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| Sixth District Department of Correctional Services POLICY | Issue Date 04/17/15 | Effective Date 07/01/20 | Policy Number 2360-20 |
| Subject PAROLE RECOMMENDATIONS (WR/OWI) (ANCHOR Residential) | | Review Month December | Author 0253/0588 (MST/JGE) |
| Rescinds 2360-17 | References: OWI- 01, WR/OWI-39, 6JD MAN-1200 | | |

POLICY:

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

PROCEDURE:

1. Parole recommendations are based on the following:
 - A. Employment stability and performance;
 - B. Financial savings and money management;
 - C. Compliance with program expectations;
 - D. Satisfactory progress on case plan/treatment objectives;
 - E. