Compact Parole		1	1		1
OWI Continuum	61	102	108	44	163
Parole	3	10	9	3	13
Pretrial Release With Supervision	3	10	4	4	13
Probation	75	206	141	72	281
Special Sentence	1	11	7	3	12
Work Release	94	209	197	50	303
Statewide Total	257	633	548	198	890

Fifth Judicial District Department of Correctional Services

5JD Residential Closures by Supervision Status (R & VC Beds Only)

7/1/2008 - 6/30/2009

Supervision Status/Closure Category	Administrative	%	Successful	%	Unsuccessful	%	Totals	%
Federal	39	28.7%	25	18.4%	72	52.9%	136	14.7%
Interstate Compact Parole			1	100.0%			1	0.1%
OWI Continuum	58	41.4%	78	55.7%	4	2.9%	140	15.1%
Parole	3	30.0%	7	70.0%			10	1.1%
Pretrial Release With Supervision	1	6.7%	9	60.0%	5	33.3%	15	1.6%
Probation	11	4.1%	183	68.5%	73	27.3%	267	28.8%
Special Sentence	4	36.4%	3	27.3%	4	36.4%	11	1.2%
Work Release	47	13.5%	235	67.5%	66	19.0%	348	37.5%
Closure Category Totals/Percents	163	17.6%	541	58.3%	224	24.1%	928	100.0%

Residential by Supervision Status (VT Beds Only)

7/1/2008 - 6/30/2009

Supervision Status	Active At Start	New Admits	Closures	Active At End	Offenders Served
Federal			3		
OWI Continuum		4	7		4
Pretrial Release With Supervision	1		5		1
Probation	13	2	73	14	15
Special Sentence			3		
Work Release	4	8	80	2	12
Statewide Total	18	14	171	16	32

Fifth Judicial District Department of Correctional Services

Residential by Supervision Status and Gender VT Beds Only)

7/1/2008 - 6/30/2009

Female

Supervision Status	Active At Start	New Admits	Closures	Active At End	Offenders Served
Probation			4	2	
Work Release			10	1	
Statewide Total			14	3	

Male

Supervision Status	Active At Start	New Admits	Closures	Active At End	Offenders Served
Federal			3		
OWI Continuum		4	7		4
Pretrial Release With Supervision	1		5		1
Probation	13	2	69	12	15
Special Sentence			3		
Work Release	4	8	70	1	12
Statewide Total	18	14	157	13	32

5JD Residential Closures by Supervision Status (VT Beds Only)

7/1/2008 - 6/30/2009

Supervision Status/Closure Category	Administrative	%	Successful	%	Unsuccessful	%	Totals	%
Federal					3	100.0%	3	1.8%
OWI Continuum	2	28.6%	1	14.3%	4	57.1%	7	4.1%
Pretrial Release With Supervision					5	100.0%	5	2.9%
Probation	2	2.7%			71	97.3%	73	42.7%
Special Sentence					3	100.0%	3	1.8%
Work Release	10	12.5%	6	7.5%	64	80.0%	80	46.8%
Closure Category Totals/Percents	14	8.2%	7	4.1%	150	87.7%	171	100.0%

Fifth Judicial District Department of Correctional Services

5JD Intervention Programs

7/1/2008 - 6/30/2009

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	479	486	550	453	965
Day Program	1,309	1,017	1,174	1,328	2326
Drug Court Program	98	116	139	82	214
Dual Diagnosis Program	34	42	32	51	76
Going Home: KEYS-Re Entry Program	1		1		1
OWI Program	122	19	96	80	141
Sex Offender Program	155	100	101	165	255
Violator Program Aftercare	23	32	50	16	55
Women Offender Program	1				1
Youthful Offender Program	138	107	79	181	245
Total	2,360	1,919	2,222	2,356	4279

5JD Intervention Programs by Gender

7/1/2008 - 6/30/2009

Female

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	29	38	47	26	67
Day Program	201	188	185	222	389
Drug Court Program	28	23	36	20	51
Dual Diagnosis Program	9	15	8	18	24
OWI Program	14		6	8	14
Sex Offender Program	2	2		6	4
Violator Program Aftercare	8	13	17	6	21
Women Offender Program	1				1
Youthful Offender Program	27	17	12	34	44
Total	319	296	311	340	615

Fifth Judicial District Department of Correctional Services

Continued....

Male

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	447	444	499	424	891
Day Program	1,108	827	988	1,104	1935
Drug Court Program	70	93	103	62	163
Dual Diagnosis Program	25	27	24	33	52
Going Home: KEYS-Re Entry Program	1		1		1
OWI Program	108	19	90	72	127
Sex Offender Program	153	98	101	159	251
Violator Program Aftercare	15	19	33	10	34
Youthful Offender Program	111	90	67	147	201
Total	2,038	1,617	1,906	2,011	3655

Unknown

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	3	4	4	3	7
Day Program		2	1	2	2
Total	3	6	5	5	9

5JD Intervention Programs by Race

7/1/2008 - 6/30/2009

AI/AN - H

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Day Program	1				1
Total	1				1

Fifth Judicial District Department of Correctional Services

AI/AN - NH

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	3	3	4	2	6
Day Program	4	6	6	6	10
Drug Court Program		1	1		1
Dual Diagnosis Program	1	1	1	1	2
Sex Offender Program		1	1		1
Violator Program Aftercare		2	2		2
Youthful Offender Program		1		1	1
Total	8	15	15	10	23

A/PI - H

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program		1	1		1
Total		1	1		1

A/PI - NH

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	10	14	14	10	24
Day Program	21	12	20	17	33
Drug Court Program	1	3	3	2	4
Dual Diagnosis Program	1	1	2		2
OWI Program	3		4	1	3
Sex Offender Program	3	1	2	3	4
Youthful Offender Program	2	3	1	5	5
Total	41	34	46	38	75

B-H

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	1		2		1
Day Program	2	1	2	1	3
Total	3	1	4	1	4

Fifth Judicial District Department of Correctional Services

B - NH

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	106	107	110	114	213
Day Program	268	251	271	296	519
Drug Court Program	8	25	20	10	33
Dual Diagnosis Program	9	7	10	9	16
OWI Program	10	1	8	6	11
Sex Offender Program	7	4	5	5	11
Violator Program Aftercare	5	6	13	2	11
Youthful Offender Program	30	27	24	37	57
Total	443	428	461	479	871

Unk - NH

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	4	5	5	4	9
Day Program		3	1	3	3
Sex Offender Program		1		1	1
Total	4	9	6	8	13

W - H

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	41	48	39	46	89
Day Program	53	54	59	53	107
Drug Court Program		1	1	1	1
Dual Diagnosis Program	2		2		2
OWI Program	9	4	9	6	13
Sex Offender Program	5	3	3	4	8
Violator Program Aftercare		1	1		1
Youthful Offender Program	6	7	2	11	13
Total	116	118	116	121	234

Fifth Judicial District Department of Correctional Services

Intervention Program	Active at Start	New Admits	Closures	Active at End	Offenders Served
Batterer's Education Program	314	308	375	277	622
Day Program	960	690	815	952	1650
Drug Court Program	89	86	114	69	175
Dual Diagnosis Program	21	33	17	41	54
Going Home: KEYS-Re Entry Program	1		1		1
OWI Program	100	14	75	67	114
Sex Offender Program	140	90	90	152	230
Violator Program Aftercare	18	23	34	14	41
Women Offender Program	1				1
Youthful Offender Program	100	69	52	127	169
Total	1,744	1,313	1,573	1,699	3057

5JD Intervention Programs by Closure Category 7/1/2008 – 6/30/2009

Int Program/Closure Category	Administrative	%	Intermediate Sanction	%	Successful	%	Unsuccessful	%	Totals	%
Batterer's Education Program	59	10.7%	2	0.4%	378	68.7%	111	20.2%	550	24.8%
Day Program	131	11.2%	22	1.9%	666	56.7%	355	30.2%	1,174	52.8%
Drug Court Program	80	57.6%			22	15.8%	37	26.6%	139	6.3%
Dual Diagnosis Program					15	46.9%	17	53.1%	32	1.4%
Going Home: KEYS-Re Entry Program					1	100.0%			1	0.0%
OWI Program	2	2.1%			84	87.5%	10	10.4%	96	4.3%
Sex Offender Program	13	12.9%	1	1.0%	50	49.5%	37	36.6%	101	4.5%
Violator Program Aftercare	5	10.0%	1	2.0%	38	76.0%	6	12.0%	50	2.3%
Youthful Offender Program	8	10.1%	1	1.3%	33	41.8%	37	46.8%	79	3.6%
Totals by Category/Percents	298	13.4%	27	1.2%	1,287	57.9%	610	27.5%	2,222	100.0%

Fifth Judicial District Department of Correctional Services

5JD Region Specialty

7/1/2008 - 6/30/2009

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential	24	260	265	19	284
Drug Court Supervision	59	41	44	53	100
Federal BOP	24	93	94	23	117
Federal Pre-Trial	5	21	24	2	26
Federal Public Law	3	20	17	6	23
Global Positioning - Satellite	16	6	16	5	22
Global Positioning Satellite - Cellular	83	78	77	84	161
Home Confinement - Federal Offender	7	47	44	10	54
Intensive Supervision	304	385	391	299	689
Intensive Supervision - Pretrial Release	21	104	103	22	125
Intensive Supervision - Sex Offenders	111	147	122	134	258
Low Risk Probation	1,887	1,980	2,347	1,547	3867
Minimum Risk Program	721	1,103	587	1,238	1824
One Stop Re-Entry		125	19	101	125
OWI Pre-Placement		1	1		1
Radio Frequency	37	132	136	32	169
SCRAM (Secure Continuous Remote Alcohol Monitor)	1	10	11		11
SWAP		1		1	1
Video Display/Breath Alcohol Test/Radio Frequency	39	73	85	28	112
Voice Verification	2	2	3	1	4
WOCMM (Women Offender's Case Management Model)		63	6	52	63
Youthful Offender Program Supervision	50	86	88	54	136
Statewide Total Specialties	3,394	4,778	4,480	3,711	8172

5JD Region Specialty by Gender

7/1/2008 - 6/30/2009

Female

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential	5	69	65	9	74
Drug Court Supervision	15	7	13	10	22
Federal BOP	5	6	10	1	11

Fifth Judicial District Department of Correctional Services

Female Continued...

Federal Pre-Trial	1	2	3		3
Global Positioning Satellite - Cellular	1	1	1	1	2
Home Confinement - Federal Offender	3	5	6	2	8
Intensive Supervision	13	12	13	10	25
Intensive Supervision - Pretrial Release	2	54	44	12	56
Intensive Supervision - Sex Offenders	2	4	1	5	6
Low Risk Probation	682	766	835	623	1448
Minimum Risk Program	284	413	214	481	697
OWI Pre-Placement		1	1		1
Radio Frequency	11	20	28	2	31
SCRAM (Secure Continuous Remote Alcohol Monitor)		3	3		3
Video Display/Breath Alcohol Test/Radio Frequency	9	4	12	1	13
WOCMM (Women Offender's Case Management Model)		63	6	52	63
Youthful Offender Program Supervision	14	16	16	15	30
Statewide Total Specialties	1,047	1,446	1,271	1,224	2493

Male

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential	19	191	200	10	210
Drug Court Supervision	44	34	31	43	78
Federal BOP	19	87	84	22	106
Federal Pre-Trial	4	19	21	2	23
Federal Public Law	3	20	17	6	23
Global Positioning - Satellite	16	6	16	5	22
Global Positioning Satellite - Cellular	82	77	76	83	159
Home Confinement - Federal Offender	4	42	38	8	46
Intensive Supervision	291	373	378	289	664
Intensive Supervision - Pretrial Release	19	50	59	10	69
Intensive Supervision - Sex Offenders	109	143	121	129	252
Low Risk Probation	1,203	1,199	1,509	913	2402
Minimum Risk Program	437	689	373	756	1126
One Stop Re-Entry		125	19	101	125
Radio Frequency	26	112	108	30	138
SCRAM (Secure Continuous Remote Alcohol Monitor)	1	7	8		8
SWAP		1		1	1
Video Display/Breath Alcohol Test/Radio Frequency	30	69	73	27	99
Voice Verification	2	2	3	1	4
Youthful Offender Program Supervision	36	70	72	39	106
Statewide Total Specialties	2,345	3,316	3,206	2,475	5661

