

Sixth District Department of Correctional Services POLICY	Issue Date 06/26/92	Effective Date 09/10/18	Policy Number 401-18
Subject PROBATION PHILOSOPHY/ INTAKE		Review Month December	Author 0102/0323 (JAL/RER)
Rescinds 401-17	References 55;100; 106; 115; 154; 163; 2412		

PHILOSOPHY:

Individuals sentenced by the Court System who are placed on probation to the agency are supervised according to the risk, needs and responsivity of the probationer and special conditions as ordered. The agency is committed to creating and implementing a framework for gender-responsive, culturally sensitive and trauma-informed services in program delivery and staff development, policies and procedures, administrative practices, and organizational infrastructure. Services and supports that are trauma-informed build on the best evidence available with offender and family engagement, empowerment, and collaboration. Agents work collaboratively with other criminal justice organizations, community agencies, the offender and support system to address offender needs and to promote public safety and successful outcomes. Agents report violations of probation to the Court and utilize the Intermediate Sanctions Continuum (153A) when considering appropriate treatment and custodial options.

DEFINITIONS:

1. Offender - Anyone under legal supervision by employees of the Department.
2. Gender-responsiveness - Approaches guided by research that are relational, strengths-based, trauma-informed, culturally competent, and holistic; and account the different internal, emotional, social and biological experiences of women and men, and responds to their unique needs, strengths, and challenges.
3. Trauma - Refers to experiences that cause intense physical and psychological stress reactions. It can refer to "a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual's physical, social, emotional, or spiritual wellbeing."
4. Trauma Informed - "A program, organization or system that is trauma-informed: realizes the widespread impact of trauma and understands potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff and others involved with the system; responds by full integrating knowledge about trauma into policies, procedures and practices; and seeks to actively resist re-traumatization."
5. Cultural Sensitivity - Understanding and awareness of issues as they pertain to the cultures of crime, poverty, race, and drugs that serve to improve staff-offender interactions.

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POLICY:

Upon intake each offender is assessed for risk and needs to determine the appropriate level of supervision.

PROCEDURE:

1. Support staff complete ICON data entry in accordance with ICON Business Rules and builds a file. If a Presentence Investigation Report is not available, support staff obtains a copy of the Minutes of Testimony, Trial Information and No Contact Order (if applicable). Support staff includes a hard copy of the offender criminal history for those cases where no PSI exists. Prior to the first appointment, the Agent ensures a Probation Agreement (402A) is prepared in ICON.
2. The Agent maintains a case file for each offender and completes ongoing ICON data entry in accordance with ICON Business Rules.
3. Support staff sends an appointment letter scheduling an offender for an intake group or the Agent schedules an initial appointment with the offender.
4. Prior to, or during the first appointment, the Agent obtains a Statement of Offender (401) completed by the offender, if no PSI is available.
5. Within two (2) weeks from the date of assignment, the Agent reads and explains the Probation Agreement to the offender at which time it is signed by both. A copy is provided to the offender and a copy (original signatures) is placed in the offender's file. At this appointment the Agent reviews, signs and provides the offender with a copy of the Offender Grievance (0115A) and PREA (2412A, 2412C) forms and obtains an offender photo. The office sign-in requirement and office protocol is explained to the offender during this initial appointment.
6. The Agent and/or High Risk Unit conducts a home visit within the first thirty (30) days of sign-up, when applicable, based on contact standards and transfer status.
7. In the event the offender fails to report, the assigned Agent takes reasonable steps to locate the offender and ensures compliance with the intake process.
8. A case is counted as new, for sixty (60) days from date of assignment. In addition to signing the offender to supervision, the Agent completes DNA collection, as required by Policy 163, assessments as required by Policy 100, UA Protocol Screen, and the Plan of Payment, referral letter and releases of information, if applicable.
 - A. Offenders with a history of severe mental illness, violent behavior and/or expertise in weapons or explosive devices are reviewed with the Supervisor for placement on specialized caseloads as staffing patterns and workload allow.

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PROCEDURE: (continued)

9. The Agent ensures the following documents are in the case file or ICON:
 - A. Sentencing order and other relevant court orders;
 - B. Probation Agreement;
 - C. Pretrial information (200A, 200B, 208A, 209A), if available;
 - D. Presentence Investigation (300), if conducted, or prior record information;
 - E. Statement of Offender (if no Presentence Investigation was conducted);
 - F. Plan of Payment, if required;
 - G. County Attorney information;
 - H. Iowa Risk Revised (100, 100A);
 - I. Offender views PREA document/video & signs corresponding PREA form (2412A, 2412C) and enters a generic note into ICON;
 - J. Case Planning (100A), DRAOR CBC Caseplan is completed for offenders who score High Normal or Intensive;
 - K. DRAOR Interview Guide Documentation (if applicable);
 - L. ICON Generic Notes (103);
 - M. Monthly Report, written or KIOSK (103A);
 - N. Agency letter of referrals with Releases of Information (102A), if applicable;
 - O. Transfer of Supervision in ICON Transfer Instances (126);
 - P. Report of Violations (411) and Complaint (410);
 - Q. Notice of Arrest (409A);
 - R. Extension of Probation (413A);
 - S. Travel Permit (104A);
 - T. Offender Photographs (109);
 - U. Offender Grievance Form (115A);
 - V. Relevant audit forms (See 117);
 - W. Urinalysis results and all corresponding documentation as required.
 - X. DNA Testing (163).

BY ORDER OF:

Bruce Vander Sanden, District Director