

Sixth District Department of Correctional Services POLICY	Issue Date 02/06/15	Effective Date 11/10/18	Policy Number 2366-18
Subject <b>PASSES (ANCHOR Residential)</b>		Review Month December	Author 0253 (MST)
Rescinds 2366-17	References 905 246.904, 1987 Code of Iowa		

**POLICY:**

Passes are privileges which are earned and granted to residents to promote rehabilitative objectives.

**DEFINITION:**

1. Pass - Any approved temporary release from custody as granted in accordance with sections cited above. A pass differs from a furlough (See Furlough Policy [2349]) in that it is shorter in duration, and generally limited to Linn County locations during non-curfew hours.
2. Permanent pass - Authorizing the resident to attend a regular weekly scheduled meeting, treatment, worship service or education class.
3. Treatment pass - A pass which allows the resident to attend treatment-related activities in the community.
4. Personal Spending Pass/Store Pass - A pass allowed between 0600 hour and 2200 hour, which permits the resident to cash his personal spending check and purchase personal supplies.

Personal spending passes outside these parameters are authorized by the resident's Residential Probation/Parole Officer (PPO).

5. Restriction-free week pass (see Levels, Resident Handbook) - A pass earned by the resident through level attainment and appropriate behavior. This pass is earned by residents on Level 2 and above, when the resident has had no restriction or formal or informal disciplinary reports written during the last seven (7) days and has no disciplinary hearing pending. The number of passes that are available are based on the level.
6. Special pass - A pass for any appropriate purpose not previously defined, used for identified needs of the resident, as a reward for behavior, emergency situations, etc.
7. Pass Week - Seven (7) day period commencing on Friday at 0600 and ending on Thursday at 2200, which determines accumulation of pass privileges utilized.

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**PROCEDURE:**

1. Resident completes a pass each time they request to leave the building. Residential Officer checks them out in ICON Ins/Outs screen (offender > housing > residential Ins/Outs).
2. Resident fills the pass out in advance. Residential Officers may approve personal spending/store passes and three (3) hour passes. All other passes are approved by the resident's Residential PPO. If a resident requests a pass when the Residential PPO is not available, a Residential Officer may issue/approve the pass or the Residential Officer may phone the Supervisor on-call for approval if it is a:
  - A. Treatment pass, after confirming the appointment, if possible,
  - B. Work-related pass, needed to begin or maintain employment, or
  - C. Special pass, needed for an emergency situation, and deemed appropriate by the Residential Officer with approval of the on-call Supervisor.
3. The Residential PPO approves a Permanent Pass Information Form (2366B) which has been completed by the resident. It is the resident's responsibility to fill out a Permanent Pass for any weekly ongoing event (such as church services, treatment, AA meetings, treatment groups, etc.). The original copy is maintained in the Residential PPO's file, a copy is given to the resident and one (1) copy is placed in the resident's file.
4. All residents fill out a Pass twenty-four (24) hours prior to needing to leave the building. Some passes may need prior approval and the resident needs to submit the proposed pass prior to taking the pass. If the pass needs Residential PPO approval, the resident fills out the pass request in kiosk and notifies their PPO via kiosk that they need a pass approved including any additional relevant information that the PPO has requested. The resident needs to plan ahead and ensure the Residential PPO has ample time to review and approve the pass request.
5. When a resident is ready to leave the facility on a pass the Residential Officer:
  - A. Reviews the pass for verification and eligibility that the resident has been authorized to leave the facility to go to the intended location, and verifies return time with the resident.
  - B. Checks the resident out of the facility in ICON under Residential Ins/Outs (Count 2350-18) and notes the date and location of the pass on the Personal Spending Pass Log (2346A).
  - C. The resident is not approved to leave until the Residential Officer notifies them they are checked out in ICON and are approved to leave.

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**PROCEDURE: (continued)**

6. Periodic telephone and/or visual checks are made by staff on residents who are out of the facility on pass to ensure compliance with facility rules. Staff complete such checks by:
  - A. Telephoning the location(s) and/or speaking directly to the resident, or
  - B. Going to the location(s) to physically observe the resident.
  - C. Documenting the check or visual in ICON under Security Standards.
7. When the resident returns to the facility, the Residential Officer:
  - A. Checks the resident into the building in ICON Residential Ins/Outs;
  - B. Obtains receipts and provides them to the Residential PPO if resident was on a store pass.

BY ORDER OF:

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Bruce Vander Sanden, District Director