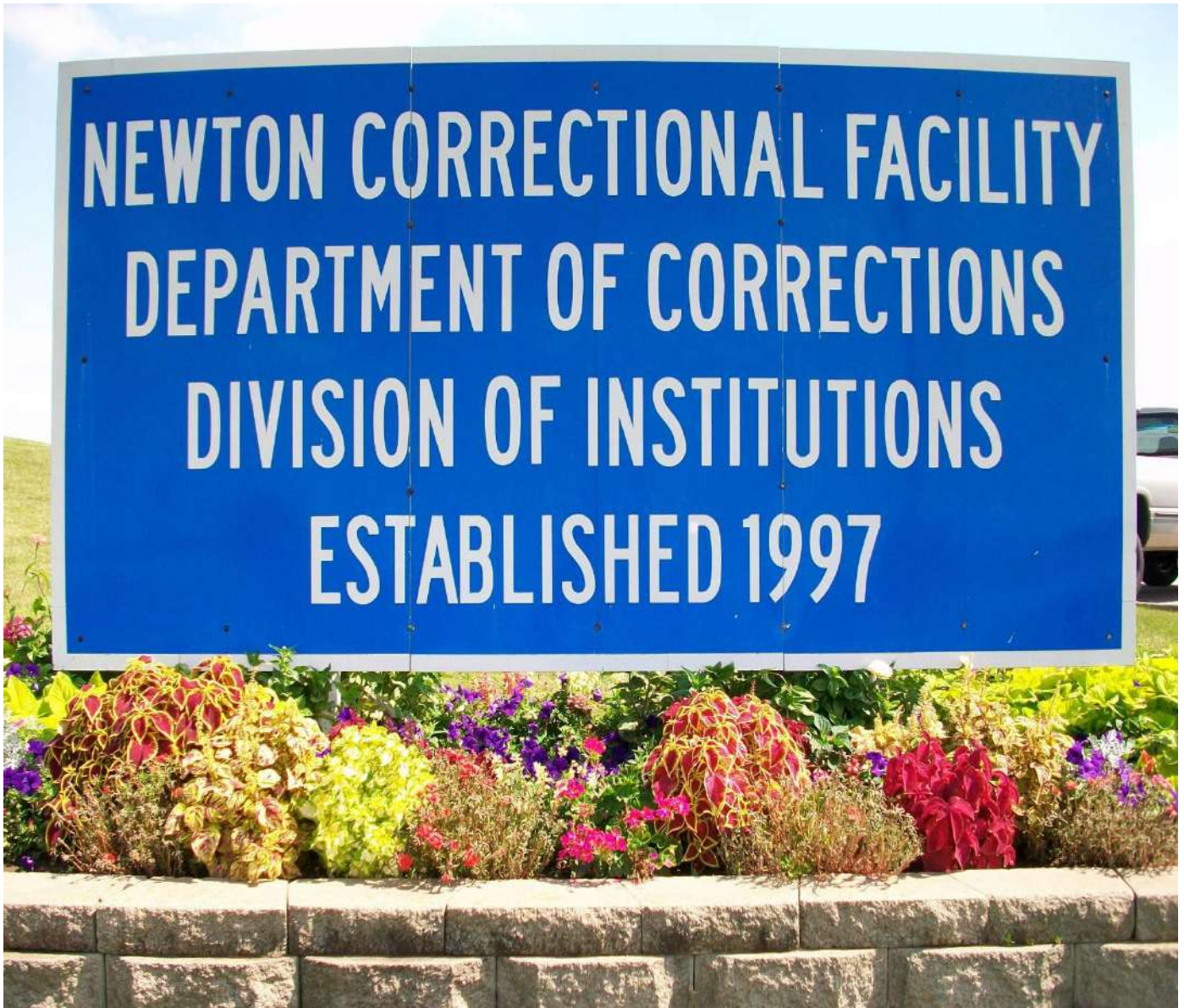


ANNUAL REPORT

FISCAL YEAR 2022

Submitted pursuant to Section 904.307 of the Code of Iowa

Shawn Howard - Warden





STATE OF IOWA

KIM REYNOLDS, GOVERNOR
ADAM GREGG, LT. GOVERNOR

DEPARTMENT OF CORRECTIONS
BETH A. SKINNER, PHD, DIRECTOR

SHAWN HOWARD, WARDEN
NEWTON CORRECTIONAL FACILITY

Dear Director Skinner,

On behalf of the staff at the Newton Correctional Facility, it is my pleasure to submit our Fiscal Year 2022 Annual report.

During this year, we returned to our new “normal” operations. We gradually opened up visiting, treatment and education classes were expanded back to normal numbers and off ground crews were restored at CRC. NCF/CRC expanded our Homes for Iowa crews this year. We continue to work on expanding the Homes for Iowa program to help meet the housing needs of Iowans along with providing valuable job skills for releasing Incarcerated Individuals. Through the pandemic, we did learn new best practices that are now part of our daily operations.

As you are aware, staffing shortages continue to be one of the biggest hurdles facing Correctional Facilities in Iowa. In July of 2021, we had 41 security vacancies and we are proud to report that we hired 67 Security Staff members during this fiscal year. We will continue to work diligently on hiring and retaining staff.

We continue to strive to meet the mission of the Iowa Department of Corrections in Creating Opportunities for Safer Communities through our Sex offender Treatment program.

I think as you review this report, you will find that our Staff at NCF/CRC strive to achieve the IDOC mission of “Creating Opportunities for Safer Communities”, through programing and good security.

