

Sixth District Department of Correctional Services POLICY	Issue Date 01/15/93	Effective Date 06/05/18	Policy Number 702-18
Subject PAROLE RELEASE PROCESS		Review Month March	Author 0102/0118 (JAL/LST)
Rescinds 702-15	References Admin. Code 201-45 Iowa Code 906; DOC Policy IS-RL-01		

POLICY:

Upon receipt of an order granting parole and a placement packet from the unit supervisor, the agent initiates the release process.

PROCEDURE:

1. If a Home Placement Questionnaire was not provided and a pre-placement investigation was not conducted, the agent has a maximum of ten (10) calendar days from receipt of file to verify the placement plan, or to develop an alternate plan. The agent verifies the offender's initial proposed residence and employment (where applicable) within seventy-two (72) hours of assignment (weekends excluded). ICON is used to obtain offender release information such as Personal History Data Sheet, Board of Parole Docket Report, Case Manager Summaries, PSI, Medical Information-Exits, and Sentencing Order(s). If essential information is not available in ICON, the institution release coordinator/records department provides the information upon request by District staff. If a pre-placement investigation was not conducted, detailed information regarding the offender's placement plan (release site address, phone number, relationships, employment information, etc.) is entered in ICON by the institution case manager under the Sending Transfer Information –Initiated Comments section of the Transfer Instance to Field.
2. If the placement plan is in need of major alteration, the agent contacts the institution case manager or residential probation/parole officer for assistance in developing a workable alternative. This continues until an appropriate plan is established or the parole is rescinded. The status is entered in the Destination Transfer Status section of the Transfer Instance to Field. The agent selects Denied if rejecting the parole plan. If the parole plan is denied, the agent enters an appropriate explanation in the Status Comments section.
3. When the parole plan has been verified and accepted, the agent selects Approved in the Destination Transfer Status and then arranges for the physical release of the offender. The agent always refers to the offender's eligibility date before scheduling the offender's appointment. Reporting instructions for the offender are noted in the Status Comments under the Destination Transfer Status section of the Transfer Instance to Field. The institution case manager or residential probation/parole officer shares the reporting instructions with the offender. The institution case manager enters the offender's mode of transportation into the ICON Transfer Instance.

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PROCEDURE: (continued)

4. The offender may not be released on parole prior to the execution of the Parole Agreement (703A). Prior to release from an institution or facility, the offender is required to sign a Parole Agreement. The Parole Agreement contains the conditions of parole and the offender's reporting instructions. The responsible institution or facility releases the offender according to established policies and procedures. The signed Parole Agreement is scanned and entered in ICON under Board of Parole Summary-Board of Parole Decisions Attachments. District staff can access the Parole Agreement from this ICON screen.
5. The agent meets with the offender at the pre-arranged time to complete the sign-up process. The Destination Transfer Status in ICON must be updated by entering Complete to confirm that the offender arrived.
6. During the sign-up process, the agent checks the ICON DNA screen to confirm that DNA was collected on eligible offenders. Refer to DNA Testing Policy (163).
7. The agent reviews Records Alerts for victim notification information.
8. The agent has the offender sign a Notice of Supervision Fee (138A) to document that the offender was notified of the fee(s) owed. This documentation is necessary for any unpaid fees that are referred to the Offset Program.

BY ORDER OF:

Bruce Vander Sanden, District Director