



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 11, 2007

GENERAL LETTER NO. 3-C-1

ISSUED BY: Deputy Director for Field Operations

SUBJECT: Employees' Manual, Title 3, Chapter C, **STATE JUVENILE FACILITIES**,
Title page, new; Contents (page 1), new; and pages 1 through 18, new.

Summary

This letter transmits Title 3, Chapter C, a new chapter of the manual describing the policy on admissions for the state juvenile facilities at Eldora and Toledo. This policy directs the juvenile facilities to have written policies and procedures to:

- ◆ Assure that admission to a state juvenile facility shall be for juvenile delinquents and children in need of assistance in order to protect the public safety;
- ◆ Provide a safe, secure, and humane environment; and
- ◆ Provide a program which focuses upon appropriate developmental skills, treatment, placements, and rehabilitation.

Effective Date

Immediately.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your institution superintendent.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

May 27, 2016

GENERAL LETTER NO. 3-C-2

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter C, **STATE JUVENILE FACILITY**, Title page, revised; Contents (page 1), revised; pages 1 through 17, revised; and pages 18 through 21, new.

Summary

Chapter 3-C is revised to:

- ◆ Remove all references to the closed State Juvenile Home in Toledo and all references to procedures and practices that were unique to that facility.
- ◆ Add information to address and be in compliance with Federal Law and guidelines related to the Prison Rape Elimination Act (PREA) of 2003.

Effective Date

Upon receipt.

Material Superseded

This material replaces the entire Chapter C from Employees' Manual, Title 3, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	May 11, 2007
Contents (page 1)	May 11, 2007
1-17	May 11, 2007

Additional Information

Refer questions about this general letter to your institution superintendent.

October 2, 2020

GENERAL LETTER NO. 3-C-3

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter C, **State Juvenile Facility**, Title Page, Contents page 1, pages 1-3, 5-10, 16-21 revised.

Summary

This chapter is revised to:

- ◆ Revise manual to bring policy and procedures up-to-date with a focus on Abuse and Incident Management.

Effective Date

October 1, 2020

Material Superseded

Remove the following pages from Employees' Manual, Title 3, Chapter C, and destroy them, replacing the affected pages with the revised pages listed above:

<u>Page</u>	<u>Date</u>
Title Page	May 27, 2016
Contents Page 1	May 27, 2016
1-3	May 27, 2016
5-10	May 27, 2016
16-21	May 27, 2016

Additional Information

Refer questions about this general letter to Wendy DePhillips of MHDS.

March 11, 2022

GENERAL LETTER NO. 3-C-4

ISSUED BY: Division of Mental Health and Disability Services

SUBJECT: Employees' Manual, Title 3, Chapter C, **State Juvenile Facility**, Contents page 1, pages 1-4, 5, 6-11, 12-16, and 17-21, revised; 22, removed.

Summary

This chapter is revised to bring policy and procedures up-to-date.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 3, Chapter C:

<u>Page</u>	<u>Date</u>
Contents Page 1	October 2, 2020
1-4	October 2, 2020
5	May 27, 2016
6-11	October 2, 2020
12-16	May 27, 2016
17-22	October 2, 2020

Additional Information

Refer questions about this general letter to Wendy DePhillips of MHDS.