Sincerely,

Shawn Howard
Warden

The mission of the Iowa Department of Corrections is:
“Creating Opportunities for Safer Communities”
(Office) 641-792-7552 – 307 S 60th Ave W, Newton, Iowa 50208 - (FAX) 641-791-1683

<https://doc.iowa.gov>

Table of Contents

Cover Page	1
Letter From Warden Howard to Director Skinner	2
Table of Contents	3
History	4
Executive Team	6
Table of Organization	7
Treatment Programs	8
Education	10
Apprenticeships	12
TDL/Puppy Jake	15
Financial Report	16
Grievances	19
Health Services	20
Dietary	21
Warehouse/Building Services	22
Maintenance/Power Plant	23
CNT	24
CERT/K9	25
SSP	26
ALJ / Activities	27
Administration	29
Housing Units	30
Correctional Workers' Week	34

HISTORY

The Riverview Honor Farm was established as a satellite unit of the Iowa State Penitentiary (ISP) when the first 14 incarcerated individuals arrived on March 12, 1962. With the purchase of 1467 acres of farm land located approximately six miles south of Newton, the location became a replacement for the Clive Honor Farm (now known as the Living History Farms). The intent of the honor farm was to provide meaningful work opportunities for minimum security incarcerated individuals. The farm operations were used as honor farms for utilization of incarcerated individual labor that could be trusted with a minimum of supervision. The philosophy was such that the incarcerated individuals were to be fully employed in meaningful, purposeful work, and that the farming operations existed primarily for the betterment of the incarcerated individuals and society as a whole. The farm was technically operated as a prison industry. No prisoners whose home was closer than or who was convicted within 75 miles could be placed there. The farm operation consisted of corn, soybean and hay production along with hog and beef cattle enterprises.

In 1964, a Correctional Release Center was established utilizing the facilities of the Riverview Honor Farm. The mission of the Release Center was to provide intensive services for incarcerated individuals who were preparing for parole or discharge. Thirty men were assigned to Riverview and 50 to Clive. These 80 incarcerated individuals were supervised by 10 guards and the superintendent. A new dorm was constructed at Newton to house 50 parolees and 30 incarcerated individuals in 1965. The Clive Honor Farm was sold and its operations were transferred to Newton. The initial program was to be a 30-day program for ISP parolees. This was later expanded to provide services to incarcerated individuals being released from the Men's Reformatory in Anamosa.

The Riverview Release Center became a separate correctional institution on July 1, 1967 and was established to provide services to all male incarcerated individuals being released from all male correctional institutions. During the fiscal year 1968, the Release Center received 749 men to be prepared for release with 27 staff members.

Iowa's Work Release Law became effective on July 1, 1967. The basic purpose of work release was to assist in the treatment rehabilitation of the incarcerated individuals. Under the law, incarcerated individuals sentenced to an institution under the jurisdiction of the department could be granted the privilege of leaving the actual confinement for the purpose of working at gainful employment in the state. It was believed that the more gradual the transition by work release from prison to society, the greater chances of remaining in the community as a useful productive citizen.

Riverview received an additional appropriation to establish work adjustment and training positions for incarcerated individuals in the DOT and other state agencies. This pilot program came to be known as the Prisoner Employment Program (PEP). The PEP later employed staff and leased a building in Des Moines which employed up to 70 incarcerated individuals. They were involved in auto body work and printing shop work. The incarcerated individuals were transferred by bus back and forth to work every day. The PEP stayed with Riverview until it was transferred under Iowa State Industries on April 30, 1980.

In 1992 the Release Center opened a 100 bed addition and the Violator Program was established for the community corrections incarcerated individual who violated the conditions of their parole but did not need long-term incarceration. On July 29, 1997, the new 750 bed Newton Correctional Facility opened as a medium-security prison just up the hill from the Release Center. For the first time, combining a large minimum-security facility with a medium-security institution.



NEWTON CORRECTIONAL FACILITY MEDIUM SITE



CORRECTIONAL RELEASE CENTER-MINIMUM SITE

NCF EXECUTIVE TEAM



SHAWN HOWARD
WARDEN



SEAN CRAWFORD
DEPUTY WARDEN



TROY WHITE
ASSOC. WARDEN/SECURITY



BRAD HIER
ASSOC. WARDEN/ADMIN.



