

Sixth District Department of Correctional Services POLICY	Issue Date 01/31/92	Effective Date 02/15/17	Policy Number 103-17
Subject GENERIC NOTES		Review Month September	Author 0166 (KMC)
Rescinds 103-10	References PREA Policy 2412		

POLICY:

Staff record and maintain generic notes in ICON on all offenders under supervision. These entries may take the form of generic notes, security standards, events or a combination thereof. Facility logs are not considered generic notes thus may be kept in a format of the facility's choosing.

DEFINITION:

1. Generic notes - Describe all significant events which occur during the course of the supervision or during the residency of an offender in a facility such as:
 - A. Receipt of the file by the case manager;
 - B. Rationale for upward or downward movement in the offender's supervision level.
 - C. The staff's efforts to supervise the offender in accordance with the Jesness strategy group.
 - D. Any issues, concerns or changes in the offender's employment/educational status;
 - E. Referrals made to resource agencies and information received from agencies;
 - F. Compliance with case plan objectives;
 - G. Travel permission;
 - H. Staff observations of offender's behavior in the residential facility during office visits, during home visits, or in the course of a field contact;
 - I. Violations of the supervision agreement not otherwise documented in ICON;
 - J. Court appearances and/or other offender related hearings;
 - K. Appointments with staff and/or resource agencies;

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DEFINITION: (continued)

- L. Each time staff releases criminal history data, criminal intelligence data, criminal investigative data or criminal surveillance data.
 - M. Prison Rape Elimination Act (PREA) – form signed and acknowledgment of explanation as per Policy 2412, Sexual Misconduct with Offenders (PREA).
 - N. All other activities related to the offender's supervision.
2. Collateral - Gathering or verifying information about the offender by some source other than the offender. This contact may take the form of face-to-face, telephone or paper.
3. Contact Codes - Select all that apply:
- | | | |
|---|---|--|
| Offender Office: <input type="checkbox"/> | Collateral Office: <input type="checkbox"/> | Weekly Report: <input type="checkbox"/> |
| Offender Field: <input type="checkbox"/> | Collateral Family: <input type="checkbox"/> | Monthly Report: <input type="checkbox"/> |
| Offender Phone: <input type="checkbox"/> | Collateral Field: <input type="checkbox"/> | Behavior Observation: <input type="checkbox"/> |
| Offender Home: <input type="checkbox"/> | Collateral Phone: <input type="checkbox"/> | Iowa Court Info System: <input type="checkbox"/> |
| Collateral Intervention: <input type="checkbox"/> | Collateral Home: <input type="checkbox"/> | Voice Recognition: <input type="checkbox"/> |
| | E-mail: <input type="checkbox"/> | |
4. Supervision - Staff monitoring of offenders in pretrial release, presentence investigation, probation, parole, residential and work release or any specialized program (e.g. workforce development, sex offender treatment program.)

PROCEDURE:

- 1. Staff begin recording offender related contacts in the generic notes immediately upon case assignment (see procedure #5).
- 2. Generic notes are entered by the staff member assigned the case or staff having had the contact with the offender or collateral source.
- 3. At least once per month, the agent and offender review the case plan together and the agent notes updates in generic notes.
- 4. When an offender changes employers or educational institutions, the agent enters this information in the appropriate ICON screen; this generates an event in the event log. Any further information relative to this job/school change is made in generic notes. Comments on the employment/education screen are not used in lieu of generic notes as they do not appear in the event log.

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PROCEDURE: (continued)

5. Generic notes are entered in the following format:
 - A. Month, day and year of contact; if entering information for a past date, ICON automatically records the current month, day and year.
 - B. Enter the appropriate note category - Note: if your note covers any aspect of violations of supervision even though you cover other material in the note, select violations as the note category.
 - C. Enter two to three key words in the subject line; enough to identify the essence of the note for the reader. E.g.: field check, discussion with county attorney.
 - D. Field Services contact code, if applicable; check appropriate box in ICON.
 - E. A brief description of the contact or behavioral assessment; this includes non-case plan related matters e.g.: payment of supervision fees, submitting a paycheck stub.
6. Generic notes are maintained in ICON.
7. Generic notes related to major incidents or violations must be documented immediately. All other generic note documentation must be completed within five (5) days of when the interaction with or about the offender occurred.
8. Entries on the bottom section of the Field Service Monthly Report (103A) are not considered generic notes. These entries may be used to assist the offender and agent in remembering the activities for the next appointment.

BY ORDER OF:

Bruce Vander Sanden, Director