

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

# **ANNUAL REPORT**

**Fiscal Year 2006**

**July 1, 2005- June 30, 2006**

This Annual Report is prepared pursuant to Section 905.4 of the Code of Iowa. The report includes an overview of fiscal year 2006, 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

The Department's Budget and related information is also available for review.

**John Oberhaus**  
**Chairman**  
**Board of Directors**

**James Lee Wayne**  
**District Director**

# **ANNUAL REPORT**

**FISCAL YEAR 2006**

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## **Highlights and Major Events in Fiscal Year 2006**

### **Relocation of the Davenport Work Release Center and Field Offices**

During this past fiscal year the search for a relocation site has continued and has not resulted in selection and procurement of a site. Purchase offers were made at two sites and were not successful. At one site, the seller could not sell at a reasonable price and at the other site the owners of two parcels of a total of six needed parcels would not sell. The Department is continuing the site search.

### **Offenders in Prison**

Since October of 2000 the number of offenders in Iowa Prisons committed from the Seventh Judicial District has decreased about 1%. In October 2000 there were 1127 offenders in prison from the 7<sup>th</sup> Judicial District and that number decreased to as low as 1011, rose to 1064 on July 1, 2003, decreased again to 1,058 as of July 1, 2004, decreased further to 1033 in June 2004, and as of July 1, 2006 had risen to 1,108. Over approximately a six year time period the number of persons in prison from this District has decreased by .98% and over the same timeframe the entire prison population has increased by 10.7%. 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.

### **Funding Stability**

Although still short staffing as a result of past budget cuts, the funding for FY06 provided the ability to add some needed staffing due to increased workload and legislative mandates. Collection of budgeted offender enrollment fees continued to be difficult and required monitoring and associated prudent spending.

### **Evidenced-Based Practices**

This Department continued work in this area with training for staff in motivation interviewing techniques. Work planned for FY07 includes implementation of a new on-line case planning system which will be used and shared across all of the corrections system.

### **Information Technology**

The Department continued the increase in use of electronic information technology in such areas as on-line review and approval of discharge reports and attachment of scanned documents to ICON reports and generic notes. The latter promotes information sharing across all of corrections and related services.

## Key Statistical Information

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

- **Pretrial Release Investigations:** Conducted by this Department to provide information to the Court regarding a defendant and the appropriate conditions for release. The number of investigations varies due to several factors including the number of arrests. Over 90% of the investigations are conducted in Scott County due to the staffing level of the program in Scott County.

<b>FY 2003</b>	<b>4,165</b>
<b>FY 2004</b>	<b>4,839</b>
<b>FY 2005</b>	<b>4,627</b>
<b>FY 2006</b>	<b>4,567</b>

- **Presentence Investigations:** PSI's are prepared to provide information to the Court about the offender for the purpose of sentencing and to gather pertinent information for later use in corrections.

<b>FY 2003</b>	<b>915</b>
<b>FY 2004</b>	<b>907</b>
<b>FY 2005</b>	<b>950</b>
<b>FY 2006</b>	<b>960</b>

- **Enrollment Fees** are collected from offenders under probation and parole supervision to offset the public expense to supervise the offenders.

<b>FY 2003</b>	<b>\$194,919</b>
<b>FY 2004</b>	<b>\$205,135</b>
<b>FY 2005</b>	<b>\$202,150</b>
<b>FY 2006</b>	<b>\$182,705</b>

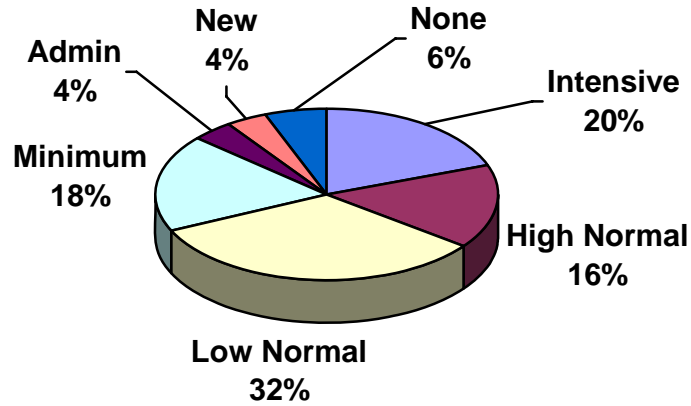
- **Assessment and Reassessments:** 1,763 LSI assessment and reassessments were completed. The LSI (Level of Services Inventory) is an assessment tool used by Department staff to assess and classify offenders for the purposes of case planning and risk management. The higher score represent a higher risk and need for supervision and services. 480 Jessness assessments were completed. Jessness Inventory is another assessment tool used as part of case planning and supervision. 3,555 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:** 1,697 offenders were on active field supervision on pretrial, probation, or parole supervision as of June 30, 2006. This represents a slight decline after several years of increases. Statewide there were 28,993 offenders under supervision which was a slight increase.