Fifth Judicial District Department of Correctional Services

Unknown

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Low Risk Probation	2	15	3	11	17
Minimum Risk Program		1		1	1
Statewide Total Specialties	2	16	3	12	18

5JD Region Specialty by Race

7/1/2008 - 6/30/2009

W - NH

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential	19	178	185	12	197
Drug Court Supervision	53	29	39	41	82
Federal BOP	17	62	63	16	79
Federal Pre-Trial	2	10	10	2	12
Federal Public Law	2	12	10	4	14
Global Positioning - Satellite	16	5	15	5	21
Global Positioning Satellite - Cellular	76	68	66	78	144
Home Confinement - Federal Offender	5	34	32	7	39
Intensive Supervision	184	210	226	174	394
Intensive Supervision - Pretrial Release	18	65	62	21	83
Intensive Supervision - Sex Offenders	101	123	105	120	224
Low Risk Probation	1,566	1,611	1,962	1,229	3177
Minimum Risk Program	610	890	485	1,013	1500
One Stop Re-Entry		1		1	1
OWI Pre-Placement		1	1		1
Radio Frequency	25	81	84	22	106
SCRAM (Secure Continuous Remote Alcohol Monitor)	1	9	10		10
SWAP		1		1	1
Video Display/Breath Alcohol Test/Radio Frequency	37	62	75	25	99
Voice Verification	2	1	2	1	3
WOCMM (Women Offender's Case Management Model)		47	5	37	47
Youthful Offender Program Supervision	33	58	60	37	91
Statewide Total Specialties	2,767	3,558	3,497	2,846	6325

Fifth Judicial District Department of Correctional Services

B - NH

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential	3	70	67	6	73
Drug Court Supervision	5	9	3	9	14
Federal BOP	5	19	19	5	24
Federal Pre-Trial	3	5	8		8
Federal Public Law	1	8	7	2	9
Global Positioning Satellite - Cellular	3	6	6	3	9
Home Confinement - Federal Offender	1	5	5	1	6
Intensive Supervision	103	151	144	105	254
Intensive Supervision - Pretrial Release	2	35	37		37
Intensive Supervision - Sex Offenders	3	13	8	6	16
Low Risk Probation	160	145	171	128	305
Minimum Risk Program	63	120	58	125	183
One Stop Re-Entry		123	19	99	123
Radio Frequency	7	38	38	6	45
SCRAM (Secure Continuous Remote Alcohol Monitor)		1	1		1
Video Display/Breath Alcohol Test/Radio Frequency	2	5	7		7
Voice Verification		1	1		1
WOCMM (Women Offender's Case Management Model)		14	1	13	14
Youthful Offender Program Supervision	15	22	26	11	37
Statewide Total Specialties	376	790	626	519	1166

AI/AN - NH

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential		1		1	1
Global Positioning Satellite - Cellular		1	1		1
Intensive Supervision	2	5	4	3	7
Intensive Supervision - Sex Offenders		1	1		1
Low Risk Probation	9	10	9	11	19
Minimum Risk Program	3	3		5	6
Radio Frequency		1		1	1
Statewide Total Specialties	14	22	15	21	36

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A/PI - NH

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential	1	2	3		3
Drug Court Supervision	1	2	2	2	3
Federal BOP		6	5	1	6
Home Confinement - Federal Offender		3	2	1	3
Intensive Supervision	3	6	3	6	9
Intensive Supervision - Sex Offenders	1	1	1	1	2
Low Risk Probation	37	62	59	46	99
Minimum Risk Program	15	32	17	32	47
Radio Frequency	1	3	3	1	4
Video Display/Breath Alcohol Test/Radio Frequency		2	1	1	2
WOCMM (Women Offender's Case Management Model)		1		1	1
Youthful Offender Program Supervision		1	1		1
Statewide Total Specialties	59	121	97	92	180

Unk - NH

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Federal Pre-Trial		2	2		2
Global Positioning Satellite - Cellular		1		1	1
Intensive Supervision - Sex Offenders		1		1	1
Low Risk Probation	2	24	5	19	26
Minimum Risk Program		3		3	3
Statewide Total Specialties	2	31	7	24	33

W-H

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential		9	9		9
Drug Court Supervision		1		1	1
Federal BOP	2	6	7	1	8
Federal Pre-Trial		4	4		4
Global Positioning - Satellite		1	1		1
Global Positioning Satellite - Cellular	4	2	4	2	6
Home Confinement - Federal Offender	1	5	5	1	6
Intensive Supervision	10	13	12	11	23

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WH Continued...

Intensive Supervision - Pretrial Release	1	4	4	1	5
Intensive Supervision - Sex Offenders	6	8	7	6	14
Low Risk Probation	110	125	140	110	235
Minimum Risk Program	29	55	26	60	84
Radio Frequency	4	9	11	2	13
Video Display/Breath Alcohol Test/Radio Frequency		4	2	2	4
WOCMM (Women Offender's Case Management Model)		1		1	1
Youthful Offender Program Supervision	2	5	1	6	7
Statewide Total Specialties	169	252	233	204	421

B-H

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Intensive Supervision	2		2		2
Low Risk Probation	1	3		4	4
One Stop Re-Entry		1		1	1
Statewide Total Specialties	3	4	2	5	7

AI/AN - H

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Day Reporting - Residential	1		1		1
Low Risk Probation	2		1		2
Statewide Total Specialties	3		2		3

A/PI - H

SP NA Specialty	Active At Start	New Admits	Closures	Active At End	Offenders Served
Minimum Risk Program	1		1		1
Statewide Total Specialties	1		1		1

Fifth Judicial District Department of Correctional Services

5JD by Gender and Supervision Status

7/1/2008 - 6/30/2009

Female

Supervision Status	Active at Start	New Admits	Closures	Active at End	Offenders Served
Interstate Compact Parole	6	6	3	9	12
Interstate Compact Probation	42	17	16	44	59
Parole	194	120	93	181	314
Pretrial Release With Supervision	83	329	307	104	412
Probation	2,073	1,769	1,657	2,110	3842
Special Sentence		1		1	1
Statewide Total	2,398	2,242	2,076	2,449	4640

Male

Supervision Status	Active at Start	New Admits	Closures	Active at End	Offenders Served
Interstate Compact Parole	35	19	17	35	54
Interstate Compact Probation	131	64	64	129	195
OWI Continuum	1		1		1
Parole	739	545	392	707	1284
Pretrial Release With Supervision	218	733	742	213	951
Probation	5,263	4,505	4,555	5,148	9768
Special Sentence	3	14	1	18	17
Statewide Total	6,390	5,880	5,772	6,250	12270

Unknown

Supervision Status	Active at Start	New Admits	Closures	Active at End	Offenders Served
Interstate Compact Probation		1	1		1
Probation	4	72	21	17	76
Statewide Total	4	73	22	17	77

Fifth Judicial District Department of Correctional Services

Allowance FY 2008

ASP	\$756,643.50
CCF	\$434,638.43
FDCF	\$390,506.67
ICIW	\$293,066.47
IMCC	\$267,149.52
ISP	\$691,156.42
MPCF	\$441,599.45
NCCF	\$217,880.25
NCF	\$331,257.82

Child Support FY 2008

ASP	(\$77,541.60)
CCF	(\$59,513.50)
FDCF	(\$35,469.18)
ICIW	(\$23,040.02)
IMCC	(\$20,597.88)
ISP	(\$59,924.31)
MPCF	(\$55,233.72)
NCCF	(\$28,287.52)
NCF	(\$39,798.13)

Restitution FY 2008

ASP	(\$112,604.65)
CCF	(\$113,553.92)
FDCF	(\$770,086.18)
ICIW	(\$34,029.84)
IMCC	(\$27,182.06)
ISP	(\$95,064.09)
MPCF	(\$55,451.31)
NCCF	(\$104,822.54)
NCF	(\$138,730.17)

Child Support 2008 (report from DOC)

Location Code	Total Amount
ARF	\$12,960.93
BUR	\$64,034.43
CBR	\$36,658.03
CRR	\$92,268.62
DMF	\$12,343.09
DMR	\$115,294.16
DRF	\$41,805.36

DVR	\$135,815.51
FDR	\$35,122.87
MCR	\$16,521.44
MFR	\$31,210.53
OTR	\$29,982.84
SCR	\$48,360.08
WRW	\$17,608.35
WUF	\$42,268.73

Restitution 2008 (report from DOC)

Location Code	Total Amount
ARF	\$608.45
CBR	\$225.00
CRR	\$175.00
DMR	\$209.33

SPECIAL EVENTS

INTENSIVE SUPERVISION DRUG COURT PROGRAM

The Intensive Supervision Court Program (Drug Court) was started in August 1996, as a pilot program in the Fifth Judicial District, Polk County, through a Governor's Alliance on Substance Abuse grant (now the Office of Drug Control Policy.) The goal is to address substance abuse problems leading to criminal behavior, with a holistic approach. It is the belief of the program that criminal behavior will be decreased or eliminated when substance abuse is reduced or stopped, thus decreasing the need for jail/prison space. This past year we saw an increase in the number of people who appeared to have co-occurring illnesses.

OWI RECOVERY PICNIC:

The annual OWI Celebrating Recovery Picnic is held the 3rd Wednesday evening of September at Fort Des Moines. This picnic is for current clients, after clients and alumni from both the men's and women's facility; their families; volunteers, mentors and sponsors from the community. The number of attendees grows every year and it proves to be a fun evening of food and games for all ages and prizes for the children. The men in the program take an active role in planning and carrying out the event.

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IN MEMORY OF MARLANA LALLI:

At the 2009 Staff Appreciation Day Event, Assistant Director Ken Smid dedicated the Marlana Lalli OWI Recovery Picnic Plaque. This plaque was dedicated in honor of Marlana Lalli, former Residential Supervisor at the OWI Facility. Marlana retired on March 24, 2009 due to her failing health, and unfortunately this wonderful person passed away on November 22, 2009. She was a true asset to the OWI Facility and a definite inspiration to the many people involved in the OWI Program.



TRAINING REPORT

FY 2008/2009 Training Accomplishment

- Training in 5th District is designed to meet ACA standards, the Federal Standards of a Comprehensive Sanction Center, mandatory standards the 5th District has set up for its own employees as well as some classes of interest the employees requested from their needs assessment.
- FY 2007 annual training consisted of 5 (40) hour training sessions that were mandatory for all Residential Officers. There were also approximately 8 hours of mandatory training that all staff were required to attend. The sessions were open to all staff to drop in and get their mandatories taken care of as well as taking any other classes that would assist them in achieving their 40 hours of required annual training.
- FY 2008 annual training was set up differently after listening to staff complaints about sitting in training for 40 hours straight. A training calendar was created that allowed staff to sign up for trainings at their convenience.
- FY 2009 annual training was a mixture of online training and classroom training.
- The Iowa Corrections Learning Center produced online training for the entire state. Training Director Trish Signor took advantage of this opportunity and assisted her district in taking 3 of the online classes. Blood borne Pathogens, Universal Precautions and Sexual Harassment are all mandatory classes and the entire district was able to do them online.
- The Training Director was able to work with the Department of Health to bring in 5 training sessions on Suicide for the District.
- On July 22, 2008 MI, VASE-R training was held for all management staff.
- 9 MI, VASE-R training sessions were held for the entire District throughout the fiscal year.
- August 18, 2008, Russ Fry and Buzz Hoffman were brought in to do training on, "Incarceration in Community Corrections", for all management staff.

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- August 25-29, 2008, A Training for Trainers was held in 5th District. The trainers for this class were: Trish Signor, Marlene Marsh from the Learning Center, Jenifer Godwin from ICIW and Sandy Mathias from NCF. Other Districts and CBC's were invited to attend. 5th District was able to get 12 of their staff trained to be trainers. 2 of those staff will become personal safety instructors next fiscal year and thus will be able to use the skills taught in this class.
- September 9-11, 2008, a Training of Trainers class for MI was conducted. Leann DeBord, Travis Kirkland, Jamie Walters and Cameron Gowdy are all now certified instructors.
- September 16-18, 2008, A 3 day MI class was held.
- September 23, 2008, A Basic Power point class was held.
- September 24, 2008, A Basic Word class was held.
- September 30, 2008 A Basic Microsoft Outlook class was held.
- September 18, 23, 25, 2008 and October 16, 23 and 28, 2008: Case planning classes were held.
- September 29-October 3, 2008: Training Director held a statewide Pre-Service class.
- October 1, 2008: Basic Word class was held.
- October 3, 2008: A CPR/First Aid class was held.
- October 7, 2008: A GPS class was offered for all Districts.
- October 23, 2008: 2 CPR/First Aid recertification classes were held.
- October 15, 2008: 4 hour MI booster held for those that attended the 3 day in September.
- 6 Prea trainings were held throughout the fiscal year.
- November 12, 2008: PowerPoint training done.
- November 13, 2008: Forms training on the computer done.
- November 18-20, 2008: Another 3 Day MI Training was done.
- December 1-5, 2008: The Training Director held a New Employee Orientation.
- December 3, 2008: A Bullying and Mobbing class was conducted by Joel McAnulty and Donna Busch from 2nd District.
- December 10, 2008: A Basic Word class was offered.
- December 11 and 16, 2008: CPR/ First aid training done.
- December 17, 2008, another Forms training on the computer was offered.
- January 7 and May 7, 2009: Mary Kay and Jen Reynoldson taught a Domestic Violence class.
- January 8, 2009: A Bullying and Mobbing class was conducted by Joel McAnulty and Donna Busch from 2nd District.
- January 28, 2009: A 4 hour MI booster was held.