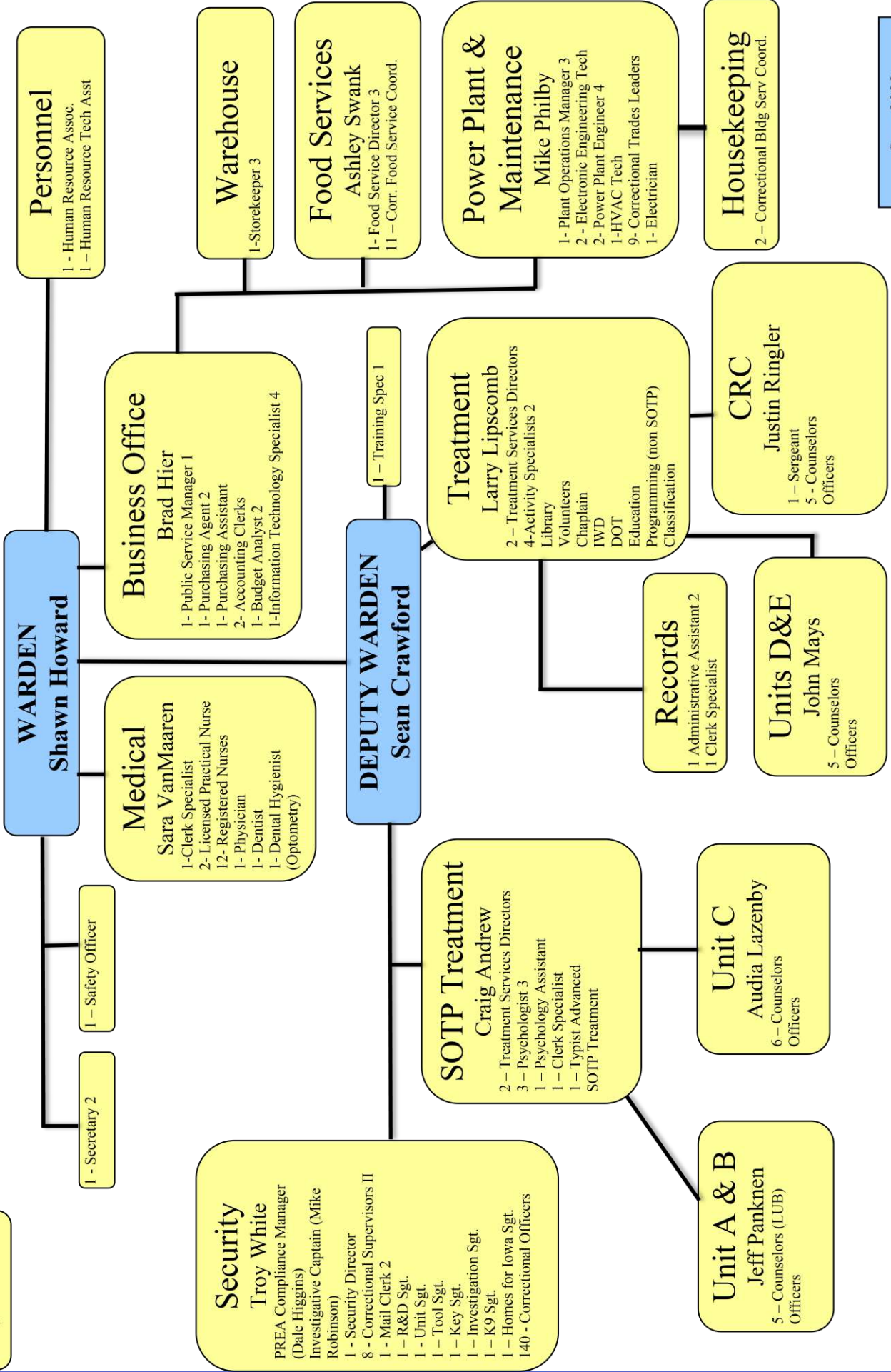
LARRY LIPSCOMB
ASSOC. WARDEN/TREATMENT



CRAIG ANDREW
ASSOC. WARDEN/TREATMENT

Newton Correctional Facility

1 - Administrative Law Judge (Reports to Michael Savala)



TREATMENT PROGRAMS

Sex Offender Treatment Program

NCF focuses on SOTP as the bulk of our population are required to participate in SOTP. The Good Lives Model is the treatment model we use to facilitate this programming. Those assessed as lower risk are placed in Track 1 treatment, and those assessed as moderate-high and above are placed in Track 2 treatment. The greatest difference between the two are the hours of treatment dosage. The program not only focuses on accountability, taking responsibility for one's crime, and coming forward with other victims, it also takes an inward look at negative behaviors one was displaying that led up to the offense or abuse of victims.

Positive goal setting is also key in one transitioning to the community. Whether one is looking at positive goals in work, hobbies, family, activities, or spiritual. Focusing on these positives can help an individual build a better life for themselves and help create a safer environment for those around them. Gaining one another's trust is key in this type of environment. Individuals participate in CVSA examination (computer voice stress analysis), which is a requirement of the treatment process. The ultimate goal is to graduate individuals through the SOTP program and have a safer Iowa, with no more victims. During FY22, we had a total of 205 successfully complete the program with many others nearing completion.

Moral Reconciliation Therapy (MRT)

Moral Reconciliation Therapy (MRT) seeks to decrease recidivism among both juvenile and adult criminal incarcerated individuals by increasing moral reasoning. MRT is systematic and implements a cognitive-behavioral approach, which positively addresses an adolescent's ego, social, moral, and positive behavioral growth.

MRT uses 12-16 objectively defined steps, which focus on seven basic treatment issues:

- Confrontation of beliefs, attitudes and behaviors
- Assessment of current relationships
- Reinforcement of positive behavior and habits
- Positive identity formation
- Enhancement of self-concept
- Decrease in hedonism and development of frustration tolerance
- Development of higher stages of moral reasoning

Sessions can be individual and group sessions. Groups meet once or twice weekly and can range in length from 3-6 months.

During FY22, NCF/CRC had 186 incarcerated individuals successfully complete the program.

ACT-V (ACHIEVING CHANGE THROUGH VALUE-BASED BEHAVIOR): 12 WEEKS IN LENGTH*

During FY'22, there were 7 Incarcerated individuals that completed this class. The 24 sections of this manual guide people to put their lives and relationships on an entirely different track by equipping them to make different choices than they've made in the past. Staff work with clients to increase their awareness of the factors that influence their behavior (e.g., past experiences, unwanted mental experiences, barriers to change) and, building on that awareness, to learn new, workable behaviors consistent with their values. One of the main goals is to help the participants learn these skills by direct experience. A good analogy is teaching someone to ride a bike. Verbal instruction alone will never be enough. They need to get on the bike and let their body learn how to do it. The same thing is true of the skills presented in this manual. As the group members move through the skill-building sessions, staff may be tempted to help them with advice, problem-solving, and extra explanations or instructions, but staff need to let them come to realizations on their own and experience the confusion and frustration that inevitably comes with learning these new (and sometimes counterintuitive) skills. A major obstacle to this type of learning is the mind. Participants' rules, beliefs, attitudes, thoughts, etc. will act as barriers to the learn-by-doing approach, although the use of metaphors and in-the-moment exercises will help them get past some of the barriers that language and thinking create. Overall, the ACTV facilitator's stance is non-confrontational and collaborative. Staff relate to the participants from an equal, compassionate, genuine and sharing point of view, and respect their ability to shift from ineffective to effective behavior. Staff can model the supportive, respectful behavior wanted to teach and roll with resistance in two valuable ways: by showing willingness to experience staff's own discomfort, and by not arguing, lecturing, or attempting to convince the participants. Finally, staff try not to express judgment or opinions about a participant's experience.

Prime for Life (321J)

Prime for Life is only given to those identified by the DOT Mobility Manager as a requirement to obtain their Iowa Driver's License due to receiving an OWI in the State of Iowa (per Iowa Code). NCF teaches a 12 hour curriculum. Once the incarcerated individual completes the program, the completion is submitted into the DOT system. This program is taught at CRC to assist with eliminating barriers of incarcerated individuals as they integrate back into their communities. During FY'22, there were 41 who successfully completed this program.



Education

HISET

- 76 individuals took at least one HiSET test at NCF/CRC in fiscal year 2022.
- 40 completed and passed all five HiSET tests with an average test score of 12.
- The department's overall passing rate was 83% with no registered fails out of 312 total tests.
- The department recorded 7,722 total contact hours in HiSET.
- NCF/CRC did not have a HiSET instructor from May 13th until the end of the fiscal year.

