

Fiscal Year 2008 Annual Report



SERVING 11 COUNTIES IN NORTHEAST IOWA

Allamakee • Black Hawk • Buchanan
Chickasaw • Clayton
Delaware • Dubuque • Fayette • Grundy
Howard • Winneshiek

Our Website: <http://www.cedarnet.org/dcs1jd/>
Results Iowa Website: www.resultsiowa.org

Message From the Director

December 8, 2008

Director John Baldwin
Department of Corrections
Central Office
510 East 12th Street
Des Moines, IA 50319



Dear Director Baldwin:

This annual report is prepared pursuant to the Code of Iowa and provides information about the First Judicial District Department of Correctional Services' organizational composition, financial reports, correctional programming, supervision, and strategic plan.

The First Judicial District Department of Correctional Services provides a continuum of community-based correctional supervision and services focused on managing and reducing offender risk to re-offend, with the ultimate goal of reducing victimization. The department is committed to the use of evidence-based practices and policies have been updated to reflect this philosophy. We are also committed to community collaboration and working with families. The department strives to be responsive to victims' needs.

Department staff continue to work with communities to address barriers to offender success, including mental health and substance abuse issues, restrictions on offenders convicted of sexual offenses, limited opportunities for employment and education, transportation, and the lack of pro-social support systems.

We recognize the importance of celebrating successes and are extremely proud of the many citizens who have made significant positive changes in their lives during supervision and are making positive contributions in their communities.

I also want to thank you and the Department of Corrections for the on-going support you provide to me and department staff.

Sincerely,

A handwritten signature in cursive script that reads "Karen E. Herkelman".

Karen E. Herkelman, District Director

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VISION



MISSION

We Protect the Public, Employees, and Offenders from Victimization

VALUES & BELIEFS

People can change
Our efforts help make people safer
We must work as a team if we are to succeed
Every person should be treated with dignity and respect

GOALS

- ✓ To implement evidence-based practices in treatment and supervision for the purpose of supporting consistency and decreasing recidivism.
- ✓ To increase offender satisfaction in their treatment and supervision experience.
- ✓ To embrace diversity through enhancing sensitivity to differences, recognize the commonalities, and respect the uniqueness of all individuals.
- ✓ To provide training to all staff consistent with their job responsibilities and the department's mission.
- ✓ To provide a safe environment for visitors, employees, and offenders.
- ✓ To provide technological and information resources for staff to more efficiently and effectively do their jobs.
- ✓ To provide office space and residential facilities which meet the needs of the offenders being served.
- ✓ To provide accurate and efficient accountability in all fiscal activities.

Department Overview

The First Judicial District Department of Correctional Services is an agency established under Iowa Code Chapter 905 to provide correctional services throughout the eleven counties of Northeast Iowa, comprising the First Judicial District.

In October of 1973, the first efforts at establishing community-based corrections in the First Judicial District revolved around a Waterloo based agency established to provide correctional services in Black Hawk, Grundy, and Buchanan Counties, named the “Tri-County Department of Court Services.”

In late 1974, a similar office was established in Oelwein to provide correctional services in Fayette, Chickasaw, Clayton, Howard, Winneshiek, and Allamakee Counties.

In November of 1976, the two agencies were merged into one to provide most of the basic pre-institutional services in nine of the eleven counties of the district and a limited level of service in Dubuque and Delaware Counties. In 1977, all eleven counties merged into one agency called, “The First Judicial District Department of Correctional Services.”

Early efforts to establish a residential facility/probation office in the Waterloo-Cedar Falls area finally paid off in late 1976 with the establishment of a residential facility in the old Ellis Hotel building in downtown Waterloo. A second residential facility was leased in 1978 in Dubuque at an old house on Garfield Street. In November of 1981, Waterloo probation staff separated from the residential setting and moved from the Ellis Hotel to the current Waterloo Probation/Parole Office at 527 E. 5th Street. In 1984, a 36-bed facility was built in Dubuque on Elm Street; and in 1985, the Waterloo Residential Facility moved from the condemned Ellis Hotel to a newly constructed 56-bed facility at 310 East 6th Street.

On July 1, 1984, the State Department of Corrections turned over the administration of all community-based correctional services to the eight judicial districts, bringing on Parole, Compact Services, and Work Release for those inmates released from prison. The Work Release Facility in Waterloo had been in operation since November of 1971. In March of 1991 an addition was completed to the Waterloo Residential Facility to house Work Release and Administrative Offices. In this transition Work Release expanded from a 20-bed facility to a 64-bed multi-program facility.

In 1992, a 32-bed multi-program correctional facility was completed in West Union. In 1995, an 8-bed expansion was built creating a 40-bed co-correctional facility. In May of 1999, the Dubuque Field Services Offices moved to a new location at 745 Main Street. In early 2001, a 44-bed expansion of the Dubuque Residential Facility was completed bringing the total design capacity to 80 beds. In June of 2004, the Oelwein Field Services Office moved to 1584 South Frederick Street in Oelwein. In April of 2005, the Decorah Field Services Office moved to 1014 South Mill Street in Decorah.

In December of 2005, a Drug Court office was added at Pathways Behavioral Services at 3362 University Avenue in Waterloo.

The First Judicial District Department of Correctional Services provides a comprehensive program of community correctional services, including: Pre-trial Services, Pre-sentence Investigations, Probation Supervision, Residential Correctional Facilities, Work Release, Parole, Compact Services and Special Programs.