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- February 2-6, 2009: The Training Director held a state wide Pre-Service class.
- February 2, 23, 2009: Dr. Tony Tatman held an Introduction to Group Facilitation class.
- February 9 and 10, 2009: Training Director held 4 sessions of “Are You Playing to Your Strengths” training over a 2 day period.
- March 3-4, 2009: Darren Skeries from ICLC was brought in to conduct personal safety training for all staff that were interested. This class was also required for the Fort and Women’s facility staff. Mr. Skeries and his team taught 4 classes in a two day period. Each class was 4 hours long.
- March 24 and April 16, 2009: MECCA’S Problem Gambling Services were brought in to train interested staff. One session held on the 24th and two sessions were held on the 16th of April.
- April 6-7, 2009: Russ Fry and Buzz Hoffman came in and did a TOT for the Districts on Revocation. Jen Reynoldson, Jeff Schultz and Trish Signor were certified to teach this class. They will teach all PO’s this class during the month of July for the 2010 fiscal year.
- 8 classes of Cultural Diversity were taught by Joel Potter during the months of April and May of 2009.
- May 19-21, 2009: Laura Farris from ICLC and Jeff Panknen from DAS, ran (3) 8 hour sessions of supervisory training. The training covered Department expectations of Supervisors/ Managers, the Union Contract, how to complete performance evaluations, how to motivate staff and how to coach staff and how to build an ethical organization. This training was open to other state employees.
- May 26-28, 2009: A 3 Day MI training was held.
- The Training Director worked with staff and supervisors to develop an employee “On the Job Training Checklist” for all new staff to use when hired to track training hours. Now that the checklists are done, they have become a packet that is given out when a new person meets with the Human Resource person.
- Out of 273 staff 267 have completed their 20/16 hours of annual training. 4 people **did not complete** their 20 hours. One kitchen staff was 5 hours short for reasons unknown to this writer. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.
- Out of 273 staff 268 have completed mandatory **Suicide** training. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.
- Out of 273 staff 268 have completed mandatory **PREA** training. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.
- Out of 273 staff 267 have completed mandatory **Blood borne Pathogens/Right to Know** training. 1 did not complete the training because he did not hit the submit button and he was then out on FMLA, before we were able to realize what happened. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.
- Out of 273 staff 268 have completed **Sexual Harassment**. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.
- Out of 273 staff 266 have completed **Cultural Diversity**. 2 people did not complete for reasons unknown to this writer. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.

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- Out of 273 staff 268 have completed **Universal Precautions**. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.
- Out of 273 staff 267 have completed **MI VASE-R**. One staff member did not complete the training. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.
- 1 (40) hour Statewide New Employee Orientation session was held in December 2008. 2 (40) hour Statewide Pre-Service's were held September of 2008 and February of 2009.
 - 10 students attended the December NEO class, 5 of the 10 were 5th District Employees.
 - 16 students attended the September Pre-Service class, 8 of the 16 were 5th District Employees.
 - 10 students attended the February Pre-Service class, 2 of the 10 were 5th District Employees.
- **Trainings held at individual worksites consist of:**
 - Safety Training
 - Use of Force
 - Accountability
 - Searches
 - Ethics
 - Safety and Security
 - Report Writing
 - Emergency Procedures
 - Home visits
 - ICON
 - Firearms
 - Jesness
 - Interstate compact
 - Psychopaths
 - Smart aftercare

 - Providing opportunities for sex offenders to succeed
- **Non-Mandatory Trainings offered to all staff:**
 - Basic Computer
 - Basic Windows
 - Basic PowerPoint
 - Basic Microsoft Outlook
 - MI 3 day
 - MI Booster
 - Case Audit
 - Bullying and Mobbing
 - Playing to your Strengths
 - Training of Trainers
 - MI TOT
 - Personal Safety training

Needs Assessment

A needs assessment was not given out this year. Due to the budget, 5th District will utilize the online training offered by the Iowa Corrections Learning Center. They have 20 hours of online training that meet most of our training needs for this fiscal year. There are 2 or 3 classes that the Training Director will have to develop for the facilities. Since the Training Director has not worked in a Facility for several years, she will be working on shift with the RO's to relearn what they do and to update her skills.

Fifth Judicial District Department of Correctional Services

Dept Mission/Agency Mission

5th District strives to carry out the Department Mission: To Protect the Public, To Protect Staff and to Protect the offenders. The Training Departments goal is to develop and maintain a highly skilled and professional workforce. To increase knowledge, to enhance performance and to develop skills at every level for every day.

FY 2008/2009 Training Goals/Objectives

1. Developing more staff trainers in different topics

Objective/Format: The Training Director will continue to bring in TOT classes on different subject matters so we can develop more in-house trainers.

- **August 25-29, 2008, Training for Trainers was held in 5th District. The trainers for this class were: Trish Signor, Marlene Marsh from the Learning Center, Jenifer Godwin from ICIW and Sandy Mathias from NCF. Other Districts and CBC's were invited to attend. 5th District was able to get 12 of their staff trained to be trainers. 2 of those staff will become personal safety instructors next fiscal year and thus will be able to use the skills taught in this class.**
- **September 9-11, 2008, a Training of Trainers class for MI was conducted. Leann DeBord, Travis Kirkland, Jamie Walters and Cameron Gowdy are all now certified instructors.**
- **April 6-7, 2009: Russ Fry and Buzz Hoffman came in and did a TOT for the Districts on Revocation. Jen Reynoldson, Jeff Schultz and Trish Signor were certified to teach this class. They will teach all PO's this class during the month of July for the 2010 fiscal year.**

2. Provide a formalized Personal Safety training for all staff.

Objective/Format: The Training Director will contact ICLC and ask for assistance for a TOT of Personal Safety Level one. Training Director will work with Kurt Kness and Ty Steward to develop a plan for giving booster sessions. The Training Director will recruit more trainers to assist with this training program.

- **March 3-4, 2009: Darren Skeries from ICLC was brought in to conduct personal safety training for all staff that were interested. This class was also required for the Fort and Women's facility staff. Mr. Skeries and his team taught 4 classes in a two day period. Each class was 4 hours long. A total of 94 students participated. All students had nothing but wonderful things to say about the class.**
- **Next fiscal year 7 staff will attend a Personal Safety TOT program conducted by ICLC. Those attending will be Trish Signor, Jason Ehlers, Lance Wignall, Enrique Orrantes, Rebecca Ryan, Carly Milsap, and Dusty Shannon.**

3. Continue offering MI Trainings and Boosters

Objective/Format: The Training Director will work with the MI instructors to continue scheduling MI trainings and booster sessions.

- **(3) 3 Day sessions of MI were held: 9/16/08, 11/18/08 and 5/26/09. 69 staff completed the training.**
- **(2) Booster sessions were held 10/15/08 and 1/28/09**
- **At this point, we have 8 people left in the District that still need the 3 Day MI training. These people will be placed in the 3 day Mi class FY 2010.**

4. Continue to provide and find job specific training for non security staff

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Objective/Format: The Training Director has had success with the computer trainings and would like Maintenance and other non security positions to feel like they get relevant training for their jobs. The Training Director will look for specific training for each job class and try to bring it in or get the funding for people to attend.

- **This issue continues to be a problem. The Training Director keeps all staff abreast of the different kinds of training that is out there for their positions, but non security training can be very expensive and somewhat limited. We did continue to offer computer classes for all staff and this still continues to be one of the more popular trainings for staff.**

5. Improvement of On-The-Job training strategies for skill building

Objective/Format: The Training Director will continue to meet with each unit and develop an “On the Job training checklist” for them. Procedures for handing out the checklist, training, and getting the list back will be developed.

- **The checklists are complete for each unit. A process has been developed for issuing the checklist. When a new employee starts, they meet with the Human Resource Department. Ronice Payne issues them a checklist for their position. The Training Director checks with the new employee about 2 months after to see how they are coming with their list.**
- **In the mean time the supervisor is also helping hem out with their list. The list should come back to the Training Director after about 5 months. The Training Director shall ensure the list is complete, if any discrepancies or lack of information is found; the Training Director will follow up with the supervisor and employee.**

6. Meeting more often with Training Committee

Objective/Format: The Training Director will contact committee members and set up regular meeting times. Discussions will be held on the purpose of the committee and how the committee should function.

- **The Training Director seems to have an aversion to meetings. There never seems to be a good time to have them.**

7. Continue LSI Training for Staff

Objective/Format: The Training Director will continue scheduling case management classes and assigning mentors.

- **Supervisor Scott Jones held 6 training sessions on Case Planning. September 18, 23, 25, 2008 and October 16, 23 and 28, 2008.**

8. Continue to build computer training for all staff

Objective/Format: The Training Director will try to get more laptops so we can accommodate more staff for training. More staff will be trained as instructors. Advanced levels of training will be added.

- **We were not able to get more staff trained to be instructors this year. However, we were still able to hold the following classes this year just using Alex Tran and Damon Beers.**
- **September 23, 2008: Basic Power point**
- **September 24, 2008: Basic Word**
- **September 30, 2008: Basic Microsoft Outlook**
- **October 1, 2008: Basic Word**
- **November 12, 2008: PowerPoint**
- **November 13, 2008: Forms training**
- **November 12, 2008: PowerPoint**
- **November 13, 2008: Forms training**
- **December 10, 2008: Basic Word**
- **December 17, 2008: Forms training**

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9. Develop online training courses for staff

Objective/Format: The Training Director will work with Alex Tran and Jimmy Rokes to get online courses up and running. The Training Director will work with the new online trainer at the Learning Center to become educated on how to put an online course together.

- **As it turns out, online training is a lot more work than one realizes. It's not just putting a power point together and sending it out to people. You have to have an entire computer system to support it, you have to purchase the software, and it takes about 130 man hours after your power point is ready to put into the system. Since this is beyond our capabilities, we deferred to the Training Center for the courses.**
- **3 online courses came out this fiscal year that we took advantage of. Blood borne Pathogens, Sexual Harassment and Universal Precautions.**
- **5 staff out of 273 did not complete the online Universal Precautions class for the following reason: One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.**
- **4 staff out of 273 did not complete Sexual Harassment class for the following reason. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.**
- **5 staff out of 273 did not complete Blood borne Pathogens training for the following reasons: 1 did not complete the training due to computer issue and then he went on FMLA. We didn't realize his online course didn't take before he went on FMLA, so we couldn't correct the problem with him. One staff member retired. 2 staff members were terminated. 2 staff members are only .26 FTE and thus do not participate in annual training.**

10. Work with Tech Department to improve information sharing between HR and Training.

Objective/Format: The Training Director will work with Tech support to streamline data bases so that both HR and Training can obtain the same kinds of information from one source.

- **Once again Scott Adams has done a nice job revamping our Training Data base to match with obtaining similar kinds of information all in one spot. He's made many nice improvements to the system to make maneuvering around in it easier.**

11. To provide ASSISST training for the Men's Residential Facility

Objective/Format: The Training Director will contact Facility and talk with Director about doing the training. A training schedule will be set up. Supervisors will be refreshed on the training since it's been awhile.

The Fort has been down several positions, especially in the supervisory department. There have been many changes and lots of activity going on over at the Fort and thus no ASSISST training was able to be done over there this year. We will keep it on the agenda for next year.

12. Continue working on a Probation/Parole Officer Academy

Objective/Format: The Training Director will contact Linda Murken to see how she wants to proceed. The TAT committee will be notified about where we are at. A team of curriculum writers will be put into place.