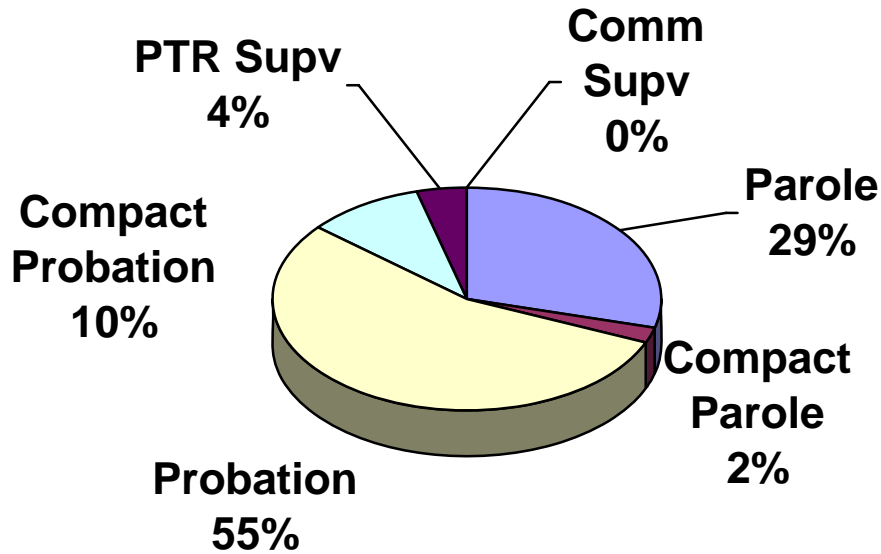
<b>FY 2003</b>	<b>1,681</b>
<b>FY 2004</b>	<b>1,778</b>
<b>FY 2005</b>	<b>1,728</b>
<b>FY 2006</b>	<b>1,697</b>

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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.

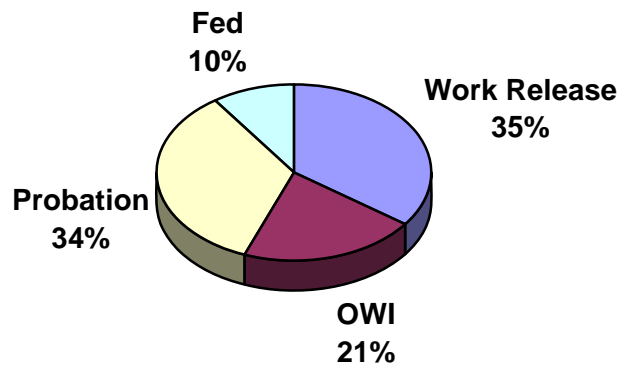


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The following chart represents the reason for closure for field supervision closures during FY06. Successful includes discharge from supervision, unsuccessful includes revocations due to technical violations or new crimes, and administrative includes amended charges, special court orders, and death.

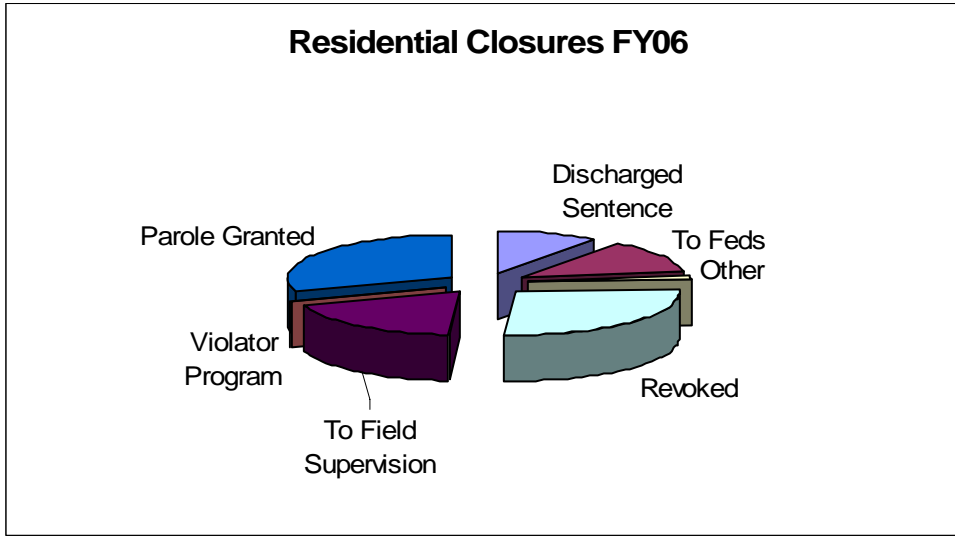


- **Residential Supervision:** 143 offenders were residents of either the Work Release Center or Residential Corrections Facility as of June 30, 2006. The two facilities have a combined capacity of 145. The program breakdown of the 143 residents were: 50 on Work Release, 30 were in the OWI program, 49 as a condition of probation, and 14 were offenders placed by the Federal Bureau of Prisons.

