

Sixth District Department of Correctional Services POLICY	Issue Date 12/05/14	Effective Date 05/15/20	Policy Number 2331-20
Subject <b>WR-OWI REFERRAL (ANCHOR Residential)</b>		Review Month December	Author 0253/0588 (MST/JGE)
Rescinds 2331-18	References: IA DOC policy WR-03; IAC 201-43 and 44; 6JDDCS Policy 2332 (Placement – Transfers)		

**POLICY:**

Prior to accepting a resident, case information is reviewed by the Residential Manager or designee to determine appropriateness of placement.

**PROCEDURE:**

1. The Board of Parole recommends the initial placement location and provides information to the housing institution.
2. Referrals to work release are made by the institution per the Placement – Transfers policy (2332).
3. Appropriateness of placement is determined by:
  - 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. Prior residential/work release experience;
  - H. Availability of specialized treatment resources;
  - I. Offender's physical and mental abilities which would prohibit successful program completion;
  - J. Threat group involvement.

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**PROCEDURE:** (continued)

4. Once a determination is made the approval or denial is recorded in the ICON ➤ Offender ➤ Transfers ➤ Transfer Instances to Residential.
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.
7. If referral is a work release resident, the Board of Parole recommends placement.
  - A. The Residential Manager or designee ensure transfer requests are reviewed on a weekly basis.
  - B. The Residential Supervisor or designee approves or denies the request in ICON by entering "Ready for Transfer" and a date.
  - C. If denying, the denial is entered along with the date and reasons for denial.
  - D. If the offender fails to report as scheduled; staff follows Escape policy (2351) procedures.

BY ORDER OF:

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Bruce Vander Sanden, District Director