The Training Director has been too busy to work on this plan. She has met with Laura Farris at the Learning Center and she has met with Rebecca Ryan, probation officer to get some ideas from her. The Training Director's hope is to get a little more free time this year to get this project done on paper. Budget wise, it may not be able to take off physically.

This project will continue to be a goal to work on.

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EMPLOYEE APPRECIATION DAY 2009



'Flipping those Sizzling Burgers'



Baby Picture Guessing Game

Wednesday, June 24, 2009 marked the day for this years Annual Staff Appreciation Day Event. Once again, months of planning and hard work went into all of the festivities. Even though the weather was a little on the warm side, we were blessed with an outstanding turnout. Not only was the huge tent set up providing shade for tables and chairs, smaller tents were set up by staff to sell home-made desserts to raise funds for next years' event. Other stations were also set up to encourage staff to sign-up for future activities and sporting events while others were to test your guessing skills. Several management staff fired up the grills and kept the serving trays filled with hot burgers and hotdogs while several hard working volunteers kept busy replenishing side dishes and restocking the ice bens with cold pop and water for the taking.



"Draw MY name ... Draw MY name!!"



A round of the "Fifth Feud"

As in years past we were fortunate to have a vast assortment of prizes and gift certificates generously donated by members of our management and staff. Other funds raised went toward the purchase of even more gifts and prizes, which was all organized and set up by Candida Widenhoff. Thanks for all of your hard work again this year Candida! One by one, all of these wonderful prizes were presented to various staff and volunteers as Assistant Director Ken Smid and Director Kreamer headed up our random drawing.

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Staff filled their plates, and found a shady spot to set, all the while enjoying or participating in various activities and games held during lunch. It was good to see staff enjoy some much deserved “down time”.

This year as in years past, we were honored to have a few members from our Board of Directors join us, plus a few folks from Central Office, and many of our hard working interns. By 1:00 PM, the meal and gift drawing portion of our day had come to a close, and the games began!! All of the hard work and planning that Lisa Hansen and the Wellness Committee had been involved in for the past several weeks began to pay off. All of the committee volunteers did a wonderful job in the selection and planning of the activities for our afternoon, and once again this year the dunk tank was a big hit, or should I say ‘splash’!! Several members from management volunteered to be ‘dunked’ and the competition to do so was absolutely hysterical at times. We thank those from management who volunteered to ‘be dunked’ and for being such good sports!



Our Competitive Secretaries



The Winning Warrant Team

Just like last year, staff formed teams, selected a team name, and dressed in matching outfits. It was fun to read their matching shirts watch them compete in all of the activities throughout the afternoon. If teams weren’t doing their best to dunk a supervisor, they were wearing oven mitts while attempting to strip the wrapper off of a Hershey’s Kiss. The competition carried over to a bean bag toss and then onto several other games. The Wellness Committee once again this year did an awesome job arranging and setting up for a great afternoon of activities for everyone to enjoy. At the end of the day the winning medals were counted and for the second year in a row the Warrant Team – (‘Five O’) proved to be the best overall winners, and once again, proudly walked away with the winning trophy. Congratulations!!

Many were involved in all that was done, and it served as a much needed break for our hard working staff. We thank the members of the Staff Appreciation Committee guided by Marilyn Shanks, the Wellness Committee guided by Lisa Hansen, our Executive Team for their encouragement and guidance, and all management staff for jumping in whenever and wherever needed. To all who gave so generously by donating gifts or giving of themselves in various helpful and hard working ways, we give our total appreciation. Please know that the part you played in the creation and completion of this week was greatly appreciated, and it could not have been done without you. Good job!!

We are glad that you enjoyed our Staff Appreciation Day - - YOU EARNED IT!
We are grateful that so many were able to participate,
and we look forward to next year.

Fifth Judicial District Department of Correctional Services

OTHER SERVICES PROVIDED

INTERNSHIP PROGRAM

The Districts Internship Program provides students from a variety of different colleges and universities around the State the opportunity to fulfill their college credits and also gain experience within their major. Interns are recruited through college fairs and through the District's website. Once the application process has been completed and the intern approved, the coordinator then initiates the orientation process. The orientation process includes review of Policies and Procedures, provides an opportunity for questions and answers and ultimately placement within the Department for an internship. The majority of the interns are placed at Fort Des Moines Complex, The Women's Facility, Youthful Offender/Drug Court, Pre-Trial Release and Support Service Center. The needs of the intern, school / work schedules and the needs of the District are considered by the Coordinator in determining placement. Interns have gained the experience of day programming intakes, LSI interviews, co-facilitation of groups, intakes at both facilitators, etc. During fiscal year 2007/08 36 interns participated in our internship program.

ACCOUNTABILITY BOARD -

Accountability Boards are composed of community volunteers, including crime victims. Community accountability board members meet with offenders who are referred by their Case Manager. Board members review case plan goals developed by offender and PPO, discuss successes / challenges, help hold offender accountable and offer support or assistance in meeting their goals. Accountability Boards assist in the re-entry and reintegration of an offender in a way that builds relationships and strengthens accountability, thus enhancing community based supervision and treatment efforts. In addition, Accountability Boards give crime victims & community members a voice in the correctional system.



Fifth Judicial District Department of Correctional Services

CLASS CODE	December, 2008 – Staff Information CLASSIFICATION	FEMALE						MALE					TOTAL	
		WF	BF	NAF	A/ PIF	HIS PF	OT HF	WM	BM	NAM	A/PIM	HI SP M		OTHM
BARGAINING UNIT 006														
60100	Clerk Typist													0
60105	Actg. Clerk I													0
60110	Actg. Clerk II													0
60125	Secretary	19	4		1	1								25
60200	Data Processing Technician													0
60205	Computer Programmer													0
60210	Data Processing Prog/Analyst													0
60300	Volunteer Service Coordinator													0
60305	Pre-Trial Interviewer	2												2
60310	Probation/Parole Officer I													0
60315	Probation/Parole Officer II	47	4					32	4			2		89
60320	Probation/Parole Officer III	10						15						25
60330	Substance Abuse Liaison													0
60335	Community Program Monitor	5						5				1		11
60350	Polygrapher							1						1
60400	Residential Officer	13	6					18	10		1	1		49
60407	Community Treatment Coordinator	6	1			1		2	1					11
60410	Job Developer													0
60415	Educational Instructor	1												1
60420	Education Aide													0
60425	Community Work Crew Leader	1												1
60500	Maintenance Technician							4						4
60505	Building Maintenance Coordinator													0
60510	Cook													0
60515	Food Services Coordinator		1					1					1	3
60520	Food Services Leader							1						1
60600	Student Intern	4	2					6				1		13
60804	Data Processing Coordinator	7	2					1	1					11
60940	Psychologist	2						1						3
TOTAL 006		116	20	0	1	2	0	87	16	0	1	5	1	249
BARGAINING EXEMPT 000														
60250	Information Technology Specialist	1						1			1			3
60800	Clerical Supervisor													0
60802	Accounting Technician	2						1						3
60803	Personnel Technician		1											1
60805	Personnel Specialist		1											1
60805	Probation/Parole Supervisor I													0
60808	Supervisor	2						1						3
60810	Probation/Parole Supervisor II	6						7	2					15
60815	Residential Supervisor	1	1						1					3
60825	Residential Manager	1						1						2
60850	Contract Program Manager													0
60903	District Director	1												1
60905	Assistant District Director	1						1						2
60910	Division Manager	1						2						3
60915	Administrative Officer													0
60918	Budget Analyst													0
60920	Systems Administrator							1	1					2
60925	Administrative Assistant													0
60930	Executive Secretary	2												2
60935	Attorney													0

Fifth Judicial District Department of Correctional Services

60945	Executive Officer	1							1						2
60950	Clinical Services Manager								1						1
TOTAL 000		19	3	0	0	0	0	0	17	4	0	1	0	0	44
GRAND TOTAL		135	23	0	1	2	0	104	20	0	2	5	1	293	
CLASS	June 2009 – Staff Information	FEMALE						MALE						TOTAL	
		WF	BF	NAF	A/PIF	HIS PF	OT HF	WM	BM	NAM	A/PIM	HI SP M	OTHM		
CODE	CLASSIFICATION	WF	BF	NAF	A/PIF	HIS PF	OT HF	WM	BM	NAM	A/PIM	HI SP M	OTHM	TOTAL	
BARGAINING UNIT 006															
60100	Clerk Typist													0	
60105	Actg. Clerk I													0	
60110	Actg. Clerk II													0	
60125	Secretary	18	4		1	1								24	
60200	Data Processing Technician													0	
60205	Computer Programmer													0	
60210	Data Processing Prog/Analyst													0	
60300	Volunteer Service Coordinator													0	
60305	Pre-Trial Interviewer	2												2	
60310	Probation/Parole Officer I													0	
60315	Probation/Parole Officer II	45	4					30	6			2		87	
60320	Probation/Parole Officer III	10						15						25	
60330	Substance Abuse Liaison													0	
60335	Community Program Monitor	5						5				1		11	
60350	Polygrapher							1						1	
60400	Residential Officer	11	6					19	10		1	1		43	
60407	Community Treatment Coordinator	6	1			1		2	1					11	
60410	Job Developer													0	
60415	Educational Instructor	1												1	
60420	Education Aide													0	
60425	Community Work Crew Leader	1												1	
60500	Maintenance Technician							4						4	
60505	Building Maintenance Coordinator													0	
60510	Cook													0	
60515	Food Services Coordinator		1					1					1	3	
60520	Food Services Leader							1						1	
60600	Student Intern	12	1			1						1		15	
60804	Data Processing Coordinator	6	2					1	1					10	
60940	Psychologist	2						1						3	
TOTAL 006		119	19	0	1	3	0	77	16	0	1	5	1	242	
BARGAINING EXEMPT 000															
60250	Information Technology Specialist	1						1			1			3	
60800	Clerical Supervisor													0	
60802	Accounting Technician	2						1						3	
60803	Personnel Technician		1											1	
60805	Probation/Parole Supervisor I		1											1	
60808	Supervisor	2						1						3	
60810	Probation/Parole Supervisor II	6						6	2					14	
60815	Residential Supervisor	1	1											2	
60825	Residential Manager	1						1						2	
60850	Contract Program Manager													0	
60903	District Director	1												1	
60905	Assistant District Director	1						1						2	
60910	Division Manager	1						2						3	

Fifth Judicial District Department of Correctional Services

60915	Administrative Officer													0
60918	Budget Analyst													0
60920	Systems Administrator						1	1						2
60925	Administrative Assistant													0
60930	Executive Secretary	3												3
60935	Attorney													0
60942	Office Manager													0
60945	Executive Officer	1						1						2
60950	Clinical Services Manager							1						1
TOTAL 000		20	3	0	0	0	0	16	3	0	1	0	0	43
GRAND TOTAL		139	22	0	1	3	0	93	19	0	2	5	1	285

Number of Vacancies July 1, 2008	10
Number of Vacancies June 30, 2009	22
Authorize number of employees FY09	291
Authorize number of employees FTE FY 09	282.12

SERVICE AWARDS

Years of Service	Number of Awards Given	Years of Service	Number of Awards Given
38	1	17	6
34	3	16	5
33	3	15	2
32	5	14	9
31	13	2	7
30	4	12	17
29	1	11	13
28	2	10	21
27	3	9	8
26	1	8	6
25	6	7	7
24	1	6	7
23	4	5	15
22	2	4	28
21	3	3	17
20	5	2	23
19	7	1	19
18	3	Under a Year	1

Fifth Judicial District Department of Correctional Services

HR EEO STATS	TOTAL APPLICANTS	FE-MALES	MALES	18-29	30-39	40-49	50-59	60-69		
RACE										
African American	91	69	22	22	44	32	4			
Asian/Pacific Islander	10	5	5	6	3	1				
Latin American	17	13	4	11	4	2				
White	217	165	52	99	63	27	23	4		
Unspecified	2	2	0	1	1					
TOTAL APPLICANTS	337	254	83	139	104	62	27	4		
Persons interviewed	43									
		Females	Males	TOTALS						
Hires		3	6	9						
Promotions		6	4	10						
Demotions			1	1						
Retirements		5	3	8						
Resignations		2	3	5						
Removals		2	1	3						
Terminations			4	4						
Leadworker		3	2	5						
Reclassifications (PDQ)		2		2						
		Hires	Pro-motions	Retire-ments	Resig-nations	Re-movals	Termin-ations	Reclass-ifications (PDQ)	Demo-tions	Lead Worker
African American										
Female		1			1			1		2
Male				1			2		1	
Asian/Pacific Islander										
Female										
Male										
Latin American										
Female										
Male										1
White										
Female		2	6	5	1	2		1		1
Male		5	3	3	3	1	2			1
Unspecified										
TOTALS		9	10	8	5	3	4	2	1	5