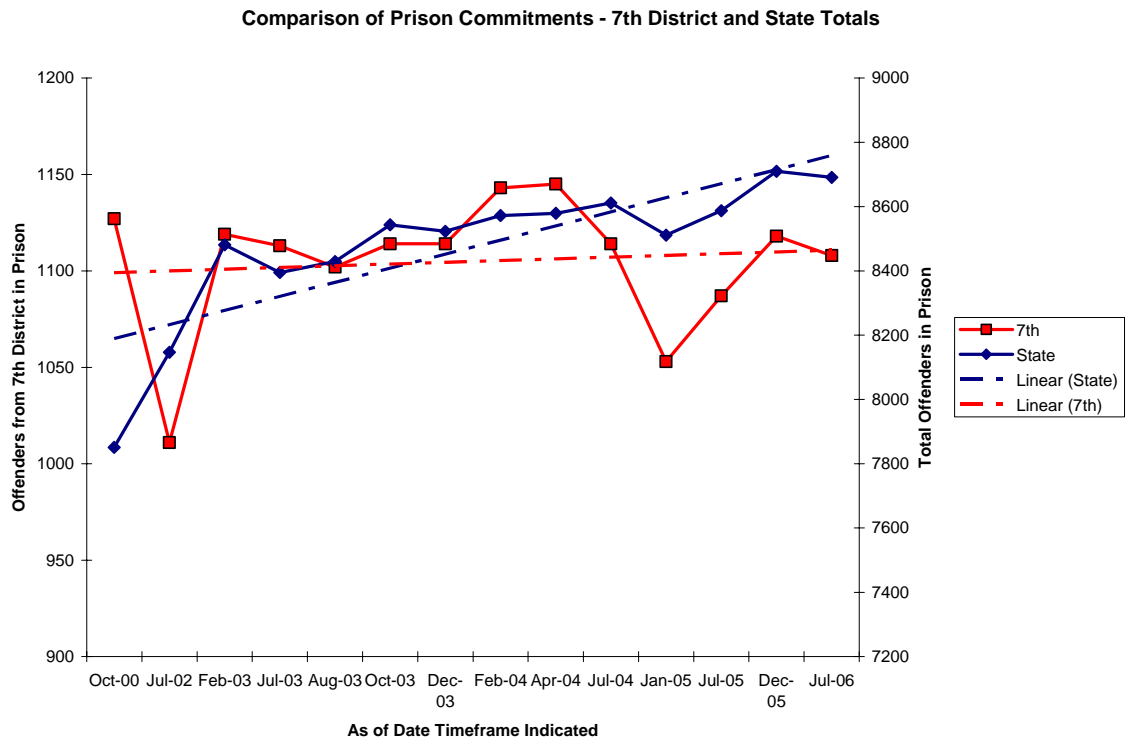


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The following graph represents the reasons for the 510 residential closures that occurred in FY06.



- **Commitments to Prison:** The following chart shows offenders in an Iowa prison from the 7<sup>th</sup> Judicial District with the red line and the scale on the left hand side and the total prison population over the same time period with the blue line and the scale on the right vertical axis. The respective colored dot-dash line reflects the trendline developed from the data. Note that the blue line is on a slope and that the red line is almost flat.



## Summary of Meetings of the Board of Directors

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 2005

- ❖ Considered locations for relocation.
- ❖ Approved staffing plans for newly funded positions

### August 2005

- ❖ Approved contracts for services for FY06
- ❖ Considers relocation site issues

### September 2005

- ❖ Discussed pending issues including site status, new staffing, sex offender residency restrictions
- ❖ Approved revised staffing plans for newly funded positions

### October 2005

- ❖ Reviewed Community Corrections Audit report prepared by the State Auditor
- ❖ Discussed annual report preparation
- ❖ Discussed site status and selection process for Design and Construction Management

### November 2005

- ❖ Approved selection of the Construction Manager (Estes) and discussed selection of Architect (Larrison and Associates) for relocation project.
- ❖ Discussed site selection status and status of pending purchase offers
- ❖ Briefed on the status of fire damage due to the recent arson incident at CRC
- ❖ Approved non-contract pay increases equal to contract covered increases

### December 2005

- ❖ Approved selection of Larrison and Associates for architectural services for the relocation project
- ❖ Discussed relocation sites status
- ❖ Recognized employees who had received DOC Employee awards

### January 2006

- ❖ Elected officers and executive committee for 2006
- ❖ Discussed Legislative Issues
- ❖ Approved purchase offer to be made for CRC property
- ❖ Approved draft annual report for FY05
- ❖ New facility planning process was overviewed

### February 2006

- ❖ Discussed relocation project status
- ❖ Approved budget amendment
- ❖ Discussed legislative issues