2022 HiSET Testing Summary NCF/CRC					
Subject	HiSet Tests Given	Fails	Average Scores	Current Pass Rate Percent	Last Year's Pass Rate Percent
Writing	48	7	11	85%	98%
Social Studies	64	23	10	64%	93%
Science	51	8	12	84%	95%
Reading	58	17	10	71%	85%
Math	61	24	9	58%	90%
Overall Total	282	79	11	72%	92%

Literacy & ESL

- 80 individuals participated in Literacy programs in fiscal year 2022
- 59 offenders earned their Literacy Completion Certificate.
- The departmental completion rate was 74%.
- The department recorded 1,163 total contact hours in Literacy.

English Language Learners

- 19 individuals participated in ELL programs in fiscal year 2022
- The department recorded 266 total contact hours in ELL.

Special Education

- 1 individual participated in Special Education programs in fiscal year 2022.
- The department recorded 6.25 total contact hours in Special Education.

Vocational Education

- The total contact hours for all Vocational Programs for the 2022 fiscal year were 2520.

NCF/CRC offers the following Vocational Programs:

Life Skills

- 110 individuals participated in the Life Skills program in fiscal year 2022.
- 100 individuals completed the Life Skills program.
- The Life Skills completion rate was 100%.
- The total contact hours for the Life Skills program were 2520.

Testing and Assessment

- Testing and Assessment hours accumulated at NCF/CRC during the 2022 fiscal year is 950 hours.

HiSET Testing

- HiSET testing hours totaled 564 for the 2022 fiscal year.

HiSET CASAS Testing

- The total CASAS testing hours were 386 for the 2022 fiscal year.

Staffing

- The department employed 4 full-time and no part-time instructors in fiscal year 2022. Of these instructors 2 teach HiSET, 1 teaches HiSET/Literacy/ELL and 1 teaches Life Skills.



Apprenticeship Training

Currently Newton has 49 registered apprentices, with 15 completing within the past year. Incarcerated individuals that participating in the following apprenticeship programs are listed:

Electrician: 5	Housekeeper: 3	HPL (general const.): 4
Metal Fabricator: 2	HVAC: 1	Baker: 1
Landscape Technician: 5	Cook: 1	Mold Injection: 27

Homes for Iowa continues to be a success and is a program which allows II's to learn and master a wide range of construction skills including electrical, HVAC, plumbing, and general overall construction certification (HPL). This program uses the nationally recognized NCCER curriculum. This curriculum is used for the core portion of the program that all new employees are required to take, an extension of NCCER is also used for the 4 apprenticeships available in this program: Electrician, Plumber, HVAC, and HPL (Home Practical Laborer). The resulting product of this program is new, economical homes built on site, and available to the public.

Quantum Plastics also continues to employ CRC II's giving them opportunities while incarcerated as well as when they are ready to release. The Plastic Mold Injection apprenticeship requires 2000 hours of OJT (1yr) and 170 hours related instruction (books and testing). In conjunction with training hours, II's complete a classroom portion where they are tested and required to display their new knowledge of this skilled trade.

Below is a snapshot of some of the current apprenticeship programs currently going on at NCF/CRC, and the necessary hours and related instruction hours required to successfully complete the program:

Baker – 6000 hours of OJT (3yrs) and 438 hours of related instruction (books and testing)

- Cleaning & greasing pans; care of machinery, cleaning utensils and room; personal cleanliness
- Handling, racking, filling, icing – doughnuts, bread, cakes and cookies
- Mixing, making up, punching and picking out dough and handling dough
- Rounding up bread and rolls; making up bread, rolls etc., drop out cupcakes; help make pastry dough
- Dough room control; formula balance, temperature and times for baking

Cook – 4000 hours of OJT (2yrs) and 348 hours of related instruction (books and testing)

- Vegetable prep (cooked)
- Meat preparation (for cooking)
- Cooking (meats and vegetables)
- Making soups, gravies and sauces
- Making salads

- Baking

Electrician – 8000 hours of OJT (4yrs) and 635 hours of related instruction (books and testing)

- Wiring
- Control Equipment
- Fixture Work
- Lighting
- Assembly
- Installation
- Electric Motors
- General Maintenance
- Hanging fixtures and appliances
- Electronic Control and Equipment
- Instrumentation
- Electrical Safety

Landscape Technician – 2000 hours of OJT (1yr) and 170 hours of related instruction (books and testing)

- Organize equipment, tools and materials for maintenance projects.
- Maintain (sharpen and minor adjustments) tools, equipment, check and advise vehicle maintenance.
- Mow, edge and rim turf areas using tools and equipment safely.
- Weed, rake and cultivate, shrub, groundcover, and turf areas using tools safely.
- Plant, cultivate, maintain flowerbeds and potted plants using tools safely.
- Prune shrubs and trees (below 30 feet) using tools and safety equipment.
- Stake, guywire and adjust hose ties, etc., to prevent girdling.
- Apply fertilizers as directed.
- Apply specific herbicides, insecticides, and fungicides as directed using tools and equipment safely.
- Apply rodent baits and traps as directed.

Welder – 6000 hours of OJT (3yrs) and 450 hours of related instruction (books and testing)

- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Submerged Arc Welding
- Gas Tungsten Arc Welding
- Oxygen Acetylene cutting and Welding

Homes for Iowa Apprenticeships—8000 hours of OJT (4yrs) and NCCER instructions and testing.

- Electrician
- Plumber
- HVAC
- HPL –2000 hours of OJT (1yr)



Transportation/Distribution/Logistics Training at Iowa Correctional Release Center

Course Description

Seven week comprehensive training for warehousing and logistics careers provided by Central Iowa Works and DMAACC. Students will learn about the global supply chain basics, logistic environments, safety principles, material handling and equipment operation, hazmat materials, quality control, product receiving, storage, packaging and shipment, inventory control, transportation modes, dispatch and tracking.

Individuals who complete the course will earn four certificates: Certified Logistics Associate and Certified Logistics Technician, OSHA 10 certification, Forklift Certification, and receive four post-secondary academic credits.

