

**7th Judicial District Department of Correctional Services**

# **ANNUAL REPORT**

**Fiscal Year 2003**

**July 1, 2002 - June 30, 2003**

This Annual Report is prepared pursuant to Section 905.4 of the Code of Iowa. The report includes an overview of fiscal year 2003, proceedings of the Board of Directors, fiscal statements, and statistics illustrative of the Department's general workload and case activities.

Additional information about the Department of Correctional Services may be obtained by contacting:

James Lee Wayne, District Director  
Department of Correctional Services  
605 Main St.  
Davenport, Iowa  
563-322-7986

Also available for review is the Department's Budget and related information.

**LEWIS TODTZ**  
Chairman  
Board of Directors

**JAMES LEE WAYNE**  
District Director

# ANNUAL REPORT

FISCAL YEAR 2003

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## Highlights and Major Events in Fiscal Year 2003

### Community Resource Center Building Concerns

The Department was not successful with obtaining funding for relocation or repairs at the CRC building with the 2003 session of the Iowa Legislature. The Department did contract with an architectural firm to complete simple floor plans, drawings of a possible new building, and cost estimates for construction. The request for funding will be resubmitted for consideration by the 2004 session of the Legislature.

The Department did continue to do work to improve the indoor air quality as much as possible with the financial resources available. Due to the lawsuit filed against the building owners, Community Resources Corporation, by several current and former employees, two additional studies were conducted of the building. The results of those studies confirmed that the conditions in the building had improved but that the causes of the problems still existed. The air sampling study done by the plaintiff's experts generally showed results that were improved from earlier testing and with indoor mold levels below the outdoor air levels.

### Offenders in Prison

Since October of 2000 the number of offenders in Iowa Prisons committed from the Seventh Judicial District has decreased. In October 2000 there were 1081 offenders in prison from the 7<sup>th</sup> Judicial District and that number decreased to as low as 1001 but has risen again to 1064 on July 1, 2003. Over approximately a three-year time period the number of persons in prison from this District has decreased by 2% and over the same timeframe the entire prison population has increased by 7%. Although there are many factors that contribute to and affect this issue, it is indicative of the effort in this District to make wise use of the resources for incarceration and utilize alternatives whenever possible.

### War in Iraq

Two department staff members were called to active duty as a result of the War in Iraq. Mike Taylor, Systems Administrator, was called active duty and has returned from duty. Teresa Anderson, Residential Officer, was called to active duty at a slightly later date and as of the end of the fiscal year was still on active duty.



### Drug Court

The Drug Court program was implemented in Scott County with Federal Byrne grant funding from the Governor's Office of Drug Control Policy with matching funds from

two local foundations and Department funds. The Riverboat Development Authority also provided funding for equipment for the program. So far, the program appears to be working very well and has provided services to 36 offenders. 24 offenders are still in the program and 12 offenders have been revoked to prison for program violations. If the 24 offenders complete the program successfully it will not only represent 24 persons whose lives have been saved from substance abuse and further criminal behavior, but also a significant saving of funds that would have been spent to incarcerate those offenders. Drug Court participants are offenders that would likely be sent to prison if the Drug Court program did not exist.

### **CJAAC and Jail Overcrowding**

CJAAC is an acronym for the Scott County Jail and Alternatives Advisory Committee which was established after the last failed bond referendum to assist and advise Scott County regarding jail overcrowding problems and alternatives to resolve the problem. Several Department staff have been active working with that group and the programming it has developed and supported. Also, Department staff in the Clinton office has met with officials in Clinton to assist with jail overcrowding problems in Clinton County.

### **ICON**

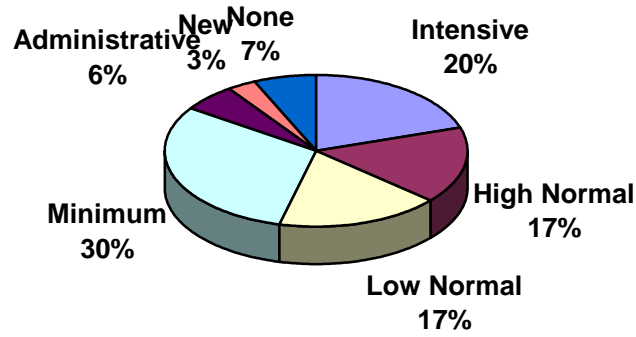
ICON, an offender database information system, was implemented in August 2000. Improvements have been made continually on ICON, which has increased its value to this Department. The system is now used to process information for transfers between districts and for release from prison. This has helped reduce the flow of paperwork and made the processes timelier.