DEFINITIONS

PDQ - Position Description Questionnaire
 Removals – persons being removed from payroll without discipline
 Unspecified – persons who chose not to select a particular box



Fifth Judicial District Department of Correctional Services

DIVERSITY DISTRIBUTION LIST		
Previous/Present Distribution		
All Iowa Prison Institutions		
All Community Based Corrections		
Abrahan Funchess	Iowa Commission Status of African Americans	
Kimberly Baxter	Black Ministerial Alliance, Local NAACP, Creative Visions, ETC. NAACP (Local/State), Division Person's with disabilities, YWCA, Urban	
Susy Stearns	Career Center at Grand View College	
Rudy Simms	Dept. of Human Rights	
Syeta Glanton	Liasion to Governor Culver	
Darla Welch	Dept. of Human Rights	
Kathy Wolk	Dept of Corrections – Central office	
Barb McClannahan	Iowa Department of Blind, Voc Rehab Svcs, Dept. of Veterans/VR Goodwill of Central Iowa, Iowa Division of Persons with disabilities.	
Walter Reed	Asian, Latino, Native American Etc., Several other entities including all department of Human Rights throughout Iowa.	
Future Distribution		
CARRERSERV@WVSTATE.EDU	WEST VIRGINIA STATE	HSBU
etucker@alasu.edu	ALABAMA STATE UNIVERSITY	HSBU
CARREERS@asurams.edu	ALBANY STATE UNIVERSITY-MS.WILLIAMS	HSBU
ASHANNON@ALCORN.EDU	ALCORNSTATE UNIVERSITY – ALICE SHANNON	HSBU
GYOUNG@ALLENUNIVERSITY.EDU	ALLEN UNIVERSITY	HSBU
PAMELA.BRIMLEY@ARKANSASBAPTIST.EDU	ARKANSAS BAPTIST COLLEGE	HSBU
YTRACEY@BELLSOUTH.NET	BARBER-SCOTIA COLLEGE-NORTH CORLINA	HSBU
JOHNSONS@BENEDICT.EDU	BENEDIT COLLEGE	HSBU
YJOHNSON@BENNETTE.EDU	BENNETTE COLLEGE, NC	HSBU
RPRICE@BOWIESTATE.EDU	BOWIE STATE-ROSETTA PRICE	HSBU
CAREERSERVICES@CENTRALSTATE.EDU	CENTRAL STATE UNIVERSITY	HSBU
jwomack@bishop.edu	BISHOP-MS.JULIETTE WOMACK	HSBU
KIM.CHEEKS@iowa.gov	KIM CHEEKS DEPT OF HUMAN RIGHTS	
JOB FAIRS ATTENDED		
PREVIOUS/PRESENT FAIRS		
Grand View College		
Kaplan University		
Hope Church		

BOARD OF DIRECTORS MEETING MINUTES:

BOARD OF DIRECTORS

For the
Fifth Judicial District Department of Correctional Services

Meeting Minutes

Wednesday, July 30, 2008

Scheduled to begin at 12:00 P.M.

Members in Attendance: Chairperson Michael J. King; Steve Shelly, Linda England, Don Reasoner, Mark Hanson, Larry Eastin, Rick Tiedje, Joan Acela, Sam Nichols, Royce Dredge, J.B. French, Marvin Grace, Judge Arthur Gamble, Cheeko Camel, Dr. James O. Wright, Monroe Colston.

Staff in Attendance: District Director Sally Kreamer, Assistant Director Ken Smid, Division Manager Steve Dick; Clinical Service Manager Michelle Dix; Clinical Service Manager, Dr. Tony Tatman; Executive Secretary Marilyn Shanks

First order of Business: Call to Order:

Meeting called to order at 12:10 a.m. by Vice Chairperson Royce Dredge on Wednesday, July 30, 2008 at Building 68/70 of the Fort Des Moines Residential Center, Thayer Avenue, Jim Hancock Blvd., Des Moines, Iowa.

Second order of Business - Approval of the Agenda.

Fifth Judicial District Department of Correctional Services

Sam Nichols moved and Marvin Grace seconded a motion that the agenda be approved. The motion carried by voice vote.

Third order of Business - Approval of the Minutes from the full Board of Directors Meeting held on April 30, 2008.

J.B. French moved and Larry Eastin seconded a motion that the Minutes be accepted and approved as written. The motion passed by voice vote.

Fourth order of Business - Approval of the Minutes from the Executive Committee Board of Directors Meeting held on June 6, 2008.

Steve Shelley moved and Monroe Colston seconded a motion that the Minutes be accepted and approved as written. The motion passed by voice vote.

Fifth order of Business: Budget.

A copy of the budget report was presented to those in attendance. Discussion regarding unpaid fees and letters that have been mailed out to clients with the goal of collecting outstanding fee amounts. Approximately \$50,000 has been collected with this effort. Discussed need of maintaining financial carry over for unplanned emergencies, and it was agreed that 2% was a fair amount to maintain. It was noted that our new phone system is not completely functional at all locations, but the line of communication is open. A brief discussion was held regarding the 2009

budget. It was noted that in the last session, \$200,000 was appropriated by DOC for the RFP. Sally stated that the RFP is written as such, that an award will be made in September. The group that is chosen will speak with our board members as part of their information gathering and then make a formal presentation to same board members as to what they are going to tell legislatures in January. RFP states that board members will get information before it goes to the state, in order to have input and discuss what the options were. Board members will hear about it - the Board of Corrections will also hear about it after board members do, and then it will go the legislators to look at the different options. Ken Smid made note that we can't find another place for building, but will know more next month.

Discussion followed regarding the bed space issues and the financial impact that would be felt if we no longer housed federal inmates. Sally informed those present that our district has the highest percentage of non-covered staff of any other district, and feels we need to fix that this year in the legislature as we are not going to get any new funds due to it being a status quo budget. Sally noted there is no money due to all of the flooding, and that is why we have held back on hiring any new positions. A few local legislators have been informed by Director Kreamer, that if they replace those Federal Funds, at \$600,000 this is a very inexpensive set of 40 beds, but if you construct 40 beds the cost would be around 10 million dollars, plus having the expense of hiring staff on top of construction. So this would be a bargain, and a good use of taxpayer money. Early indications show some legislators will work with us to get those beds, but at this time, it is very unpredictable. Steve Dick put together an informational spread sheet of estimates for renovation costs for these buildings and also to build new, for comparison. Sam Nichols moved that the Financial Statement be approved, and Don Reasoner seconded. The motion carried by voice vote.

Sixth order of Business: New Policies

Mike Kastantin stated we have fairly extensive policy manuals and from time to time we review and revise them and occasionally add a new policy. Mike introduced five new policies we have implemented since the first part of May and they are: Mandatory Reporting, Smoking and Tobacco Use, Exit Procedure, Children's Wing – C-Wing – Women's Residential, Food Service – Women's Residential. Some of those are mandated obviously, the no smoking policy is mandated as it is a state law. Chairman Mike King wanted the minutes to reflect that board members had been made aware of these new policies, and had also received copies of said policies.

Seventh order of Business: Up-dating on Over Representation

Michelle Dix immediately thanked Dr. Wright for information he supplied at the last board meeting, and for its ideas and content. Michelle then proceeded to share the progress made with some of our diversity plans. She noted that we are trying to heighten our awareness and pay attention to disparity and informed those present, that we are making cultural diversity training a requirement every year. Changes in hiring practices have been made by widening our recruitment net to attract a more people and hopefully also attract some diversity with this targeted recruitment. More evidence based practice is being worked into our hiring practices and we have started to do a selection and a hiring matrix, and look for certain competencies in the job. She noted that building rapport with clients, is effective toward change, and we are now seeking certain qualities in staff such as empathy, genuineness, non punitive, etc.

We are starting to do some cultural specific programming for African-American males, by tailoring curriculum to be more specific and seeing how that is going to work. One thing we are noticing is that offenders are staying in programming longer instead of dropping out at such a high rate. Our OWI Unit has a pretty extensive recovery support system and mentors are now trying to target African American mentors to be part of that as well to improve their pool.

Fifth Judicial District Department of Correctional Services

Michelle then continued to update those present on community outreach and plans to create a diversity advisory board. She noted how supervisors are monitoring Pre-Sentence Investigation Reports for fairness and equity, and Reports of Violations to ensure incarceration is used as a last resort. She also shared other areas which we are looking at to improve on, knowing that we have to tailor our approach and meet people's needs based on their culture.

Michelle briefly pointed out one concern with our oversized case loads as it creates less time to spend with clients and working on their needs, reducing risk, thus we are mostly doing the basics. Unfortunately basics really do not get you to where you need to be to really reduce recidivism – it gets you somewhat there, but building relationships and referring, and working with relapse prevention - that's what is really going to get a big impact. With large caseloads, you omit the time that you can do that.

Michelle then briefly discussed what methods we have used for advertisement, and encouraged ideas and suggestions from the board due to the fact that our budget for advertising is rather limited.

Director Kreamer complimented Michelle Dix for the excellent hiring practices program that she put together, noting that it was ran through the Attorney General's office, and the rest of the state is modeling hiring practices based on the hard work that Michelle has done. Director Kreamer noted that she has had National inquiries from other states to get what Michelle has put together because Michelle has done a good job, in putting together the scoring matrix that looks at competencies. She went above and beyond in the hiring and the Attorney General's office approved this and said this was a nice job.

Judge Gamble made a suggestion that we include some pretrial release mentoring or programming to improve our ability to take African Americans out of the jails pretrial, as he knows the judges are interested in that.

Sam Nichols asked if every district was having difficulty having a culturally diverse workforce, and Sally replied, no, in fact we are a leader in recruitment and staff. We are the most diverse – and it makes sense given that we are in Polk County. We just don't want it to get any worse and improve if we can.

Eighth order of Business: Rent Increase at Facilities

Ken Smid noted that the current charge is \$14 a day for our residential programs and \$16 a day for the third unit. The 2 extra dollars in the third unit is because it is our OWI Program and we have intensive treatment that costs us a lot more money, and Ken stated that \$2.00 does not begin to address it, but explained that is why we charge a little bit extra there, to re-coop. The last time rent for the offenders was raised was in 2001, just over 7 years ago. We propose to raise two units that charge \$14.00 a day to \$16.00 a day, and the unit we charge \$16.00 a day to \$18.00 a day, so \$2.00 a day for each unit is better, but still leaves us substantially below the state average that is being charged by other districts in their residential facilities. We are putting this proposal before the board before we take that action. In comparison, it was noted that right now we at \$14 are the lowest with the highest at \$18 - most districts are \$16.00. The OWI ranges from \$16 for us as the low, up to \$27 for the OWI in the 6th District. It was also noted that these fees are not collected ahead of victim restitution and child support, but are collected ahead of fees in our facilities. Steve Shelly: Made a motion to accept the proposal and Monroe Colston seconded the motion. The motion passed with full voice vote.

Ninth order of Business: Old Business - None was mentioned.

Tenth order of Business: New business

Director Kreamer commented that the phone call she had accepted during the meeting was one informing her that the grand jury had just come back, and stated that our Fugitive Team member had not been indicted. She added that it is Polk County's Policy to automatically hold a Grand Jury hearing and our officer testified this morning. Everyone was very pleased with the outcome of the grand jury's decision.

On a different topic, Director Kreamer noted that the board members would be receiving a survey in the mail that she hoped they would consider filling out. The survey will give you information about our strategic planning and what we are working on. After all information is collected and compiled we will bring that information back to you.

Board Member Steve Shelly asked if the director could include a few bullet points of things that they would need to contact legislator's about – he said a short summary would be helpful. The Director said she would be glad to furnish them with this information via e-mail as requested.

Fifth Judicial District Department of Correctional Services

After discussion, it was noted that due to the increase in fees, there would be a slight adjustment in the rent number on the budget.

It was noted by Judge Gamble and Director Kreamer after discussion on offenders re-entering society, that studies support the proposition that incarceration without programming and drug treatment make the offenders worse, and recidivism numbers rise. Judge Gamble noted that the real key for most offenders is drug and alcohol treatment and Director Kreamer agreed 100%. Discussion followed.