### March 2006

- ❖ Discussed relocation site status, pending purchase offers, and building pre-design work
- ❖ Discussed Sick leave to Health Insurance conversion program for non-contract employees



## Fiscal Year 2006 Annual Report

- ❖ Discussed several legislative proposals

### **April 2006**

- ❖ Received status report on pending relocation site property purchase offers
- ❖ Approved continued plan for site acquisition
- ❖ Approved Sick leave to Health Insurance conversion program for non-contract employees
- ❖ Discussed potential legislation and appropriations
- ❖ Discussed potential changes in Court Compliance program and development of a serious misdemeanor supervision program

### **May 2006**

- ❖ Informed that CRC purchase offer has been approved by CRC and this Department
- ❖ Report on relocation status
- ❖ Appointed committee for performance evaluation of District Director

### **June 2006**

- ❖ Informed that one of the sites that has been selected for relocation is no longer under consideration due to reasons related to the seller
- ❖ Received update on relocation site status and directed re-consideration of the former Sears store site
- ❖ Discussed status of passed legislation and appropriations
- ❖ Discussed potential FY07 Budget plans
- ❖ Approved revisions to the Parole Discharge Policies and Procedures
- ❖ Reviewed plan for Scott County Misdemeanor Supervision Program

### **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
- ❖ Review and adopt budget requests, budgets, and budget amendments
- ❖ Receive reports and other information for information purposes and future consideration

## **2005 - 2006 Board of Directors**

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**John Oberhaus, Board Chairman**

