

**201—20.20(904) Offender telephone commissions.****20.20(1) Definitions.**

“*Corrections board*” means the department of corrections board.

“*Deputy director of administration*” means the person responsible for budgeting and planning.

“*Director*” means the chief executive officer of the department of corrections.

“*Regional deputy director*” means the person responsible for regional operation of both institution and community corrections services in either the eastern or western portions of Iowa.

“*Warden/superintendent*” means the chief executive officer of the institution or correctional facility.

**20.20(2) Deposit of funds.** The department of corrections shall deposit and account for all telephone commissions in a clearing account within central office. The deputy director of administration will determine commissions generated by each institution, based on a report from the vendor, for deposit in the institution’s offender telephone rebate fund.

**20.20(3) Request for funds.** Each warden/superintendent will determine recurring needs and special projects and submit a written proposal to the respective regional deputy director of institutions for all expenditures and encumbrances.

**20.20(4) Review and approval of expenditures.** The regional deputy director of operations and the deputy director of administration will review the proposals for a quarterly presentation by the director to the corrections board for approval. The director will notify the chairpersons and ranking members of the justice system’s appropriations subcommittee of the proposals prior to the corrections board approval. All expenditures and encumbrances shall require prior approval from the corrections board and the respective regional deputy director of operations. Institutions shall not be allowed to encumber or expend funds without approval. Revenues generated by telephone commissions at each institution shall be used to determine the availability of funds for each project.

**20.20(5) Permitted expenditures.** The director shall advance to the corrections board for approval only projects that benefit offenders. Expenditures may include, but are not limited to, projects that provide educational, vocational or recreational services or projects, or work or treatment programs for offenders. Expenditures may also be used to initiate new programs, services, or projects. Institutions shall give spending priority to programs, services, and projects that promote the health and welfare of offenders.

This rule is intended to implement Iowa Code section 904.508A.