Eleventh order of Business: Adjournment

Marvin Grace made the motion to adjourn and Monroe Colston 2nd the motion. Motion carried by voice vote. Meeting adjourned at 1:11 P.M.

Respectfully submitted:

Marilyn Shanks, Executive Secretary

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

EXECUTIVE COMMITTEE BOARD MEETING

August 28, 2008

Administrative Office located in the Equitable Building

STAFF IN ATTENDANCE:

District Director Sally Kreamer, Executive Secretary Marilyn Shanks

BOARD MEMBERS PRESENT:

Chairman Mike King, Vice Chairman Royce Dredge, Board Member Larry Eastin, and Board Member Tom Hockensmith

OTHERS IN ATTENDANCE:

Attorney William Hill from the Attorney General's Office

Deputy Director Dan Craig from The Department of Corrections Central Office

Board Chairman Mike King followed the first order of business and called the meeting to order at 1:00 PM on Thursday, August 28, 2008.

Second item on the agenda, Approval of the Agenda:

Board Member Tom Hockensmith so moved that the agenda be approved, and Board Member Royce Dredge seconded the motion. Motion passed by voice vote.

Third item on the agenda, Shooting Review Recommendation:

It was stated by Director Kreamer, that per policy and Use of Force we are required to conduct an Administrative Investigation. She further stated that this had been completed, and even though the Des Moines Police Department (DMPD) was not involved in the incident, they did provide the criminal investigation. She added that the Grand Jury chose not to issue a bill, but we still needed to complete an Administrative Investigation, which was completed. Director Kreamer informed those present that policy stated that we needed to look at the rules, policies and procedures, and reported that all were followed. She added that we were asked to see if policy clearly covered the situation, and reported that it did. Director Kreamer praised the diligent work of former Director Gary Sherzan, stating that because of him, our policies were very well written and his attention to detail helped tremendously throughout this situation. She added that they had looked at the officers' training and concluded that it was accurate and current, and continued that our officer needed to be assessed by a mental health evaluator and that this had also been completed and approved. Director Kreamer informed the Executive Committee that it was the recommendation of the committee that there be no further action. After an extensive review it was decided that Officer Emberlin did what he should have done and the situation was justifiable.

Fifth Judicial District Department of Correctional Services

Attorney William Hill informed those present that Officer Emberlin should be able to return to work and that this meeting was more a move to inform the Executive Committee that an action on the Directors behalf had been taken, and that the situation had reached finality. He further stated that the Director wanted the Executive Committee to be aware of all proceedings. It was added that Officer Emberlin would immediately be informed of the decision.

Director Kreamer stated that they wanted to inform the Executive Committee that we had the grand jury hearing, that policies were reviewed, and Officer Emberlin would immediately receive a letter granting permission for him to return to work. When asked about the media, Director Kreamer stated that since the Des Moines Police Department does not do press releases, if a call of this nature was received, the caller would simply be informed that the officer has returned to work.

Chairman Mike King asked if there was any Old Business.

DOC Deputy Director Dan Craig commented that all staff should feel very comfortable as these officers are trained at a very high level, the same level as all law enforcement. He continued by stating that their work is very consistent, and in this case they did a great job and provided a great service to all of Des Moines and to the entire State. He further added that these officers continually risk their lives, and that this was just one example of the daily risks they face, and that these officers and the Department of Correctional Services should be commended for their fine work and attention to detail. He added that it was prevalent, the working relationship that Department of Correctional Services has with law enforcement. Board Chairman Mike King expressed his appreciation and the appreciation of the entire board for the supportive efforts given to Director Kreamer and staff by Department of Corrections Deputy Director Dan Craig. Chairman Mike King asked if there was any New Business.

Director Kreamer asked the Executive Committee Members present how they wanted to proceed and the method they felt was appropriate with informing the other board members of this information. It was decided by all present that a personal call would be made to the remaining board members, informing them of the situations successful outcome.

At 1:09 PM, Chairman Mike King thanked all for coming and for their help, and stated that the meeting stood adjourned. Respectfully submitted:

Marilyn Shanks, Executive Secretary

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

Executive Committee of the Board of Directors for the Fifth Judicial District Department of Correctional Services

Minutes

October 22, 2008

Executive Committee Members in attendance: Vice-Chairperson Royce Dredge, Larry Eastin, Don Greenlee, Tom Hockensmith, Don Reasoner, Michael J. King and Judge Arthur Gamble.

Staff in attendance: District Director Sally Kreamer, Assistant District Director Nancy Robinson, Assistant District Director Ken Smid, Residential Manager Doug Dillavou, Executive Officer Michael Kastantin, and Division Manager Neil Wheeler.

Guests: Dennis Kimme of Kimme & Associates, Inc., Gary Bowker of Kimme & Associates, Inc., and Brent Schipper of Architects Schipper Kastner.

Fifth Judicial District Department of Correctional Services

This meeting of the Executive Committee of the Board of Directors was called to order at 2:31 P.M. on October 22, 2008 by Vice-Chairperson Royce Dredge.

The first order of business was the approval of the agenda for today's meeting. Don Greenlee moved and Larry Eastin seconded a motion to approve the agenda as written. This motion passed by voice vote.

Vice-Chairperson Royce Dredge then invited all in attendance to introduce themselves.

District Director Sally Kreamer then asked Brent Schipper of Architects Schipper Kastner to lead the discussion of what the process is for Architects Schipper Kastner and Kimme & Associates, Inc. regarding the production of a comprehensive report for the location of a 170-bed community corrections residential facility for correctional offenders on work release, probation, parole and other sentences by the courts and a study of the infrastructure needs of the Fifth Judicial District Department of Correctional Services as a result of an RFP issued for this purpose. The comprehensive report will be presented the in first part of December by Architects Schipper Kastner and Kimme & Associates, Inc. as a result of their information gathering process. Discussion was held and a Facility/Site Criteria Determination/Valuation Worksheet was given to the Executive Committee members as part of the discussion. Architects Schipper Kastner and Kimme & Associates, Inc. will present the full Board of Directors, at its regular meeting on October 29, with a summary of what the consultants have done to date, where they are at in the overall process, how they expect to proceed, and answer questions from the full Board.

Under Old Business, Director Kreamer reviewed the progress regarding the Community Re-Entry Group.

There was no New Business to come before the Executive Committee. Having no more business to come before the Executive Committee of the Board of Directors, Don Greenlee moved and Judge Arthur Gamble seconded a motion that the meeting be adjourned. This motion passed by voice vote. The meeting was adjourned at 3:55 P.M.

Respectfully Submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairpers
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

Board of Directors for the Fifth Judicial District Department of Correctional Services

Minutes

October 29, 2008

Members in attendance: Chairperson Michael J. King; Joan Acela; Cheeko Camel; Monroe Colston; Royce Dredge; J.B. French; Judge Arthur Gamble; Clarence Gee; Marvin Grace; Don Greenlee; Tom Hockensmith; Don Reasoner; Steve Shelley; Rick Tiedje; and Dr. James O. Wright.

Staff in attendance: District Director Sally Kreamer; Assistant District Director Nancy Robinson; Assistant District Director Ken Smid; Division Manager Steve Dick; Division Manager Michelle Dix; and Division manager Neil Wheeler.

The meeting was called to order by Chairperson Michael J. King at 12:06 pm on Wednesday, October 29, 2008 at the Ft. Des Moines Correctional Facility, Building 68, Room W135, 68 Thayer Avenue/Jim Hancock Blvd., Des Moines Iowa

The first order of business was the approval of the agenda for the meeting. Tom Hockensmith moved and Monroe Colston seconded a motion that the agenda be approved as written. That motion passed by voice vote.

The next business was the approval of the full Board Meeting minutes from Wednesday, July 30, 2008. . Steve Shelley pointed out a typographical error on page two, the first line of paragraph five which should read, "We are starting to do some cultural specific programming for African-American males by tailoring curriculum to be more specific and seeing

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how that is going to work". Steve Shelley then moved and Don Greenlee seconded a motion that the minutes be approved as corrected. This motion passed by voice vote.

The next business was the approval of the minutes from the Executive Committee of the Board of Directors meeting on Thursday, August 28, 2008. Royce Dredge moved and Marvin Grace seconded a motion that these minutes be approved as written. This motion passed by voice vote.

The next business was the approval of the minutes from the Executive Committee of the Board of Directors meeting on Wednesday, October 22, 2008. Tom Hockensmith moved and Don Reasoner seconded a motion that these minutes be approved as written. This motion passed by voice vote.

The next business before the Board was the presentation of budget information by Steve Dick. Steve presented a hand-out and information from the first quarter of the 2009 fiscal year. He also handed out the Auditor of State audit report for the previous fiscal year. Steve and his staff did an outstanding job this last fiscal year since there were no reportable comments on this audit.

Under Old Business, District Director Kreamer presented information regarding the RFP response for the RFP for a 170 bed facility and study of the infrastructure needs of the Fifth Judicial District Department of Correctional Services. Architects Schipper and Kastner will send their report to the Board of Directors. The Board was asked to review this report and send their ideas and comments back to Sally. The Executive Committee of the Board of Directors will then meet in order to move the report along.

Director Kreamer also informed the Board of the progress being made regarding the Community Resource Group and their efforts to initiate a volunteer board. Sally asked Board members to let her know if they had volunteer groups wanting to work with our offenders so she could pass this along to the CRG.

There was no New Business to come before the Board.

With no more business to come before the Board, Tom Hockensmith moved and Don Greenlee seconded a motion that the meeting be adjourned. That motion passed by voice vote. The meeting was adjourned at 12:42 pm.

Respectfully submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

**Executive Committee of the Board of Directors for the
Fifth Judicial District Department of Correctional Services
Minutes**

November 21, 2008

Executive Committee members in attendance: Chairperson Michael J. King, Vice-Chairperson Royce Dredge, Larry Eastin, Judge Arthur Gamble, and Don Reasoner.

Staff in attendance: District Director Sally Kreamer, Assistant District Director Ken Smid, Clinical Services Manager Dr. Tony Tatman, Division Manager Steve Dick, Division Manager Michelle Dix, Executive Officer Michael Kastantin, and Division Manager Neil Wheeler.

This meeting of the Executive Committee of the Board of Directors was called to order at 11:06 a.m. on November 21, 2008 at 604 Locust Street, Suit 317, Des Moines, Iowa by Chairperson Michael J. King.

The first order of business was the approval of the agenda for today's meeting. Don Reasoner moved and Larry Eastin seconded a motion to approve the agenda as written. This motion passed by voice vote.

Fifth Judicial District Department of Correctional Services

Director Kreamer began the review of the FY2009 budget by announcing that there had been a conference call on Tuesday from Iowa Director of Corrections John Baldwin. Director Baldwin had informed the institutions and CBCs that the Governor was requesting that each state department reduce its budget for the remainder of FY2009 and also for FY2010, but that these cuts were not to impact staff. In other words, the cuts should include no staff layoffs. The targeted amount of this potential budget cut for the Fifth Judicial District Department of Correctional Services for the remainder of FY2009 is \$588,842.00. There is also a possibility that HITT funds may not be replaced for FY2010 in the amount of approximately \$419,000.00. Director Kreamer outlined ideas to diminish or cut our budget including ideas that were generated by staff. Director Kreamer thanked Ken Smid for negotiating a new price for a one-piece GPS device which will keep the state from a deficit in the EMS portion of the budget. Director Kreamer informed the Executive Committee that Dr. Tony Tatman has done research on the possibility of utilizing radio frequency (RF) equipment on sex offenders rather than global positioning satellite (GPS) equipment. If this change in equipment use were allowed, it could result in a savings of \$77,000.00 in this district alone. The district directors are also asking the legislature to look at the 2000 foot law. To be effective, this would need to be coupled with the repeal of local ordinances curtailing sex offender residences in communities such as Des Moines. A handout depicting possible budget cut areas was given to the Executive Committee and reviewed by Director Kreamer. Director Kreamer thanked Ken Smid for talking with and re-negotiating with the Federal Bureau of Prisons for the continued housing of Federal inmates at Ft. Des Moines per the contract that is currently in place. Director Kreamer informed the Executive Committee that preliminary budget cut ideas and figures need to be sent to the Department of Corrections by 4:30 today. They will then be sent to the Governor's Office by Wednesday, 11/26/08. Discussion was held by the Executive Committee members. The Executive Committee felt that Director Kreamer has a very good handle on what needs to be cut and the order of those cuts.

