

**FIFTH JUDICIAL DISTRICT**  
**FORT DES MOINES COMMUNITY CORRECTIONS CENTER**  
**65-66 GRUBER ST & 68-70 THAYER AVE**  
**DES MOINES, IOWA 50315**

Mission Statement for the Iowa Department of Corrections: The mission of the Iowa Department of Corrections is to: Advance successful offender reentry to protect the Public, the Employees, and the Offenders from victimization.

Mission Statement for the Fifth Judicial District: We protect the public, employees, and offenders from victimization, and, we seek to help transform offenders into productive and responsible Iowa citizens.

**RESIDENT MANUAL**

Revised: 11/2013

The Fifth Judicial District Department of Correctional Services, Fort Des Moines Community Correctional Facility, does not subject residents to discrimination based on race, religion, national origin, gender, disability or political views.

**INTRODUCTION:**

This Resident Manual is designed to make you familiar with the rules and procedures. If you do not understand something concerning your stay here, please speak to any staff member.

**RULES AND PROCEDURES:**

**PROGRAM** – The goal for all individuals assigned to the facility is to prepare them to successfully complete their period of correctional supervision. The Court, Board of Parole, Department of Corrections, or Federal Bureau of Prison orders residents to the facility. Release from the facility may vary depending on the progress of the individual and condition of the Placement Order. Progression through the level system indicates the resident's commitment. You are responsible for your own behavior and your decisions. Staff will offer guidance and assistance when you are unsure or having difficulty. The groups and programs available support these goals.

Specific program goals for individual residents are many and varied. Areas which may be included are: employment, education, finances, family, personal habits, leisure time, substance abuse, and others as necessary. The resident, with the Counselor, will develop a treatment plan consisting of goals for the resident during his stay in the Facility. The development of the programs offered is based on the conditions of the Placement Order, Facility Staff assessments, and recommendations by the Referring Agents, and the staff and resident's determination of program objectives. The purposes of the program are to: protect the community, prepare the residents for independent living, expose them to and make them familiar with community service agencies, expose them to positive experiences they may not have had before, serve as a penalty for criminal behavior, provide education in various areas, provide a period of overall stability and keep the resident away from criminal behavior.

If you have any questions about the program arranged for you at the facility, please speak to your Counselor.

**CURFEW** – Residents are to be in the facility or at main furlough residence by 10:00 pm with the exception of federal residents, which is 9:00 pm. Facility vending machines are not to be used after 10:30 pm. All facility activities are shutdown at 10:30 pm. Sunday through Thursday. This includes Common areas such as hallways and dining halls, lights and clock radios in your room. Friday and Saturday's all facility activities are shutdown at 1:00 a.m. Residents that return to the facility from work after 11:00 pm will be allowed 1 hour wind-down time. All shower rooms will be closed between the

hours of 10:30 pm and 5:00 am. Since unit showers and restrooms are combined, the showers will be off limits.

Honors unit only: Residents are not allowed to be in any public places after 9:00 p.m. (This means no parks, malls, etc.) Activities such as eating at restaurants, movies or bowling after 9:00 p.m. may be allowed with counselor approval. Activities should be pro-social in nature and at a location where the resident can be easily located or in which staff can reach through communication.

**FACILITY/ROOM CLEAN UP** – Daily clean up of the building by staff direction is required daily at 8:00 am and 9:30 pm. If you return from work by 11:00 pm you are expected to participate in clean up. Residents on room restriction are still required to participate in clean up. If you are sick and unable to do clean up you are to report to staff prior to when clean up begins. This is your responsibility. It is not staff's responsibility to go look for you or wake you up. Residents in the orientation period/unemployed/dead time will also be available for work details and kitchen work.

All residents are expected to clean up at the time clean up is to begin. Everyone will wait in the designated area until clean up is announced as being over. If you are leaving for work, school or appointment(s) and are still in the building at 8:00 am, you are still required to do clean up. Showers and getting ready for work, school or appointment(s) are to be done before clean up. No facility cleaning supplies will be allowed in resident's rooms. All cleaning supplies are to be returned to Residential Officers upon completion of cleaning.

Residents are to have their rooms cleaned prior to morning clean up. Staff may determine other cleaning of your room as deemed necessary at any time. Rooms are to be cleaned at all times as follows: Sweep and mop floor, make bed, dust furniture (don't clutter top of desks or lockers), wash windows when needed, clean under bed and furniture, empty trash (wash out trashcans when needed), wash walls when needed, dust windowsill, keep toiletries organized, make sure there are no clothes hanging about the rooms or thrown on the floor or furniture, wash dirty clothes as needed, etc.

**OSHA** - Everyone has the "right to know" information about the chemicals with which they may come into contact. Material Data Safety Sheets are written on all products and contain useful information about proper use and personal protection, hazards and precautions, toxicity and reactivity, disposal requirements, and emergency response information.

Before using any chemicals, it is the resident's responsibility to read labels on the product and the material data sheets for the chemicals, and to follow the use instructions and warnings. The full Right to Know Manual is available for review upon request of any staff member. It can be located in Office W136 in building 68. The MSDS Sheets for frequently used products are located:

**Building 68:** Hanging behind door in South cleaning closet.

**Building 70:** Hanging behind door in North cleaning closet by R/O desk.

**Building 65/66:** Hanging behind door in Upstairs cleaning closet.

All bottles need to be properly labeled with the appropriate chemical. For example, if a bottle is marked disinfectant, do not put glass cleaner in it. This also includes putting water in marked chemical bottles.