The state correctional institutions are now making more use of ICON which has improved this Department's access to offenders in prison and also allowed prison staff quick access to the information we have entered into ICON including the Presentence Investigation, case notes, and other information. ICON data is also being extracted and processed for use by the Justice Data Warehouse. This will make the statistical information available to not only corrections but also other authorized criminal justice and policy maker users. The Justice Data Warehouse staff has also been working to merge information from the Iowa Court Information System with ICON to improve the information available for overall criminal justice systems operation. The ICON information is also being made available for use by law enforcement on a test basis that allows a law enforcement officer in the field to find out the supervision status of an offender as part of a records check for wants and warrants. The occurrence of the inquiry will eventually generate a notice to the offender's probation/parole officer that the offender was stopped and questioned for further use by the probation/parole officer. In addition considerable work is being done on plans for modifications and improvements in ICON to be released for use in fiscal year 2004.

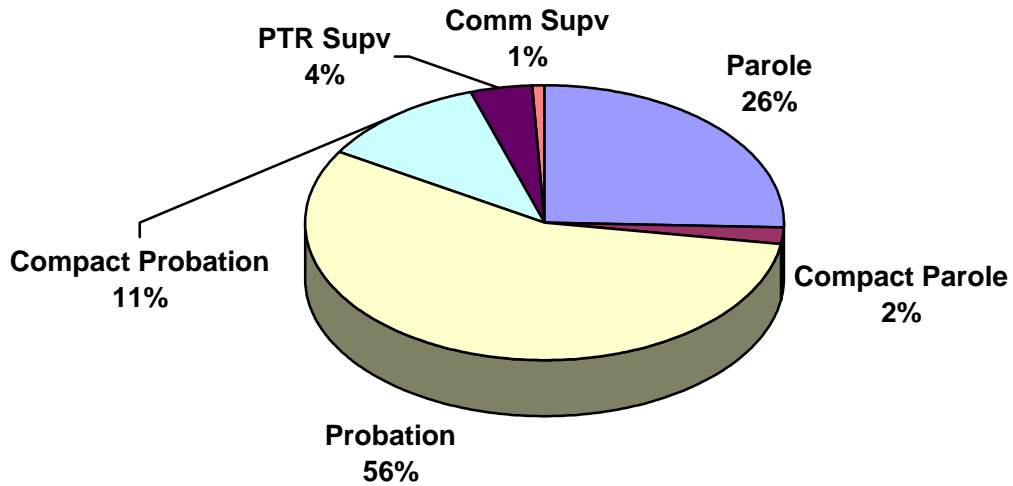
## Key Statistical Information

The following information was obtained from the Criminal Justice Data Warehouse and ICON (Iowa Corrections Offender Network – offender database system used by District Departments and the Department of Corrections).

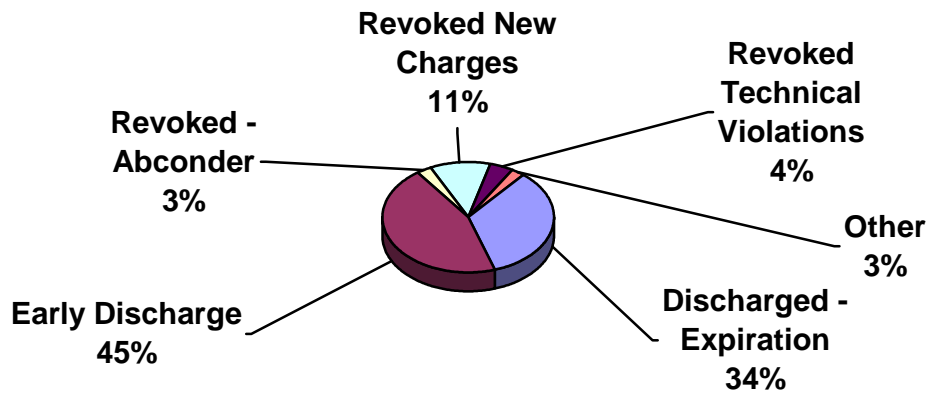
- **Restitution Collection:** The significance of victim restitution can never be emphasized enough. This is why the Department places a high premium on its collection. For FY 2003: \$503,987 was collected in Clerk of Courts offices in this District. This represents restitution collected from all offenders. This would appear to be a significant decrease but the data source, Judicial Data Warehouse, notes that data from prior fiscal years may have been overstated due to programming related issues.
- **Pretrial Release Investigations:** The Department completed 4,165 investigations of the 16,178 that were completed statewide. This represents a slight increase for this Department and a reduction of over 1000 for the entire state. Racial breakdown of those interviewed was: 64% of the offenders were white, 29% were black, and 6% were Latino/Hispanic. This compares with a statewide breakdown of 72%, 20%, and 6% respectively.
- **Presentence Investigations:** 915 investigations were completed by 7<sup>th</sup> District Department staff of the total 9,647 completed statewide. The District amount is an increase of 130 or 17% over Fiscal Year 2002.
- **Enrollment Fees** for probation and parole supervision were collected from offenders in the amount of \$194,919 (increase of \$11,906 or 7%) that offsets the public expense to supervise offenders.
- **Assessment and Reassessments:** 1,808 LSI assessment and reassessments were completed. The LSI (Level of Services Inventory) is an assessment tool used by Department staff to assess and classify offenders for the purposes of case planning and risk management. The higher score represent a higher risk and need for supervision and services. 566 Jessness assessments were completed. Jessness Inventory is another assessment tool used as part of case planning and supervision. 3,247 Iowa Risk Assessments and Reassessments were completed. The Iowa Risk Assessment is used to determine the appropriate level of supervision and for workload and staffing purposes.
- **Field Supervision Offenders:** 1,681 offenders were on active field supervision on pretrial, probation, or parole supervision as of June 30, 2003. This is an increase of 137 and represents a 9% increase in the past fiscal year. Statewide there were 26,043 offenders under supervision. The level of supervision classification of offenders is shown graphically in the following chart. The Department provides a different level of supervision to different offenders based upon the risk of that offender. The “None” level represents offenders under supervised Pretrial Release who are not classified with the same system as probation and parole offenders.