Under New Business, Chairperson King announced that a Nominating Committee was needed to seek nominations for the Chairperson and Vice-Chairperson positions on the Executive Committee as well as a replacement for Royce Dredge who will not be on the Executive Committee or Board of Directors next year. Chairperson King thanked Royce for his time on the Board and his willingness to serve as Vice-Chairperson of the Executive Committee. Neil Wheeler is to contact Monroe Colston, Cheeko Camel, and Dr. James Wright to see if they will continue as Board members for the coming calendar year.

There was no Old Business to come before the Board.

With no more business to come before the Board, Royce Dredge moved and Don Reasoner seconded a motion that the meeting be adjourned. This motion passed by voice vote. The meeting adjourned at 12:24 p.m.

Respectfully submitted:

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

**Executive Committee of the Board of Directors for the
Fifth Judicial District Department of Correctional Services
Minutes for December 12, 2008**

In attendance: Chairperson Michael J. King, Vice-Chairperson Royce Dredge, Judge Arthur Gamble, Don Greenlee, Tom Hockensmith, and Don Reasoner.

Special Guests: Brent Schipper of Architects Schipper Kastner, Dennis Kimme of Kimme and Associates, and Deputy Director Dan Craig of the Iowa Department of Corrections.

Staff in attendance: District Director Sally Kreamer, Assistant District Director Ken Smid, Clinical Services Manager Tony Tatman, Division Manager Michelle Dix, Executive Officer Michael Kastantin, Union President Maggie Martin, and Division Manager Neil Wheeler.

The meeting was called to order at 604 Locust Street, Suite 317, Des Moines, Iowa at 9:01 a.m. by Chairperson Michael J. King.

Fifth Judicial District Department of Correctional Services

The first order of business was the approval of the agenda for today's meeting. Tom Hockensmith moved and Don Reasoner seconded a motion to accept the agenda as written. This motion passed by voice vote.

Brent Schipper of Architects Schipper Kastner (ASK) began the presentation of the findings in answer to the RFP for a 170-bed community correctional facility and the study of the infrastructure needs of the Fifth Judicial District Department of Correctional Services. Mr. Schipper and Mr. Kimme reviewed the infrastructure use of all the current Fifth Judicial District Department of Correctional Services buildings and answered questions from the Executive Committee. Mr. Schipper and Mr. Kimme also reviewed their findings regarding space requirements and possible sites for the 170-bed community corrections facility. Discussion ensued regarding this information. The final version of this report will be presented by Mr. Schipper to the Iowa Board of Corrections and to the Legislature.

No Old Business or New Business came before the Executive Committee. Tom Hockensmith moved and Royce Dredge seconded a motion that the meeting be adjourned. This motion passed by voice vote. The meeting was adjourned at 11:46 a.m.

Respectfully submitted:

Neil Wheeler, Division Manager

Board Chair, Michael J. King, Board of Directors for the
Fifth Judicial District Department of Correctional Services

Date

**Board of Directors
For the
Fifth Judicial District Department of Correctional Services**

**Meeting Minutes
Wednesday, January 21, 2009**

Members in Attendance: Chairperson Michael J. King, Don Greenlee, Sam Nichols, Linda England, Don Reasoner, Dale Walters, Mike Dickson, Larry Eastin, Mark Hanson, Cheeko Camel, Judge Arthur Gamble, Rick Tiedje, Tom Hockensmith, Joan Acela, and Marvin Grace.

Staff in Attendance: Director Sally Kreamer, Assistant Director Ken Smid, Assistant Director Nancy Robinson, Division Manager Neil Wheeler, Division Manager Steve Dick, Division Manager Michelle Dix, Union President Maggie Martin, Residential Officer Cameron Gowdy, and Executive Secretary Marilyn Shanks

Guests Attending: Retiring Board Member Royce Dredge, Joyce Greenlee, and Deputy Director Brad Heir from D.O.C. Central Office

NOTE: Upon their arrival, Board Members were presented with a hard copy of the Fifth Judicial District Department of Correctional Services 2007-2008 Annual Report which they were asked to file with their County Auditor. They also were given a hard copy of the Final Report of the Facility and Site Study.

Call to Order: The meeting was called to order by Chairperson Michael J. King at 12:02 P.M. on Wednesday, January 21, 2009 at the Ft. Des Moines Correctional Facility, Building 68, Room W135, 68 Thayer Avenue/Jim Hancock Blvd., Des Moines, Iowa.

Approval of Agenda: Chairperson Michael J King asked for a motion to approve the agenda, but requested that introductions be moved to the beginning of the agenda. Don Reasoner moved and Don Greenlee seconded to accept the agenda as amended. Motion passed by voice vote.

Introduction of New Board Members: Roundtable introductions were given by all Board members present, stating their name and the county they represent. Director Sally Kreamer welcomed all of those present and Chairperson King brought attention to the sign-in sheet, which enables Board members to receive mileage reimbursement. Chairperson King noted the newly appointed Board members as being Dale Walters from Ringgold County, Dennis Smith from Lucas County, and

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Mike Dickson from Guthrie County. With only one departing Board member in attendance, Chairperson King asked Royce Dredge from Ringgold County to step forward. Chairperson King and Director Kreamer thanked Royce for his many years of service, not only on the full Board, but on the Executive Committee, and for serving as Vice Chair. In appreciation of his dedication to the Board, Royce was presented with an honorary plaque. Royce graciously accepted his gift and acknowledged that it had been his honor to serve.

Approval of minutes from full Board meeting dated October 29, 2008: Don Greenlee moved and Cheeko Camel seconded the motion to accept the minutes as written. Motion carried by voice vote.

Approval of minutes from Executive Board meeting dated November 21, 2008: Don Reasoner moved and Larry Eastin seconded the motion to accept the minutes as written. Motion carried by voice vote.

Approval of minutes from the Executive Board Committee Meeting dated December 12, 2008: Larry Eastin moved and Don Reasoner seconded the motion to accept the minutes as written. Motion carried by voice vote.

Election of Officers to the Executive Committee of the Board of Directors: Chairperson King stated he had asked Larry Eastin to chair a Nomination Committee along with Don Greenlee and Don Reasoner. The goal of this committee was to solicit eligible candidates to fill all vacant positions on the Executive Committee of the Board. Larry Eastin presented the committee's findings stating that he seriously tried to contact every one of the elected officials to ask if they would be willing to serve in this capacity. He continued that to be eligible for the Vice Chair position candidates had to currently be serving on the Executive Committee. To proceed properly, a vote to fill the vacancy on the Executive Committee had to take place first, with the other vacancy positions to follow. It was noted by Larry Eastin and Chairperson King that paper ballots were not permitted in an open meeting, which was confirmed when Division Manager Neil Wheeler contacted the Attorney General's Office. To proceed properly, it was decided that votes would be cast by a show of hands.

Executive Committee Position: Larry Eastin indicated that the only Board members in contention for election to the Executive Committee Board were Linda England and Sam Nichols. Marvin Grace moved and Don Reasoner seconded the motion to nominate Linda England to the Executive Committee of the Board of Directors. Motion carried by show of hands. No further nominations were made and Chairperson King announced that Linda England had been elected to serve on the Executive Committee.

Vice Chair Position: Larry Eastin announced that since Linda England had been elected to the Executive Committee, the Board members who were now up for election to serve as Vice Chair, were Linda England and Don Greenlee. Don Reasoner moved and Sam Nichols seconded the motion to nominate Don Greenlee. No other nominations were made. Motion was passed by a show of hands.

Chairperson Position: Larry Eastin reported that the nominations for Chairperson consisted of Mike King and Sam Nichols, but since Sam Nichols had not been elected to the Executive Committee, Mike King was running unopposed. Chairperson King then opened up the floor for nominations for the Chairperson position. Tom Hockensmith moved and Linda England seconded that Michael J. King be accepted as Chairperson. The motion was carried by a show of hands.

Ratification of all Executive Committee members. Chairperson King announced the members of the Executive Board Committee were Don Greenlee, Linda England, Larry Eastin, Don Reasoner, Tom Hockensmith, Judge Arthur Gamble, and Michael King. Marvin Grace moved and Mark Hanson seconded the motion to accept the Executive Committee members as read. Motion was accepted by a show of hands. Chairperson King thanked the nominating committee for all of their work.

Review of Final Report of the Facility and Site Study conducted by Architects Shipper Kastner (ASK) and Kimme & Associates: Director Kreamer presented a brief review regarding our buildings and budget concerns. She then stated that the Fifth Judicial District Department of Correctional Services received appropriations to do an infrastructure study of our existing buildings and the second part of it was to look at the feasibility of an expansion of residential beds in the number of 170 beds. The Director discussed the RFP process, how ASK had been selected, and noted that at some point, the consultants would be asked to talk to the legislature about their findings. She noted that their conclusions and recommendations were all part of the hard copy report Board members had received prior to the beginning of today's meeting. Discussion followed.

Fifth Judicial District Department of Correctional Services

Budget Information: Division Manager Steve Dick presented copies of the Operating Statements for Fiscal Year 2009 and the projected Operating Statement for Fiscal Year 2010. Regarding the Fiscal Year 2009 printout, Mr. Dick made note of many steps that have already taken place to assist with the budget crisis such as delaying the hiring of Re-Entry positions for six months, performing evaluations on all positions that have opened up, changing the food service provider for the Fort Des Moines kitchen, re-negotiation of the EMS Contract plus changing the provider, ceasing out of state travel, replacing equipment and vehicles on a 'mission critical' need only, plus cutting back on supply orders. It was also noted that the much welcomed decrease of gas prices and lower insurance premiums have assisted in our efforts to save money. Steve again emphasized that we are operating on a 'mission critical' basis in all aspects. Knowing that we possibly face an even more difficult year in 2010, he reviewed a brief projected Operating Statement for Fiscal Year 2010. Director Kreamer added that we have a lot of cost cutting ideas that we are still looking at, as we want to remain fiscally responsible. Discussion followed. Chairperson King thanked Steve for his budget presentation.

(NOTE: Transcripts indicate that a motion was not made for approval of the budget.)

It was noted by Chairperson King that affirmation of the two citizen appointments should be done at this time. These two positions are currently filled by Cheeko Camel and Dr. James Wright. Chairperson King acknowledged that both members had agreed to serve for this year. Larry Eastin moved and Don Greenlee seconded a motion to approve the two citizen appointees. The motion passed by voice vote.

Chairperson Michael J. King then noted that he had received a letter from Judge Gamble, stating that Judge Gamble had appointed himself and Monroe Colston to serve as the two judicial appointments on the Board. Judge Gamble verbally noted that he had talked to Monroe Colston and Monroe had expressed his interest in continuing on the Board. A revised copy of the By-Laws of the Fifth Judicial District Department of Correctional Services (Revised January 2009), was given to all board members present, and it was noted by Chairperson King that according to the By-Laws, these last two appointments are statutory and do not need to be voted on.

Old Business: Judge Arthur Gamble asked Director Kreamer to review where we are and what we are doing in terms of reduction of disproportionate minority incarceration, regarding our programming, hiring, pretrial release tool, to make sure we are still on tract with that agenda. Director Kreamer made note that we had our Pre-Trial release tool validated; she followed with an up-date. Discussion followed.

New Business: Director Kreamer noted our desire to do a training academy for all volunteers to help ensure that they are actually carrying out our mission and remaining mission consistent. It was noted that this goal, even given the status of the budget, is still a priority of the Governor's office.

With no further business to come before the board Marvin Grace moved and Don Greenlee seconded a motion that the meeting be adjourned. The motion carried by voice vote. The meeting adjourned at 1:19 P.M.

Respectfully submitted:

Marilyn J. Shanks, Executive Secretary

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

**Board of Directors for the
Fifth Judicial District Department of Correctional Services**

Minutes

April 29, 2009

Those in attendance: Chairperson Michael J. King, Joan Acela, Chico Camel, Monroe Colston, Mike Dickson, Larry Eastin, J.B. French, Judge Arthur Gamble, Marvin Grace, Mark Hansen, Tom Hockensmith, Sam Nichols, Don Reasoner, Dennis Smith, Steve Shelley, Dennis Smith, Rick Tiedje, and Dale Walters.

Fifth Judicial District Department of Correctional Services

Guests in attendance: Diana Wilder-Tomlinson, Deputy Director of the Western Division, Iowa Department of Corrections and Brad Hier, Deputy Director, Iowa Department of Corrections.

Staff in attendance: District Director Sally Kreamer, Assistant District Director Nancy Robinson, Assistant District Director Ken Smid, Division Manager Steve Dick, Division Manager Michelle Dix, and Division Manager Neil Wheeler.