We had 25 incarcerated individuals complete the TDL program this year. These II's will have demonstrated the skills and received the certifications that make them eligible for employment opportunities such as forklift operator, order filler, stocker, materials handler, production worker, shipping and receiving clerk, assembly worker, dock worker, distribution worker, inventory clerk, and many more.

Puppy Jake Project:

Puppy Jake Foundation is a nonprofit organization dedicated to helping military veterans through the assistance of well bred, socialized and professionally trained service dogs. The puppies arrive at about two months of age and begin the training with one of our Incarcerated Individuals. Each Puppy Jake Foundation service dog then receives socialization, behavior training and instruction from his trainer.

Puppy Jake project returned to the Correctional Release Center in October 2021. During the remainder of the fiscal year, we processed two separate groups of dogs through the program totaling 9 dogs. During this time we have employed 11 men to handle the training.



NCF Financial Report

	Department Revised Budget	Year to Date Actuals	Projected Remaining Revenue / Expense	Projected Total	Total Projected Percentage
FTE Positions					
Correctional Officer	140				
Total Staffing	263				
Resources Available					
04B Balance Brought Forward - Drug Forfeiture	-	-	-	-	---
04B Balance Brought Forward - Local Funds	-	-	-	-	---
04B Balance Brought Forward - General Fund	-	-	-	-	---
05A Appropriation	29,390,947	29,390,947.00	-	29,390,947.00	100.00%
--- Appropriation Transfer	-	-	-	-	---
05L Legislative Adjustments	-	-	-	-	---
201R Federal Support	1	-	-	-	---
202R Local Governments	-	-	-	-	---
204R Intra State Receipts	1	724,794.97	-	724,794.97	72479497.00%
205R Reimbursement from Other Agencies	1	-	-	-	0.00%
234R Transfers - Other Agencies	10	322,610.34	-	322,610.344	3226103.40%
301R Interest	-	-	-	-	---
401R Fees, Licenses & Permits	91,200	139,700.26	-	139,700.26	153.18%
401R Enrollment / Supervision Fees	-	-	-	-	---
401R Sex Offender Fees	-	-	-	-	---
401R IDAP / BEP Fees	-	-	-	-	---
401R Other Client / Group Fees	-	-	-	-	---
402R Tuition & Fees	-	-	-	-	---
501R Refunds & Reimbursements	144,000	130,763.53	-	130,763.53	90.81%
501R State Offender Rent	-	-	-	-	---
501R Federal Bed Rent	-	-	-	-	---
501R Federal UA Contract Reimbursements	-	-	-	-	---
602R Sale of Equipment & Salvage	-	-	-	-	---
603R Rents & Leases	-	-	-	-	---
604R Agricultural Sales	-	-	-	-	---
606R Other Sales & Services	-	-	-	-	---
701R Unearned Receipts	-	-	-	-	---
704R Miscellaneous	1	-	-	-	0.00%
Total Resources Available	<u>29,626,161.00</u>	<u>30,708,816.10</u>	<u>-</u>	<u>30,708,816.10</u>	<u>103.65%</u>

Funds Expended and Encumbered

101 Personal Services-Salaries	24,471,112	23,638,070.07	-	23,638,070.07	96.60%
202 Personal Travel (In State)	4,002	22,737.64	-	22,737.64	568.16%

203	State Vehicle Operation	55,000	109,249.92	-	109,249.92	198.64%
204	Depreciation	1	9,191.79	-	9,191.79	919179.00%
205	Personal Travel (Out of State)	2,401	1,688.75	-	1,688.75	70.34%
301	Office Supplies	12,911	20,981.71	-	20,981.71	162.51%
302	Facility Maintenance Supplies	188,502	233,788.69	-	233,788.69	124.02%
303	Equipment Maintenance Supplies	126,000	85,632.72	-	85,632.72	67.96%
304	Professional & Scientific Supplies	101,302	210,984.00	-	210,984.00	208.27%
306	Housing & Subsistence Supplies	368,353	425,624.66	-	425,624.66	115.55%
307	Ag,Conservation & Horticulture Supply	7,000	17,251.53	-	17,251.53	246.45%
308	Other Supplies	10,576	31,107.70	-	31,107.70	294.13%
309	Printing & Binding	-	-	-	-	---
310	Drugs & Biologicals	-	-	-	-	---
311	Food	1,365,000	1,521,147.69	-	1,521,147.69	111.44%
312	Uniforms & Related Items	74,500	156,478.74	-	156,478.74	210.04%
313	Postage	-	-	-	-	---
401	Communications	45,000	114,625.37	-	114,625.37	254.72%
402	Rentals	1,201	3,960.68	-	3,960.68	329.78%
403	Utilities	1,106,379	1,129,876.62	-	1,129,876.62	112.46%
405	Professional & Scientific Services	513,601	577,601.01	-	577,601.01	188.55%
406	Outside Services	202,914	574,807.37	-	574,807.37	283.28%
407	Intra-State Transfers	-	-	-	-	---
408	Advertising & Publicity	1	11,002.33	-	11,002.33	1100233.00%
409	Outside Repairs/Service	120,826	214,665.73	-	214,665.73	177.67%
412	Auditor of State Reimbursements	-	-	-	-	---
414	Reimbursement to Other Agencies	482,827	512,532.63	-	512,532.63	106.15%
416	ITD Reimbursements	141,709	164,181.66	-	164,181.66	115.86%
417	Worker's Compensation	-	-	-	-	---
418	IT Outside Services	-	-	-	-	---
419	Intra Agency Reimbursement	-	-	-	-	---
433	Transfers - Auditor of State	-	-	-	-	---
434	Transfers - Other Agencies Services	14,102	450.00	-	450.00	3.19%
501	Equipment	72,103	280,671.88	-	280,671.88	389.27%
502	Office Equipment	-	-	-	-	---
503	Equipment - Non-Inventory	8,901	64,433.24	-	64,433.24	723.89%
510	IT Equipment	96,135	114,482.15	-	114,482.15	119.08%
601	Claims	-	-	-	-	---
602	Other Expense & Obligations	401,145	461,472.82	-	461,472.82	115.04%
604	Securities	-	-	-	-	---
701	Licenses	530	117.00	-	117.00	22.08%
702	Fees	-	-	-	-	---
705	Refunds-Other	-	-	-	-	---
901	Capitals	-	-	-	-	---
Support Totals		5,522,921.71	7,070,746.03	-	7,070,746.03	128.03%
---	Balance Carry Forward - Drug Forfeiture	-	-	-	-	---
---	Balance Carry Forward - Local Funds	-	-	-	-	---
---	Balance Carry Forward - General Fund	-	-	-	-	---