First District Offices and Residential Facilities

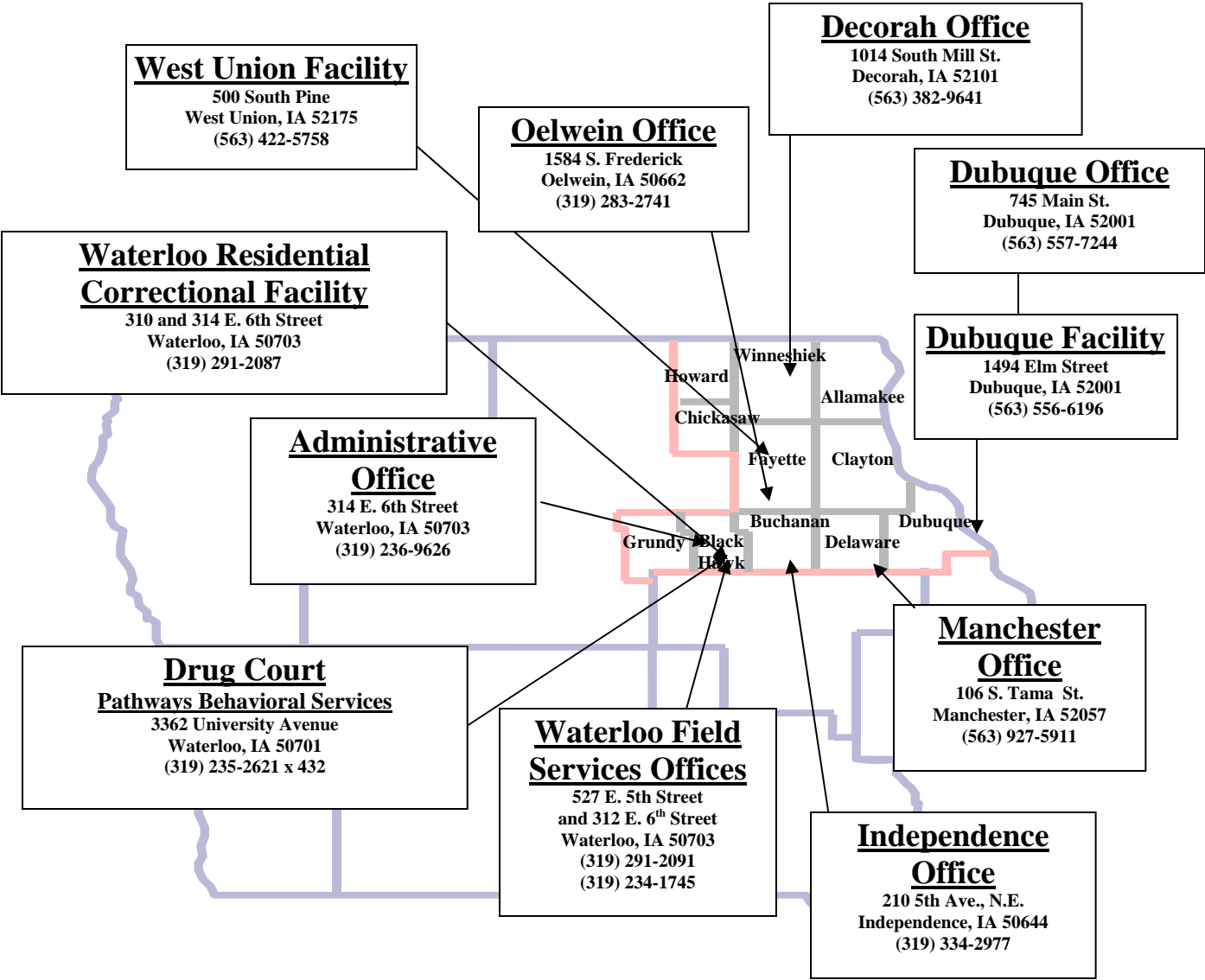
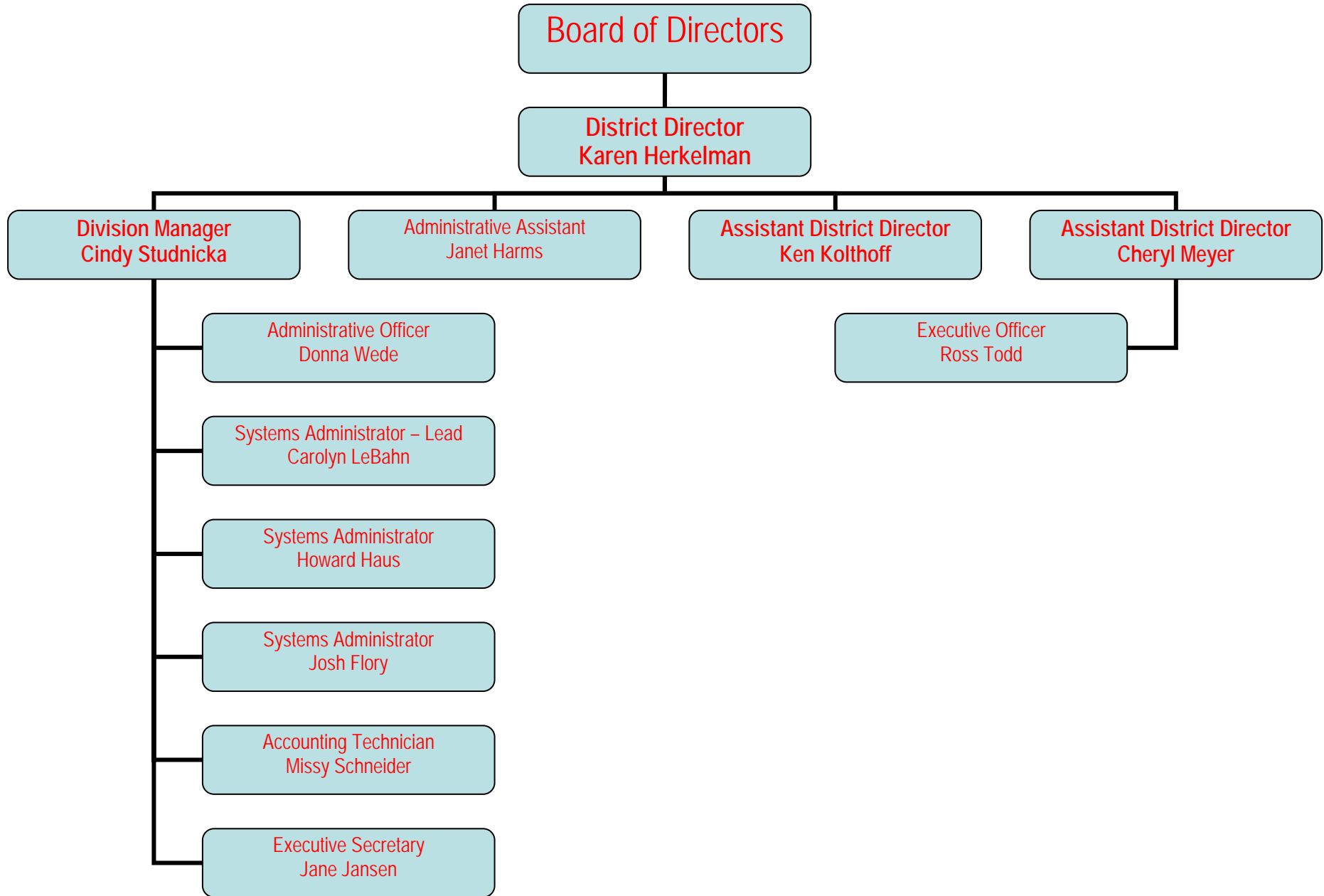
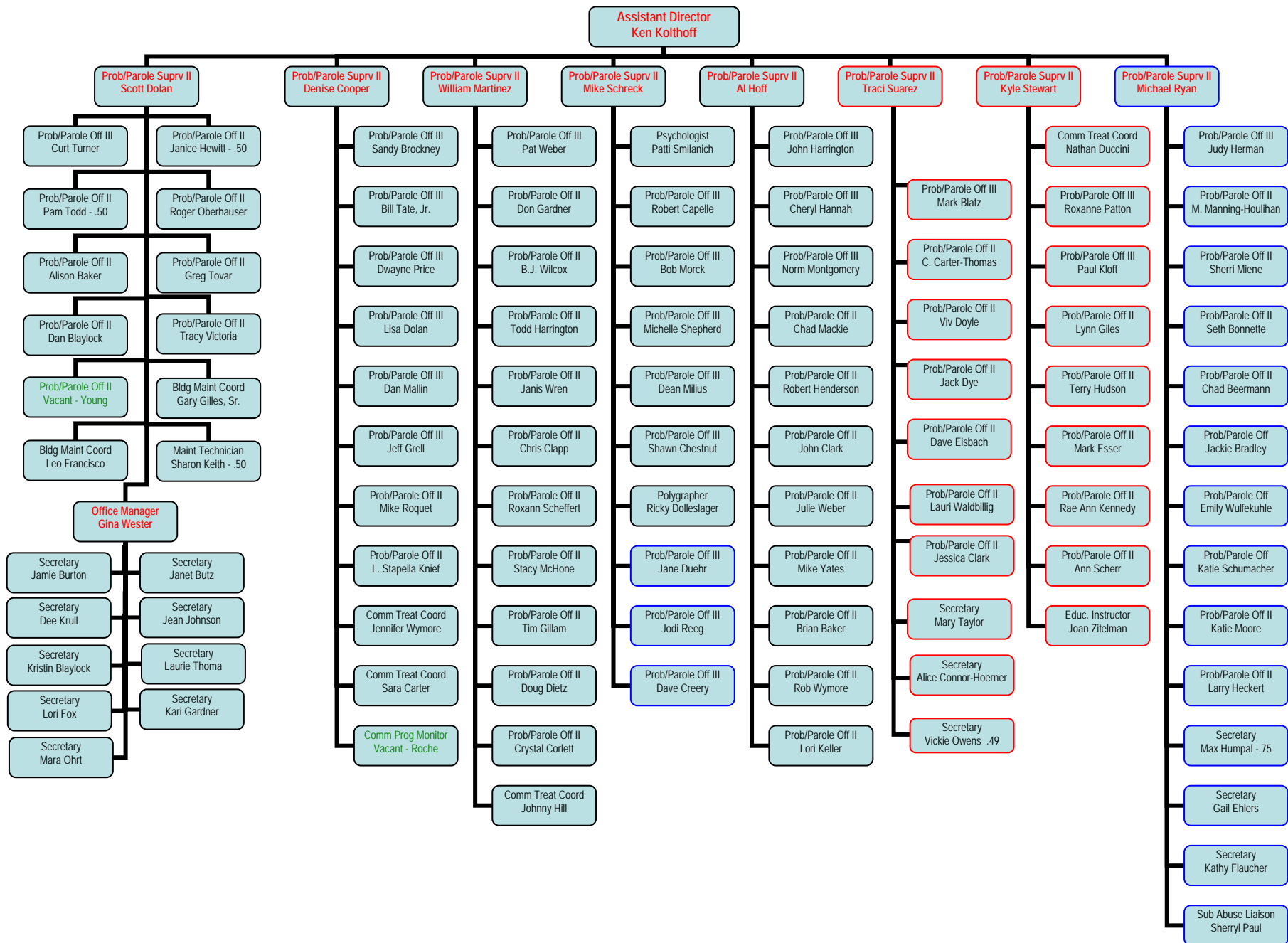
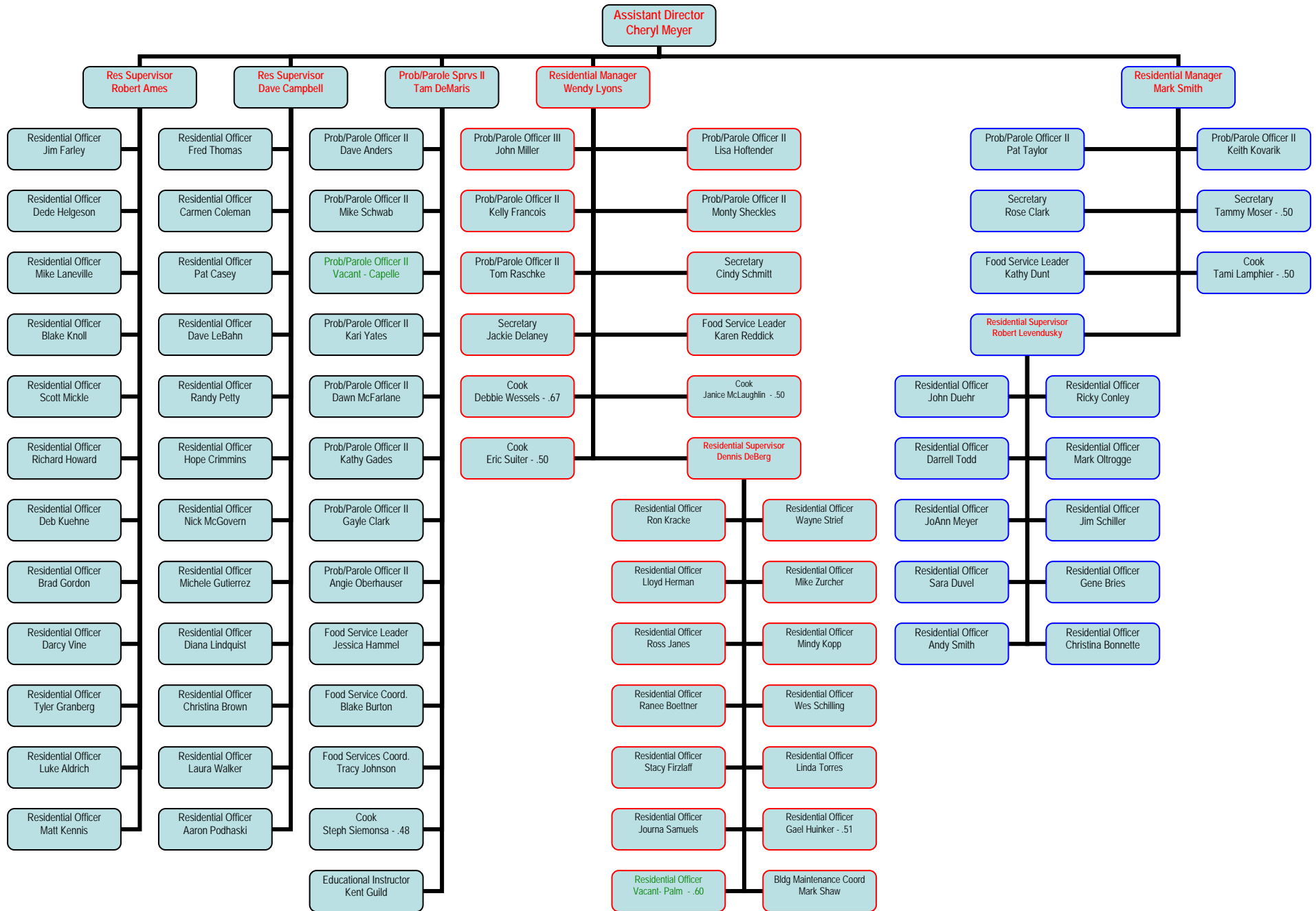


Table of Organization as of June 30, 2008







199.50 TOTAL FTE'S

Board of Directors

1st Judicial District Department of Correctional Services Board of Directors

(*Indicates Executive Committee Member)

Allamakee County:	Lennie Burke* – Chair	(Alternate: William Clark)
Black Hawk County:	Frank Magsamen	(Alternate: Craig White)
Buchanan County:	Mike Ferreter	(Alternate: Ellen Gaffney)
Chickasaw County:	Arnie Boge*	(Alternate: Sherry Mattke)
Clayton County:	Larry Gibbs*– Vice Chair	(Alternate: Wayne Bockenstedt)
Delaware County	Steve Koeneke	(Alternate: Shirley Helmricks)
Dubuque County:	Donna Smith	(Alternate: Eric Manternach)
Fayette County:	Gayle Tellin*	(Alternate: Mike Kennedy)
Grundy County:	Chuck Bakker	(Alternate: Barbara Smith)
Howard County:	Mary Jo Wilhelm	
Winneshiek County:	Gordon Hunter, Jr. *	(Alternate: Les Askelson)
Judicial:	Bruce Zager	(Alternate: Jon Fister)
	Joseph Sevcik	(Alternate: Linda Hall)
	Jim Hellman*	(Alternate: Thomas Goodman)
Advisory:	Cliff Bunting	(Alternate: Bob Clemen)
	Sandy Hamann	(Alternate: Deidre Vick-Froelich)
	Bob Greenlee*	(Alternate: Janet Walden)

Advisory Committees

Eastern

Diane Thomas - Chair
 Cliff Bunting - Board Representative
 Bob Clemen - Board Alternate
 Bridget Bartlett
 John LeClere
 Jim Wessels
 Len Decker
 Ken Runde
 Kim Wadding

Northeast

Tom Raulerson - Chair
 Deidre Vick-Froelich - Board Alternate
 Sandy Hamann - Board Representative
 Dave Zimmer
 Sherry Massman
 Jacque Hahn
 Barb Winters

Western

Bob Greenlee - Chair, Board Representative
 Janet Walden - Board Alternate
 William Speller
 Carol Stahl
 Leon Mosley
 Roosevelt Taylor
 Marcia Wulfekuhle
 Harry Hagge
 Valerie Nehl
 Rich Carter
 Marilyn DeKoster

Program/Treatment Services Overview and Statistics

The First Judicial District offers an array of treatment options, comprehensive programs, and supervision levels to effectively address needs of the offenders we serve. The focus of these varied strategies is to provide several options to effectively change offender behavior.

Treatment need areas include:

- ~ substance abuse
- ~ mental health disorders
- ~ educational assistance & job development
- ~ cognitive distortions and thinking errors
- ~ domestic violence & dealing with emotions
- ~ women's issues
- ~ victimization & victim advocacy
- ~ sexual deviancy

Supervision strategies may vary depending on offender risk as determined by the Iowa Risk Assessment and the Level of Service Inventory-Revised (LSI-R). Offenders are placed in specific supervision program areas designed to most effectively help them meet their individual supervision objectives.

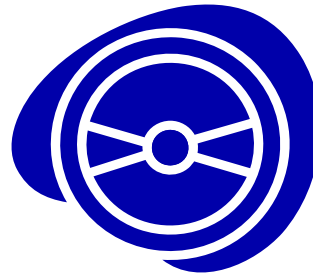
OWI Programs

Available in the Waterloo, West Union, and Dubuque Facilities

All three 1st District Residential Facilities provide programs for offenders convicted of multiple Operating While Intoxicated (OWI) charges, as authorized by the Iowa Code, Chapter 904.153. Although they are considered as state inmates, offenders in these programs are allowed to reside in a residential facility and participate in treatment rather than going to prison.

OWI offenders are required to complete a substance abuse evaluation and participate in a variety of treatment activities. Substance abuse group treatment and individual counseling are provided through contracted services with local substance abuse agencies. In addition, OWI program participants are required to complete OWI Victim Impact classes in order to gain perspective on the harm caused by drunken driving.

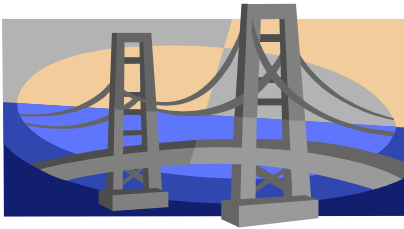
Active on 7/1/07	28
New Admissions	76
Closed	88
Successful Completion Rate	89.8%
Unsuccessful Completion Rate	5.7%
Administrative Completion Rate	1.1%
Intermediate Sanctions	3.4%
Active on 6/30/08	29
Total served FY'08	104



TASC (Treatment Alternatives to Street Crime)

Available in the Northeast Iowa Division

TASC programming was initiated in the First District in 1988. TASC serves as the communication bridge between the criminal justice system and substance abuse treatment providers. Offenders involved in the TASC program first participate in an assessment process to determine what type of substance abuse programming is appropriate. Then they are referred to treatment programs both within the Department and at area substance abuse agencies. The TASC Liaison also conducts urinalysis testing, case management services, and facilitates various treatment groups.