The meeting of the Board of Directors for the Fifth Judicial District Department of Correctional Services was called to order at 12:00 p.m. by Board Chairperson Michael J. King on April 29, 2009 at Building 68 Thayer Avenue, Jim Hancock Blvd., Ft. Des Moines Correctional Facility, Des Moines, Iowa.

The first order of business was the approval of the agenda for today's meeting. Larry Eastin moved and Steve Shelley seconded a motion to accept the agenda as presented. This motion passed by voice vote.

The next order of business was the approval of the minutes from the Board of Directors Meeting held January 21, 2009. Tom Hockensmith moved and Sam Nichols seconded a motion that these minutes be accepted as written. This motion passed by voice vote.

Director Sally Kreamer introduced Division Manager Steve Dick who handed out copies of the FY09 and proposed FY10 budget to all Board members. Steve then reviewed the current budget situation, both revenues and expenditures for FY09. The 2% state budget cut resulted in about a \$395,000.00 cut to the Department. Steve mentioned that the Department started some money saving measures back in November of 2008. The FY10 budget is very sketchy at this time. We will continue the 2% cut through FY10. We lost a portion of our HITT funds due to the budget cut. In order to meet the cut for FY10, we will be cutting some management staff positions and we may need to cut some services. We will come back to the Board with any possible service cuts to seek Board approval. We chose to reduce our population at Ft. Des Moines by 67 by moving those offenders out of Bldg 65/66 as a method of meeting our budget cut, but the Legislature passed a bill that we would have to replace them in Bldg 65/66. Director Kreamer will come back to the Board with any future plan to cut the budget. Brad Hier, Department of Corrections, mentioned that money for a new residential facility is still available and the Department of Corrections would like to purchase the land. He said that the Legislative package called for \$18.1 million to construct a new building and then a whole new budget package would be needed for staffing. Tom Hockensmith made a comment about the property choice and the language contained in the bill regarding the housing of sex offenders at the new site.

There was no Old Business to come before the Board.

New Business brought before the Board consisted of Chairperson Mike King talking about the Victim Rights Week Ceremony this morning which he attended. Mike asked all Board members to please consider attending next year if at all possible. He said that it was very heart warming and a very nice ceremony.

The next item of business was the recognition of Ken Smid, Assistant Director of Residential Services for his 33 years of service to the Department. Ken will be retiring effective June 30, 2009. Director Kreamer praised Ken for his dedication, contributions and service to the Department. Ken thanked the Department and the Board for the honor and talked about the growth and transition of the Department throughout his years of employment. Ken was presented a plaque in recognition of his many years of service and employment. Cake was served in Ken's honor.

With no more business to come before the Board, Tom Hockensmith moved and Marvin Grace seconded a motion that the meeting be adjourned. This motion passed by voice vote. The meeting was adjourned at 1:35 p.m.

Respectfully submitted:

Neil Wheeler, Division Manager

**Executive Committee of the Board of Directors
for the
Fifth Judicial District Department of Correctional Services**

Fifth Judicial District Department of Correctional Services

Minutes

June 17, 2009

Executive Committee Members in Attendance: Chairperson Michael J. King; Larry Eastin; Linda England; Judge Arthur Gamble; and Don Reasoner.

Staff in attendance: District Director Sally Kreamer; Assistant District Director Nancy Robinson; Assistant District Director Ken Smid; and Division Manager Neil Wheeler.

The meeting was called to order at 10:05 p.m. on June 17, 2009 by Chairperson Michael J. King at 604 Locust Street, Suite 317, Des Moines, Iowa.

The first order of business was the approval of the agenda for today's meeting. Don Reasoner moved and Linda England seconded a motion that the agenda be approved as written. The motion passed by voice vote.

The next business was discussion regarding bed space at Ft. Des Moines. District Director Sally Kreamer discussed the re-opening of Building 65/66 for Department offenders. The Department moved 67 men out of this building as part of the Department's budget cut plan. Sally reviewed the options felt to be available for the re-population of the building. Bridges of Iowa has utilized a portion of this building for over six years, but the contract with them expired May 3, 2009. Director Kreamer explained to the Executive Committee that upon re-populating Building 65/66 with 40 honors offenders and the current 58 Bridges offenders under Fifth District supervision that we will actually have ninety-eight (98) Fifth District offenders residing in the building since all but two (2) of the sixty (60) offenders in the Bridges treatment program are currently under Fifth District supervision also. This equals the offender population of Building 65/66 prior to moving the OWI program out of the building. Don Reasoner moved and Linda England seconded a motion that the Department re-occupy Building 65/66 with forty (40) residents in an Honors Program and that Bridges of Iowa be allowed to remain in the building with a capacity of sixty (60). The vote on this motion was by roll call vote: Eastin – Yeah; England – Yeah; King – Yeah; Reasoner – Yeah; and Judge Gamble abstained. The yeahs have it and the vote passed.

The next item of business was the discussion of new construction issues. Director Kreamer reviewed the possible options of new construction or renovation of existing structures that would meet the language of legislation passed this year. This was informational only and no motion was made.

There was no Old Business or New Business to be presented.

With no more business to come before the Executive Committee, Linda England moved and Larry Eastin seconded a motion to adjourn. This motion carried by voice vote. The meeting was adjourned at 11:14 a.m.

Respectfully Submitted,

Neil Wheeler, Division Manager

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date

BOARD OF DIRECTORS

For the
Fifth Judicial District Department of Correctional Services

Meeting Minutes

Wednesday, July 29, 2009

MEMBERS IN ATTENDANCE:

Chairperson Michael J. King, Tom Hockensmith, Marvin Grace, Rick Tiedje, Sam Nichols , J.B. French, Dale Walters, Joan Acela, Dennis Smith, Linda England, Don Reasoner, Larry

Fifth Judicial District Department of Correctional Services

Eastin, Vince Lintz, Cheeko Camel, Mike Dickson, Don Greenlee, Steve Shelley, and Mark Hanson.

GUESTS IN ATTENDANCE:

Special Invited Guest, Jason Oglesbee.

STAFF IN ATTENDANCE:

District Director Sally Kreamer, Assistant Director Nancy Robinson, Acting Assistant Director Michelle Dix, Division Manager Steve Dick, Clinical Services Manager Dr. Tony Tatman, Parole/Probation Officer Mike Adkisson, and Executive Secretary Marilyn Shanks.

The meeting of the Board of Directors for the Fifth Judicial District Department of Correctional Services was called to order at 12:00 P.M. by Board Chairperson Michael J. King on July 29, 2009 at Building 68 Thayer Avenue, Jim Hancock Blvd., Fort Des Moines Correctional Facility, Des Moines, Iowa.

The first order of business was the approval of today's meeting agenda. Tom Hockensmith moved and Steve Shelley seconded a motion to accept the agenda as presented. This motion passed by voice vote.

As the next order of business, Chairperson Michael J. King introduced Vince Lintz as the newest member of our Board of Directors who had graciously agreed to accept an open Board position. Mr. Lintz thanked those present for the opportunity to serve as a member of the Board then gave a brief historical review of his family and work background. Introductions were made by everyone present and Mr. Lintz was again welcomed to the Board.

Next on the agenda was the introduction of invited guest Jason Oglesbee. Director Kreamer addressed Mr. Oglesbee and commended him for his act of heroism in rescuing a woman from the Des Moines River. She noted that even though Mr. Oglesbee is a parolee, it is obvious that he is a good employee, and a very hard worker who has been very humble regarding this rescue. She continued by pointing out the need to help offenders find jobs. She commended the excellent work done by our probation officers on a daily basis even though they face huge caseloads. The Director stated that not everyone would have risked their life to do what Jason had done and thanked him for his valiant efforts. Mr. Oglesbee reflected on the events from that day and stated that the rescue of Mrs. Neely had been successful thanks to the combined efforts of several on his work crew. Unfortunately all attempts to save her husband were unsuccessful. Mr. Oglesbee received words of praise and a round of applause from those present.

Next on the agenda was the Approval of Minutes from full Board of Directors Meeting held on April 29, 2009. Steve Shelly moved to accept the minutes, Marvin Grace seconded the motion. The motion carried by voice vote.

Next item on the agenda was the Approval of Minutes from the Executive Board Meeting held on June 17, 2009. Linda England made the motion to accept the minutes as written, Don Greenlee seconded the motion. The motion carried by voice vote.

Next item of business was the Budget. Referring to hand outs that were provided, Division Manager Steve Dick gave a brief synopsis of the Fiscal Year 2009 then discussed Fiscal Year 2010. It was noted that 2009 revenues are down due partially from offenders being unemployed, causing rent collections to go down at the Fort and Women's Facility as well as supervision fees and other collections. Steve mentioned several cost saving measures and procedures that are now in place and answered all questions presented. The 2010 Fiscal Year figures were noted and discussed. Mr. Dick said that we are going to be very careful on all decisions that we make and pointed out that we are always looking for additional revenue sources. Mark Hanson made the motion to accept the budget, Sam Nichols seconded the motion. With no further discussion, the motion passed by voice vote.

Review of Policy Changes was next on agenda. Director Kreamer referred to the sheet that all board members had received in their informational packets, listing all recently revised policies plus new additional policies regarding NCIC. It was noted that as our policies are public information, they can be viewed in full by accessing the Fifth District Department of Correctional Services web page: <http://FifthDCS.com>.

Fifth Judicial District Department of Correctional Services

Next item on the agenda was Up-Date on the New Facility. Director Kreamer reported that the bond sold immediately, so the money is there to build the new facility, but at this point there really has been no movement. Parcels of land are being researched that fit within the legislation, but the project is presently at a stand still. Discussion followed.

Board Member Linda England inquired about the progress on the other building, and Director Kreamer responded that this actually has turned into a very nice collaboration. We have Bridges of Iowa and they have agreed to increase their capacity by 60 offenders – they are going to treat 60 offenders that are all our people, and long term substance abuse treatment. Board of Parole has agreed to divert people to that program, so we will provide the security and we are in charge of them, but they are going to do all of the treatment so that people get long term treatment, and then we are going to open another 40 beds on that side. Discussion followed.

Acting Assistant Director Michelle Dix spoke about the eleventh item on the Agenda regarding an Update on Diversity Committee Activities and Hiring Practices. Several months ago Ms. Dix had presented information to the Board regarding disproportionate minority and as promised back then, at today's meeting she verbally provided an up-date of the progress thus far. Some of the topic highlights during this discussion included information regarding mandatory diversity training, targeted recruitment efforts, our interview and hiring process, specific and responsive programming, Report of Violation and Pre-Sentence Investigation Report reviews, case plan audits, sanctions matrix, and the diversity committee. Discussion followed.

Dr. Tony Tatman presented information on the Revocation Report. Graph charts were handed out regarding a Fifth District Racial Disparity Study and Dr. Tatman presented detailed information gathered from the '07-'08 fiscal year reports which answered the questions: 1) Is there disparity of who is on supervision at the Fifth District; 2) Is there racial disparity on who gets revoked at the Fifth District. After his presentation, Dr. Tatman stated that his findings were also consistent with national trends. Director Kreamer followed up by stating that our revocation rates and re-incarceration rates plus re-arrest for convictions for felonies have dropped consistently in the last 3-4 years. She gave further information regarding the positive results from cognitive programming, stating that risk levels for offenders drop if they complete programming and treatment. Discussion followed.

The next agenda item was Old Business. No responses were received.

Chairperson Michael J. King asked if there was any New Business. Division Manager Steve Dick stated he had two items of new business he wanted the Board to be aware of. He stated that the first new item of business was brought about due to the change of leadership at the Fort Des Moines Complex. Due to the retirement of former Assistant Director Ken Smid, Michelle Dix now serves as Acting Assistant Director and is now in need of a district credit card. Division Manager Dick presented a letter pertaining to this request and stated that the letter would require board signatures.

Mr. Dick then explained the reason for the second item of new business which concerned a depository resolution letter also requiring board signatures. Mark Hanson moved and Marvin Grace seconded the motion that authorization be given for the Board Chairperson to sign both documents as described. The motion was passed by voice vote.

With no further business to come before the Board, Tom Hockensmith made the motion to adjourn the meeting. The motion was seconded by Don Greenlee and passed by voice vote. The meeting adjourned at 12:56 P.M.

Respectfully submitted,

Marilyn J. Shanks, Executive Secretary

Michael J. King, Chairperson
Board of Directors
Fifth Judicial District Department of Correctional Services

Date