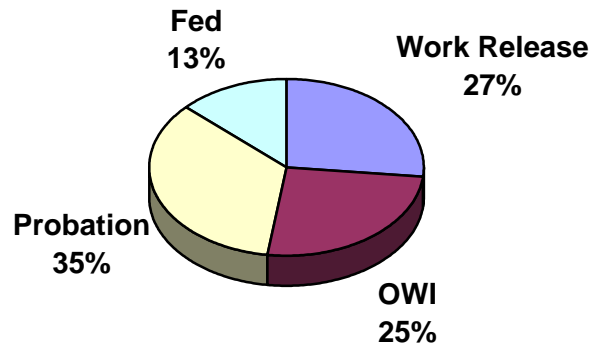
The supervision status of the offenders under supervision at the end of the fiscal year is shown below. Compact supervision is supervision transferred from another state to Iowa.



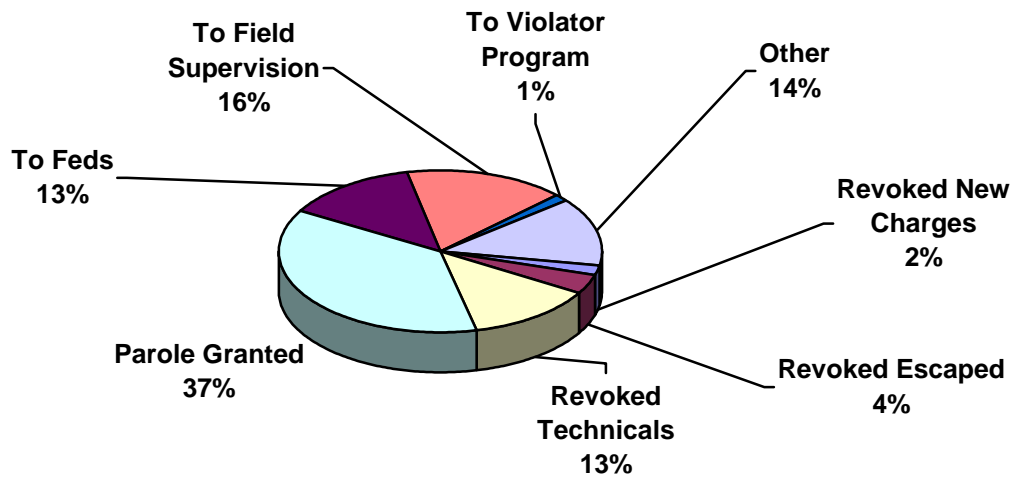
The following chart represents the reason for closure for field supervision closures during FY03:



- **Residential Supervision:** 153 offenders were residents of either the Work Release Center or Residential Corrections Facility as of June 30, 2003. The two facilities have a combined capacity of 145 and were over capacity by 8 offenders on that date. Statewide there were 1,435 residing in residential programs and the 7<sup>th</sup> District total represents 10.6% of the statewide total. The program breakdown of the 153 residents were: 41 on Work Release, 39 were in the OWI program, 53 as a condition of probation, and 20 were offenders placed by the Federal Bureau of Prisons.



The following graph represents the reason for the 454 residential closures that occurred in FY03.



- **Security Standards:** 9,725 breath tests for alcohol use were conducted on 814 offenders, mostly in residential programs. 4,517 urinalysis tests for drug usage were conducted on 1,298 offenders.

## **Board of Directors Summary of Meetings**

The Department's Board of Directors meets monthly on the morning of the second Friday of each month except when meetings are rescheduled or cancelled as approved by the Board or Board Chairperson. This is a brief summary of key items considered and significant actions taken at each meeting.

