

Sixth District Department of Correctional Services POLICY	Issue Date 11/01/91	Effective Date 06/01/17	Policy Number 2530-17
Subject PAROLE RECOMMENDATIONS (WR/OWI)		Review Month December	Author 0120 (CDE)
Rescinds 1330-12, 1430-12	References		

PURPOSE: To ensure residents are recommended for parole at the optimum time and the recommendations are based on appropriate criteria.

POLICY:

Residents are recommended for parole when it has been determined by staff that they have satisfactorily completed Work Release objectives.

DEFINITION:

1. See IDOC Policy **AD-GA-16** for Definitions, click link below:
<http://docportal.doc.gov.state.ia.us/Docs/DOC%20Policies/Section%201%20-%20Administration%20and%20Management/General%20Administration/AD-GA-16%20Definitions%20Policy.doc>

PROCEDURE:

1. Contents:
 - A. Parole Recommendation Criteria;
 - B. Iowa Corrections Offender Network (ICON) generated Board of Parole Release Plans;
 - C. Following the Board of Parole Meeting;
 - D. Following Board of Parole Reviews;
 - E. Parole Supervision;
 - F. Out of State Parole.
2. Parole recommendations are based on the following:
 - A. Employment stability and performance;
 - B. Financial savings and money management;

POLICY NUMBER 2530-17

PAGE 2 OF 4

PROCEDURE: (continued)

- C. Compliance with work release expectations;
 - D. Satisfactory progress on case plan/treatment objectives.
 - E. Stable residence.
 - F. Compliance and completion of all work release/OWI conditions imposed by the Iowa Board of Parole.
3. OWI residents may be recommended for parole when they satisfactorily:
- A. Successfully complete the established OWI substance abuse programming offered within the facility;
 - B. Develop an approved aftercare program;
 - C. Satisfy all individual requirements specified by the Residential Probation/Parole Officer and/or treatment provider.
4. ICON generated Board of Parole Release Plans are requested by the Board of Parole or may be initiated by staff in ICON.
- A. Release Plans are requested by the Board of Parole based on a previously established review date;
5. Following the Board of Parole Meeting, an electronic notification is automatically sent to the residential facility and Residential Probation/Parole Officer approving or denying parole request. Parole order is located in ICON under Board of Parole Decisions.
6. Parole Supervision:
- A. The Residential secretary enters a transfer to field in ICON for parole agent assignment.
7. A parole packet is forwarded to the appropriate supervising parole unit. The parole packets includes:
- A. Resident's location and availability;
 - B. Health Exit/OWI Physical;
 - C. Field History Data Sheet;
 - D. Employment Information;
 - E. Most recent psychological or psychiatric evaluation;
 - F. DRAOR, Case Plan, MINI, & Jesness;

POLICY NUMBER 2530-17
PAGE 3 OF 4

PROCEDURE: (continued)

- G. Treatment Paperwork (TASC, ASAC, Prelude, etc.);
 - H. PSI;
 - I. PREA.
8. The area Parole Supervisor then assigns an Agent to each offender being paroled to that area.
9. Upon signing a Work Release offender to parole the parolee is provided with a signed copy. The Parole Officer immediately notifies residential facility staff.
10. Out of State Parole
- A. Where Out-of-State Parole is requested, the following applies:
 - 1) The Manager/Designee submits a request in Interstate Compact Offender Tracking System (ICOTS). Transfer materials are to include:
 - a. Interstate Compact for Adult Offender Supervision (ICAOS);
 - b. Offender criminal history;
 - c. Offender photograph;
 - d. Parole Agreement signed by offender;
 - e. Description of the instant offense;
 - f. Judgment and Sentencing Order;
 - g. Any order restricting offenders' contact with victims or any other person;
 - h. Sex offender registry requirements in Iowa;
 - i. Pre-sentence Investigation report;
 - j. Court ordered financial obligations (i.e. fines, court costs, restitution, child support etc.) including the balance owed on each and address where payments are to be made.
 - k. Medical information if applicable;
 - l. Summary of prison/residential discipline and mental health history during the last two years unless distribution is prohibited by law.
 - m. Supervision history if the offender has been under supervision for longer than thirty (30) days.
11. Interstate Compact rules allow for out of state requests to be submitted no more than one hundred-twenty (120) days prior to an anticipated parole.

POLICY NUMBER 2530-17
PAGE 4 OF 4

PROCEDURE: (continued)

12. An Iowa offender who is eligible for transfer under ICAOS is not permitted to relocate to another state except as provided by the ICAOS and as outlined in policies (**APPFS 3-3181**).
13. Fees:
 - A. Work release residents sign the **ISC-01 F-5**, Interstate Compact Application fee Acknowledgment Form and the fee is collected at the time of request for transfer.
<http://docportal.doc.gov.state.ia.us/Docs/DOC%20Policies/Section%207%20-%20Interstate%20Compact/ISC-01%20F-5%20Application%20Fee%20Acknowledgement.doc>
 - B. The transfer is not processed nor is the offender allowed to depart the state until the Interstate compact application fee is paid.
 - C. The fee is paid from the offender's account in the form of a money order, or a Judicial District check made payable to Treasurer-State of Iowa.
 - D. The money order must be forwarded to the compact office at the time the transfer is entered into ICOTS.

BY ORDER OF:

Bruce Vander Sanden, Director