

Sixth District Department of Correctional Services POLICY	Issue Date 05/10/91	Effective Date 10/10/14	Policy Number 408-14
Subject <b>UNPAID BALANCES</b>		Review Month September	Author 0102 (JAL)
Rescinds 408-03	References Iowa Code Section. 910.4		

**POLICY:**

Staff take corrective action when offenders discharge from supervision with an outstanding restitution balance.

**PROCEDURE:**

1. When the offender's probation is scheduled to expire and may not be extended, and a restitution balance remains, the Agent:
  - A. Files a Report of Violation (Policy 410) if failure to pay is considered willful;
  - B. Submits a discharge report with an agreement to pay if applicable.
  
2. In determining whether the offender's non-payment was willful, the Agent considers the following factors:
  - A. Present income/employment;
  - B. Physical/mental health circumstances;
  - C. Education;
  - D. Financial situation;
  - E. Family circumstances.

BY ORDER OF:

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Bruce Vander Sanden, Director