### **July 2002**

- ❖ Approved Fiscal Year 2003 Budget
- ❖ Approved Contracts for Services for FY 2003
- ❖ Approved starting implementation of Drug Court Program pending receipt of additional matching funds
- ❖ Approved Policy on Employee Goodwill Fund
- ❖ Reviewed OSHA complaint
- ❖ Discussed possible relocation sites
- ❖ Completed District Director's performance evaluation

### **August 2002**

- ❖ Reviewed first draft of Fiscal Year 2004 Budget Request
- ❖ Approved revisions to Department table of organization
- ❖ Discussed OSHA investigation
- ❖ Discussed a potential site for relocation and tour and inspection of that property

### **September 2002**

- ❖ Discussed OSHA investigation findings and status
- ❖ Approved architectural services to develop simple floor plan, rendering, and cost estimates for potential new construction of a replacement location for Work Release Center
- ❖ Reviewed FY04 Budget Request

### **October 2002**

- ❖ Discussed OSHA investigation, report, and findings
- ❖ Reviewed FY04 Budget Request
- ❖ Received information on Program Elimination Commission and possible Judicial District restructuring

### **November 2002**

- ❖ Discussed District Director's pay increase and requested that the performance evaluation committee develop a recommendation for the Board to consider at the next meeting
- ❖ Reviewed the OSHA citations and plans for abatement
- ❖ Were informed that the Community Resources Corporation had denied the Department's request for a rent reduction
- ❖ Approved arranging meeting with Community Resources Corporation Board to discuss building related issues

### **December 2002**

- ❖ Discussed the Governor's acceptance of the resignation of DOC Director Kautzky
- ❖ Were provided information on and discussed actions being taken to abate OSHA citations
- ❖ Approved new safety related Policies and Procedures



- ❖ Reviewed two concept building plans developed by InVision
- ❖ Discussed status of possible site for relocation of Work Release Center
- ❖ Approved 2% increase in salary for District Director
- ❖ After adjournment, Board Members attended the Christmas Luncheon sponsored by the Employee Goodwill Fund.

### **January 2003**

- ❖ Elected officers and executive committee for 2003
- ❖ Reviewed final report from Program Elimination Commission
- ❖ Discussed possible legislative issues
- ❖ Reviewed DOC Capital Projects Request for FY04
- ❖ Presentation from Drug Court Probation Officers Mike Fitzsimmons and Jeff Fall and Drug Court Judge Gary McKenrick on the Drug Court Program

### **February 2003**

- ❖ Discussed status of OSHA related corrective action
- ❖ Reviewed revisions to proposed building plans and projected costs
- ❖ Discussed that our request for relocation funding was not included in the Governor's budget recommendations and formed a study committee to consider possible relocation/building alternatives
- ❖ Approved a letter being sent to area Legislators expressing the Board opposition to a legislative proposal to restructure community corrections

### **March 2003**

- ❖ Approved Annual Report for Fiscal Year 2002
- ❖ Approved Policies and Procedures on Personal Protective Equipment and Respiratory Protection
- ❖ Report from District Director on presentation to Joint Infrastructure Appropriations Committee
- ❖ Approved submission of Drug Court continuation grant application
- ❖ Notified of Department employees who had been called to Active Duty
- ❖ Notified of the selection and appointment of Gary Maynard as DOC Director by Governor Vilsack

### **April 2003**

- ❖ Reviewed Letter of Correction that had been submitted to OSHA
- ❖ Discussed Legislative and Appropriation Issues
- ❖ Approved requests for out of state travel by employees for attendance at training sessions in Illinois and South Dakota

### **May 2003**

- ❖ Reviewed correspondence that OSHA found Department's corrective action satisfactory and was closing the investigation
- ❖ Discussed mold investigation work done by experts retained by plaintiffs who have filed suit against building owners – Community Resources Corporation
- ❖ Discussed upcoming meeting with CRC Board
- ❖ Discussed Legislative and Appropriation status and issues
- ❖ Requested information regarding current and proposed pay for non-contract staff

### **June 2003**

- ❖ Were informed that CRC may take action to include this Department in the lawsuit that has been filed against them by current and former Department employees who claim to have been injured by exposure to mold
- ❖ Discussed prior meeting with CRC Board members and planned course of action to explore possible remediation steps with the current building
- ❖ Reviewed legislation that had been passed by last session of Legislature

- ❖ Notified of approval of Drug Court continuation grant
- ❖ Considered contracts for services for Fiscal Year 2004 and deferred action to next meeting
- ❖ Approved pay increases for non-contract staff at the same level as AFSCME contract covered staff as provided for in the new contract for the next two fiscal years
- ❖ Adopted and approved a new mission statement for the Department of “Protect the Public, the employees, and the offenders” which has been adopted as the new mission statement for the Iowa Department of Corrections by new Director Maynard.