Never mix any chemicals. This includes pouring/using two or more different chemicals on showers, stools, urinals, drains, etc. No chemicals are to be used in the mop water; only cold, clear water. Any resident found to be misusing chemicals or not complying with the material data sheets will be written a discipline for a safety and sanitation violation.

**FACILITY DAMAGE** – Residential Services is your temporary home. Avoid causing damage to the buildings, their contents or the property. Residents will be liable for any damage they cause to the facility or property of the facility. Do not hang photos, pictures, decorations, etc. on the walls. Residents must notify staff of any facility damage.

**PERSONAL POSSESSIONS** – Residents are responsible for all personal possessions brought into the facility. The staff will not be responsible for any item lost, stolen, or damaged. If a resident escapes, their property is deemed to be abandoned and the department does not bear any responsibility or liability for loss of the resident's property. Residents are not permitted to lend or give personal property to other residents. Staff will attempt to collect any property abandoned by residents who are held in jail or are on escape. Residents who are held in jail or escape can have their possessions released only to person(s) as indicated at the time of entry to the facility as long as they have proper identification. Fort Des Moines staff will attempt to contact this person and arrange for release of Personal property. Property will be stored for thirty (30) days and then disposed. Personal possessions allowed in rooms are limited. New residents may have personal items dropped off to them for the first week they are here. After the first week, the only time you can have items dropped off is during visitation.

**ALLOWED CLOTHING:**

- 7 pants/shorts (casual, dress, work)
- 7 shirts (casual, dress, work)
- 7 pair of underwear
- 7 pair of socks
- 1 pair work-shoes/boots
- 2 pair casual shoes/tennis shoes
- 1 pair shower shoes
- 1 stocking hat, 1 other hat

**ALLOWED TOILETRIES:**

- Toothbrush and toothpaste
- Mouthwash (no alcohol)
- Deodorant
- Comb/brush/pick
- Shaving equipment (no straight edge razors, no clippers/trimmers)
- Cologne/aftershave (non-glass, non-aerosol)
- Shampoo, soap and holder
- 3 wash rags and 3 towels
- Foot powder
- Lotion

**OTHER:**

- Writing paper, envelopes, pens, pencils, postage stamps
- 2 reading books
- Alarm clock radio (no CD/tape player), box or desk fan
- Plastic hangers and laundry basket
- Powder laundry soap (6lbs or smaller), dryer sheets, Spray & Wash (no bleach, no spray starch)
- **No opened cigarette boxes or cans of chewing tobacco.**
- \$20.00 cash – Residential (increasing with each level up) & \$70.00 cash – Federal
- Liquid shoe polish
- Plastic drinking cup – not for use in dining hall during meal times.
- Instant coffee in plastic bottle (unopened)
- MP3/iPod without phone, camera, Wi-Fi, or recording capabilities.
- Head Phones/Walkman only without detachable speakers or CD or Tape Playing capabilities.

**ALLOWED IN ENTRYWAY LOCKERS ONLY:**

- Open cigarette boxes, matches and lighters, and open cans of chewing tobacco. **No loose tobacco, rolling papers, cigars, or brown cigar type cigarettes are allowed.**

- One (1) Cell phone per person – once counselor gives approval – Cell phones will be subject to search at any time by staff and any image to be determined inappropriate will be considered contraband.
- Glass/Aerosol bottle of cologne

### **DANGEROUS CONTRABAND:**

Any item deemed as a weapon by the Iowa Code or any item used as a weapon to include but not limited to the following: A firearm, knife, bludgeon or other weapon, device, instrument, material, or substance, whether animate or inanimate, which is readily capable of causing or inducing fear of death or serious physical injury, or any flammable substance or incendiary device. This includes altering or authorized property (such as razors) for purposes of a weapon. Also includes diagrams, directions, drawings, for explosive devices, or other weapons.

**CONTRABAND** – The following items are considered contraband and are not allowed to be kept by residents: Any Item in the possession of an offender which has not been specifically authorized for possession by the offender in accordance with institution procedure. Contraband items may include, but are not limited to, the following:

1. Drugs and/or drug paraphernalia: to include but not limited to K2/Spice or any synthetic form of mood/behavior altering substance.
  - Diet pills (example: Acutrim, etc.)
  - Inhalers (unless prescribed by a physician)
  - Wake up pills (example: No Doze)
  - OTC substances which contain Diphenhydramine HCL, such as Tylenol PM, Benadryl, Unisom, or any like substances
  - Eye clearing solution (example: Murine) (unless prescribed by a physician)
2. Urine containers or any device used to falsify a Urinalysis test
3. Cameras, stereos, MP3 Players or IPod's with Wi-Fi capabilities and **any cell phone that is brought into the facility**
4. Personal Pillows, bed sheets and blankets
5. Extension cords, plug multipliers
6. Food or Drink from the outside
7. Incense or room deodorizers
8. Tools:
  - Some tools are of necessity for employment, but if at all possible, tools should be left at work
9. Hypodermic needles or syringes. (Unless prescribed by a physician)
10. Eyedroppers
11. Office Supplies (such as staplers, scissors, and rulers, white-out)
12. India ink and permanent markers
13. Glue
14. Vinegar or salt
15. Plastic bags
16. Dinnerware, with the exception of drinking cups issued by the facility
17. String, rope, wire coat hangers
18. **Detachable speakers for iPods, MP3's etc....**
19. Aerosol cans (except for shaving cream)
20. Any decorative lights (example: black lights)
21. Aftershave, cologne, or mouthwash containing alcohol. (These items must be clearly labeled that they contain no alcohol and arrive at the facility with seals intact.)
22. Firearms, knives (of any blade length), weapons, and paint-ball guns (not allowed here or at home). Reference Dangerous Contraband list for full descriptions
23. Items used for games of chance (lottery tickets, dice)

24. Mirrors
25. Glass
26. Unidentified plastic bottles/containers except for the intended purpose of the container
27. Restricted clothing:
  - Studded clothing (used on leather jackets, collars, wrist bands, etc.)
  - Metal plated or large belt buckles (only regular size belt buckles)
  - Clothing with pictures or writings promoting sex, violence, compulsive
  - Behaviors (such as gambling, use of alcohol or other drugs), or abusive/obscene language
28. Tapes/CD's players
29. Aluminum foil
30. Credit cards/ATM Cards, Debit Cards or Iowa Food Stamp Cards (ebt)
31. Any written, pictorial or symbolic material that incites hatred, abuse or anger toward any group or race of people
32. Gang paraphernalia materials or gestures
33. No plants or flowers
34. Televisions
35. Hair clippers/trimmers whether battery operated or electric. (Beard trimmers are allowed)
36. Any photos, drawing, or objects that depict nudity or are sexual in nature cannot be openly displayed inside the facility. If an offender has any history of sexual offenses these items are prohibited. Any pornographic material that depicts penetration, sexual violence, sodomy, or bestiality will be considered contraband. Any material that depicts child pornography will also be deemed as contraband and will be turned over to authorities for criminal prosecution. Pornographic material will be described as items such as photographs, drawings, magazines, DVD's, videos, or contents on a cell phone
37. Hand held electronic games
38. Cardboard boxes
39. Movies and DVD's; unless rented or brought in by staff (these must have a visible rating and not be rated R or unrated)
40. Food and drink in rooms. No food, candy or drink except for hard candy and gum is to be brought into the facility by residents or visitors. If you have questions on what is defined as hard candy please ask staff

This list is subject to change at any time and staff can seize those items on the list at any time. Staff may seize items not on this list if it could be classified as contraband. All confiscated contraband will be bagged and dated by staff. If it is not needed for legal or disciplinary proceedings a resident will have two (2) weeks to remove the items from the facility or they will be destroyed. If staff confiscates drugs, drug paraphernalia or any illegal item the police will be called to determine if criminal charges will be filed.

**URINALYSIS** – All residents will be expected to undergo periodic urinalysis. A staff member can inform a resident to give a urine sample at any time. The resident will have two (2) hours to provide a sample. During these two hours the resident will remain at the control desk or designated area, in view of staff at all times. During this time the resident may have one 8 oz. cup of water. Failure to provide a urine sample within two hours will be handled the same as a positive urine sample. If a sample is deemed not testable, you will be required to provide an adequate sample. Ingestion of poppy seed food products or pseudoephedrine may result in positive test results for unauthorized drug use and is therefore prohibited.

**HYGIENE** – Residents are to practice good personal hygiene and keep a clean, sanitary living environment. Clothes and sheets must be laundered weekly. Residents will not be allowed to take laundry out of the facility to be laundered. No outside bedding will be allowed into the facility. Residents may not receive haircuts on the facility premises. Tattooing is also prohibited on the facility premises.

**DRESS** – All residents must be appropriately dressed when out of their rooms; this includes the hallways. Residents will wear shoes or slippers, at all times in the facility. All residents are to wear

shorts or proper attire when sleeping (no sleeping in the nude). No sleeveless shirts are to be worn in the hallway. Resident's clothes must fit appropriately so that no undergarments are showing. Residents are not to wear sunglasses or hats (any type of head covering) while in the facility.

**SMOKING** – Fort Des Moines allows smoking only in the designated smoke yard. This smoke yard is outside next to the weight yard. Tobacco products must not be used until off facility grounds when leaving or arriving at the facility. There are signs posted indicating where the boundaries are. Contraband tobacco items will be destroyed (Loose Tobacco, rolling papers).

**EMERGENCY EVACUATION** – The emergency plan shall be in writing and shall carefully specify the evacuation procedures. See the emergency evacuation plan posted in your unit.

At all times remain calm and proceed in an orderly manner with minimum of talking in order that the instructions from staff can be heard and obeyed. If the alarm is not sounding, be sure to pull it. Once evacuated from the buildings, residents from building 65/66 report to the field North of the building; residents from building 68 report to the parking area west of the front sidewalk; residents from building 70 report to the grassy area between buildings 65/66 & 63/64.