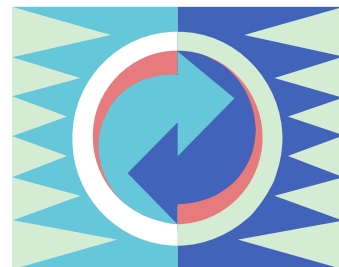
Active on 7/1/07	24
New Admissions	57
Closed	44
Successful Completion Rate	36.4%
Unsuccessful Completion Rate	22.7%
Administrative Completion Rate	29.5%
Intermediate Sanctions	11.4%
Active on 6/30/08	39
Total served FY'08	81

Transitions

Available in the Waterloo Residential Correctional Facility

In 1991 the Department started Transitions (formerly known as the Chronic Substance Abuse Program) in the Waterloo Residential Facility. Transitions is a program specifically for male substance abusers. The goal of the program is to assist offenders in understanding their cycle of addiction, developing a recovery plan, and connecting with a network of support in the community. A Certified Addictions Counselor facilitates cognitive-behavioral treatment and aftercare groups. These groups are designed to teach, assist, and provide support in the development of improved thinking and decision-making skills. The program uses a holistic approach to prepare offenders for living back in the community without the use of drugs and alcohol in order to enhance their quality of life. The program includes a transitional component to release from the facility, providing immediate responses to violations and increased accountability.

Active on 7/1/07	17
New Admissions	25
Closed	23
Successful Completion Rate	60.9%
Unsuccessful Completion Rate	26.1%
Administrative Completion Rate	8.7%
Intermediate Sanctions	4.3%
Active on 6/30/08	10
Total served FY'08	42



Drug Court



The Black Hawk County Drug Court is a court that has been specifically designed and staffed to supervise nonviolent felony drug addicted offenders who have been referred to this comprehensive and judicially monitored program of drug treatment services. The mission of the Black Hawk County Drug Court is to enhance public safety and benefit our community through a judicially supervised, collaborative effort to more efficiently work with non-violent substance abusing offenders, thereby reducing recidivism and associated crime.

Black Hawk County Drug Court represents a non-traditional approach to criminal offenders who are addicted to drugs. Rather than focusing only on the crimes and punishments, Drug Court also attempts to solve some of the offenders' underlying problems.

The Drug Court is built upon a unique partnership between the criminal justice and drug treatment communities, one which structures treatment intervention around the authority and personal involvement of a single Drug Court Judge.

The Drug Court is dependent upon the creation of a non-adversarial courtroom atmosphere where a single Judge and dedicated correctional and treatment staff work together toward a common goal of breaking the cycle of drug abuse and criminal behavior. An environment with clear and certain rules is created and a participant's compliance is within their own control.

Drug Court . . .

- Integrates alcohol and drug treatment services with justice system case processing
- Uses a non-adversarial approach where prosecution and defense counsel promote public safety while protecting participants' due process rights.
- Identifies eligible offenders early and promptly places them in the program.
- Provides access to a continuum of alcohol, drug, and other related treatment and rehabilitation.
- Monitors abstinence by frequent alcohol and other drug testing.
- Is governed by a coordinated strategy to offender compliance.
- Is an ongoing judicial interaction with each participant
- Measures the achievement of program goals and gauges effectiveness by monitoring and evaluation
- Believes continuing interdisciplinary education promotes effective planning, implementation and operations.
- Forges partnerships with public agencies and community-based organizations, generating local support, thereby enhancing its effectiveness.

Drug Court has been so successful in Black Hawk County that it is now being duplicated with a Drug Court for Dubuque and Delaware Counties, which will begin in FY '09.

Active on 7/1/07	23
New Admissions	8
Closed	13
Successful Completion Rate	69.2%
Unsuccessful Completion Rate	30.8%
Administrative Completion Rate	0.0%
Intermediate Sanctions	0.0%
Active on 6/30/08	19
Total served FY'08	31

Mental Health Jail Assessment

Available in Dubuque and Black Hawk Counties

The Department continues to conduct mental health screenings on individuals incarcerated in the Black Hawk and Dubuque County Jails to determine if appropriate services exist within the community that would allow the offender a suitable placement alternative in lieu of prison or jail. The program specifically looks at all issues faced by the individual and through collaboration with multiple community agencies, addresses the individual's mental health needs, as well as issues related to housing, medications, provider support, and appropriate correctional supervision. This program also works closely with and makes referrals to the other mental health programs within the department. The Mental Health Jail Assessment Program has proven to be a valuable asset to Dubuque and Black Hawk Counties as well as the First District in our efforts to more effectively address the needs and issues of the mentally ill in the correctional system. It serves as an excellent example of a vital program being duplicated within our District in order to better serve our offenders and the community.

Established in 2004 in Black Hawk County Established in 2007 in Dubuque County	Black Hawk County (7-1-07 ~ 6-30-08)	Dubuque County (7-1-07 ~ 6-30-08)
Number of offenders screened and then referred to the following:	156	35
Community placement with appropriate supervision	55%	77%
Correctional Residential Facility (Women's Co-Occurring Disorder or Male Dual Diagnosis Programs in Black Hawk County)	27%	6%
Residential Care Facility placement	3%	17%
Prison	15%	3%
Still incarcerated	15%	3%

Mental Health Re-Entry Program

Available in Black Hawk County

The Mental Health Re-entry Program was established in January 2002 with the goal of providing support and services to people with mental illness so they can successfully transition back into the community upon their release from prison or jail.

The Mental Health Re-entry program has a Community Accountability Board (CAB) that meets with program participants. The CAB members help program participants identify community services that would benefit them and explain the process for obtaining those services. During the CAB meetings, CAB members are informed about the progress that participants are making as well as any setbacks. Service providers represented on the CAB include mental health centers, substance abuse treatment programs, psychiatric hospital units, private psychologists, medical clinics, supportive community living, food banks, the county Central Point of Coordination, Social Security, family counseling, vocational rehabilitation and training, housing, education programs, and workforce development.

The focus on Prison Re-entry services in the community has been expanded in recent years and the Department continues to develop additional Re-entry programming and initiatives to address the needs of inmates being released from prison back to the community.

Active on 7/1/07	38
New Admissions	7
Closed	26
Successful Completion Rate	73.1%
Unsuccessful Completion Rate	15.4%
Administrative Completion Rate	7.7%
Intermediate Sanctions	3.8%
Active on 6/30/08	21
Total served FY'08	45

Dual Diagnosis Offender Program

Available in Black Hawk County

The Dual Diagnosis Offender Program (DDOP) is an integrated treatment program established to identify, educate, and treat offenders who experience co-occurring mental health and substance abuse disorders. The program, established in 1998, is a unique and comprehensive approach which brings together the three professions (mental health, substance abuse, and corrections) to thoroughly address and treat the needs of dually diagnosed offenders.

The primary treatment program is located in the Waterloo Residential Facility and lasts 6 to 12 months. Substance abuse and mental health treatment is provided within the facility using on-site contracted service providers from the Black Hawk-Grundy Mental Health Center and Pathways Behavioral Services. This partnership has proven to be beneficial for this population and the community. A psychiatrist also comes to the facility on a regular basis to meet with these offenders.

Upon successful completion of the facility program, offenders are placed in the aftercare component of the program and are expected to continue to comply with supervision expectations, medication management, participation in services, and other programming. The Black Hawk County Central Point of Coordination participates in staffings with these clients as they prepare to leave the facility and assists them with their transition back to the community.

The program has received national recognition and earned the following awards:

~2003 ICA Outstanding Correctional Program Award

~2004 ACA Exemplary Offender Program Award

~2007 NCJA Midwestern Region Outstanding Criminal Justice Program Award

Active on 7/1/07	44
New Admissions	30
Closed	32
Successful Completion Rate	31.3%
Unsuccessful Completion Rate	40.6%
Administrative Completion Rate	15.6%
Intermediate Sanctions	12.5%
Active on 6/30/08	44
Total served FY'08	74

Women's Co-occurring Disorders Program

Available in Black Hawk County

The Women's Co-occurring Disorders Program (WCODP) is another example of excellent programs being duplicated within the 1st District. This program began in December 2003 and is similar to the Dual Diagnosis Offender Program for men.

The overall goal of the program is to enhance the potential of each offender to establish a law-abiding lifestyle with a stabilized mental condition that is free of chemical dependency. Primary treatment for substance abuse and mental health services are provided by contracted specialists from Pathways Behavioral Services and the Black Hawk-Grundy Mental Health Center. Offenders in this program may participate in treatment while residing in the Waterloo Residential Facility or on street supervision, depending on their individual circumstances and needs. Focus areas of the program include medication management, group and individual counseling, employment stability, establishing community and support networks, building parenting skills, and general life skills.

The office for the Women's Co-occurring program is located in a separate building and offers an environment which is more therapeutic for women. This is a unique approach that will likely be used more extensively in the future as the Department moves toward creating additional gender responsive treatment and case management.

Active on 7/1/07	20
New Admissions	16
Closed	20
Successful Completion Rate	35.0%
Unsuccessful Completion Rate	55.0%
Administrative Completion Rate	10.0%
Intermediate Sanctions	0.0%
Active on 6/30/08	19
Total served FY'08	36

Sex Offender Treatment Program

Available District-wide

In 1988 the Iowa Legislature mandated the development of community based treatment programs for sex offenders and provided funding for programming in the First Judicial District. In the past 20 years the Sex Offender Treatment Program (SOTP) has undergone extensive changes in assessment, treatment, and supervision. In addition, several new laws have been enacted to more effectively track and monitor the whereabouts of sex offenders, restrict where they can live, and increase the length of time they remain under correctional supervision.

Program staff for the SOTP unit includes a Psychologist, a Polygraph Examiner, and 11 Specialized Probation/Parole Officers located across the District. All sex offenders are supervised at an enhanced level of supervision and are expected to participate in treatment provided by the Department. Various assessments are used to determine individual risk and ascertain treatment needs and goals. Testing instruments such as the polygraph and plethysmograph are used to verify information about sexual deviancy patterns, and monitor compliance with supervision conditions.

In the past year, a SOTP Cognitive Restructuring group and a specialized program for statutory offenders have been implemented. In addition, supervision of the SOTP unit has been streamlined to more efficiently address the complexities of new laws for sex offenders, sex offender registry issues, increased periods of supervision, electronic monitoring requirements, and the development of more uniform programming across the District.

Active on 7/1/07	148
New Admissions	73
Closed	64
Successful Completion Rate	50.0%
Unsuccessful Completion Rate	32.8%
Administrative Completion Rate	12.5%
Intermediate Sanctions	4.7%
Active on 6/30/08	153
Total served FY'08	221

Electronic Monitoring

Available District-wide

Electronic monitoring is used to enhance offender accountability through the use of sophisticated technology. It is a cost-effective tool used to assist officers in monitoring the whereabouts of offenders in the community. Electronic monitoring is used primarily with sex offenders. In 2007, as required by Iowa law, all sex offenders with minor victims started being placed on electronic monitoring (global positioning system--GPS). The movements of an offender can be tracked by the GPS and viewed via computer by Department staff.

Electronic Monitoring Type	Active on 6/30/08
Global Positioning – Satellite tracking of offender movement (including cellular)	120
Radio Frequency (ankle bracelets)	2
Voice Verification (voice patterns used during phone checks)	2
Total:	124

Violator Program Aftercare

Available District-wide

The Iowa Department of Corrections operates three Violator Programs which are located at the Iowa Correctional Institute for Women, the Newton Correctional Facility, and Luster Heights. The purpose of the programs is to provide an alternative to prison for offenders who have violated the conditions of their probation, parole, or work release. These offenders have typically exhausted other community treatment options, and the violator programs serve as a last chance effort to avoid full incarceration.

Violator programs are highly structured 4-6 month cognitive programs that seek to facilitate change in an offender's thinking and behavior. Curriculum topics include substance abuse, criminal thinking patterns, work readiness, relationships, parenting, violence prevention, money management, and the impact of crime on its victims.

Following completion of the Violator Program, offenders are released back to the community and are involved in aftercare programming provided by the Department. Each offender is required to complete 20 hours of aftercare programming. In addition, Violator Program graduates are placed on intensive supervision as part of the transition process back to the community.

The Violator Aftercare Program reinforces the new skills learned in violator programs and encourages offenders to practice these new skills in the community.

Active on 7/1/07	22
New Admissions	33
Closed	42
Successful Completion Rate	73.8%
Unsuccessful Completion Rate	11.9%
Administrative Completion Rate	11.9%
Intermediate Sanctions	2.4%
Active on 6/30/08	14
Total served FY'08	55

Cognitive Restructuring

Available District-wide

Cognitive Restructuring is offered throughout the District and is designed to assist offenders in changing their thinking which in turn changes their behavior. The focus of program is to facilitate change by identifying specific "thinking errors" as described by Dr. Stanton E. Samenow, the program author. Dr. Samenow completed extensive research in this area and found that criminal offenders frequently demonstrated "errors in thinking" that did not accurately reflect reality and led to actions which created destructive consequences. Therefore, the program works with offenders to change their thinking patterns, thereby changing their actions.