**Monthly Reoccurring Actions**

- ❖ Review and approve monthly fiscal reports
- ❖ Approval of minutes from previous meeting and set next meeting date
- ❖ Approval of District Director’s expense claim when needed
- ❖ Receive reports and other information for information purposes and future consideration

## **2002 - 2003 Board of Directors**

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**Lewis Todtz, Board Chairman**

Supervisor from Clinton County

**John Oberhaus, Vice-Chairman**

Supervisor from Muscatine County

**LeRoy Moeller**

Supervisor from Cedar County

**Otto Ewoldt**

Supervisor from Scott County to December 31, 2002

**Greg Adamson**

Supervisor from Scott County - January 1, 2003

**Clancy Simmons**

Judicial Appointee

**Bob Petersen**

Citizen Board Appointee

**Esther Dean**

Citizen Board Appointee

**Dave Maehr**

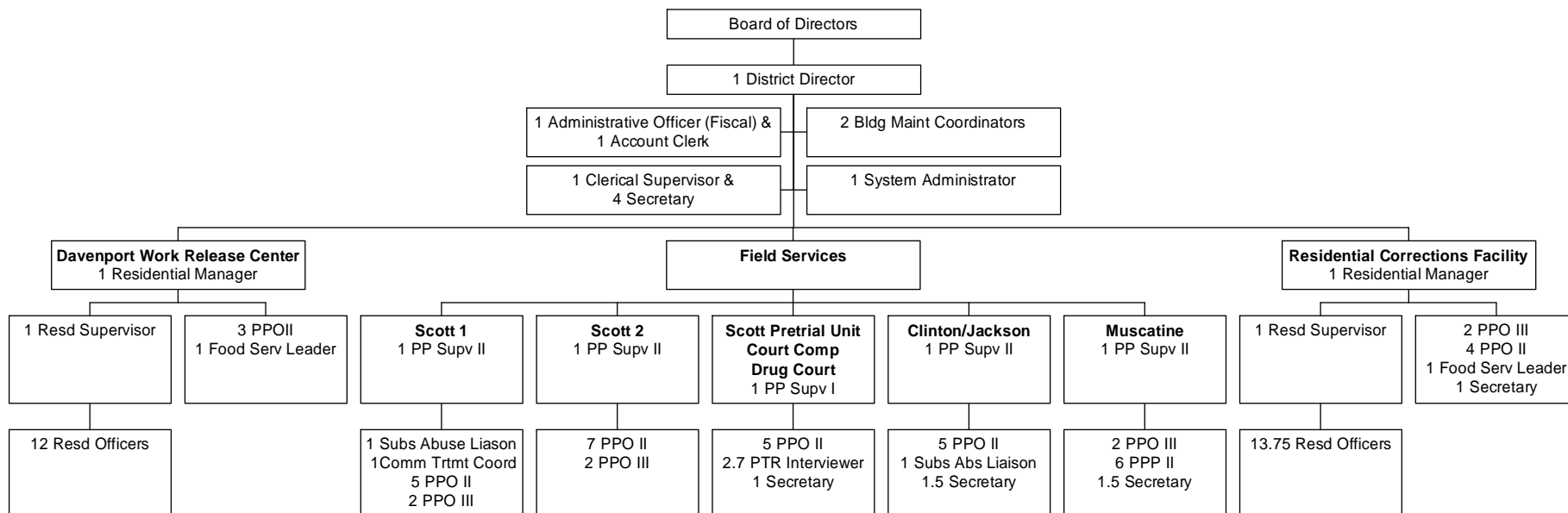
Judicial Appointee to December 31, 2002

**J.C. Engel**

Supervisor from Jackson County

# Table of Organization

## Seventh Judicial District Department of Correctional Services Table of Organization July 2002



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# Financial Reports

## SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

### Balance Sheet

June 30, 2003

#### ACCOUNT GROUPS

	GENERAL FUND	GENERAL FIXED ASSETS	GENERAL LONGTERM OBLIGATIONS
<b>ASSETS</b>			
Cash and Investments	152,996	0	0
Accounts Receivable	88,245	0	0
Prepaid Expense	1,360	0	0
Fixed Assets	0	1,323,388	0
Amount to be provided for retirement of long-term obligations	0	0	666,549
<b>TOTAL ASSETS</b>	<b>242,781</b>	<b>1,323,388</b>	<b>666,549</b>
<b>LIABILITIES</b>			
Accrued Payroll	141,660	0	0
Accounts Payable	97,309	0	0
Due to State Treasurer	3,812	0	0
Compensated Absences	0	0	666,549
Obligations Under Capital Lease Agreements	0	0	0
<b>TOTAL LIABILITIES</b>	<b>242,781</b>	<b>0</b>	<b>666,549</b>
<b>FUND EQUITY</b>			
Investment in Fixed Assets	0	1,323,388	0
Unreserved Fund Balance	0	0	0
<b>TOTAL FUND EQUITY</b>	<b>0</b>	<b>1,323,388</b>	<b>0</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>242,781</b>	<b>1,323,388</b>	<b>666,549</b>

**SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES**  
**Comparison of Actual Revenues and Expenditures to Budget**  
**For Year Ended June 30, 2003**

