

Sixth District Department of Correctional Services POLICY	Issue Date 12/20/91	Effective Date 08/15/17	Policy Number 2536-17
Subject PASSES		Review Month December	Author 0135/0572/ 0655 (DGA/BMU/DRO)
Rescinds 1335-91, 1536-98	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 - Approved temporary release from the facility. A pass differs from a furlough, see Furlough policy (2519) in that it is shorter in duration, generally limited to Linn County and Johnson County locations during non-curfew hours and may be approved by designated staff.
2. Permanent pass - Generally a Permanent Pass (2536A) completed by the resident's Probation/Parole Officer (PPO) authorizing the resident to attend a regularly scheduled meeting (i.e.: AA, NA), 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 - 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 PPO.

5. Restriction-free week pass - A pass earned by the resident through level attainment and appropriate behavior (see Level Privileges, Resident Handbook). This pass is earned by residents on Level 1 and above, (Hope House Level 2) 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. Residents are eligible for a maximum of three (3) hours per day at a no-phone location while on restriction-free week pass. (Hope House a maximum of (2) 4 hour no-phone passes per week in levels 3 and 4.)
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., generally authorized by the Residential Manager/Residential Supervisor.

POLICY NUMBER 2536-17

PAGE 2 OF 3

DEFINITION: (continued)

7. Pass Week - Seven (7) day period commencing on Thursday, 1200 hours, which determines accumulation of pass privileges utilized. (Hope House pass week begins at 0600 on Friday and ends at 2200 on Thursday.)

PROCEDURE:

1. Residential Officers may approve:
 - A. Two (2) personal spending passes each week for each resident at GRHC and LANC, (HH One personal spending pass per week in level 1.) and
 - B. Restriction-free passes and furloughs in accordance to what is available / granted per level.
 - C. All other passes for residents are approved by the resident's PPO. If a resident requests a pass when the PPO is not available, a Residential Officer may approve the pass if it is a:
 - 1) Treatment pass, after confirming the appointment, if possible;
 - 2) Work-related pass, needed to begin or maintain employment, or
 - 3) Special pass, needed for an emergency situation, and deemed appropriate by the Residential Officer.
2. The PPO authorizes a permanent pass by completing the Permanent Pass (2536A) maintaining the original in the PPO's file, and a copy is kept in the resident's sign out folder.
3. Staff authorizes a pass by reviewing the pending passes in the KIOSK pending data collection.
4. When a resident is ready to leave the facility on a permanent pass, the Residential Officer:
 - A. Ensures the resident knows the start and end time of the pass.
 - B. Reviews the permanent pass (resident copy or the copy in the sign out folder for verification the resident has been authorized to leave the facility to go to the intended location at that time, and
 - C. Checks the resident out of the facility, see Count (2520).

POLICY NUMBER 2536-17
PAGE 3 OF 3

PROCEDURE: (continued)

5. When a resident is ready to leave the facility on any other pass, the Residential Officer:
 - A. Reviews ICON Ins/outs or KIOSK for verification the resident has been authorized to leave the facility to go to the intended location at that time;
 - B. For Personal Spending Passes, GRHC/LANC staff logs the date and location of the pass on the Personal Spending Pass Log (2536B);
 - C. For Restriction-Free Week Passes, GRHC/LANC staff logs the date and location of the pass on the 3-Hour Pass Log (2536C);
 - D. Checks the resident out of the facility, see Count.
6. Periodic telephone and/or visual checks are made by staff of residents who are out of the facility on pass to ensure compliance with facility rules. Staff completes such checks by:
 - A. Telephoning the location(s) and speaking directly to the resident, or
 - B. Going to the location(s) to physically observe the resident;
 - C. Documenting the check in Security Standards in ICON.
7. When the resident returns to the facility, the Residential Officer:
 - A. Checks the resident in, see Count;
 - B. Obtains receipts and gives them to the residents Residential Probation Officer if they were out on a Personal Spending Pass.

BY ORDER OF:

Bruce Vander Sanden, District Director