- *Actions begin with thoughts.*
- *Our behavior is strongly influenced by our thinking.*
- *We can change our thinking.*

Active on 7/1/07	19
New Admissions	215
Closed	209
Successful Completion Rate	63.2%
Unsuccessful Completion Rate	22.5%
Administrative Completion Rate	11.0%
Intermediate Sanctions	3.3%
Active on 6/30/08	23
Total served FY08	234

Batterer's Education Program

Available District-wide

Iowa law mandates that anyone convicted of domestic violence must complete the Batterer's Education Program (BEP). This program provides group education for offenders who have either been convicted of domestic violence charges or who have a pattern of abusive behavior within their relationships. Classes are offered at a variety of times to accommodate offender work schedules. To complete the program, participants must attend 24 two-hour sessions and satisfactorily complete all homework. In addition, all participants are responsible for paying for their classes. The program operates under a contract with BRIDGES and is completely funded by offender fees.

BEP Goals:

- *To end domestic violence.*
- *To provide alternatives to coercive, dominating, and violent behaviors in intimate relationships.*
- *To ensure collaboration with the justice system, human service providers, and domestic violence programs to end domestic violence.*

Active on 7/1/07	324
New Admissions	338
Closed	292
Successful Completion Rate	87.0%
Unsuccessful Completion Rate	3.1%
Administrative Completion Rate	9.9%
Intermediate Sanctions	0.0%
Active on 6/30/08	356
Total served FY'08	662

CALM (Controlling Anger and Learning to Manage it)

Available District-wide

Controlling Anger and Learning to Manage it (CALM) is offered to offenders who experience difficulty managing their anger, or who have been convicted of assault, criminal mischief, disorderly conduct, or other similar charges. CALM groups are held for two hours each week for 24 weeks and are designed to reduce anger, violence, and emotional loss of control. CALM classes utilize cognitive restructuring and skill development approaches to engage participants in learning and developing an increased ability to manage stress and conflict in their lives. This program emphasizes personal responsibility and accountability on the part of the offender while addressing the consequences of criminal behavior.

The CALM program recognizes that the key factor in the development of anger and aggression is what one THINKS—how the person perceives and interprets the situations they find themselves in.

Active on 7/1/07	5
New Admissions	96
Closed	72
Successful Completion Rate	70.8%
Unsuccessful Completion Rate	15.3%
Administrative Completion Rate	11.1%
Intermediate Sanctions	2.8%
Active on 6/30/08	30
Total served FY'08	101

Moving On

Available District-wide

Moving On is a 26-session curriculum-based program that was developed exclusively for women offenders. The primary goal of the program is to provide women with pro-social alternatives and choices so that they can make lifelong changes. Weekly groups address topics such as strengths, assertiveness, skills, emotions, decision making, problem solving, family relationships, parenting, unhealthy relationships, and stress management. This is a research-based cognitive behavioral approach to learning and provides women with a network of support with opportunities to identify, understand, and use resources necessary to make healthy choices. The program has received positive reviews from both clients and facilitators.

Research suggests that women offenders face different challenges than men, and therefore require unique services, delivered in a different way, under different circumstances.

Active on 7/1/07	1
New Admissions	86
Closed	78
Successful Completion Rate	39.7%
Unsuccessful Completion Rate	48.7%
Administrative Completion Rate	10.3%
Intermediate Sanctions	1.3%
Active on 6/30/08	9
Total served FY'08	87

Educational & Employment Services

Available in Dubuque, Oelwein, Waterloo, and West Union

Employment has consistently been identified as one of the top four offender criminogenic need areas and has frequently been associated with success on supervision. Therefore, the Department is committed to working with offenders to enhance their employment opportunities. Education staff are available to provide individualized assistance to offenders working on Educational Assessments, GED Preparation, Job Skills Training, and Career Planning.

Studies have shown that offenders who maintain steady employment typically have lower risk scores.

Education & Employment Services Statistics FY '08	
Educational Assessments Administered	114
GED Preparation Total Served	172
Offenders Completing GED	10
Job Development Total Served	242

Victim-Offender Intervention Services (VOIS)

Available District-Wide

Victim-Offender Intervention Services is a voluntary program that provides opportunities for individuals affected by crime to actively participate in dealing with the consequences of that crime.

Program Options:

- *Direct Communication* – face to face meetings between those affected by the crime and the offender, with a trained facilitator; restitution and reparation agreements may be part of the process
- *Indirect Communication* – verbal or written communication through the program facilitator
- *Reparation Circle* – meeting with the offender, family members, trained community volunteers, and a trained facilitator focusing on holding the offender accountable for harm caused to the community, as well as the direct victim
- *Victim Impact Classes* – classes using a cognitive-based curriculum, videos, and victim panels to assist offenders in developing an increased sensitivity toward victims and greater awareness of harm created by crime

OWI Victim Impact

Active on 7/1/07	4
New Admissions	159
Closed	140
Successful Completion Rate	80.0%
Unsuccessful Completion Rate	13.6%
Administrative Completion Rate	5.7%
Intermediate Sanctions	.7%
Active on 6/30/08	21
Total served FY'08	163

Victim Impact

Active on 7/1/07	18
New Admissions	65
Closed	79
Successful Completion Rate	72.2%
Unsuccessful Completion Rate	12.7%
Administrative Completion Rate	12.7%
Intermediate Sanctions	2.5%
Active on 6/30/08	2
Total served FY'08	83

Victim-Offender Intervention Services	
Victims Assisted with:	
Restitution Information	58
Advocacy/Offender Information	45
Crime Victim Compensation/Registration	15
Assisted in a Crises Situation	11
Referrals to Community Resources	37
Total Served	166

Victim Impact Class Speakers	
Experienced Victim Impact Speakers who participated this year	17
New Victim Impact Speakers who participated this year	4
Total Victim Impact Speakers Utilized	21

Staff Victimization and Support Services (SVSS)	
Number of Staff who participated in a SVSS peer support service	10

Standard Pre-Trial Supervision

Available throughout the District

The Department established Pre-Trial Services in 1974. Arrestees are interviewed in local jails and are assessed for their likelihood to be present for future court appearances and their potential danger to the community. Recommendations to the Court for release may include release on own recognizance, release with supervision, release on bond, or release on bond with supervision. If release with supervision is ordered, the defendant is monitored to assure attendance at court appearances and compliance with conditions of release. Defendants will be supervised until the disposition of their cases or until further Court order.

**Pre-Trial Interviews
Completed FY '08=856**

Active on 7/1/07	281
New Admissions	833
Closed	773
Successful Completion Rate	88.7%
Unsuccessful Completion Rate	1.7%
Administrative Completion Rate	9.6%
Intermediate Sanctions	0.0%
Active on 6/30/08	292
Total served FY'08	1,114

Intensive Pre-Trial Supervision

Available in Waterloo

In 1985 the Department established an Intensive Pre-Trial Supervision Program to help alleviate jail overcrowding in Black Hawk County. Even after the construction of a new county jail, Intensive Pre-trial Supervision has continued to provide services for high-risk defendants who may otherwise remain incarcerated. The program is a cost-effective alternative to incarceration for people awaiting further Court proceedings in their cases.

**Intensive Pre-Trial
Interviews
Total Conducted FY '08=177**

Active on 7/1/07	33
New Admissions	50
Closed	61
Successful Completion Rate	57.4%
Unsuccessful Completion Rate	9.8%
Administrative Completion Rate	26.2%
Intermediate Sanctions	4.0%
Active on 6/30/08	22
Total served FY08	83

Low Risk Probation

Available throughout the District

The Low Risk Supervision Program was developed to remove the majority of low risk offenders from standard supervision caseloads in order to address high caseloads for standard officers in a cost-effective manner. Offenders participate in a group intake where they are informed of their court-ordered obligations and responsibilities for supervision. Once their obligations are met, they may be eligible for discharge consideration.

The Low Risk Supervision Program consists of:

- High offender to staff ratios
- Group sign-ups
- Shortened supervision
- Monitoring of court-ordered requirements

Active on 7/1/07	505
New Admissions	473
Closed	489
Successful Completion Rate	78.1%
Unsuccessful Completion Rate	11.0%
Administrative Completion Rate	9.6%
Intermediate Sanctions	1.2%
Active on 6/30/08	493
Total served FY08	978

Minimal Risk Supervision Program

Available in Waterloo

The Minimal Risk Supervision Program was developed to provide efficient management of minimal risk offenders to allow more staff time to be targeted to high risk offenders. Offenders placed in the Minimal Risk Supervision Program include cases that are assessed by the Intake/Assessment Unit and simple and serious misdemeanors. The program does not include parole offenders, sex offenders, or offenders determined to have high needs, a pattern of violence, or who have serious charges pending. Upon completion of Court-ordered and Department imposed conditions of supervision, offenders may be eligible for discharge consideration.

The Minimal Risk Supervision Program consists of:

- High offender to staff ratios
- Shortened supervision
- Monitoring of court-ordered and department imposed requirements
- Minimal contact standards

Active on 7/1/07	258
New Admissions	177
Closed	155
Successful Completion Rate	76.1%
Unsuccessful Completion Rate	3.2%
Administrative Completion Rate	14.8%
Intermediate Sanctions	5.8%
Active on 6/30/08	275
Total served FY08	435

Standard Probation & Parole

Probation: Offenders are placed on probation after being found guilty of a criminal offense. They typically receive a jail or prison sentence which is suspended “with good behavior” and they are then placed on probation. This sentencing option gives offenders an opportunity to correct their behavior while remaining in the community. In order to effectively address criminogenic needs, offenders participate in an assessment process, case planning, and appropriate treatment. Probation Officers monitor compliance with supervision expectations, work with offenders to facilitate behavioral change, and report progress to the Court.

Parole: Offenders are granted a parole as authorized by the Iowa Board of Parole either directly out of a state institution or from a Work Release Facility. The 1st District Re-Entry Coordinator works with prison counselors and re-entry coordinators to help facilitate a smooth transition from incarceration back to the community. Parole Officers conduct assessments, make referrals for treatment and assistance, facilitate lifestyle changes, and monitor compliance with parole conditions.

Probation (all Specialties included)

Active on 7/1/07	3,557
New Admissions	2,166
Closed	2,062
Successful Completion Rate	78.1%
Unsuccessful Completion Rate	19.1%
Administrative Completion Rate	2.8%
Intermediate Sanctions	0.0%
Active on 6/30/08	3,452
Total served FY08	5,723

Parole (all Specialties included)

Active on 7/1/07	568
New Admissions	460
Closed	457
Successful Completion Rate	63.0%
Unsuccessful Completion Rate	23.4%
Administrative Completion Rate	0.5%
Intermediate Sanctions	13.1%
Active on 6/30/08	571
Total served FY08	1,028

Intensive Probation & Parole

Available in Waterloo and Dubuque

Offenders supervised under Intensive Supervision have been assessed as high-risk and typically require more assistance and supervision than those on standard probation or parole. These offenders may be subject to increased contact standards, frequent home visits, curfews, surveillance, and may be required to wear electronic monitoring devices. In addition, these offenders are usually involved in rigorous treatment activities to address specific need areas. Intensive Supervision is available for several special programs and populations.

Intensive Probation & Parole

Active on 7/1/07	143
New Admissions	154
Closed	152
Successful Completion Rate	55.9%
Unsuccessful Completion Rate	28.9%
Administrative Completion Rate	5.9%
Intermediate Sanctions	9.2%
Active on 6/30/08	136
Total served FY08	297

Day Reporting

In 2001 the Department implemented the Day Reporting Program as another alternative supervision level to effectively address the needs of offenders. Offenders are ordered to reside in a Residential Facility via the Court or the Corrections Continuum, and then may be placed under Day Reporting status in lieu of residing in a Residential Facility. While on Day Reporting, offenders are 'tied' to facility rules but can live in their private residences. However, their compliance with supervision rules is strictly monitored and any rule violations may result in immediate placement in the Residential Facility. Day Reporting has been effective in providing a combination of strict supervision with the ability to quickly use intermediate sanctions when necessary.

Active on 7/1/07	94
New Admissions	269
Closed	276
Successful Completion Rate	55.4%
Unsuccessful Completion Rate	11.6%
Administrative Completion Rate	4.0%
Intermediate Sanctions	29.0%
Active on 6/30/08	85
Total served FY08	363

Pre-Sentence Investigations

The Pre-Sentence Investigation is a detailed report provided to the court prior to sentencing. Because the Court has considerable discretion in most cases, it relies on the report to provide an accurate and objective description of the individual and their background. The report includes details regarding an individual's criminal history, substance abuse issues, social history, family, education, employment, and other pertinent information. Also included are proposed correctional and treatment plans to meet the needs of the offender and safeguard the public. Finally, a sentencing recommendation from the Department is made to the Court. The Pre-Sentence Investigation report also provides valuable information to other correctional staff who later supervise the offender.