Supervisor from Muscatine County

**Greg Adamson, Vice-Chairman**

Supervisor from Scott County

**LeRoy Moeller**

Supervisor from Cedar County

**Lewis Todtz**

Supervisor from Clinton County

**J.C. Engel**

Supervisor from Jackson County

**Bob Petersen**

Citizen Board Appointee

**Esther Dean**

Citizen Board Appointee

**Kathy Laird**

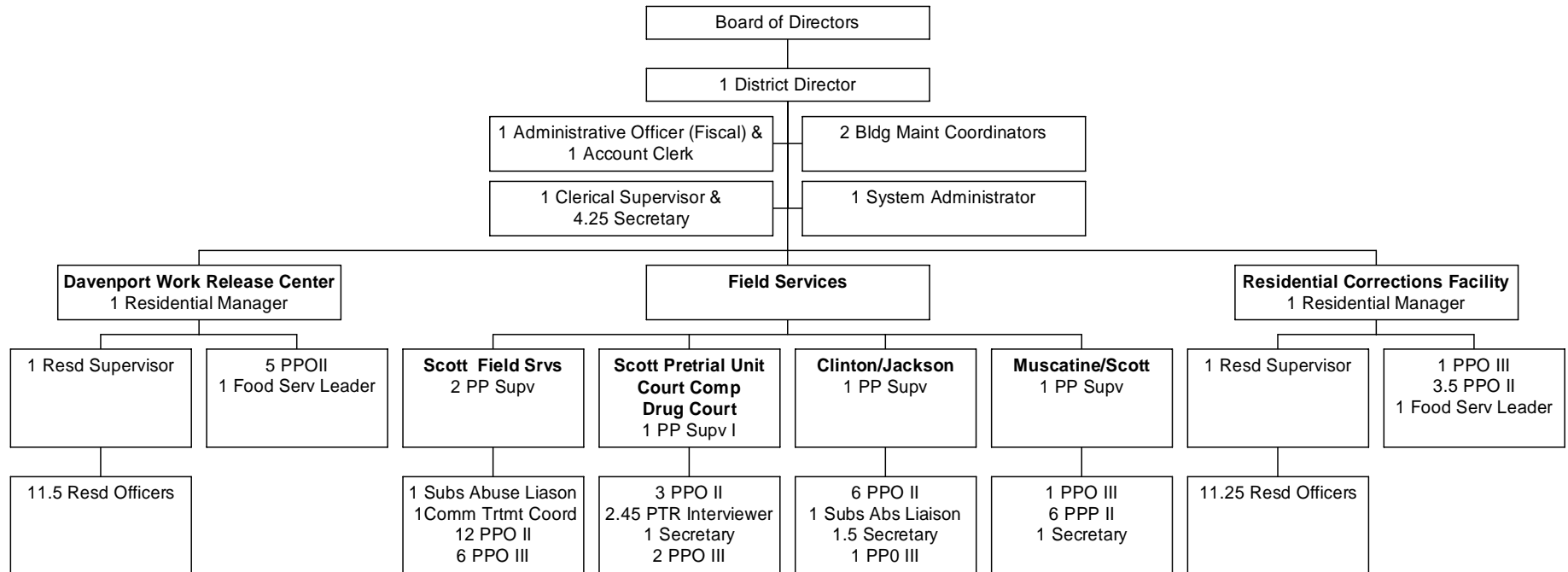
Judicial Appointee

**Elston Howard**

Judicial Appointee

# Table of Organization

## Seventh Judicial District Department of Correctional Services Table of Organization June 2006



# Financial Reports

## Balance Sheet

June 30, 2006

	ACCOUNT GROUPS		
	GENERAL FUND	GENERAL FIXED ASSETS	GENERAL LONGTERM OBLIGATIONS
<b>ASSETS</b>			
Cash and Investments	284,783	0	0
Accounts Receivable	66,995	0	0
Prepaid Expense	0	0	0
Fixed Assets	0	1,342,832	0
Amount to be provided for retirement of long-term obligations	0	0	815,806
<b>TOTAL ASSETS</b>	<b>351,778</b>	<b>1,342,832</b>	<b>815,806</b>
<b>LIABILITIES</b>			
Accrued Payroll	264,195	0	0
Accounts Payable	65,339	0	0
Due to State Treasurer	11,122	0	0
Compensated Absences	0	0	815,806
Obligations Under Capital Lease Agreements	0	0	0
<b>TOTAL LIABILITIES</b>	<b>340,656</b>	<b>0</b>	<b>815,806</b>
<b>FUND EQUITY</b>			
Investment in Fixed Assets	0	1,342,832	0
Unreserved Fund Balance	11,122	0	0
<b>TOTAL FUND EQUITY</b>	<b>11,122</b>	<b>1,342,832</b>	<b>0</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>351,778</b>	<b>1,342,832</b>	<b>815,806</b>

**SEVENTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES**  
**Comparison of Actual Revenues and Expenditures to Budget**  
**For Year Ended June 30, 2006**

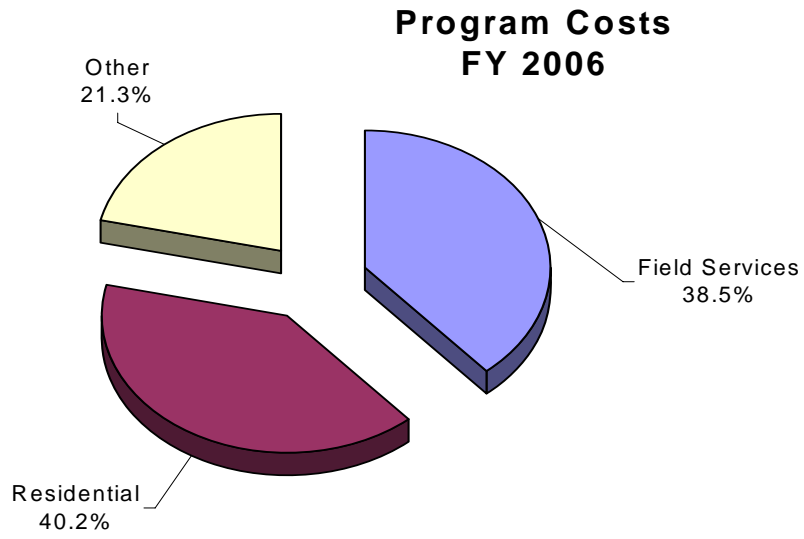
	<b>ACTUAL</b>	<b>BUDGET</b>
<b><u>REVENUES BY SOURCE</u></b>		
State POS	6,148,378	6,148,378
Intrastate Transfer	232,000	232,000
Interest	11,229	8,200
Residential Client Fees	315,184	625,942
Work Release Client Fees	118,788	0
Federal Client Fees	500,443	495,371
OWI Client Fees	180,976	0
County Support	151,247	148,297
Enrollment Fees	182,705	206,374
Federal Pass Thru	132,232	132,232
Batterers Education Program Fees	66,359	58,600
Miscellaneous Income	8,112	10,300
<b>Total Revenues</b>	8,047,653	8,065,694
<b><u>EXPENDITURES BY SOURCE</u></b>		
State POS	6,126,134	6,148,378
Interest	11,229	8,200
Residential Client Fees	315,184	625,942
Work Release Client Fees	118,788	0
Federal Client Fees	500,443	495,371
OWI Client Fees	180,976	0
County Support	151,247	148,297
Enrollment Fees	182,705	206,374
Federal Pass Thru	132,232	132,232
Batterers Education Program Fees	66,359	58,600
Miscellaneous Income	8,112	10,300
Intrastate Transfer	232,000	232,000
FY05 Carry Forward Funds	16,868	16,868
<b>Total Expenditures</b>	8,042,277	8,082,562

