

Sixth District Department of Correctional Services POLICY	Issue Date 11/01/91	Effective Date 02/01/20	Policy Number 2501-20
Subject WORK RELEASE/OWI REFERRALS/ SCREENING PROCEDURES		Review Month December	Author 0111 (SBL)
Rescinds 2501-18	References: IA DOC policy WR-03; IAC 201-43 and 44; 6JDDCS Policy 2502 (Placement – Transfers)		

POLICY:

Prior to accepting a work release resident, the Residential Manager or designee reviews necessary file information to determine appropriateness of placement.

PROCEDURE:

1. The Board of Parole recommends initial placement location and provides to the housing institution.
2. Referrals to work release are made by the institution per the Placement – Transfers policy (2502).
3. The Residential Manager or designee reviews the transfer to residential section in ICON and accepts or denies the placement.
4. Placement is accepted or denied in ICON based on:
 - A. Completeness of file information;
 - B. Former residence;
 - C. Immediate family living in the area;
 - D. Verified community support;
 - E. Intended employment/educational program;
 - F. Criminal History, especially prior violent offenses or sex offenses;
 - G. Availability of specialized treatment resources;
 - H. Threat group involvement;
 - I. Prior work release experience(s), if any;
 - J. Offender’s physical and mental abilities which prohibits successful program completion.

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PROCEDURE: (continued)

5. If the Residential Manager resists placement, the matter is referred to the Division Director, Department of Corrections and District Director for resolution.
6. The Division Director notifies Offender Services of the final decision.

BY ORDER OF:

Bruce Vander Sanden, District Director