Pre-Sentence Investigations by Form Type

Form Type	PSI Count	PSI Percentage
Long	519	35.20%
Short	861	58.50%
Pre Plea	93	6.30%
Total/Percent	1,473	100.00%

Pre-Sentence Investigations by Offense Type

Offense Type	Total	Percentage
Violent	166	11.30%
Property	411	27.90%
Drug	466	31.60%
Public Order	390	26.50%
Other	28	1.90%
Unknown	12	0.80%
Total/Percent	1,473	100.00%

Pre-Sentence Investigations by Offense Class

Offense Class	Total	Percentage
A Felony	2	0.10%
B Felony	22	1.50%
C Felony	156	10.60%
D Felony	514	34.90%
Felony - Enhancement to Original Penalty	30	2.00%
Aggravated Misdemeanor	142	9.60%
Serious Misdemeanor	578	39.20%
Simple Misdemeanor	15	1.00%
NCIC Virtual Code	1	0.10%
Special Sentence 2005	1	0.10%
N/A	12	0.80%
Total/Percent	1,473	100.00%

First District Residential Facilities: Dubuque, Waterloo, & West Union

Offenders are committed to Residential Facilities either by Court order, through the Corrections Continuum, or as ordered by the Iowa Board of Parole. In addition, Federal residents may be housed in residential facilities via a contract with the United States Bureau of Prisons. Offenders may be placed in facilities on several different legal statuses such as pre-trial, probation, parole, work release, and federal.

First District Facilities provide safe and secure environments which are conducive to positive offender change. Offenders progress through facility programs via a level system, whereby privileges are gained through compliance with program rules and treatment objectives. Programming is individually tailored to meet offender needs and may include securing and maintaining employment, participating in an education program, performing community service work, substance abuse and mental health counseling, and cognitive-behavioral treatment. Residential Probation/Parole Officers assist offenders with money management to ensure they meet their financial obligations including victim restitution and child support. Facility residents also pay rent to the facility, which helps defray the costs associated with their stay.

Total Bed Capacity=278
Male=237 Female=41

<u>Program Capacity Summary</u>	
Facilities Capacity	278
Occupancy 6/30/08	278

<u>Program Utilization Summary</u>	
Active on 7/1/07	292
New Admissions	890
Closed	907
Successful Completion Rate	80.5%
Unsuccessful Completion Rate	18.3%
Administrative Completion Rate	1.2%
Active on 6/30/08	278
Total Served FY '08	1,182

FY 2008 Average Length of Stay in Residential Facilities by Supervision Status (REAL only)

Supervision Status	Length of Stay (Total Days Served)	Successful Case Closures	Average Length of Stay (Months)
Work Release	24,094	246	3.22
OWI Continuum	8,519	81	3.46
Parole	369	1	12.14
Federal	4,675	44	3.50
Probation	18,997	141	4.43
Pretrial Release With Supervision	6	2	0.10
Jail (Designated Site)	1,445	20	2.38
Region Average Length of Stay	58,105	535	3.6

First District Residential Facilities: Dubuque, Waterloo, & West Union

Residential Supervision is provided in all three facilities for the following types of offenders:

- Work Release
- Operating While Intoxicated
- Probationers
- Federal
- Direct Sentence/Alternative Jail Site
- Interstate Compact
- Parole
- Pre-trial Release

**Total admissions –
1st District Facilities
FY '08: 890**

1st Judicial District Residential Facility Cases by Supervision Status (R and VC Beds only)

Supervision Status	Active on 7-1-07	New Admits	Closures	Active on 6-30-08	Offenders Served
Federal	22	72	79	16	94
Interstate Compact Probation	1		2		1
Jail (Designated Site)	4	27	26	3	31
OWI Continuum	30	95	112	39	125
Parole	1	5	3		6
Pretrial Release Without Supervision		1			1
Pretrial Release With Supervision	1	8	3		9
Probation	143	360	383	131	503
Work Release	90	322	299	89	412
District Total	292	890	907	278	1,182

First District Residential Facilities

**Dubuque
Residential Facility**

Bed Capacity=80
Male=72 Female=8



**Waterloo
Residential Facility**

Bed Capacity=150
Male=125 Female=25



**West Union
Residential Facility**

Bed Capacity=48
Male=40 Female=8



First District Residential Facilities

1st District Residential Facility Closures by Supervision Status and Closure Category

Supervision Status	Administrative	Successful	Unsuccessful	Totals
Federal	0	71 (89.9%)	8 (10.1%)	79 (8.7%)
Interstate Compact Probation	0	1 (50.0%)	1 (50.0%)	2 (.2%)
Jail (Designated Site)	0	20 (76.9%)	6 (23.1%)	26 (2.9%)
OWI Continuum	2 (1.8%)	104 (92.9%)	6 (5.4%)	112 (12.3%)
Parole	0	3 (100%)	0	3 (.3%)
Pretrial Release Without Supervision	0	0	0	0
Pretrial Release With Supervision	0	3 (100%)	0	3 (.3%)
Probation	9 (2.3%)	277 (72.3%)	97 (25.3%)	383 (42.2%)
Work Release	0	251 (83.9%)	48 (16.1%)	299 (33.0%)
Closure Category Totals/Percents	11 (1.2%)	730 (80.5%)	166 (18.3%)	907 (100%)

Community Service Work

Available District-wide

The 1st District is committed to helping restore harm done to the many victims in our communities. One method used to help accomplish this goal is for offenders to perform community service work in our neighborhoods. While this labor certainly benefits the community, it can also provide opportunities for offenders to learn job skills and develop a sense of responsibility to society. There are several options for how and why community service work is ordered and incorporated into programming. These may include:

Community Service Sentencing: Offenders are ordered by the Court to perform community service work as part of their probation conditions.

Community Service In Lieu of Payment for Court Fees: Offenders may perform community service work in lieu of paying selected court fees, if approved by the Court. Community service work can not be used to repay any victim damages or victim restitution.

Community Service as an Intermediate Sanction: Offenders may be ordered by the Court or the Corrections Continuum Committee to perform community service work as a penalty for violations of supervision.

Community Service as a Component of the Level System: Offenders are required to perform 20 hours of community service work in order to advance through the Residential Facility Level System, which determines eligibility for furloughs and successful discharge from the facility.

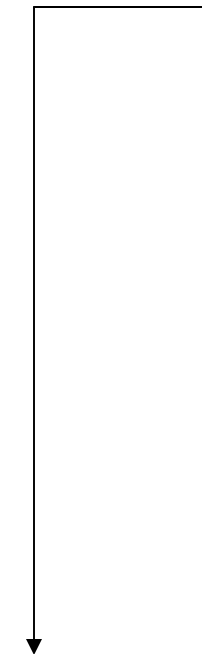
Office/Facility	Number of Offenders	Hours Worked	Type of Work	Locations (frequently used)
Waterloo Field Services	240	5,196	Janitorial, General Labor, Office Work, Meal Preparation/Clean-up, Food Bank, Charity Organizations, Ditch Clean Up, Park Maintenance, Construction, Handicap Ramp construction	Salvation Army, Young Arena, Cedar Valley Food Bank, Lincoln Park, Waterloo Center for the Arts, City of Waterloo 1 st District Offices and Facilities, Neighborhood Association, Mental Health Recovery Center, St. Vincent De Paul, Area Churches
Waterloo Residential*	533	12,743		
Dubuque/Manchester Field Services	133	11,518	General Labor, Construction, Office Work, Charity Organizations, Park Maintenance	Dubuque Rescue Mission, St. Vincent De Paul, 1 st District Offices and Facilities, Food Pantry, Tri-State Blind, Mt. Pleasant Home, 4-Mounds, Boys & Girls Club, Dubuque Area Labor Harvest, Hope House, Wellness Center
Dubuque Facility*	120	2,489		
Oelwein, Decorah, Independence Field Services	28	1,158	Janitorial, General Labor, Office Work, Ditch Clean Up, Charity Organizations, Food Bank, Yard Work, Snow Removal	Cities of Decorah, Oelwein, Elgin, Calmar & Wadena, Luther College, Area Churches, EWALU, County Fairs
West Union Facility*	20	244		
TOTALS	1,074	33,348		

*Offenders are required to perform 20 hours of community service to advance through the facilities "Level System" to be eligible for furloughs and to successfully discharge.

✓ In Black Hawk County, the First District provides a service to the Court by assisting and reporting on self probation offenders as they perform community service. In FY '08 50 of these offenders performed over 2,834 hours of community service.

FY '08 Financial Information

TOTAL REVENUES BY SOURCE	FY 2007	FY 2008	% Change
State	11,634,090	12,706,033	+9.21%
Federal	901,370	910,907	+1.06%
County	405,881	441,492	+8.77%
Offender Fees (Detailed Below)	2,005,584	1,972,953	-1.63%
Batterer Education Program Support	72,303	72,462	+.22%
HITT	228,216	228,216	0%
Interest	6,721	5,002	-25.58%
Other	32,825	17,029	-48.12%
Previous Fiscal Year Carryover	140,045	10,718	-92.35%
TOTAL	15,427,035	16,364,812	+6.08%



Offender Fees Collected	FY 2007	FY 2008	% Change
Residential Rent	1,296,616	1,272,008	-1.90%
Residential Day Reporting Fees	167,495	120,627	-27.98%
Supervision Fees	495,815	538,679	+8.65%
Program Fees	45,658	41,639	-8.80%
Totals	2,005,584	1,972,953	-1.63%

FY '08 Financial Information

Expenditures by Cost Center	FY 2007	FY 2008	% Change
Salaries & Benefits	13,348,690	14,253,710	+6.78%
Travel & Subsistence	152,524	142,485	-6.58%
Supplies	586,100	593,996	+1.35%
Contractual Services	887,185	861,312	-2.92%
Equipment & Repairs	261,931	144,953	-44.66%
Debt Reduction & Insurance	179,887	236,097	+31.25%
TOTAL	15,416,317	16,232,553	+5.29%

Expenditures by Major Cost Center	FY 2007	FY 2008	% Change
Administration **	1,118,882	1,232,008	+10.11%
Probation/Parole	5,132,097	5,320,619	+3.67%
Residential Services	6,349,918	6,507,339	+2.48%
Special Projects (detailed below)	2,815,420	3,172,587	+12.69%
TOTAL	15,416,317	16,232,553	+5.29%

**First District Administration directs, manages, establishes policies and procedures, and oversees all community based district operations including: strategic planning, budgeting, personnel, technology, fiscal management and accountability, offender services, program development, and contracted services.

FY '08 EXPENDITURES BY SPECIAL PROJECT BY REVENUE SOURCE	State	Federal, Local, Or Other	Total
Probation/Parole/Pre-trial Intensive	215,659	90,364	306,023
TASC	79,401	3,712	83,113
Violator Aftercare	180,477	2,424	182,901
Education	107,452	1,575	109,027
Sex Offender Treatment	1,031,633	188,039	1,219,672
Community Work Crew	0	47,678	47,678
Dual Diagnosis	90,247	425,500	515,747
Mental Health Re-Entry	87,200	261,857	349,057
Batterers' Education Program	0	69,927	69,927
Drug Court (Black Hawk County)	84,099	125,136	209,235
Electronic Monitoring	79,307	900	80,207
TOTAL	1,955,475	1,217,112	3,172,587

FY '08 Financial Information

AVERAGE DAILY COSTS:

Standard Probation/Parole Supervision	\$ 3.07
Standard Pre-Trial Supervision	\$ 3.22
Intensive Probation/Parole Supervision	\$ 5.65
Intensive Supervision Low Functioning	\$ 6.52
Intensive Pre-Trial Supervision	\$ 9.85
Sex Offender Treatment Program	\$ 23.28
Dual Diagnosis Male In-House Residential	\$ 43.81
Dual Diagnosis Male Aftercare	\$ 9.23
Women's Co-Occurring Disorders Program	\$ 22.06
Mental Health Re-Entry Program	\$ 13.03
Treatment Alternatives to Street Crime (TASC)	\$ 5.84
Violator Aftercare	\$ 5.57
Batterer's Education Program (BEP)	\$.54
Average Daily Cost Per Facility	\$ 61.32
Average Daily Cost Facility Day Reporting	\$ 7.12
Average Daily Cost for Drug Court	\$ 30.17

AVERAGE COSTS:

Pre-Trial Interview	\$ 37.06
Pre-Trial Interview – Intensive	\$ 41.32
Pre-Sentence Investigation – Detailed (long)	\$ 450.94
Pre-Sentence Investigation – Informal (short)	\$ 56.23
Job Development/Education (Per Offender Served)	\$ 263.35

Supplementary Statistical Information

1st District Field Services by Supervision Status

Supervision Status	Active on 7-1-07	New Admits	Closures	Active on 6-30-08	Offenders Served
Interstate Compact Parole	29	25	18	35	54
Interstate Compact Probation	114	65	69	109	179
OWI Continuum	1	3			4
Parole	568	460	457	571	1,028
Pretrial Release With Supervision	281	833	773	292	1,114
Probation	3,557	2,166	2,062	3,452	5,723
Special Sentence		3		4	3
District Total	4,550	3,555	3,379	4,463	8,105

