

Sixth District Department of Correctional Services POLICY	Issue Date 01/15/93	Effective Date 04/24/15	Policy Number 704-15
Subject PAROLE RELEASE FUNDS		Review Month March	Author 0118 (LST)
Rescinds 704-11	References Admin. Code 201-45.1(5) Iowa Code 906, DOC Policy IS-RL-01		

POLICY:

The District Director ensures any offender funds received in the Judicial District are immediately distributed.

PROCEDURE:

1. Any funds not provided to the offender upon release from the institution are sent to the supervising agent with an accompanying receipt.
2. Upon receipt of the offender's funds (check), the agent notifies the offender within three (3) working days that the funds have arrived and arranges a time for the funds to be turned over to the offender. **(Funds are to be released to the offender only.)**
3. At the time the offender acknowledges receipt of the funds, a copy of the receipt is placed in the case file, and the original receipt returned to the institution issuing the check.
4. Parole reinstatements are not considered eligible for release funds.
5. Release fund eligibility and dollar amounts are established by the Code of Iowa, 906.9 and offenders are referred to that section, if needed.
6. If an offender has a disagreement with monies distributed, he/she is instructed to contact the business office of the releasing institution for clarification.
7. In the event the offender cannot be located to receive funds (i.e., absconded, extended travel, etc.) within thirty (30) days of receipt of said funds, the check is returned to the sending institution.
8. Refer to Schedule of Gate Release (Attachment) for further clarification.

BY ORDER OF:

Bruce Vander Sanden, Director