	<b>1110</b>	<b>1140</b>	<b>1160</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>Field Services</b>	<b>Residential</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	352,546	2,827,633	2,460,248	236,143	188,970	146,651	308,628	75,248	207,411	<b>6,803,478</b>
202 Personal Travel	1,850	10,999	7,660	1,838	357	1,594	5,562	187	729	<b>30,776</b>
203 Vehicle Operation	0	0	26,679	0	0	0	0	0	6,855	<b>33,534</b>
301 Office Supplies	7,683	12,154	15,123	285	20	2,705	1,342	1,996	1,678	<b>42,986</b>
302 Bldg Maint Supplies	0	1,478	17,223	0	0	0	32	0	5	<b>18,738</b>
304 Prof & Sci Supplies	0	9,413	16,416	2,681	2,282	2,500	-3,989	0	1,000	<b>30,303</b>
306 Housing & Subsist Supp	0	0	7,176	0	0	0	0	0	0	<b>7,176</b>
308 Other Supplies	0	0	4,537	0	0	0	0	0	0	<b>4,537</b>
311 Food	0	0	264,448	0	0	0	0	0	0	<b>264,448</b>
401 Communications	800	14,935	10,696	1,000	0	1,000	0	1,000	1,014	<b>30,445</b>
402 Rentals	6,675	95,115	91,491	1,000	0	1,000	0	1,233	2,233	<b>198,747</b>
403 Utilities	4,215	30,698	101,205	1,000	0	500	0	0	2,788	<b>140,406</b>
405 Prof & Sci Services	0	23,778	122,840	0	0	372	15,451	57,015	0	<b>219,456</b>
406 Outside Services	0	5,735	17,857	0	0	0	0	0	23	<b>23,615</b>
407 Intrastate Transfer	0	0	0	0	0	0	0	0	0	<b>0</b>
409 Outside Repairs & Services	0	0	3,098	0	0	0	0	0	0	<b>3,098</b>
414 Reimburse Other Agencies	385	6,913	5,254	501	234	116	835	117	385	<b>14,740</b>
416 ITS Reimbursements	1,006	48,728	14,089	1,202	485	1,000	3,622	4,995	759	<b>75,886</b>
417 Workers Compensation	300	7,139	4,375	350	250	200	200	150	200	<b>13,164</b>
501 Equipment	0	1,021	20,072	0	0	0	3,286	0	0	<b>24,379</b>
503 Equip: Non-inventory	0	0	6,186	0	0	3,887	3,423	0	0	<b>13,496</b>
510 Data Processing	3,121	291	5,580	0	0	8,810	9,183	3,120	4,734	<b>34,839</b>
505 Data Processing Non-Inventory	0	0	0	0	0	0	0	0	0	<b>0</b>
602 Other Exp & Obligations	0	0	14,030	0	0	0	0	0	0	<b>14,030</b>
604 Securities	0	0	0	0	0	0	0	0	0	<b>0</b>
901 Capitals	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>TOTAL</b>	<b>378,581</b>	<b>3,096,030</b>	<b>3,236,283</b>	<b>246,000</b>	<b>192,598</b>	<b>170,335</b>	<b>347,575</b>	<b>145,061</b>	<b>229,814</b>	<b>8,042,277</b>