A fire alarm is a serious matter. False alarms can lead to injury during evacuation or while the fire department is traveling to the facility. A false alarm is against the law and the facility will refer for prosecution anyone setting a false alarm.

In case of fire, residents should utilize the nearest exit available. If the fire prevents a resident from entering the hallway, utilize windows for your escape. Remain orderly so the worker on duty may conduct a head count to establish whether anyone is left in the building.

In case of a tornado or civil defense alert, meaning there will be a siren sounding, proceed to the basement hallways at Bldg. 65/66 or interior hallways at Bldg. 68/70.

In case of bomb threat, follow staff directives and if necessary: immediately evacuate the building using the above guidelines according to your building. Please remain orderly, so the worker on duty may conduct a head count.

In case of nuclear explosion or attack, all residents must return to the Fort Des Moines Complex and tune to the Emergency Broadcast System on a radio or television for further instructions.

Since evacuation is so important, as well as a dangerous situation, any resident who fails to follow a staff instruction during any evacuation will automatically be the subject to a disciplinary report.

**RESTRICTED AREAS/BOUNDARIES** – Residents are to have staff approval to be in a restricted area. This includes the control desk areas, staff hallways, the kitchen/serving area or outside. Residents are only allowed to play cards/games in the dining room when it is not meal time, during visitation or after curfew hours. If the dining room doors are closed for any other reason the dining room is off limits during that time as well. In building 65/66 the hallways are quiet areas, no loitering or talking. Residents are not allowed to congregate in bathrooms or the laundry area. While outside, you must stay in your designated area.

**CONTROL CENTER** – The area around the control desk is for business purposes only and there will be no loitering. Residents may not enter the control desk at any time and are not permitted to remove any articles from the control desk.

**ROOMS** – All residents are subject to search of their personal living quarters or personal possessions including personal vehicles at any time. Staff members may enter any resident's room at any time. All beds must be clearly visible from the doorway. Do not hang anything from the end of your bunks. This obstructs staffs view. Residents are not permitted to be in any other resident's room or doorway for any reason. Lights and radios (any electrical appliances) must be shut off when the resident is not in the room.

Residents will be assigned a desk and a wardrobe area that corresponds with their bunk letter, (A,B,C,D, and E.) All bunks and desk wardrobes areas are labeled with the corresponding bunk.

Contraband Housing Condition forms will be completed during intake process by each resident. You will not be allowed to switch bunks or wardrobe areas without staff approval. If you are allowed to switch bunks with staff approval you will also be required to move to the corresponding wardrobe and desk area.

**WINDOWS** – Residents will not open any windows without permission from staff. There shall be no talking or gesturing from windows or doors.

**DISCIPLINE/SANCTIONS** – Fifth District WR/OWI/Probation/Federal Rules:

1. **Illegal Behavior:**  
When an offender plans, participates, assists, condones, or encourages others to violate a state or Federal Law whether the offense is committed inside or outside the residential facility and whether the offense actually occurs.
1. **Verbal Abuse:**  
When the offender subjects another person to abusive or defamatory language, remarks, gestures, in writing, or verbally, and includes insolence or disrespect to another person.
2. **Threats/Intimidation:**  
When the offender communicates a determination or intent to injure another person or to commit a crime of violence or an unlawful act dangerous to human life, and the probable consequence of such threat or threats (whether or not such consequence, in fact, occurs) is:  
To place another person in fear of bodily injury; or  
To cause damage to property; or  
To take place in the future after released from confinement.
3. **Disobeying a Lawful Order/Directive:**  
When an offender refuses to obey an order (written or verbal) given by a person in authority, which is reasonable in nature, or attempts to circumvent established procedures.
4. **False Statements:**  
When the offender knowingly makes a false statement whether or not under oath or affirmation, including but not limited to dishonesty, deception, failure to disclose, cheating, etc.
5. **Unauthorized Possession/Exchange:**  
When an offender has in possession on their person, in the offenders living area, locker, or immediate, place of work or other program assignment, or receives from, or gives to another offender, any item delineated as unauthorized or contraband by district policy.
6. **Possession of Dangerous Contraband:**  
When the offender possesses, used or has under their control or custody, an item defined as dangerous by district policy.
7. **Possession/Use of Drugs/Intoxicants:**  
When an offender is in possession, has been in possession, or has used any unauthorized drug or intoxicant. This includes synthetic substances. It further includes paraphernalia that is used in relationship to drug/intoxicant use, sale, positive urinalysis, or positive blood test. The offender must provide a testable sample within two (2) hours of the request. Failure to do so will constitute a violation of this rule.
8. **Possession/Use of Alcohol:**  
When an offender is in possession of, or has consumed alcohol. This includes a positive breath or Alco-Sensor test result. Refusal to submit to a test for alcohol shall constitute a violation of this rule. Offenders are not allowed to enter establishments where alcohol is served without prior staff permission.
9. **Abuse of Medication:**  
When an offender fails to follow the prescription or package directions of any medications. An offender will also be considered in violation of this rule when they give their medication to another person. Medication shall be turned in to staff per district policy. Any use of the

prescription bottle(s) other than containing the prescribed medication will also constitute a violation to this rule.

**10. Escape:**

When an offender is absent from the facility without proper authorization for over two (2) hours, or there is probable cause to believe the offender has taken flight or is involved in a criminal offense.