1st District Field Services by Supervision Status and Reason for Change

Supervision Status	Administrative	Intermediate Sanction	Successful	Unsuccessful	Totals
Interstate Compact Parole	5		13		18
Interstate Compact Probation	27		41	1	69
OWI Continuum					
Parole	2	60	288	107	457
Pretrial Release With Supervision	74		686	13	773
Probation	58		1,610	394	2,062
Special Sentence					
Totals:	166	60	2,638	515	3,379

Supplementary Statistical Information

1st Judicial District Region Specialties

Specialty	Active on 7-1-07	New Admits	Closures	Active on 6-30-08	Offenders Served
Day Reporting - Residential	94	269	276	85	363
Day Reporting Supervision	3		2	1	3
Drug Court Supervision	21	9	11	19	30
Dual Diagnosis Supervision	66	59	61	66	125
Federal Public Law		1	1		1
Global Positioning - Satellite	54	41	27	68	95
Global Positioning Satellite - Cellular	46	35	27	52	81
Home Confinement - Federal Offender	4	25	26	3	29
Intensive Supervision	143	154	152	136	297
Intensive Supervision - Low Functioning Offenders	29	29	27	29	58
Intensive Supervision - Pretrial Release	33	50	61	22	83
Intensive Supervision - Sex Offenders	117	59	58	115	176
Jail (Designated Site)	7	42	42	7	49
Low Risk Probation	505	473	489	493	978
Mental Health Re-Entry	46	17	32	29	63
Minimum Risk Program	258	177	155	275	435
OWI Pre-Placement	10	50	51	9	60
Radio Frequency	3		1	2	3
Video Display/Breath Alcohol Test/Radio Frequency		2	2		2
Voice Verification	1	3	2	2	4
Total Specialties	1,440	1,495	1,503	1,413	2,935

Supplementary Statistical Information

1st District Intervention Programs

Intervention Program	Active on 7-1-07	New Admits	Closures	Active on 6-30-08	Offenders Served
Batterer's Education Program	324	338	292	356	662
Day Program	113		14	98	113
Drug Court Program	23	8	13	19	31
Dual Diagnosis Program	64	46	52	63	110
OWI Program	28	76	88	29	104
Re-Entry Court Program	38	7	26	21	45
Sex Offender Program	148	73	64	153	221
TASC Program	24	57	44	39	81
Violator Program Aftercare	22	33	42	14	55
Women Offender Program	1		1		1
Total	785	638	636	792	1,423

Supplementary Statistical Information

1st District Interventions

Internal Intervention	Active on 7-1-07	New	Active on 6-30-08	Closures	Offenders Served
Aftercare Issues Group-Dual Diagnosis-Waterloo	1			1	1
Antabuse Treatment- Substance Abuse Treatment- Waterloo	1		1		1
CALM - Dubuque		7	1	7	7
CALM - Oelwein	2	47	10	39	49
CALM - Waterloo	3	42	19	26	45
Cedar Valley Hospice-Waterloo	2	1	2	1	3
Chronic Substance Abuse Program-Substance Abuse Continuing Care-Waterloo	17	25	10	23	42
Circle of Support and Accountability-Dubuque	1			1	1
Circle of Support and Accountability-Waterloo	1		1		1
Cognitive Restructuring/Criminal Thinking Class-Waterloo	18	90	7	99	108
Cognitive Restructuring - Decorah		26	10	16	26
Cognitive Restructuring - Dubuque	1	65	6	60	66
Cognitive Restructuring - Northeast Iowa		34		34	34
Cognitive Skill Building Group	15	6	6	13	21
Community Service-Court- Ordered/Voluntary/Employment Services-Dubuque	43	27	33	35	70
Department of Transportation Group-Waterloo	3	16	7	12	19
Drug Court Aftercare - Waterloo	5	15	7	13	20
GED/ABE Preparation- Waterloo	24	98	27	94	122
GED/ABE Preparation-West Union	6			5	6
GED-Oelwein		10	9	1	10
GED-West Union		11	9	1	11
Graham's Substance Abuse Group-Oelwein	12	26	7	31	38

Internal Intervention	Active on 7-1-07	New	Active on 6-30-08	Closures	Offenders Served
Hook, Line, and Thinker- Cognitive Skills-Waterloo	2			1	2
Hook, Line and Thinker-DDOP Cognitive Skills-Waterloo	12	34	15	33	46
Individualized Learning Center- ABE/GED Preparation- Dubuque	17	4	13	7	21
Individualized Learning Center- Job Skills/Readiness-Dubuque	13	8	8	11	21
ISP-Cognitive Restructuring	15	39	16	34	54
Issues Group-Dual Diagnosis- Waterloo	2		1	1	2
Job Development	1	7		8	8
Job Skills-Life Skills Class- Waterloo	1		1		1
Men's DDOP Aftercare Status - Field	18	11	20	7	29
Men's DDOP Primary Treatment Status - WRCF	12	34	15	33	46
Mental Health Counseling- Mental Health Counseling/Consultation- Waterloo	2	2	2		4
Mental Health Re-entry	36	6	19	22	42
Mentoring-Dubuque	2	1	2		3
Mentoring-Oelwein		1	1		1
Mentoring-Waterloo	1		1		1
Motivational Enhancement Groups - Dubuque	1	9	1	7	10
Motivational Enhancement Groups - Oelwein		5		5	5
Motivational Enhancement Groups - Waterloo	11	43	9	45	54

Internal Intervention	Active on 7-1-07	New Admits	Active on 6-30-08	Closures	Offenders Served
Moving On-Women Offender Program-Decorah		10	9	1	10
Movin' On-Women Offender Program-Waterloo	1	76		77	77
OWI Offender Program-Dubuque	7	16	10	15	23
OWI Offender Program-Waterloo	13	50	13	55	63
OWI Offender Program-West Union	3	9		12	12
OWI Victim Impact-Dubuque	2	5		7	7
OWI Victim Impact-Oelwein		10	4	6	10
OWI Victim Impact-Waterloo	2	144	17	127	146
Paths to Wellness Curriculum - Decorah		1	1		1
Paths to Wellness Curriculum - Waterloo	1	2	2	1	3
Pathways Behavioral Services-Relapse Group-Waterloo	1				1
Pathways - Continuing Care - Drug Court - Waterloo	3	11	6	8	14
Pathways - Extended Outpatient - Drug Court - Waterloo	15	14	11	17	29
Pathways - Halfway House - Drug Court - Waterloo	1	1		2	2
Pathways - Intensive Outpatient - Drug Court - Waterloo		11	2	9	11
Pathways - Residential - Drug Court - Waterloo	1	7		8	8
Pilot Re-Entry Action Plan	7		5	5	7
Project Safe Neighborhoods	3		1	2	3

Internal Intervention	Active on 7-1-07	New Admits	Active on 6-30-08	Closures	Offenders Served
Seeking Safety		7	7		7
Sex Offender-Maintenance Polygraph-Dubuque		5		5	5
Sex Offender-Maintenance Polygraph-Oelwein	3	46	14	35	49
Sex Offender-Maintenance Polygraph-Waterloo	2	52	18	35	54
Sex Offender-Phase I - Group One - Dubuque	9	7	11	5	16
Sex Offender-Phase I - Group Two - Dubuque	8	4		12	12
Sex Offender - Phase II Treatment Group - Waterloo	10		1	9	10
Sex Offender - Phase II Treatment Group - West Union	6	9	6	8	15
Sex Offender-Phase I Treatment Group-Oelwein	11	4	10	5	15
Sex Offender- Phase I Treatment Group-Waterloo	10	4	9	5	14
Sex Offender-Phase I Treatment Group-West Union	13	10	12	10	23
Sex Offender-Plethysmograph-Dubuque	1			1	1
Sex Offender-Plethysmograph-Oelwein	1	2	1	2	3
Sex Offender-Plethysmograph-Waterloo		1		1	1
Sex Offender - Psychosexual Evaluation - Oelwein	4	10	7	7	14
Sex Offender - Psychosexual Evaluation - Waterloo	4	3	4	1	7
Sex Offender-Sexual History Polygraph-Dubuque	1	3		4	4

Internal Intervention	Active on 7-1-07	New Admits	Active on 6-30-08	Closures	Offenders Served
Sex Offender-Sexual History Polygraph-Oelwein	1	17	8	10	18
Sex Offender-Sexual History Polygraph-Waterloo	3	19	4	18	22
Sex Offender-Significant Other Group - West Union	4		2	2	4
Sex Offender-Specific Issue Polygraph-Dubuque		1		1	1
Sex Offender-Specific Issue Polygraph-Oelwein	1	3	1	3	4
Sex Offender-Specific Issue Polygraph-Waterloo	1	5	2	4	6
Sex Offender-Treatment Aftercare - Oelwein	4	2	1	5	6

Internal Intervention	Active on 7-1-07	New Admits	Active on 6-30-08	Closures	Offenders Served
Sex Offender- Treatment Aftercare - Waterloo	11	19	16	11	30
SOTP - Cognitive Restructuring - Waterloo	6	24	1	27	30
TASC-Case Management-Decorah	5	27	15	17	32
TASC-Case Management-Oelwein	17	30	20	25	47
TASC-Cognitive Group-Decorah	5	27	16	16	32
TASC-Cognitive Group-Oelwein	17	34	21	26	51
Victim Impact - Individual - Waterloo		3	3		3
Victim Impact- Waterloo	18	65	2	79	83
Victim-Offender Intervention Service- Waterloo	2	1	2	1	3
Violator Aftercare- Dubuque		1	1		1
Violator Aftercare- Waterloo	14	26	10	30	40
Violator Program Aftercare-Individual Sessions-Oelwein	1			1	1
Violator Program Aftercare-Individual Session-Waterloo		1		1	1
Women's Co- Occurring - Aftercare Status	5	1	5	1	6
Women's Co- Occurring - Primary Treatment Status	11	17	13	11	28
Women's Program for Co-occurring Disorders Educational Group	1	11	4	6	12
Women's Program for Co-occurring Disorders Therapy Group	3		2	1	3
WRCF Job Club	14	28		42	42
Internal Intervention Totals	588	1,646	626	1,561	2,234

1st District ~ Quick Facts as of June 30, 2008

About Employees~

Number of Employees: 202

About 1st District Facilities~ Capacity

Waterloo	150
Dubuque	80
West Union	<u>48</u>
Total	278

About Offenders~

Number of Offenders:

On 6/30/04: 4,772

On 6/30/08: 4,912

3% increase from 2004

The Demographics~

Male 75.1%

Female 24.9%

Age Group	%
19 and under	5.0%
20 through 29	42.8%
30 through 39	23.1%
40 through 49	19.6%
50 and older	9.5%
Total	100.0%

Race/Ethnic Origin	%
White	76.2%
Black	20.4%
Latino/Hispanic	2.6%
American Indian or Alaska Native	0.4%
Asian or Pacific Islander	0.4%
Total	100.0%

Employment Status	% '07	% '08
Disabled	6.2%	6.8%
Employed	69.0%	68.0%
Retired	0.6%	0.7%
Unemployed	19.1%	18.1%
Not Recorded	5.2%	6.4%

FY '08 Community Service Hours Worked~

1,074 offenders performed

33,348 hours of community service

FY '08 Victim Restitution Paid~

Offenders paid \$361,003.79 in **Victim Restitution** in fiscal year 2008. This figure does not include other court fees.

The Offenses

Offense Type	Percent
Violent	15.2%
Property	25.9%
Drug	24.0%
Public Order	33.8%
Other	1.2%

FY 2008 Closures

Closures	Residential	Field
Closed Cases	907	3379
Successful	80.5%	78.1%
Unsuccessful	18.3%	15.2%
*Administrative	1.2%	4.9%
✓Intermediate Sanctions	0%	1.8%





* **Administrative:** i.e. Death, Transfer to another District

✓ **Intermediate Sanction:** i.e. placed in Violator Program, moved from field to facility

Substance Abuse~

Of the high risk offenders assessed, **88.9%** of the District's population active on June 30, 2008, reported having alcohol and/or drug problems currently and/or in the past.

Special Recognitions

	<p>Douglas J. Dykstra was hired on November 1, 1976 as a Probation Officer at the Waterloo Field Services Office. He was promoted to Probation Supervisor on February 11, 1980. On March 2, 1986 he was promoted to Division Supervisor of the Dubuque Field Services Office. On June 19, 1987 he was reclassified to a Probation/Parole Supervisor II, the position he held until his retirement on December 27, 2007.</p>
	<p>David A. Potter began working for the State of Iowa on May 1, 1972 and joined First District on June 15, 1984 as a Residential Advisor at the Waterloo Work Release Center. He was made Lead worker on November 18, 1984 and was promoted to Counselor on June 24, 1988. He was reclassified to a Probation/Parole Officer II and held that position until his retirement on December 27, 2007.</p>
	<p>Susan G. Danico started her employment with First District on February 12, 1979, holding the position of Secretary. She was assigned to the Waterloo Probation/Parole Office on 5th Street and later transferred to the Waterloo Residential Correctional Facility where she stayed until her retirement on December 27, 2007.</p>
	<p>Mark W. Chase began his employment with the State of Iowa on May 14, 1979 and hired by First District on April 1, 1988 as a Maintenance Foreman. He was assigned to the Waterloo Residential Facility but his services were performed District-Wide. He was reclassified to Building Maintenance Coordinator on June 18, 1993 and given lead worker duties on June 3, 1994, the position he had at the time of his retirement on March 27, 2008.</p>

On behalf of the Department of Correctional Services, I would like to thank each of these retirees for their many years of dedicated service.