<b><u>REVENUES BY SOURCE</u></b>	<b>ACTUAL</b>	<b>BUDGET</b>
State POS	5,061,406	5,061,406
Intrastate Transfer	99,000	0
Interest	12,246	38,558
Residential Client Fees	292,589	284,700
Work Release Client Fees	114,565	113,880
Federal Client Fees	439,667	419,750
OWI Client Fees	144,702	198,560
County Support	152,728	151,944
Enrollment Fees	194,919	219,848
Federal Pass Thru	105,476	122,166
Batterers Education Program Fees	67,030	73,715
Miscellaneous Income	41,101	57,043
<b>Total Revenues</b>	<b>6,725,429</b>	<b>6,641,570</b>

<b><u>EXPENDITURES BY SOURCE</u></b>	<b>ACTUAL</b>	<b>BUDGET</b>
State POS	5,057,594	5,061,406
Interest	12,246	38,558
Residential Client Fees	292,589	284,700
Work Release Client Fees	114,565	113,880
Federal Client Fees	439,667	419,750
OWI Client Fees	144,702	198,560
County Support	152,728	151,944
Enrollment Fees	194,919	219,848
Federal Pass Thru	105,476	122,166
Batterers Education Program Fees	67,030	73,715
Miscellaneous Income	41,101	57,043
Intrastate Transfer	99,000	0
FY02 Carry Forward Funds	164,188	164,188
<b>Total Expenditures</b>	<b>6,885,805</b>	<b>6,905,758</b>

**SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES CORRECTIONAL SERVICES**  
**YTD EXPENDITURE REPORT JUNE 30, 2003**

	<b>1110</b>	<b>1120</b>	<b>1130</b>	<b>1140</b>	<b>1150</b>	<b>1160</b>	<b>1170</b>	<b>1180</b>	<b>1200</b>	<b>1210</b>	<b>1220</b>	<b>1260</b>	<b>1270</b>	<b>1310</b>	
<b>Account Class/Program</b>	<b>Admin</b>	<b>PTR</b>	<b>PSI</b>	<b>PA/PB</b>	<b>CSS</b>	<b>RES</b>	<b>WR</b>	<b>OWI</b>	<b>TASC</b>	<b>DRUG COURT</b>	<b>VIOL</b>	<b>SO</b>	<b>BEP</b>	<b>ISP</b>	<b>TOTAL</b>
101 Personnel Services	277,863	606,012	352,647	1,445,637	0	1,050,095	578,103	557,817	152,665	138,954	134,709	145,662	80,646	140,147	5,660,957
202 Personal Travel	811	351	2,585	5,067	0	2,581	2,415	963	1166	633	1,749	893	421	236	19,871
203 Vehicle Operation	0	0	0	0	0	12,790	6,441	2,343	0	0	0	0	0	4,460	26,034
301 Office Supplies	6,140	5,109	3,587	14,332	0	11,873	7,081	4,236	354	56	400	1,077	700	2,840	57,785
302 Bldg Maint Supplies	0	659	852	2,553	0	3,528	5,966	3,145	0	0	0	0	0	16	16,719
304 Prof & Sci Supplies	0	2,194	8	10,800	0	11,927	8,431	3,177	0	1155	112	500	0	0	38,304
306 Housing & Subsist Supp	0	0	0	0	0	629	9,937	5,461	0	0	0	0	0	0	16,027
308 Other Supplies	0	0	0	0	0	3,824	651	373	0	0	0	17	0	0	4,865
311 Food	0	0	0	0	0	85,342	77,794	51,924	0	0	0	0	0	0	215,060
401 Communications	935	3,141	2,618	7,538	0	5,800	1,984	1,107	0	0	0	0	0	918	24,041
402 Rentals	2,834	12,212	28,312	62,774	0	4,184	52,016	34,608	0	0	0	0	0	726	197,666
403 Utilities	2,709	3,835	8,215	17,717	0	34,348	33,134	20,667	0	0	0	0	0	113	120,738
405 Prof & Sci Services	5,657	110	302	3,178	45,132	663	15,850	97,498	0	0	0	15,460	66,766	0	250,616
406 Outside Services	0	909	1,175	3,520	0	3,533	7,255	4,796	0	0	0	0	0	22	21,210
407 Intrastate Transfer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
409 Outside Repairs & Services	0	0	0	0	0	0	13,130	8,572	0	0	0	0	0	0	21,702
414 Reimburse Other Agencies	0	51	0	81	0	492	38	39	0	0	0	51	0	51	803
416 ITS Reimbursements	1,232	18,526	5,195	20,948	0	9,575	6,654	4,436	0	0	0	0	0	1,248	67,814
417 Workers Compensation	750	1,605	1,050	3,750	262	3,413	3,294	3,715	525	0	300	300	225	300	19,489
501 Equipment	0	2,019	0	2,915	0	19,607	18,501	11,796	0	0	0	0	0	0	54,838
503 Equip: Non-inventory	0	0	0	0	0	7,110	0	0	0	448	0	0	0	0	7,558
504 Data Processing Inventory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
505 Data Processing Non-Inventory	2,848	0	0	2,064	0	0	13,372	10,785	0	0	0	0	0	0	29,069
602 Other Exp & Obligations	0	0	0	0	0	13,592	0	1,047	0	0	0	0	0	0	14,639
604 Securities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
901 Capitals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>301,779</b>	<b>656,733</b>	<b>406,546</b>	<b>1,602,874</b>	<b>45,394</b>	<b>1,284,906</b>	<b>862,047</b>	<b>828,505</b>	<b>154,710</b>	<b>141,246</b>	<b>137,270</b>	<b>163,960</b>	<b>148,758</b>	<b>151,077</b>	<b>6,885,805</b>