**11. Out of Place if Assignment:**

When an offender is not at their designated place of assignment (facility, work place, treatment program, furlough, or other authorized leave) and/or fails to use the most direct route or method of transportation. Offenders are responsible for notifying the residential facility staff of any proposed changes in their work schedules or furlough plan and must receive staff approval of all changes.

**12. Failing to Secure/Maintain Employment:**

When an offender fails to actively seek, secure, and maintain full-time employment as approved by staff. When an offender jeopardizes employment, quits without staff approval, or is terminated from their job.

**13. Sexual Misconduct:**

When an offender proposes or engages in sexual contact with another offender at any time; or any other person on facility property (or premises). Indecent exposure also constitutes sexual misconduct. This includes, but is not limited to, offensive exposure of the genitals or pubic area in a manner to be seen by another person; gesture of a sexual nature to cause embarrassment or be offensive to another person. Sexual misconduct may be written as well as verbal communication.

**14. Unauthorized Use of Motor Vehicle:**

When an offender uses a motor vehicle as a means of transportation, whether as a driver or passenger, without staff permission.

**15. Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts or Purchases:**

When an offender cashes a paycheck, fails to turn in all monies to staff, obtains a checking account, saving account, credit card, charge account, debit card, pay in advance or any payroll deductions for personal use without staff approval or control. Offenders are also in violation when they make purchases, or incur debts, without staff approval. All money should be turned into residential facility staff and all expenditures must be done through the residential facility budgeting process and with staff approval.

**16. Theft:**

When an offender takes possession or control of the property of another, or property in the possession of another, with the intent to deprive the rightful owner of the use or benefit of the property.

**17. Bartering/Selling Goods:**

When an offender barters, loans, gives, accepts, sells, or buys things of value, enters into financial agreements or contracts, engages in a business, including, but not limited to clothing, personal items, furnishings, etc. transfers or attempts to transfer of funds from one offender to another offender; or agrees to perform or receive services or gifts, for anything of value without staff approval.

**18. Gambling, Debts etc.:**

When an offender plays any game for things of value or wagers anything on the outcome of an event or game; or incurs an unauthorized debt (i.e. cash advances, work debts, etc.)

**19. Safety/Sanitation Violation:**

When an offender engages in any practice contrary to written or verbal safety instructions; or is unsanitary/untidy in their personal hygiene, living quarters, common areas of the facility, or smokes in an unauthorized area.

**20. Failure to Comply with Special Conditions or Participate in Treatment:**



When an offender fails to be involved in a required educational or treatment program, which shall include failure to follow through with any special condition imposed by staff or to fully participate in treatment or educational activities. This includes failure to comply with a case plan.

**21. Tampering with Locks or Security Items:**

When an offender locks, unlocks or alters a locking device, fire alarm system, or security item without authorization. This includes any unauthorized possession of a key or key pattern and electronic monitoring devices.

**22. Damage to Property:**

When an offender intentionally or negligently causes damage to property of another person, or of the State, such as tampering with electronic, mechanical, or plumbing devices or fixtures. This also includes damage to property resulting from other misconduct (i.e. Fighting, horseplay, theft, disruptive conduct etc.).

**23. Fighting:**

When an offender engages in a physical altercation including the exchange of blows, shoves, kicks, offensive physical contact, or, if horse playing, the physical contact need not be in anger.

**24. Assault:**

When an offender intentionally causes or threatens to cause injury to another person or applies any physical force or offensive substance (such as feces, urine, saliva, mucous, or any other item) against any person regardless of whether injury occurs, to include sexual assault.

**25. Violation of Condition of Leave or Furlough:**

When an offender fails to comply with any condition of leave or furlough from the facility.

**26. Unauthorized Group/Gang Conduct:**

When an offender displays or promotes involvement in an unauthorized group/gang through any of the following means: writing, words, physical appearances, hand signs, symbols, photographs, possession of gang/group-related materials or association with others known to be affiliated with an unauthorized group/gang.

**27. Obstructive/Disruptive Conduct:**

When an offender interferes with staff duties, or conducts themselves in a manner that disrupts or interferes with the secure and orderly running of the facility.

**28. Habitual Minor Offender:**

When an offender is repeatedly found in violation of minor/medium violations. The number and types of offenses, and prescribed time frames may be reflected in district policy.

**29. Attempt or Complicity:**

When an offender attempts to commit any of the listed offenses or is involved with others who are committing or attempting to commit any of the listed offenses.

Violation of the rules of the Facility, the items contained in this manual, the conditions of probation, work release, OWI, Federal Bureau of Prison, or pre-conviction release agreements may result in one or more of the following disciplinary actions:

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

Several disciplinary sanctions may be imposed at the same time (restriction, extra duty, special conditions, etc.). Repeated violations will result in a disciplinary hearing being held in the Facility. Belligerent or uncontrollable residents will be removed to jail. In case of an escape, a revocation request will be submitted and a warrant will be issued.

Additionally if a resident is on room restriction they lose all furlough, pay phone, vending machine or laundry facility privileges.