Karen E. Herkelman
District Director

Community Presentations

1st District staff presented programs to the following community organizations during FY 2008:

Location/ Agency	Staff	Subject
Wartburg College	Mike Schwab	Residential Facility Programs
University of Northern Iowa Football Team	Ken Kolthoff, Dwayne Price, Dave Campbell, Johnny Hill, Brian Baker	Overview of the Department of Correctional Services
Black Hawk County Local Homeless Coordinating Board	Jeff Grell	“Connecting People to the Services They Need” Public Forum - Overview of the Department of Correctional Services
University of Dubuque	Jessica Clark	Overview of the Department of Correctional Services
Washington Junior High School, Dubuque, IA	Kyle Stewart, Paul Kloft	Motivational Interviewing
Luther College Research Project	Jane Duehr	The Department of Correctional Services response to Domestic Violence
Loras College	Traci Suarez	Testifying in Court
National Alliance for the Mentally Ill	Mike Schreck	Department of Correctional Services Sex Offender Program
University of Northern Iowa	Mike Schreck	Overview of the Department of Correctional Services
University of Northern Iowa	Jeff Grell, Jennifer Wymore, Kirby Sherman	Batterer’s Education Program
Sunrise Exchange Club	Dwayne Price	Overview of the Department of Correctional Services
Wapsie Valley High School	Mike Ryan, Dean Milius	Overview of the Department of Correctional Services and Careers in Community Corrections
Upper Iowa University	Mike Ryan	Overview of the Department of Correctional Services and Careers in Community Corrections
Kaplan University Criminal Justice Class	Roxann Scheffert	Overview of the Department of Correctional Services and working with offenders with special needs (i.e. Mental Health issues)

Volunteer Services

Available District-wide

The Department partners with local colleges and universities to provide students with an opportunity to complete internships or volunteer work experience in community-based corrections. Numerous Department employees were volunteers before being hired.

Benefits to the student:

- Practical experience will help with career planning and decisions.
- Provides an opportunity to learn and practice new skills.
- Increases their knowledge and enhances their chances of obtaining employment in the corrections field.
- Networking opportunities with professionals in the corrections field.

**Total volunteer hours
performed during FY '08:
3,299**

Benefits to the Department:

- Develops a more experienced employee applicant pool.
- Improves the employee selection process by providing an opportunity to observe potential employees in the work environment.
- Assists Department staff with job tasks which may be performed in a supervised capacity.
- Gives Department staff an opportunity to help students grow and learn.

District-wide Standing Committees

Training - Donna Wede and Jean Johnson, Chairs



Mission Statement: To ensure quality training for all employees that enhances skills, knowledge and health to better protect our community, employees and offenders. The Training Committee plans and coordinates training for employees on a wide variety of topics in addition to the Director's Priority List each fiscal year. The training is offered locally, inexpensively and kept on a calendar in public folders for all to view. This helps staff be better prepared to perform their jobs, broaden their knowledge and meet the department's training requirements. **(Members: Dave Campbell, Robert Capelle, Denise Cooper, Dennis DeBerg, Tyler Granberg, Janet Harms, Al Hoff, Jean Johnson, Mara Keninger, Carolyn LeBahn, Wendy Lyons, Mara Ohrt, Traci Suarez, Chad Mackie, Nick McGovern, Cheryl Meyer, Sherryl Paul, Mary Roche, Mike Ryan, Roxann Scheffert, Ross Todd, Donna Wede, BJ Wilcox, Janis Wren)**

Strategic Planning – Cindy Studnicka, Dave Creery, Scott Dolan, Chairs



Representatives from across the department and across job classifications meet to assist with short and long term planning for the department. The committee also includes one member from the District Board of Directors. This group formulates recommendations for the strategic plan, which is undated annually. The plan is also a method to document successes, deficiencies, and goals. **(Members:**

John Clark, Ross Todd, Carmen Coleman, Stacy McHone, Jackie Bradley, Darrell Todd, Janis Wren, Raja Seda, Mary Roche, Vivian Doyle, Karen Herkelman, Cindy Studnicka, Cheryl Meyer, Janet Harms, Scott Dolan, Wendy Lyons, Bob Greenlee; Alternates: Jim Farley, B.J. Wilcox, Lori Fox)

Diversity – William Martinez, Janet Butz, Co-Chairs



The Diversity Committee's mission is "To Enhance Sensitivity To Differences, Recognize the Commonalities, and Respect the Uniqueness Of All Individuals". Their goals include to have a workplace environment that fosters mutual respect and acceptance of individual differences of all staff, to encourage all staff to listen and

District-wide Standing Committees, Continued

respond sensitively to all recipients of services and all other staff, to ensure that plans, resources, and policies support the mission and philosophy of diversity (managing diversity) (maintain an active diversity committee), to be an organization that highly values its staff and respects their differences and provides services without regard to unique differences among all people, to recognize and reward individual and group contributions to managing diversity. They have planned and made information available on training opportunities, organized activities, and developed policy. They have also attended job fairs in an effort to recruit minority applicants. **(Members: William Martinez, Karen Herkelman, Janet Butz, Sherryl Paul, Cheryl Hannah, Michelle Shepherd, Claudette Carter-Thomas, Donna Wede, Mary Taylor, Carmen Coleman, Wendy Lyons, Michele Gutierrez, and Richard Howard)**

Safety – Dave Campbell, Chair



The Department's mission includes protection of the public, employees, and offenders. The Safety Committee is responsible for assessing safety needs, including training, equipment, standards, and policy changes needed to ensure maximum safety. They explore solutions to problem areas and make recommendations to the management team. **(Members: Dave Campbell, Dan Blaylock, Janet Butz, Crystal Corlett, Rick Dolleslager, Leo Francisco, Brad Gordon, Michele Gutierrez, Dave LeBahn, Bob Morck, Roger Oberhauser, Laurie Thoma, Rob Wymore, Curt Turner, Jeff Grell, Mary Roche, Jack Dye, Wes Schilling, Dennis DeBerg & Dean Milius)**

Employee Recognition – Janet Harms, Cindy Schmitt, Chairs



The Department views its employees as its greatest asset. The Employee Recognition Committee is responsible for formal recognition of the work and accomplishments of employees. They establish policy, processes, and facilitate nominations of deserving recipients and organize the annual award ceremony at the summer picnic. **(Members: Dave Anders, Janet Butz, Chris Clapp, Sherri Miene, Cheryl Hannah, Jeff Young, Denise Cooper, Cindy Schmitt, Janet Harms, Alice Connor-Hoerner, Larry Heckert, Rane Boettner, Tyler Granberg, Mark Oltrogge)**

Evidence Based Practices Core Group, Monty Sheckles, Mark Smith, Mike Schreck, Chairs



The EBP Core Group is responsible for staying informed of the latest research and leading the department in the comprehensive use of evidence-based practices, policies, and decision-making. They model the skills, share information with other employees, and establish processes to help lead the changes necessary to ensure all services are consistent with evidence-based practices. **(Members: Dave Campbell, Denise Cooper, Ross**

Todd, Crystal Corlett, Dennis DeBerg, Tam DeMaris, Scott Dolan, Jane Duehr, Doug Dykstra, Josh Flory, Janet Harms, Karen Herkelman, Johnny Hill, Al Hoff, Ken Kolthoff, Bob Levendusky, Wendy Lyons, William Martinez, Cheryl Meyer, Sherri Miene, Mike Ryan, Mike Schreck, Monty Sheckles, Mark Smith, Kyle Stewart, Cindy Studnicka, Traci Suarez, Lauri Waldbillig, Gina Wester, Jennifer Wymore, and Rob Wymore)

The Strategic Planning Committee met on 4-10-08 and adopted a new format for the FY09 Strategic Plan. Eight specific goal areas were identified and plans were developed to address each of these areas. The eight goal areas are: Evidence Based Practices, Offender Outcomes and Satisfaction, Diversity, Training and Employee Development, Health and Safety, Technology, Building and Remodeling Projects, and Fiscal Management.

Goal Area: Evidence Based Practices

Implementation of EBP in the areas of both treatment and supervision for the purpose of supporting consistency and improving measurability for the collection of data to develop improvements in treatment and supervision quality and ultimately to decrease offender recidivism

Objectives:

- 1 Develop EBP Subcommittees focusing separately in 2 strategic areas:
 - Treatment
 - Supervision
- A. Strategies:
 1. Divide EBP Core Group membership into subcommittees as described above.
 2. Determine chairs for each subcommittee and a meeting schedule.
 - Responsible Party: EBP Core Group
 - Time Frame: 10-10-08

Treatment Subcommittee:

1. Establish criteria to objectively define and measure facilitator effectiveness.
 - A. Strategies:
 1. District wide implementation of the intervention audit tool, collection and analysis of data for the purpose of validating the audit tool and assessing the correlation between audit tool content and facilitator effectiveness.
 - Responsible Party: Supervisors, Executive Officer.
 - Time Frame: 4-1-09
 2. Examine criteria established by parallel agencies to determine their definition of facilitator effectiveness.
 - Responsible Party: EBP chairs, Executive Officer.
 - Time Frame: 12-1-08
 3. Cross reference audit tool to research findings and make recommendations for changes if needed.
 - Responsible Party: EBP chairs, Executive Officer.
 - Time Frame: 7-1-09
 4. Establish required training standards that promote competency in the implementation of cognitive based curriculums leading to an internal certification process.
 - Responsible Party: EBP committee, Training committee.
 - Time Frame: 12-1-08

Action Steps:

- ✓ Work with the training committee to develop mandatory training priorities that emphasize facilitator effectiveness.
- ✓ 1st District expresses emphasis on cognitive behavioral group facilitation as a priority responsibility in Officer work duties.
- ✓ Mandatory training responsibilities reinforce department priorities.
- ✓ Supervision of facilitators is done in a consistent manner to support the EBP principle of fidelity in group programming

Supervision Subcommittee:

1. Develop Supervision practices exercising consistent and effective approaches evidenced by decreased recidivism and increased successful rates of discharge.
 - A. Develop priorities in Generic Note content and a format to promote consistency in documentation.
Responsible Party: EBP committee, Management.
Time Frame: 7-1-09
 - B. Develop an audit tool to review effective use of motivational interviewing and a process by which supervisors will assure the use.
Responsible Party: MI Trainers, Management.
Time Frame: 1-1-09
 - C. Assure all officers, including special program agents, understand supervision standards based on level and establish a means to monitor compliance to those standards.
Responsible Party: Training Committee, PPO Supervisors, Technology personnel.
Time Frame: 7-1-09
 - D. Staff use all available resources to maintain up to date records (i.e. technology/audit tool).
Responsible Party: Technology Personnel, Executive Officer.
Time Frame: 7-1-09
 - E. Use of appropriate interventions based on established criteria and criminogenic needs.
Responsible Party: Interventions Committee.
Time Frame: 7-1-09
 - F. Refresher trainings on the use of current assessment tools.
Responsible Party: Training Committee.
Time Frame: 7-1-09
 - G. Supervision policy review with emphasis on implementation of and having policy that accurately reflects officer responsibilities.
Responsible Party: PPO Supervisors, Executive Officer.
Time Frame: 7-1-09
 - H. Implement recommendations generated by Statewide Focus Groups for Mental Health, Sex Offender, EBP, etc.

Responsible Party: EBP Committee Members, Management.
Time Frame: 7-1-09

Target Results:

Improved success rate, decreased recidivism. A staff that has consistent knowledge and understanding of effective supervision and treatment. Increased offender satisfaction measured through a variety of survey instruments. Increased percentage of intervention referrals considered appropriate. Increased offender intervention availability across the District by increasing the number of groups offered. Improved staff satisfaction and perception of effectiveness.

Actual Results/Outcomes:

To be provided at the end of FY'09

Goal Area: Offender Outcomes and Satisfaction

The Department strives to increase offender success on supervision by developing a comprehensive understanding of what factors are associated with success on supervision and recognizing the barriers to success. The Department will continue to focus on reducing the percentages of offenders who abscond from supervision, escape from residential correctional facilities, or have their supervision revoked. The Department will continue to collect information from offenders regarding their supervision experience, interactions with staff, participation in interventions, and other relevant areas in order to modify the services we provide and/or the method in which they are delivered.