# Comparative Statement of Revenues and Expenditures

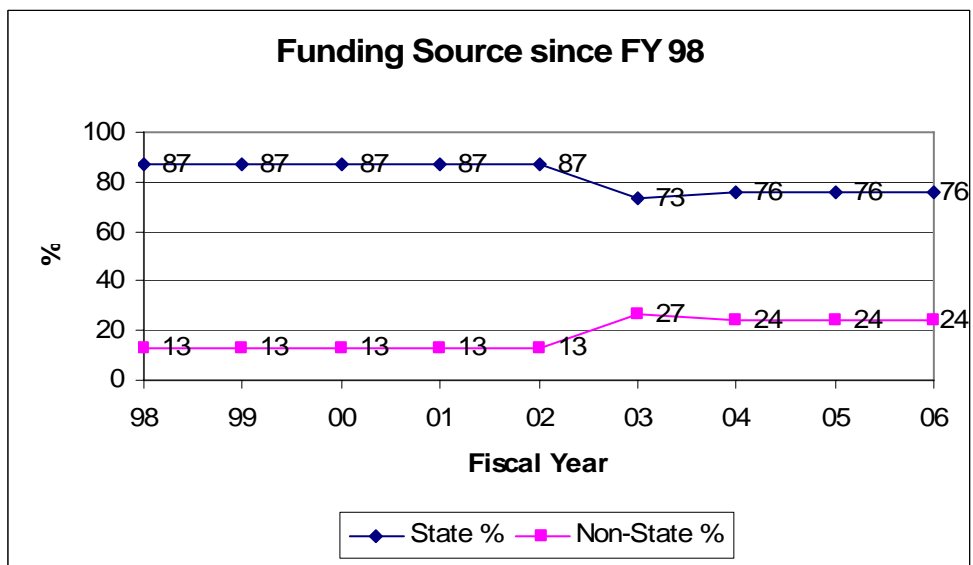
For Year Ended June 30, 2006

	2006	2005	2004	2003
<b>General Fund Balance Beginning of Year</b>	16,868	26,815	0	164,188
 <b>Revenues by Source:</b>				
State Appropriations	6,148,378	5,713,009	5,536,221	5,061,406
Intrastate Transfer	232,000	132,000	132,000	99,000
Interest	11,229	8,095	5,640	12,246
Client Fees	614,948	606,416	579,974	551,856
County Support	151,247	142,636	139,486	152,728
Enrollment Fees	182,705	202,150	205,135	194,919
Batterer Education Program Fees	66,359	58,983	63,561	67,030
Federal Work Release Contract	500,443	496,059	507,890	439,667
Drug Court Program Grant	132,232	124,834	124,520	105,476
Miscellaneous Income	8,112	11,046	19,284	41,101
<b>Total Revenues</b>	<b>8,047,653</b>	<b>7,495,228</b>	<b>7,313,711</b>	<b>6,725,429</b>
 <b>Expenditures by Program:</b>				
Administration	378,581	343,181	329,975	301,779
Field Services	3,096,030	2,967,699	2,883,902	2,711,547
Residential Corrections Services	3,236,283	3,090,996	3,048,641	2,975,458
TASC	246,000	239,256	217,357	154,710
Drug Court	192,598	174,855	168,487	141,246
Violator	170,335	159,324	150,571	137,270
Sex Offender	347,575	195,066	167,041	163,960
Batterers Education	145,061	141,287	155,927	148,758
Intensive Supervision	229,814	178,411	164,951	151,077
<b>Total Expenditures</b>	<b>8,042,277</b>	<b>7,490,075</b>	<b>7,286,852</b>	<b>6,885,805</b>
 <b>Other Uses of Funds</b>				
Reversion to State	11,122	15,100	44	3,812
<b>General Fund Balance End of Year</b>	<b>11,122</b>	<b>16,868</b>	<b>26,815</b>	<b>0</b>



The above chart shows the percentages of expenditures by major grouped cost allocation programs that the Department utilizes. It shows the comparison of the expenditures for residential programs, field services, and all other cost areas.

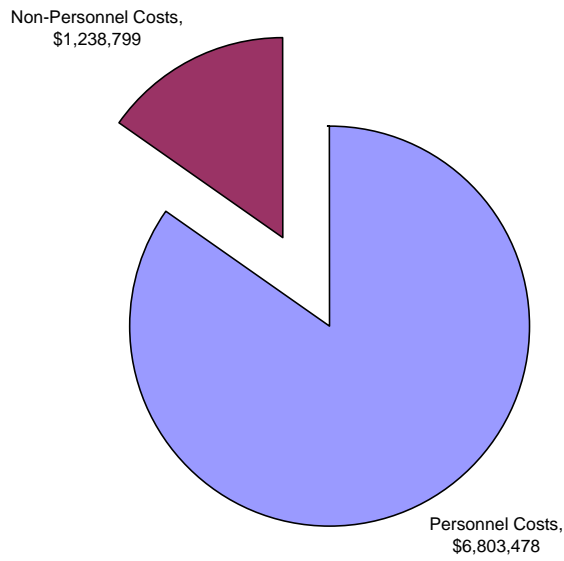
The chart below indicates the change over the last 9 fiscal years in the relationship of state funding and non-state funding. Other sources of funds include grants, resident rent, offender enrollment fees, program fees, and miscellaneous. The percentage state funding level has remained constant since the large decrease in 2003.



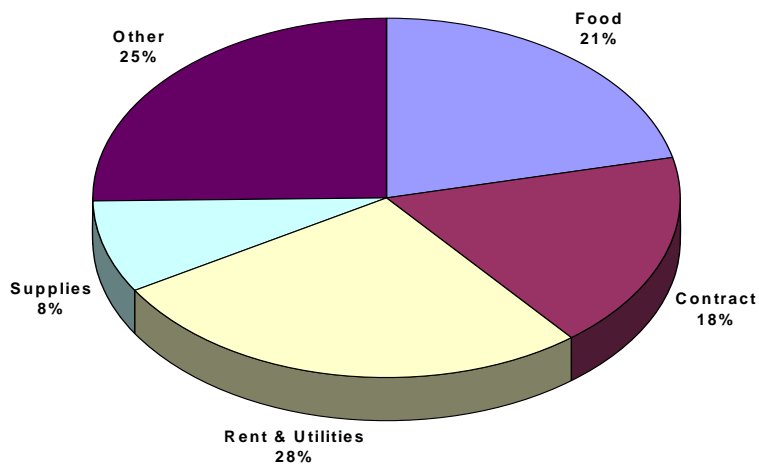


This charts below shows the percentage of costs comparison with personnel expenses (salary and benefits) versus non-personnel expenses and the major categories of non-personnel expenses. The first chart clearly shows that personnel expenses are the Department's biggest expense and the largest non-personnel cost is cost of operational space.