**APPEALS** – An appeal is a written statement of a resident disagreement with findings or procedures of the facility disciplinary hearing. Residents have the right to appeal any disciplinary action within 24 hours of the decision. Management of the Facility will review appeals and respond within five (5) days of receipt. Five (5) days equals workdays, Monday through Friday, excluding holidays.

Appeals must state what action is being appealed; the grounds for the appeal and what remedy or modification is being sought. Appeal forms are available at the control desk. Completed appeal forms must be placed in the locked container provided for that purpose at each control desk or be turned directly in to staff.

Residents may contact their attorney, the sentencing Judge, the ombudsman (515-281-3592), or the Director of the Fifth Judicial District at any time in the process.

**GRIEVANCES** – A grievance is defined as real or imaginary wrong regarded as cause for complaint and is not disciplinary related. Residents have a right to file a grievance at any time within 48 hours after an incident occurs whereby he feels he was wrongly treated, however, the agency will not impose a time limit on when a resident may submit a grievance regarding an allegation of sexual abuse within the facility. The manager assigned the grievance has five (5) days to respond.

Completed grievance forms must be placed in the locked container provided for that purpose at each control desk. Residents may contact their attorney, the sentencing Judge, the ombudsman, or the Director of the Fifth Judicial District at any time in the process.

**LEGAL** – Fort Des Moines residents will be allowed to go to the South Des Moines Public Library (1111 Porter Avenue, Des Moines, Iowa 50315) in the event they would like to research and access legal materials. Residents may also contact their attorney or sentencing judge while a resident of the facility. Visits with said individuals may also be arranged at the request of the resident, attorney or judge. Residents may contact the ombudsman at (515) 281-3592.

**VISITATION** – Residents will be allowed visitors after one week if he has met his program responsibilities. He is allowed five (5) visitors on his visitor's list, with his immediate family considered as one. His visitors will abide by all rules posted near the entrance of Building 68 and 70. Visiting days and hours are included on this list of rules. Visitors will sign in and out at the control desk. It is the resident's responsibility to inform their visitor(s) of the rules regarding visiting. Children under 18 years old must have written permission from a parent or guardian and be accompanied by an adult. All visitor(s) are subject to the State of Iowa laws and guidelines regarding search and seizure. Residents will not have visits if on room restriction and only a half-hour visit if on building restriction.

**MEDICATION** – All medications brought into the facility by residents (including over-the-counter and all prescription medications) must be shown to staff for proper authorization and storage. Staff will determine whether the medication is to be classified as a secured medication, which is to be dispensed by staff, or if the resident will be allowed the control of the medication.

All prescription medication shall be labeled with the following information:

- Name and address of dispenser (usually the pharmacy).
- Date dispensed.

- Name of patient.
- Name of physician.
- Name, strength and amount of prescription drug in the container.
- Directions for medication (dosage and time frames).

All medication bottles shall have child safety caps.

If medications need to be taken out of the facility for the purpose of work, furlough, etc., the resident must provide a duplicate labeled medication (travel) bottle from the pharmacy. Only the necessary amounts of needed medications are to be taken out of the facility. Under no circumstances will the medication, once removed from the facility, be allowed to be brought back in.

Residents will request secured medications from staff. Staff will give the secured medication container to the resident who will administer their own correct dosage, which will be taken in the presence of staff. They will open their mouth after the medication has been taken for staff to ensure the medication has been swallowed. The taken medication shall be recorded with the date, time and amount taken.

Non-secured and over the counter medications, after being audited and if approved, will be kept by the residents in their rooms and secured in a facility locked box. It is the resident's responsibility to keep their lock box locked at all times.

It is also the resident's responsibility to ensure the medication is taken only as directed and, under no circumstances, will a resident give their medications to other residents.

Medication audits of resident's lock-box meds may be conducted at any time and any misuse of medication may result in disciplinary action. Residents are not allowed to take any non-prescription medication with Pseudo-ephedrine or alcohol ingredients.

Do not take any medication when outside the facility without first notifying a staff person. Residents being seen by any medical facility must have a doctor or nurse contact the facility if they are given any medication from their prescription prior to returning to the facility. Otherwise, all prescribed medication should be brought into the facility unopened. Exceptions: residents entering the facility with verifiable medications brought from home, institutions, etc.

The only item to be stored in the prescription bottle is the prescribed medication. No other objects or medications can be in the prescription bottle. When the medication is taken in its entirety the prescription bottle must be disposed of or designated as a travel bottle. That travel bottle will remain empty while inside of the facility.

**MEDICAL CARE** – All residents are responsible for their own medical expenses. In case of an emergency or when surgery is required treatment may be arranged by the University Of Iowa Hospital where we have the ability to use the indigent funds. Residents will secure a medical excuse if illness or injury requires that a resident miss more than one day of work. Staff may request an excuse at any time. When a resident is confined to the facility because of illness or injury, and the resident does not have a doctor's excuse, the resident will remain in his room during the day of the illness. Residents will need to report to staff to request a medical room restriction at the beginning of the day.

All residents seeking medical treatment are required to bring back a facility appointment confirmation slip and/or documentation with them to be filled out by the attending medical practitioner. Residents are required to fill out an accident report form for any accident in the facility or while out of the facility.

