

Sixth District Department of Correctional Services POLICY	Issue Date 04/20/93	Effective Date 11/01/18	Policy Number 711-18A
Subject PAROLE DISCHARGE		Review Month March	Author 0102/0118 (JAL/LST)
Rescinds 711-18	References Admin. Code 201-45.6; 201-45.6(1)(2)(3); 205-13.1; 205-13.2; Iowa Code 906.15; 709.3; 709.4; 709.8; 902.12; ICON Business Rules		

POLICY:

The District Director ensures procedures are developed providing for discharge of parole offenders, when they have exhibited satisfactory adjustment and fulfilled all requirements. Discharges granted by the District Director terminate the offender's parole. Under no circumstances is supervision extended beyond the expiration of an offender's sentence.

PROCEDURE:

1. Unless there is a Board of Parole condition restricting early discharge, property offenders may be considered for early discharge when satisfactory adjustment under supervision has been demonstrated for a period of thirty six (36) months. The following is considered prior to making a recommendation for early discharge:
 - A. Level of risk to the community (level of supervision);
 - B. Protective factors;
 - C. Compliance with treatment programs;
 - D. Employment status or means of support;
 - E. Payment in full of court debt;
 - F. Stability of residence;
 - G. Overall adjustment to supervision.
2. Offenders with violent instant offenses are not recommended for early discharge from parole.
3. Offenders sentenced to a special sentence under Iowa Code Section 903B.1 (lifetime) or 903B.2 (10 years), may be discharged early from the sentence in the same manner as any other person on parole (Refer to Policy 919). However, offenders convicted of violations of sections 709.3 (Sexual Abuse 2nd), 709.4 (Sexual Abuse 3rd), or 709.8 (Lascivious Acts) committed on or with a child, or offenders serving sentences under section 902.12, (pertains to minimum sentence for certain felonies), cannot, by law, be recommended for discharge from parole until expiration of sentence.

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PROCEDURE: (continued)

4. The agent completes the Field Discharge Report (717A) in ICON and forwards it to the unit supervisor for approval. The Field Discharge Report includes, but not be limited to, the following:
 - A. Offender's attitude and adjustment to parole supervision;
 - B. Public offenses committed by the offender while under supervision;
 - C. Violation of any parole conditions set by the Board of Parole;
 - D. Abuse of alcohol or drugs while on parole;
 - E. Restitution accomplished by the offender;
 - F. The reasons why the discharge is appropriate.
4. Upon supervisory approval, the Field Discharge Report is submitted to the District Director for approval at least fourteen (14) working days prior to the actual expiration of sentence.
5. Assigned support staff submits the parole discharge in ICON according to ICON business rules.
6. The supervising agent is responsible for routinely checking tentative discharge dates either through ICON or by reviewing monthly reports that are generated by support staff.
7. Offenders having multiple discharge dates are on only one parole. The Field Discharge Report is submitted in reference to the latest (last arriving) expiration date. As non-lead charges expire, they are inactivated in ICON by support staff (no discharge report required).
8. Staff makes a reasonable effort to present the offender with a Final Discharge from Parole (711B) and documents efforts in Generic Notes accordingly.
9. Staff informs the discharged offender of the procedures to request restoration of citizenship rights and provides correct address where the completed documentation is mailed.
10. Support staff closes the supervision record per established ICON Business Rules.

BY ORDER OF:

Bruce Vander Sanden, District Director