

Sixth District Department of Correctional Services POLICY	Issue Date 04/17/15	Effective Date 09/20/19	Policy Number 701-19
Subject PRE-PLACEMENT, PAROLE TO DETAINER AND PAROLE CASE ASSIGNMENT		Review Month March	Author 0600 (DKO)
Rescinds 701-18	References Admin. Code 201-45; Iowa Code 906; DOC Policy IS-RL-01		

POLICY:

The District Director ensures that each parole offender within the District is provided supervision.

PROCEDURE:

1. In an effort to be proactive with parole plans and to provide a more seamless transition to the community, the Iowa Department of Corrections instituted a Home Placement Questionnaire (701A or 701B for sex offenders) as a prerequisite to parole recommendations. The entire pre-placement process is outlined in the Iowa Department of Corrections Home Placement Questionnaire (HPQ) Prison Checklist and CBC Checklist (701C).
 - A. A questionnaire is given by the institutional (prison) case manager to an offender for whom a parole recommendation is warranted. The questionnaire is to be returned no later than one-hundred twenty (120) days prior to the annual review or anticipated release date. The completed questionnaire is reviewed for accurateness and appropriateness by the assigned institutional case manager.
 - B. If the release plan is determined to be appropriate, HPQ, signed Release of Information (102A), and Release Site Phone Interview (701D) are scanned into ICON Offender Attachments by the institutional case manager.
 - C. The institutional case manager enters a Transfer Instance to Field with a supervision status of Prison. The Destination Transfer Status is Pre-Placement. The institutional case manager notes in the comment section the estimated date the Board of Parole is reviewing the release plan. For staff-initiated release plans, the institutional case manager notes the date the offender is to be staffed.
 - D. The assigned District staff runs the report entitled Field Transfers on a daily basis to expedite the assignment of pre-placement questionnaires to field agents for investigation.
 - E. The District unit supervisor assigns the pre-placement investigation to a field agent. The unit supervisor enters the name of the assigned agent and date in the Destination Staff Assignment section of the Transfer Instance to Field.

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PROCEDURE: (continued)

- F. The assigned agent has thirty (30) calendar days from receipt of file to complete the pre-placement investigation. The assigned agent conducts the investigation, which includes a visit to the proposed residence and communication with the landlord, and changes the status to either Approved or Denied. If the assigned agent intends to deny the plan or the plan is in need of alteration, courtesy contact is made with the institutional case manager in an attempt to identify workable alternatives. The assigned agent changes the status to Approved or Denied in the Transfer Instance to Field. The reasons for the denial are entered into the Status Comments of the Transfer Instance to Field.
- G. If the pre-placement plan is acceptable to the field agent, the institutional case manager takes the plan to the DOC classification to recommend parole and submits a Board of Parole Release Plan.
- H. When the parole is actually granted, the institution case manager enters a new Transfer Instance to Field.
- I. For a PAROLE TO DETAINER (IOWA), the institutional case manager determines which District the offender will be residing in after the detainer and is to have an approved plan with the District prior to the offender leaving prison on the detainer.
 - 1) The institutional case manager enters a Pre-Placement Transfer Instance to Field to establish an approved release residence.
 - 2) If the proposed residence is approved by the assigned field agent, the institutional case manager submits the Board of Parole Release Plan with a recommendation of Parole to Detainer. The District approves the transfer and assigns a field agent to monitor the location and status of the offender.
 - 3) If the proposed residence is denied, the assigned field agent works with the institutional case manager on an alternative for release, such as homeless shelters, community halfway houses, and sober living facilities.
 - 4) If there is absolutely no other option, the institutional case manager submits a Board of Parole Release Plan with the added condition of 10B (to reside in community residential correctional facility). The assigned field agent approves a Transfer Instance to Field-Parole to Detainer-with the added parole condition of 10B.
 - 5) Institutional staff generates the parole agreement and provides reporting instructions for the offender to follow upon release from the detainer. The Parole Order, reporting instructions, and Agreement of Prisoners Granted Parole to Authority Holding Detainer are emailed to the assigned field agent, along with the details of location of the detainer.