**TELEPHONE** – Staff will not take personal messages. Pay telephones are provided for resident use. All residents will be expected to show courtesy and restraint so others will have an adequate opportunity to use the telephones. Sign up sheets to regulate phone times may be implemented. Anyone found defrauding the telephone company will be held criminally liable. If a resident makes

illegal phone calls, phone privileges may be taken away from the entire facility at the discretion of staff. No phone calls will be permitted after 10:30 pm unless resident returns from work after 10:30 pm. An office telephone may be provided for those residents who have no money and must make a legitimate program-related call that is not long distance, or to call their attorney, clergyman or ombudsman.

**MAIL** – Residents will open mail and packages in front of staff whenever requested. This is necessary to aid in the detection of contraband. Residents will not be allowed to correspond with other offenders without staff approval. Residents will be notified when incoming mail is returned or outgoing mail is withheld. The facility will provide indigent residents upon entry into the program with necessary writing materials including two postage stamps. Mail for residents who have left the facility will be returned to the sender. Residents will be responsible for informing their correspondents about these facility rules regarding mail and correspondence.

**FOOD SERVICE** – Food service is provided in the dining room at scheduled times. If you are out of the building for work or treatment during a meal, you may take a sack lunch or request a late meal, but not both. Late meals are served Monday, Tuesday, Thursday and Fridays at 8 p.m. and 10 p.m. and on Wednesdays at 8:30 p.m. and 10 p.m. If you are in the building during a meal time you must eat at the designated times, if you choose not to eat at these times, you will not be allowed to have a late meal or sack lunch. No recreational activities during meals. No food or drinks are to be brought out of the dining hall after meal times.

All residents are responsible for cleaning up after each meal. This includes: wiping down the table and chair, throwing away uneaten food and paper products in the trash receptacle, returning your tray to the dish-room window.

The facility will only provide special diets for individuals with legitimate health or religious reasons.

If a resident needs a special diet due to religious reasons he must first see his counselor. The Counselor will determine the appropriateness of the request and give a note with instructions to the kitchen. If a resident has a health condition, which excludes him from eating certain foods, he must first see his counselor. His counselor will verify his request and then leave a note with the kitchen. He will only be given a substitute menu item if it is a main part of the meal. In other words, if we are providing him with the minimum daily requirements without the problem item, then no substitution will be made. It is the resident's responsibility to see the Chaplain and/or his counselor.

**RELIGIOUS INFORMATION** - Access to religious services is a fundamental right of all residents and participation in recognized religious activities is encouraged. Residents are permitted to attend worship services after they have been in the facility over a week. A Special Permission pass must be submitted to your counselor before Thursdays at 8:00 AM. After attendance at the same church for three consecutive weeks, in a row, the resident may be considered for advancement to "permanent" status. A program is required to be turned in after each church attendance to your counselor. Additional time may be awarded for Sunday school, Sunday evening services, Midweek services, etc., and possible dinner with family (state clients only) Residents on building or room restricted status may not be permitted to leave the facility if they have not previously demonstrated a belief in a particular religion by achieving "permanent" status. If a resident "starts over" in the program, he will also have to start over in the church attendance processes as well.

**COUNSELOR APPOINTMENT** – All residents must arrange a one-on-one appointment with their Counselor and must meet that appointment.

**EMPLOYMENT/TRAINING** – You must see your counselor and complete your unit's orientation period before being allowed to seek/maintain employment or pursue outside education/training goals. Once the orientation period is completed, all residents are expected to be involved in a full-time activity.

This activity may be employment, education, on-the-job training, or a combination of any to equal full-time. Those attending school or participating in vocational training programs will keep strictly to class schedules and immediately notify the Facility of any changes.

Residents that are unemployed are required to be out of the facility by 8:30 am on a job-seeking pass. Residents must also have a job seeking verification form completed to turn in to facility staff and are not allowed to ride or jobs seek together. Job applications must be filled out at each location.

When the job requires that a resident must leave the normal work site or work overtime, the employer must call the Facility to get approval and inform the staff member of the resident's whereabouts and the expected time of arrival back to the Facility. Residents who are laid off/fired/terminated will immediately inform staff, return to the facility and begin seeking new employment. No visitors are allowed at the job or education site. Unless you have a permanent work schedule, you are responsible for having your employer fill out a work schedule on a weekly basis. Work schedules must be completely filled out to be valid. Work schedule forms can be obtained at the control desk. A current employment data sheet is required for all jobs.

Residents may be denied employment with an employer engaged in labor disputes if the situation could present a danger to the resident. All jobs must be approved and verified by the Facility Staff.

**TRANSPORTATION** – Residents may use the bus system or get rides from friends, family or employers. Residents must use the most direct route on all transportation. It is the resident's responsibility to verify that anyone who drives them to and from the facility has a valid Iowa Driver's License and insurance. No driving is allowed, even on furlough, unless management approval is given (including driving while at work site). For the Federal Residents, driving privileges may be subject to additional regulations as prescribed by the Federal Bureau of Prisons.