Objectives:

1. Reduce the number of absconders from Field Services Supervision.
2. Reduce the number of escapes from Residential Facilities.
3. Reduce the number of overall supervision revocations.
4. Reduce the number of female offenders revoked from supervision.
5. Reduce the number of African American offenders revoked from supervision.
6. Reduce the number of parole cases revoked from supervision.
7. Increase offender satisfaction in treatment interventions.
8. Increase offender satisfaction in their supervision experience.
9. Increase offender satisfaction in program experience.

Responsible Person/Entity:

1. Management
2. Administration
3. Staff

Strategies/Time Frames:

1. Absconder/Escape surveys will be given to appropriate offenders to complete following their apprehension. This information will be collected and analyzed to see what changes can be implemented to decrease absconders/escapes.
2. Increased use of Intermediate Sanctions by department staff will be encouraged and additional alternatives to revocation will be developed.

3. Additional gender specific programming and gender specific supervision strategies will be developed and implemented.
4. Re-Entry process to address the needs of probationer's and parolee's will be developed and implemented.
5. Group Final Evaluation forms will be given to group participants at the conclusion of all appropriate interventions and the results will be used to provide feedback to facilitators and modify interventions as needed.
6. Offender surveys will be distributed in odd numbered calendar years and the results will be tabulated and shared with staff.
7. A Final Evaluation instrument for Intervention Programs may be developed to collect information from offenders after they complete a program and determine what aspects of the program are considered to be most useful or helpful to offenders.

Target Results:

1. Reduce the number of absconders from Field Services Supervision by 10% from FY'06 to FY'10.
2. Reduce the number of escapes from Residential Facilities by 10% from FY'06 to FY'10.
3. Reduce the number of overall supervision revocations by 10% from FY'06 to FY'10.
4. Reduce the number of female offenders revoked from supervision by 10% from FY'06 to FY'10.
5. Reduce the number of African American offenders revoked from supervision by 10% from FY'06 to FY'10.
6. Reduce the number of parole cases revoked from supervision by 10% from FY'06 to FY'10.
7. 90% of offenders completing intervention groups will complete the Group Final Evaluation survey and the results will be tabulated/analyzed.
8. Offender surveys will be distributed to a random sample of offenders and the results will indicate increased offender satisfaction in the following three areas:
 - o Item #4--I have a voice in my supervision plans--Goal is to increase the percentage of offenders answering agree or strongly agree by 6%. (Change from 79% to 85%).
 - o Item #5--My supervising officer assists me in reaching my goals--Goal is to increase the percentage of offenders answering agree or strongly agree by 4%. (Change from 88% to 92%).
 - o Item #9--My efforts for doing well under supervision are recognized--Goal is to increase the percentage of offenders answering agree or strongly agree by 6%. (Change from 83% to 89%).

Actual Results/Outcomes: To be provided at the end of FY'10

Goal Area: Diversity

Definition: Uniqueness of all individuals, which encompasses different personal attributes, values, and organizational roles.

Managing Diversity: Process of creating and maintaining a positive environment where the capabilities, differences, and similarities of all members are recognized, understood, and valued.

OBJECTIVE(S):

- Our mission statement is “To enhance sensitivity to differences, recognize the commonalities, and respect the uniqueness of all individuals”.
- The plans, resources, and policies of this Department shall support the mission and philosophy of diversity.

- Employees are expected to listen and respond sensitively to other employees and all recipients of services.
- Employees shall attend a minimum of 3 hours diversity training each fiscal year.

RESPONSIBLE PERSON/ENTITY:

The Department of Correctional Services Diversity Team
Administration/Management

STRATEGIES/TIME FRAMES:

- A. Provide fair, equal, and rapid conflict resolution.
- B. Make all organizational facilities physically accessible to all recipients of services in accordance with the ADA accessibility guidelines.
- C. Provide fair and equal access to services regardless of age, sex, ethnicity, and race and responsive to unique differences among all people.
- D. Ensure all employees understand tasks, requirements, and goals, and are coached to achieve individual success.
- E. Recognize diversity as an issue in employee retention.
- F. Promote a workplace environment to foster mutual respect and acceptance of individual differences for all employees.
- G. Maintain an active district-wide diversity committee. The committee shall develop a method to recognize and reward individual and group contributions to managing diversity.
- H. Provide training to help employees recognize, understand, and value differences.
- I. Identify and remove barriers in the organizational environment.

TARGET RESULTS:

To offer a variety of diversity trainings and activities throughout the fiscal year to all Department employees, and to have 100% of staff receive 3 hours or more of diversity training.

The team is also working in conjunction with the University of Northern Iowa on a diversity survey regarding our PSI and revocation report recommendations. We do not have the final numbers yet.

ACTUAL RESULTS/OUTCOMES:

FY2007: Out of 202 employees, 138 employees received 3 hours or more of diversity training; 34 received 1 to 2.5 hours; and 30 received no diversity training hours.

FY2008: As of June, 2008, out of 203 employees, 174 received 3 or more hours of diversity training; 15 received .5 to 2.5 hours and 14 received none.

Throughout the last 2 fiscal years, the diversity team has offered numerous diversity trainings and tapes to employees. The team also organized diversity pot lucks, a diversity activity at the August 2007 Department picnic, and monthly diversity quizzes.

Goal Area: Training and Employee Development

The Department encourages all staff to pursue personal and professional growth through continuing education and training within the confines of the budget and the needs of the department. Staff shall receive training consistent with the needs of their job classification. Training shall also be consistent with the overall mission of the department.

OBJECTIVE(S): 1. All employees will be trained annually in the mandatory training areas, as outlined in Policy PER – 31.

2. All Full-time employees will be responsible to attend a minimum of 40 hours of approved training per fiscal year.
3. All Part-Time employees will be responsible to attend a minimum of 20 hours of approved training per fiscal year.

RESPONSIBLE PERSON/ENTITY:

1. Training Committee
2. Immediate Supervisor
3. Staff

STRATEGIES/TIMEFRAMES:

1. Training Committee will schedule mandatory training in several locations throughout the district each fiscal year. Additional non-mandatory training will also be scheduled throughout the fiscal year. This schedule will be available to all staff in advance of the fiscal year, to allow staff the ability to attend.
2. Supervisors will provide their staff with “Employee Training Reports” on a quarterly basis. Supervisors will also provide/share training opportunities with their staff on an ongoing basis.
3. Staff will attend required training per policy. Staff is also encouraged to seek appropriate training and submit requests to their supervisor.
4. Administrative personnel will provide a statistical report outlining the following:
 - A. Total number of in-house training hours provided including dates and locations.
 - B. Total number of training hours completed for FY ‘09.
 - C. Total number of mandatory training hours completed for FY ‘09.
 - D. Total number of staff meeting training expectations (per policy PER – 31) for FY ‘09.

TARGET RESULTS:

1. 100% or more of staff receives mandatory training per policy for FY ‘09.
2. 100% or more of full-time staff receives 40 hours of training for FY ‘09.
3. 100% or more of part-time staff receives 20 hours of training for FY ‘09.

ACTUAL RESULTS/OUTCOMES: To be provided at the end of FY ‘09.

Goal Area: Health & Safety

The Department is committed to providing a safe working environment for employees, offenders and visitors. The Department promotes the use of safety precautions at all times.

OBJECTIVE(S):

1. All employees will review the Health and Safety Manual (HS-11) on an annual basis.
2. All employees will be trained annually in personal and professional safety, in order to protect themselves and offenders in the office and community.
3. All employees will be trained in Emergency Preparedness.
4. Designated management personnel will conduct at least monthly walk-throughs of their respective facility/office(s).
5. All walk-throughs will be documented, which shall include, date, time, and any findings.

6. All Field Services Offices will conduct “Patdown Search Days” a minimum of 2 times per year. This may include assistance from local law enforcement.

RESPONSIBLE PERSON/ENTITY:

1. Staff
2. training Committee
3. Management

STRATEGIES/TIMEFRAMES:

1. Supervisors will review Health and Safety Policies during mandatory staff meetings each year. An In-House training received form will be used to track attendance.
2. Each Division will schedule Personal Safety Training on an annual basis, throughout the district each fiscal year.
3. Safety Committee will implement an Emergency Preparedness Manual and make available to all staff.
4. Designated management will document all walkthroughs. Documentation shall include: date, time, location and any findings.
5. Field Services Supervisors will schedule a minimum of 2 “Patdown Search Days” per year in their respective offices. Probation/Parole Officers will assist in this process. Documentation shall include: offender name and ICON number, staff conducting search, contraband found, action taken (if any).

TARGET RESULTS:

1. 100% of staff will review Health and Safety Manual (HS-11) each year.
2. 100 % of staff will attend Personal Safety Training each year.
3. 100% of staff will attend and have knowledge of the contents in the Emergency Preparedness book.
4. Monthly walkthroughs will be conducted in each office/Facility.
5. Each Field Services Office will conduct 2 “Patdown Search Days” per year.

ACTUAL RESULTS/OUTCOMES:

To be provided at the end of FY-10

Goal Area: Technology

To provide technological and information resources to support information processing, analysis, storage, communication, surveillance, and other types of automated system needs in order for corrections’ staff to more efficiently and effectively do their jobs.

Objective(s)

1. Provide a data and telecommunication system that provides efficient, technologically advanced, and cost effective use of resources.
2. Build the new Waterloo Women’s Residential Facility including some of the latest technologies available.

Responsible Person/Entity

1. Leadership Team
2. Systems Administrators

Strategies/Timeframes

1. a. Update Call Manager and Voice Mail with new features available by December 31, 2009
- b. Upgrade the Wide Area Network with connections to Ethernet in all residential facilities by June 30, 2010
- c. Replace Mediacom with DSL Lines by December, 2009
- d. Move all databases over to SQL Server by June 30, 2010
- e. Install more monitoring devices to oversee use of electronic traffic by June 30, 2010
2. Work with the planning committee and architects to incorporate technology ideas into the new women's facility beginning on October 2009.

Target Results:

1. The Wide Area Network System will be able to process information faster, be down less, provide more services to the employee, and increase available storage capacity.
2. The Waterloo Women's Residential Facility will have state of the art technology.

Actual Results/Outcomes

To be provided at the end of FY-10

Goal Area: Building & Remodeling Projects

To provide office facilities and residential buildings throughout the First Judicial District, which addresses the needs of the Department.

Objective(s)

1. Build a 30-43 bed residential facility, with plans for future expansion options that would serve female correctional offenders living in the community either on work release or probation as a condition of their sentence.

Responsible Person/Entity

1. Department of Corrections administrators and appointees
2. Karen Herkelman, District Director
3. Ken Kolthoff, Assistant District Director ~ Project Manager

Strategies/Timeframes

1. Requests for Proposals (RFP's) for Architectural and Engineering Consultant Services will be released July 2008
2. Contract for A/E consultants will be awarded October 2008
3. Architects and Engineers begin facility design November 2008
4. Construction begins August 2009
5. Construction will be complete August 2010

Target Results:

1. Construction for the new facility will be slated to begin in the summer of 2009.

Actual Results/Outcomes

To be provided at the end of FY-10

Goal Area: Fiscal Management

The Department shall serve as its own administrative agent to provide all accounting and personnel functions necessary for district operations. A financial regulatory system of policies and procedures shall be established for efficient and accurate accountability in all fiscal activity.

Objective(s)

1. Provide management with financial data to assist in the planning, control, measurement, and evaluation required for the efficient and economical operation of the organization and its programs.
2. Provide management control of funds and other assets so as to ensure that the expenditure of funds and use of other property is on conformance with applicable laws and regulations.
3. Ensure, by means of cost and property control and prudent management that optimal use is made of all resources.
4. Meet all requirements for maintaining records and reporting to the District Board of Directors, Department of Corrections, Auditor of the State, and Federal Agencies as required.

Responsible Person/Entity

1. Division Manager of Administration
2. Administrative Officer
3. Administration Staff

Strategies/Timeframes

1. Purchase accounting software that efficiently supports all of the following components with expansion capabilities: general ledger, human resources, payroll, accounts payable, and accounts receivable by July 31, 2008.
 - a. Work with the software technicians to customize the programs to fit our needs and be trained to achieve proficiency in all the aspects of data input, management, and reporting by October 31, 2008.
 - b. Process at least (three) payrolls running concurrently with the contracted payroll service by December 31, 2008.
 - c. Go live with the new payroll system January 1, 2009.
2. Review, update, and add Fiscal Manual policies to adhere to current practices and guidelines by June 30, 2009.

Target Results:

1. The new accounting and personnel software will be totally implemented and operational by January 1, 2009
2. The Fiscal Manual will be updated and approved by the Board of Directors by June 30, 2009.
3. No reportable comments will be noted in the FY 2008 State audit.

Actual Results/Outcomes

To be provided at the end of FY-10

Annual Report

This completes the FY '08 annual report.

It has been placed on the First District website: <http://www.cedarnet.org/dcs1jd/>

The home page of the website has information to phone or e-mail questions or comments regarding this annual report.