---	Reversion	-	-	-	-	---
	Total	<u>29,994,034.11</u>	<u>30,708,816.10</u>	<u>-</u>	<u>30,708,816.10</u>	102.38%
	Ending Balance				-	
	Balance (FY 2022 Budget Load OOB, Approved by DOC)	(367,873)	102.38%			

Budget Impacts / Notes

1	3% ATB for non-contract employees		\$83,473.32
	Expense Included in Budget Per Igov & DAS w/zero revenue offset		
2	FY 2022 Additional Holiday Days (11/24; 12/23)		\$70,000.00
3	Dental Benefit Increase Estimate		\$4,000.00
	Total Unfunded Expenses AFTER Budget Loaded		\$157,473.32
4	Why is there a Budget Deficit?		
	OT Adjusted Budget		\$1,411,887.83
	OT Actuals PRE-COVID (FY 2020)		\$(484,891.74)
	Total OT Over Budget		\$926,996.09
	HS Expenses Didn't Exist PRE-COVID		
	HS Contractors Actual (RN, LPN)		\$359,098.23
	HS Contractors Projected (RN, LPN)		
	HS Bonuses Actual & Proj. (RN, LPN)		\$ 39,803.40
	HS Temps Actual & Proj. (RN, LPN, NUC)		\$ 4,000.00
	Total HS Contractor/Temps/Bonuses		\$402,901.63
	Grand Total		\$1,329,897.72

NCF/CRC GRIEVANCES FY22

<u>Type of Grievance</u>	<u>NCF</u>	<u>CRC</u>
Activities	0	1
Canteen	15	5
Discrimination	8	0
Facility Conditions	81	11
Fees	10	3
Food	19	1
Legal	18	3
Mail	40	6
Medical - Care	45	12
Medical - Copay	4	1
Medical Dental	3	0
Money	17	2
Non-Grievable (Formal Process Exists)	68	5
Incarcerated individual Behavior/Action	2	1
Phone	0	0
Policy	12	0
PREA	3	1
Privileges	80	4
Property Damaged	21	3
Property Lost	107	6
Records	8	0
Religious	4	14
Safety	2	0
Sanitation	2	0
School	0	0
Staff Behavior/Action	99	12
Staff Racial Issue	0	0
TOTAL GRIEVANCES	668	91

HEALTH SERVICES

We have a dedicated team of nurses, physicians, and dental assistant that are dedicated to provide quality care to the incarcerated individual population at both NCF and CRC. The team includes 13 nurses, 1 nursing unit coordinator, a full-time dentist and physician, a dental hygienist, and a part-time optometrist.

PHYSICIAN ENCOUNTERS	8218
NURSE ENCOUNTERS	19,028
INTAKE SCREENING (PRH)	29
PSYCHOLOGIST	4699
DENTAL ENCOUNTERS	1950
OPTOMETRY ENCOUNTERS	578
OFF-SITE APPOINTMENTS	932
X-RAYS	261
LABS	2417
GRAND TOTAL:	38,112



NCF DIETARY

The NCF dietary department is currently managed by a Food Service Director III and 11 Correctional Food Service coordinators.

The Staff oversee all aspects of the food service operation from menu and recipe development, pre-preparation, preparation, tray service, bulk food delivery, sanitation, and clean up. Production, tray assembly, sanitation, and clean up are completed by the offenders. Security is an important part of our daily jobs and is essential to maintain a safe environment for all of the Incarcerated Individuals, and Staff

With rising food costs, our garden produce continues to be a cost saving resource to help keep our overall food cost lower. NCF has a total of 3 different gardens that contribute fresh vegetables for our menus. In planning our garden we specifically choose vegetables that we can not only use now, but process and store for later use throughout the winter, i.e. onions, tomatoes green peppers etc.

Dietary oversees the gardens inside the fences while our CRC Maintenance department oversees a 12 acre garden at the CRC minimum security site. This year the 12 acre garden has had a lot of challenges. There was lack of rainfall in the spring and summer, and lack of I/I's workers classified to work in the garden. Because of these reasons there has been lots of challenges to get the production of produce like the years in the past. What we did get harvested was popular with the population, and a wonderful change to add fresh veggies to the menu.

In partnership with the Iowa Department of Natural Resources we have been planting "Native Prairie Plants" for the DNR's restoration project. During each fiscal year we have tilled more area at NCF to add more prairie plants for them. Incarcerated Individuals will keep the DNR plant areas free of weeds and then harvest and dry the seeds for the DNR. The DNR have been gracious enough to allow us to use some of the grasses as ornamental landscape for the new flower beds up front of our facility.

NFC continues to be affected with the supply chain and higher prices of food. Constant menu changes due to suppliers not being able to meet our food and supply demands was a hurdle that was difficult but managed. The changes to our meals during this situation needed to accommodate nutritional needs but to stay within the budget limitations.

Throughout all the challenges we have faced, Dietary has continued to meet all of the responsibilities of labor, finances, and changes on a daily basis in a positive and cooperative manner so that the goals of the Department and the mission of NCF could be met.



WAREHOUSE

The Newton Correctional Facility warehouse is a large central warehouse that supplies the facility with food, maintenance supply, incarcerated individual clothing, chemicals and other necessities. All incoming freight is processed through the warehouse.

The warehouse provides many opportunities for incarcerated individuals to build work and pro social skills prior to leaving prison and successfully reentering society. Among the individual skill sets are *Inventory Management, Safe Food Handling, Supply & Freight Issue, Storage Regulations, Warehouse Safety, Warehouse Equipment Operation, Purchasing & Receiving, and Warehouse Operations* (as a whole).