You may only drive once you have obtained prior approval first from your counselor. Motor vehicles are allowed if absolutely needed for transportation to and from work, or if earned as a privilege. Permission to operate motor vehicles may be granted only by an authorized staff member after several routine requirements have been met. These include a valid Iowa driver's license, liability insurance coverage, certified copy of driving record from DOT, copy of registration, and written permission from the owner if the vehicle does not belong to the offender (must show as a rider on their insurance policy). Operation of motor vehicles is also not allowed at work without management approval. All resident vehicle keys must be kept in the Resident's locker in the entryway, rooms or on their person. Residents in the OWI program are not allowed to drive.

**RESIDENT FINANCES** – Residents will surrender all money orders (if paid in cash by the employer) or checks to the staff member at the control desk in the form issued by the employer. No cash or personal checks will be accepted. A receipt will be issued. Such funds will be deposited into an account and distributed on Fridays by the facility according to the resident's budget form. Residents are to review their budgets and submit their request on a weekly basis for counselor/RO to approve. The account does not earn interest. Rent will be charged according to your unit or status. Residents are allowed weekly spending according to budget or status.

As stated in the Code of Iowa, Section 905.12, monies left in a resident's account at the time of termination from the program will be applied toward outstanding facility rent, court ordered financial judgments, and/or restitution. Any balance remaining will be returned to the resident, and/or turned over to the State Treasurer if unclaimed.

**LOCATION CHECKS** – On occasion, facility staff members will contact employers or instructors to verify the location of a resident while out of the facility. Staff members will also conduct site checks or telephone checks to verify a resident's location whether the resident is at work, on pass or on furlough.

**FURLOUGH/PASS CONDITIONS** – Residents will only furlough/pass with the appropriate person at the appropriate destination(s). Residents will remain at the approved furlough/pass residence during curfew hours (State: 10:00 pm to 6:00 am), (Federal: 9:00 pm to 6:00 am) daily. Residents will not leave the state of Iowa without staff permission. Residents who fail to return to the facility or are out of place assignment may be guilty of escape.

Residents cannot take off work, school and treatment in order to take a furlough, you are required to maintain your normal schedules and plan your furloughs around your programming. Residents must be working a minimum of 32-40 hours per week to earn furlough privileges.

Residents will inform staff of their whereabouts at all times. Residents must be able to be contacted by staff at all times. Residents will telephone the facility as instructed by furlough/pass. Residents will accept telephone calls from staff to verify location. "Call Forwarding" or a block that prevents the facility from getting through is not allowed at the residence and when requested, residents must provide copies of the phone bill to staff. **It is the resident's responsibility to be sure a working phone is in order at the residence and to answer it any time staff is attempting to contact them.**

Residents are not allowed to knowingly associate with persons who have criminal records, nor be in the presence of persons who are using/in possession of narcotics, illegal drugs or intoxicants. Residents will not frequent places where illegal activities are conducted, nor enter any establishment such as bars or liquor stores where the sale and/or consumption of alcohol is the primary business of the establishment.

Residents are not allowed to be in any public places after 8:00 pm (this means no parks, malls, etc). Activities such as eating at restaurants, movies or bowling after 8:00 pm **may be** allowed with counselor approval. Activities after 8:00 pm should be pro-social in nature and at a location where a resident can be easily located or in which staff can reach through communication.

All movements while on Furlough have to be called into the facility. Failure to call in movements can result in disciplinary action and the termination of the furlough. Movements can only be to a public place, and not a private resident. Movement can be increments of 4 hours and then the client must return to his home. Additional Movements can be approved by facility staff. Staff has the right to reduce the amount of time requested or deny the movement.

All furlough requests need to include complete addresses and phone numbers. Requests must include the city, with the address and the area code, with the phone number. Am and/or pm must also be included on all requests. Requests that are incomplete or inaccurate may be denied. He needs to abide by any added conditions such as calling in at specific times or giving a breath test/UA/Strip Search.

Residents are subject to all other applicable facility rules, Residential/Work Release/OWI regulations and Bureau of Prison Prohibited Acts while on Furlough/Pass. Failure to comply with any of the above regulations can result in his furlough/pass being terminated. If staff calls a resident and tells him to return to the facility, he must return immediately.

Furloughs/passes are completely dependent upon a resident's performance in the program. Failure to maintain enough work hours, disciplines, or failure to follow a treatment plan are all grounds for denial of furlough/pass. Residents should ask their counselor if they need assistance filling out their furlough/pass or if he needs help understanding proper procedures. If he does not follow procedures, his furlough/pass can be denied.

Residents will conduct themselves in a lawful manner and will accept the visits of the Center's staff at his place of residence. Resident will not possess any deadly weapons or knowingly be with a person who is in possession of a deadly weapon. Residents will not consume any alcoholic beverages of any kind, nor except as medically authorized and reported to the Center's staff, will not possess narcotics or

any other controlled substances. I understand that the ingestion of poppy seed food products may result in a positive test results for unauthorized drug use and is therefore prohibited.

**RELEASE** – A resident's release depends on his legal status as well as his completion of program goals. Residents reach the point of release by following their individualized case plan and completing the level system of their respective program. Recommendations for release are typically based on a resident being full-time employed, having his rent paid in full, having money for his supervision fee, having a suitable place to live and being discipline-free for a period of time. Facility management approves all releases and some may also require a Judge or Parole Board approval. The facility and field Probation Officers will set all release appointments. Residents are not to contact the probation/parole department unless instructed.