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PROCEDURE: (continued)

- 6) When the offender is released to the detainer, institutional staff closes the prison supervision modifier and opens a parole supervision status along with the destination work unit and destination staff assignment, as designated in the Transfer Instance to Field. A supervision modifier of "In Jail" is entered.
 - 7) The District assigns a field agent to monitor the location and status of the offender and the Transfer Instance to Field is changed to Complete.
- J. For a PAROLE TO DETAINER (OUT-OF-STATE), the institutional case manager determines which District the offender will be residing in after the detainer and is to have a back-up residence/release plan with the District prior to the offender leaving prison on the detainer.
- 1) The institutional case manager enters a Pre-Placement Transfer Instance to Field to establish an approved back-up residence/release plan.
 - 2) If a residence/release plan is approved by the assigned field agent, the institutional case manager submits the Board of Parole Release Plan with a recommendation of Parole to Detainer. When the Parole to Detainer is granted, a Transfer Instance to Field is entered. The District approves the transfer and assigns a field agent to monitor the location and status of the offender.
 - 3) If a residence cannot be established, it may be necessary to consider other community options such as shelters, halfway houses, or sober living facilities.
 - 4) If there is absolutely no other option, the institutional case manager submits a Board of Parole Release Plan with the added parole condition of 10B (to reside in community residential correctional facility). The assigned field agent approves a Transfer Instance to Field-Parole to Detainer-with the added parole condition of 10B.
 - 5) Institutional staff generates the parole agreement and provides reporting instructions for the offender to follow upon release from the detainer. Parole documents are emailed to the assigned field agent. Offenders are responsible for their own transportation back to Iowa.
 - 6) When the offender is released to the detainer, institutional staff opens a parole supervision status along with the destination work unit and destination staff assignment. A supervision modifier of "Detained by non-Iowa Jurisdiction" is entered.
 - 7) The institutional staff notifies the assigned field agent when the offender is released to the detainer and is the District's responsibility to monitor.

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PROCEDURE: (continued)

- 8) The Transfer Instance to Field is changed to Complete by the assigned field agent.
 - 9) If the offender remains out-of-state after the detainer, the assigned field agent is responsible for initiating an interstate compact transfer according to established rules (Refer to Policy 1200, Interstate Compact).
 - 10) A Pre-Placement Transfer Instance to Field is not entered in ICON for those offenders whose out-of-state detainers and/or sentences exceed time on Iowa parole. After a Parole to Detainer is granted in those cases, the institutional case manager enters a Transfer Instance to Field and indicates in comments why no alternate address was established. The District approves the transfer and assigns a field agent to monitor the location and status of the offender.
 - 11) Cases that involve offenders in Immigration and Customs Enforcement (ICE) detention are re-assigned to Interstate Compact staff. Email notification is sent to Iowa's Compact Administrator or designee to ensure this occurs.
- K. There will be instances when the timing of an inmate's release will not allow for the full HPQ pre-placement process to be completed. In those instances, the institutional case manager conducts a phone interview to confirm release site information prior to entering the Transfer Instance to Field. The Release of Information and Release Site Phone Interview are scanned into ICON Offender Attachments.
2. The unit supervisor is notified that a parole has been granted.
 - A. For an offender paroling from an institution, an assigned institution case manager generates a transfer request by entering a Transfer Instance to Field in ICON. The assigned District staff generates an ICON report entitled Field Transfers to identify the pending parole transfer.
 - B. For a work release offender paroling from one of the District's residential facilities, an assigned residential staff generates a transfer request by completing a Transfer Instance to Field in ICON. The assigned field staff generates the Field Transfers report to identify the pending parole transfer.
 3. The unit supervisor is responsible for appropriate case assignment. The unit supervisor, or designee, reviews and assigns the case utilizing either a parole placement packet generated by clerical or the information contained in the ICON Board of Parole Docket which includes commitment offenses, assessments, release plan, release plan history, decisions, revocations, DOC movements, reception report, prior record, needs and interventions, institution disciplinary reports, residential formal discipline, supervision history and correspondence data. This report is generated under Reports ➤ Board of Parole ➤ Board of Parole Docket Report.

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PROCEDURE: (continued)

4. The unit supervisor enters the name of the assigned agent and date in the Destination Staff Assignment section of the Transfer Instance to Field. Note: When CBC enters assigned staff to the new Parole Transfer Instance, they are also to change the Pre-Placement Transfer Status to Complete. Until Parole Transfer Instance is entered, the Pre-Placement status should be Approved. The unit supervisor forwards the case material to the appropriate secretary for file preparation. The file is then given to the assigned agent to conduct the parole placement investigation within ten (10) days of receipt of the file, which includes a visit to the proposed residence and landlord confirmation if a pre-placement investigation was not done.

BY ORDER OF:

Bruce Vander Sanden, District Director