**Comparison of Personnel to Non-Personnel Expenses**

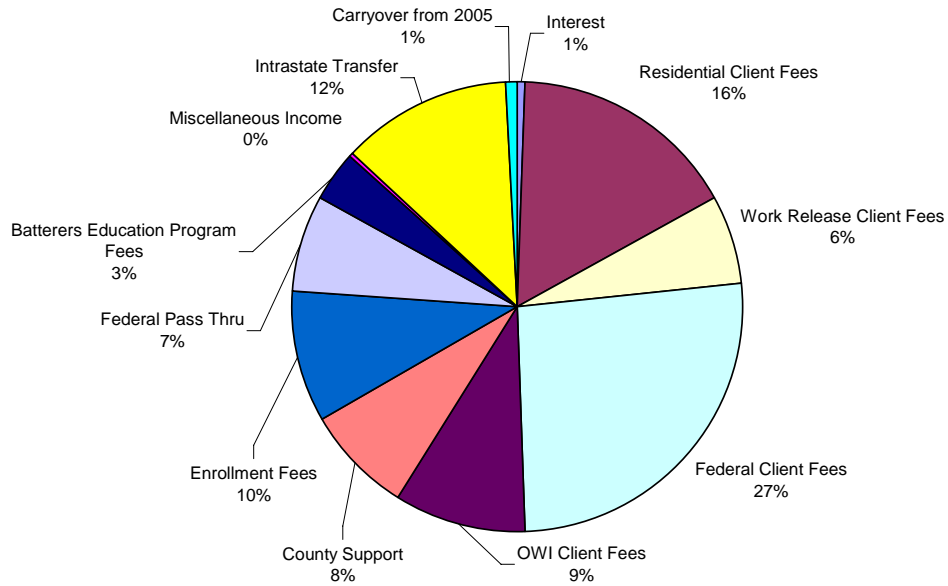


**Non-Personnel Cost by Type FY 2006**



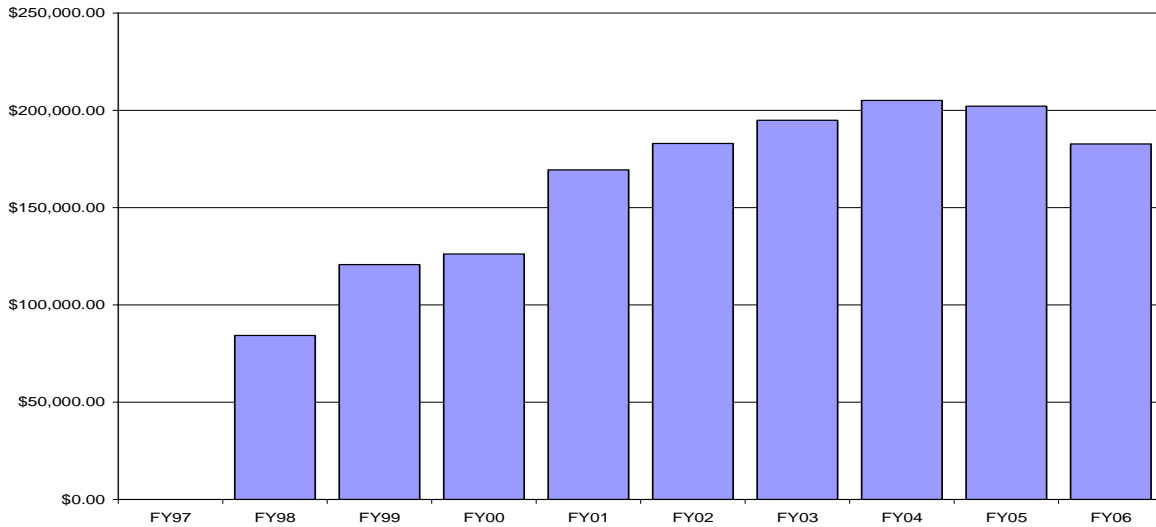
This chart below indicates the source of non-state appropriated funds expended by the Department in Fiscal Year 2006. As shown, the majority of the non-state funds are funds collected from offenders.

**FY2006 Non-State Funds Expenditure by Source**



The chart below shows the increases in enrollment fees paid by offenders placed on probation or parole since the fee was established by state law effective in FY98. The amount of the fee also increased during that timeframe and has been increased again effective July 1, 2006. Department employees make a concerted effort to collect enrollment fees since they are a significant factor in funding the Department's operations but have not been able to increase collection in the last two fiscal years.

**Enrollment Fee Income FY1997 - FY2006**



The chart below shows the significant increase in rent paid by residents and paid by the Federal Bureau of Prisons for residential services for federal offenders. This represents the increasing cost of operations paid for by the residents and the increased income from the BOP which reduces beds available for state corrections system offenders. Resident paid income increased due to the increase in daily rent rate. The income from the Federal Bureau of Prisons was slightly lower which represents the ability to provide housing for more state offenders than offenders from the federal system which helps stabilize the Iowa prison population.

**Resident Rent and Federal Contract Income FY96 - FY06**