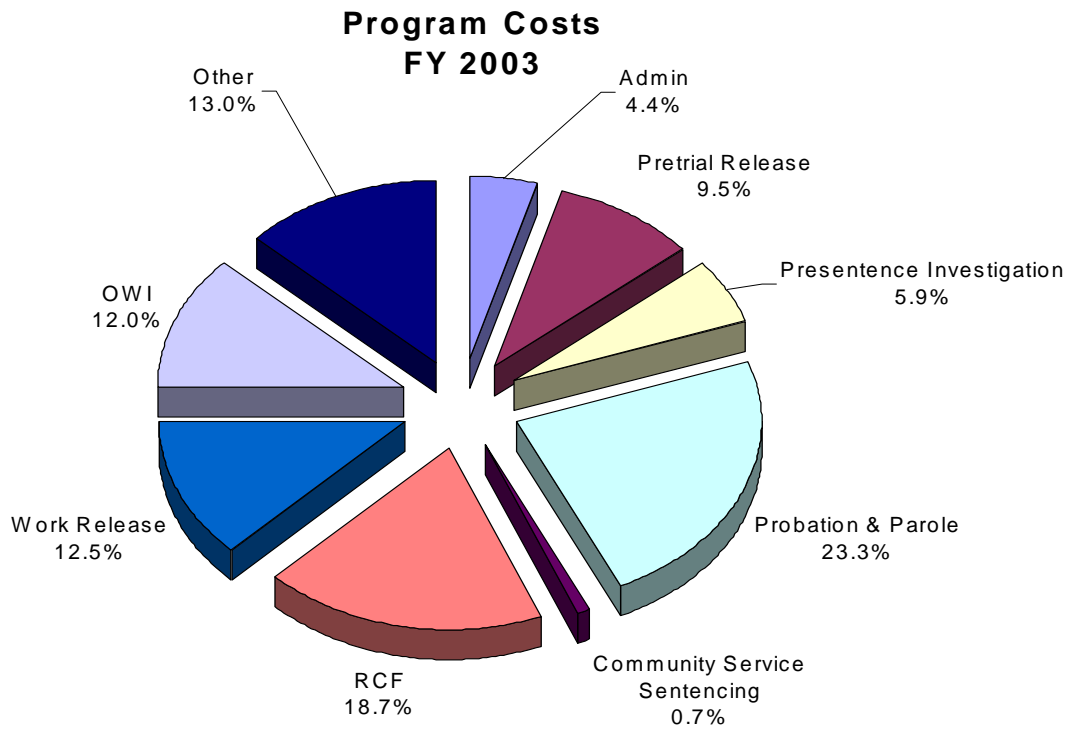
**SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL  
SERVICES**

**Comparative Statement of Revenues and Expenditures**

For Year Ended June 30, 2003

	<b>2003</b>	<b>2002</b>	<b>2001</b>
<b>General Fund Balance Beginning of Year</b>	164,188	162,037	72,752
<b>Revenues by Source:</b>			
State Purchase of Service	5,061,406	5,159,647	5,343,165
Intrastate Transfer	99,000	124,268	57,118
Interest	12,246	37,686	37,041
Client Fees	551,856	529,353	543,829
County Support	152,728	123,881	113,978
Enrollment Fees	194,919	183,013	169,423
Batterer Education Program Fees	67,030	66,386	72,683
Federal Work Release Contract	439,667	450,436	350,044
Drug Court Program Grant	105,476	0	0
RCF Transition Phase Program	0	42,905	39,992
Miscellaneous Income	41,101	14,472	13,944
<b>Total Revenues</b>	<b>6,725,429</b>	<b>6,732,047</b>	<b>6,741,217</b>
<b>Expenditures by Program:</b>			
Administration	301,779	354,731	398,906
Pretrial Release	656,733	567,627	564,912
Pre-Sentence Investigation	406,546	391,305	411,496
Parole & Probation	1,602,874	1,555,360	1,583,066
Community Service Sentencing	45,394	52,589	56,809
Residential Corrections	1,284,906	1,320,259	1,281,057
Work Release	862,047	837,621	832,076
OWI	828,505	760,933	786,875
TASC	154,710	167,743	188,143
Drug Court	141,246	0	0
Violator	137,270	128,968	121,527
Sex Offender	163,960	147,354	160,609
Batterers Education	148,758	138,245	89,177
Intensive Supervision	151,077	142,150	128,802
<b>Total Expenditures</b>	<b>6,885,805</b>	<b>6,564,885</b>	<b>6,603,455</b>
<b>Other Uses of Funds</b>			
Reversion to State	3,812	165,011	48,477
<b>General Fund Balance End of Year</b>	<b>0</b>	<b>164,188</b>	<b>162,037</b>

