

Sixth District Judicial Department of Correctional Services POLICY	Issue Date 05/19/06	Effective Date 06/20/17	Policy Number 419-17
Subject <b>MINIMUM MAINTENANCE PROGRAM (MMP)</b>		Review Month March	Author 0102 (JAL)
Rescinds 419-07	References 6 <sup>th</sup> DCS Policies 104, 411, 415, 417		

**POLICY:**

In response to Evidence Based Practices and strategic plans that guide agency resources towards offenders determined to have the highest risk/needs, low risk offenders are diverted to a supervision program commensurate with the resources needed to effectively monitor their progress.

**PROCEDURE:**

1. Eligibility:
  - A. Offender scores low normal on the Iowa Risk Revised Instrument (IRR). Offenders scoring minimum or administrative are referred to the Self-Supervised Program (SSP) unless a Supervisor approves otherwise.
  - B. Offenders convicted of an aggravated or felony level offense having at least six (6) months supervision remaining. Exceptions are by Supervisor approval.
  - C. The referring Agent establishes the following items are reviewed or completed:
    - No pending charges
    - No pending Report of Violation
    - No unaddressed pending violations/new arrests during supervision
    - No incidents of alcohol/drug abuse in the last six months
    - DNA completed
    - PREA completed
    - Photo taken
  - D. Offenders convicted of crimes sexual in nature are ineligible;
  - E. Assault and mental health cases are reviewed on a case by case basis.
2. Referral Process:
  - A. The Agent completes the MMP/SSP Quick Screen (419G) and reviews the case with the Agent's Supervisor. If approved for referral to MMP, the file is forwarded to the MMP secretary who ensures data entry is current in ICON and appropriate documents are included. If approved for transfer to SSP, consult the Self-Supervised Probation policy (417) for further instructions.

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**PROCEDURE:** (continued)

- B. The referring Agent schedules the offender into a group orientation or individual appointment and ICON information is updated accordingly by staff assigned to MMP duties.
  - C. If offender fails to attend orientation or initial appointment the referring Agent is notified and immediately follows up with the offender. If good cause is demonstrated, the offender is referred to the next scheduled orientation or appointment.
3. Removal from MMP Program:
- A. Upon successful completion a Discharge Request (415A) is submitted and approved by Supervisor.
  - B. Serious non-compliance issues, such as a new arrest(s), is noted as a violation incident' in ICON and reviewed with the Supervisor for a case re-assignment to traditional supervision. If a Report of Violation (411A) is completed the newly assigned Agent attends all court hearings unless the presence of the MMP Agent is required.
  - C. In the event an offender absconds, a Report of Violation with request for warrant is filed and the case is retained in the program until the offender is apprehended and sanctions are applied.
  - D. Upon removal for non-compliance, MMP staff complete an updated Iowa Risk Revised Assessment.
4. Offender Requirements:
- A. Submit monthly reports (electronic or hard copy) and provides verification of compliance/completion of probation obligations.
  - B. Submit to substance abuse screening upon probable cause request.
  - C. Offenders are required to maintain face-to-face contact on a quarterly basis.
  - D. Offenders are obliged to request discretionary out of state travel ten (10) days in advance of departure date subject to agent approval. In an emergency situation, travel permits are issued at any time by authorized staff. Refer to the Travel Permission policy (104) for further details.

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**PROCEDURE:** (continued)

5. MMP Agent Requirements:
  - A. Accepts referrals to the program and establishes initial point of contact through individual appointment or group orientation (s) held monthly.
  - B. Verify offender compliance and record events of non-compliance.
  - C. Address non-compliance concerns with offenders, notify of potential consequences and provide re-direction as appropriate.
  - D. Conduct probable cause substance abuse tests.
  - E. Notify Supervisor if any concern arises of inappropriate referral.
  - F. Submit Discharge Requests to the Unit Supervisor upon successful completion of requirements. If upon completion of two (2) years for a felony offense or eighteen (18) months for an aggravated misdemeanor and the Agent determines maximum benefits are achieved, a request for discharge is submitted.

BY ORDER OF:

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Bruce Vander Sanden, Director