BUILDING SERVICES

The Building Services department manages the institution's housekeeping processes throughout the support buildings and provides assistance to the living units with their incarcerated individual work crews. Building Services Coordinators manage the process of all trash and paper, metal and plastic recyclables. Coordinators also oversee the laundering, repairing, storing and issuing of all incarcerated individual clothing. In the past year, over 20,000 loads of clothing were laundered in the industrial capacity laundry machines. That number of loads equates to approximately 2,000,000 pounds of clothing.

Incarcerated individuals have opportunities to build work skills working in the building services department. Among the critical skill sets are *Floor maintenance, Waste & Recycling Management, Commercial Laundry Operations, Sewing & Tailoring, Equipment Operation, Bio-Hazard Cleanup, Chemical Handling & Safety, and Housekeeping/Janitorial Processes*.



MAINTENANCE

CRC:

- Newly purchased Generator installed. Will provide backup power to ILU.
- Replaced A05 (Rooftop A/C) at CRC.
- 2 new water heaters installed.
- Boiler room piping and metering valve.
- Exterior LED upgrade.
- 3 new fire hydrants.
- Dorms 1 & 2 computer and phone room



NCF:

- Warehouse freezer upgrade
- Hooked hot loop VFD to automation
- K9 Room
- Epoxy floor install
- Captain's Office remodel
- New fabricated double locking sliding doors for class A tools in dietary.
- Fabricated and installed evidence room wall with door.
- Fabricated and installed cabinets and folding work stations for the K-9 office.
- Fully restored door 7 outside of health services.
- Fabricated metal wall and door that locks for Homes of Iowa.
- Fabricated a rolling class A tool cart for dietary



CRISIS NEGOTIATION TEAM (CNT)

Newton CNT consists of Martie Larsen, Rob Streeter, Chris Clemmons, Joseph Mayhew, Matt Youngkin (Asst Team Leader), Joseph Munoz, Mark Elliott, Brian Cupples, Robert Hazen (Asst Team Leader), Chelsea Wilder, Amy Montano and Scott VerSteeg (Team Leader).

Fiscal year 2022 we were able to meet monthly in some form or fashion after the previous year of restrictions and staffing issues that put our training on hold. We had an opportunity to send 5 from our team to a 1 day training presented by IACNA in Ames.

The team had two major trainings this fiscal year - The old ISP in Oct 2021 for 3 days combined with CERT teams and Clarinda in May 2022, also a 3 day training.



CERT / K9

NCF CERT team is comprised of 10 members which includes both of our K9 units.

Capt. Mike Brandt (CERT Commander and K9, Storm)

Capt. Ernie Galbreath Assistant Commander

Our Team leaders are Sgt. Zach Randall and Rec Specialist Brian Pfeiffer
Teams Members are Officer Tim Hartgers, Trades leader Ryan Trease, Trades leader Chad Holmes, and Officer Matt Anderson. Ryan, Matt, and Chad are a new asset to the team this year.

K9 Kevlar retired this year and we added two new K9's, USO and Scout, both are a German Shepard Belgium Malanois mix. They are handled by Sgt. Mindham and Sgt. Machin.

This year we built our new obstacle course which will aid us in future training. We thank Brian Pfeifer for his design.



Retired K9 Kevlar



K9 Scout



K9 Uso

SSP

SSP Team Members



CO Justin Barry –



Sgt. Edmunds



Psych. Franke



Psych. Golden



CO McKim



RS Pfeifer



CC Davis



CO Warnick



CC Wilder

STAFF SUPPORT TEAM (SST) part of STAFF SUPPORT PROGRAMS

A team of staff volunteers that provide assistance and intervention to employees and their families during and after times of personal and professional crises, including major emergencies. FY22 was a lighter year compared to the preceding one with the tragedy at ASP, and the worst of the COVID-19 pandemic. The team continues to stand strong in support of all staff in the face of major shifts in the nationwide labor market and the economy. NCF SST welcomes new member Chelsea Wilder and Amber David, both Correctional Counselors.

SST provides a listening ear, contact resources for assistance, and can assist in assistance when you have a need in life.

We promise to keep your discussion in confidence.

ALJ Information

Administrative Law Judge (ALJ) Kristian Anderson conducts in-person hearings on major disciplinary reports at NCF. In addition, ALJ Anderson conducts SOTP hearings for incarcerated individuals who are classified to take SOTP and who are terminated from the SOTP program. ALJ Anderson is the senior ALJ in the Department.



ACTIVITIES DEPARTMENT

The Activity Department, currently made up of four Activity Specialists, oversee a wide range of activities and events offered to the general population. The activities offered create many opportunities for incarcerated individuals to exercise, compete, learn and work together. The Activity Specialists work together to plan, organize and implement a variety of activities and events for both the medium and minimum security sites. Our goal is to promote pro-social behavior, through activity, to help reduce or eliminate future victimization.

The activities department offers opportunities for incarcerated individuals to participate in sports leagues throughout the year. These leagues are offered for basketball, soccer, flag football, volleyball, softball, and bags. Because much of the population has not participated in league play, the leagues offer a great opportunity for individuals to learn to work together as a team and to take pride in accomplishments. Before playing in a league, inmates are required to sign a contract that outlines good sportsmanship and expectations during league play.

CRC and NCF both have food windows that offer a wide variety of food available for purchase. In addition to the food window approximately 400 TVs are rented out each month, oversight of a 12,000 square foot weight yard and completion of 225 haircuts per week also happen under the guidance of the activities department.

Our Activities Specialists also serve on various teams and committees that include; Staff Victimization and Support Services, Staff Events and Wellness, CNT and CERT. In addition some of our activities staff teach staff training classes in implicit bias, personal safety, CPR and de-escalation.

In addition to the activities listed above, the activities department also oversees the following programs at the facility.