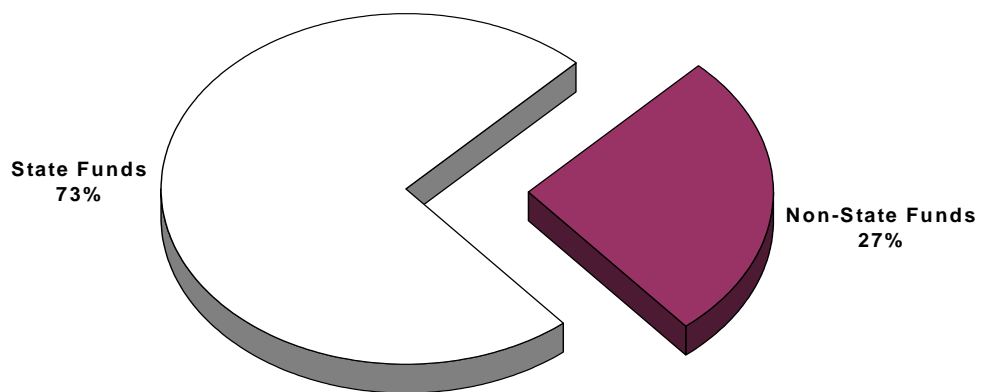




The above chart shows the percentages of expenditures by cost allocation program that the Department utilizes.

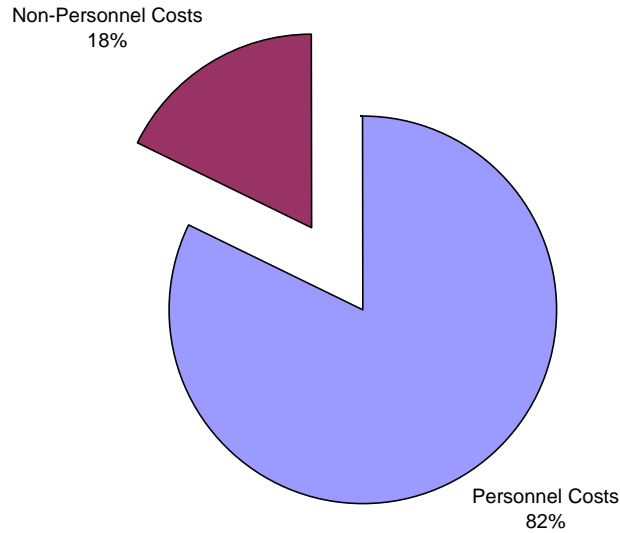
The chart below reflects the source of funds expended during the fiscal year. Over the past five years the state funds percentage has decreased.

**FY 2003 Expenditures  
By Source of Funds**

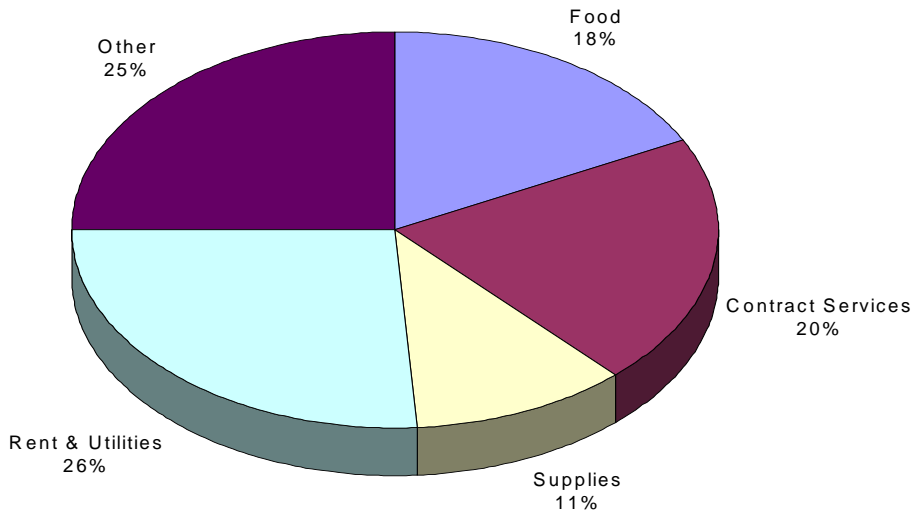


This chart below shows the percentage of costs comparison with personnel expenses (salary and benefits) versus non-personnel expenses and the major categories of non-personnel expenses.

### Comparison of Personnel to Non-Personnel Expenses



Non-Personnel Cost by Type FY 2003



This chart indicates the source of non-state appropriated funds expended by the Department in Fiscal Year 2003. As shown, the majority of the non-state funds are funds collected from offenders.

## Non-state Funds Expenditure by Source