- Hazardous chemical training
- Art Permits
- Barbershop
- Guitar/Instrument maintenance and tuning
- Storybook Program
- Bingo
- Weekend/Holiday tournaments (Indoor and Outdoor)
- Religious Activities and Feasts
- Yard Gardening
- Grinnell College Programs
- Personal Book Receiving and Tracking
- New Inmate Orientation Classes
- PREA orientation
- Incarcerated Individual Photos
- Fundraisers
- Inner library loan requests
- Library Services
- Debitek
- Snack Shack
- Open gym activities
- Weight yard
- Recreation equipment shack



Administration



Human Resources



IT / EET



Records



Business Office

NCF Housing Units

Living Unit A (LUA)

LUA may house any of the following Privilege Levels: Administrative Segregation, Disciplinary Detention, TIP 1, Mental Health Observation, Suicide Self Injury Prevention, Safe Keepers returning from trial status, and Protective Custody. Incarcerated individuals housed on LUA are restricted in the amount and type of items they may have in their cells to ensure their safety and security as well as that of the staff members who work on the unit. Incarcerated individuals are escorted any time they are out of their cell by staff, with some levels requiring the use of restraints. The unit has 48 single bed cells, along with one observation cell.



Living Unit B (LUB)

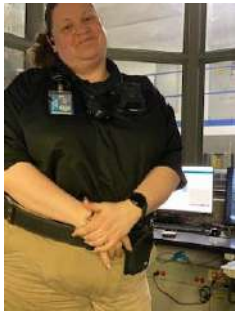
LUB currently maintains the following Privilege Levels: Safekeeper, Long Term Ambulatory, Mental Health Observation, Suicide Self Injury Prevention, TIP 1, 2 and 3 Special Needs incarcerated individuals. The main objective of LUB is the application of a Special Needs program for lower functioning incarcerated individuals needing to complete the Sex Offender Treatment Program. LUB currently uses 99 of the available 197 beds on the unit to house Special Needs incarcerated individuals, with all of those being on the right wing. The unit currently employs incarcerated individual mentors to help manage the population and provide positive role-modeling to help change negative incarcerated individual behavior.

A fence between LUA and LUB provides a separate yard space to be utilized by the Special Needs incarcerated individuals and their mentors, in the effort to reduce opportunities for the Special Needs to be victimized by General Population incarcerated individuals.

There is also a fence between the left wing and LUC that provides an enclosed yard for Tip 1 individuals. All individuals that refuse treatment, get kicked out of treatment, or come out of segregation for a valid major report start out as Tip 1. Individuals can also be reduced down to Tip 1 for behavioral issues.

LUB also employs 8 ADLA workers for LTA individuals. These individuals assist with daily cleaning of cells of those that are part of the long term ambulatory program. Along with cleaning, they assist with applying lotions and ted hose to the lower extremities, gathering meals, ensuring LTAs are showing, and going to their appointments. They provide a positive environment with ensuring these individuals are out of their cell to socialize and take part in activities.

All Special Needs individuals and individuals that are part of the LTA program that are not in treatment are given jobs on unit.



Living Unit C (LUC)

LUC currently houses level 2 incarcerated individuals. Those in level 2 status are on unit for approximately 90 days and are in this status for treatment refusal, advancement from disciplinary sanctions and admits from other facilities. I/I's in this status are eligible for treatment programming, educational resources and work assignments. This is a transitional level, where privileges are reduced from the highest level, yet higher than the lowest level. The vast majority are here for SOTP with some hard to place I/I's and a few lifers. Staffing includes Treatment Services Director Dale Higgins, 3 Correctional Counselors, 1 Psychologist 3 and 1 Psychology Assistant.



Living Unit D (LUD)

LUD currently houses 243 tip level 2, 3 GP (general population) II's. The unit consists of the following staff: 2-3 security officers shifts 1-3, 5 counselors and 1 unit manager.

Tip 3 I/I's are allowed the same privileges as level 3 on LUE (more visiting time, late night, and the use of the microwaves). LUD consists of two person and three person rooms with toilets and sinks included.



Living Unit E (LUE)

LUE houses 242 tip 3 GP II's.

The unit consists of the following staff: 2-3 security officers shifts 1-3, 5 counselors, 1 psychologist and 1 unit manager.

II's maintain level 3 by having a job, being in treatment and maintaining positive behavior. Level 3 privileges include longer visiting times, late night on the unit, longer times on the yard and use of microwaves in the servery.

LUE consists of 2 person & 3 person rooms (dry cell) with communal restrooms and showers on each wing. The major difference from Unit E and the rest of the units is that LUE has wooden keyed doors rather than metal cell doors controlled by the unit post and master control. II's on the unit have keys to their doors.

LUD/ LUE has II mentors who are available for staff to utilize with I/I's who are having a bad day, displaying negative behavior, hygiene issues etc. By acting as a positive peer the mentors help II's to elicit change without staff direction.



Correctional Release Center (CRC)

Minimum Live Out and Minimum Work Out Custody

The Correctional Release Center (CRC) is a 388 bed Minimum Live-Out facility. The facility offers a variety of educational, vocational, and treatment programs to help prepare incarcerated individuals to successfully re-enter the community. Among the programs are: DMACC HiSET, literacy and life skills classes, 321J Prime for Life, Achieving Change through Value-Based Behavior, Moral Reconciliation Therapy, Central Iowa Returning Citizens Achieve, and apprenticeships through the IPI Homes for Iowa and Quantum Plastics employers. Onsite representatives from Iowa Workforce Development and the Iowa Department of Transportation assist releasing individuals with finding employment opportunities and obtaining a driver's license, which have been instrumental in helping reduce barriers to successful re-entry.



ILU (Independent living Unit Safe-keeper housing)

Safe-keeper (capacity 16 beds)

This housing unit consists of 4 rooms with capacity of 16 safe-keeper beds and is for those awaiting trial for civil commitment.

There is one Correctional Officer assigned to each of the 3 shifts and 1 Correctional Counselor who shares their time with CRC.



Correctional Workers' Week 2022

NCF Staff Events/Wellness Committee always line up a great week to celebrate Correctional Workers' Week! This year we enjoyed casual dress for a full week, Flavored Popcorn, Cupcakes, Candy Boxes, a wonderful cook-out with hamburgers and brat burgers (sponsored by AFSCME Council 61), Nachos and Culver's concrete mixers.

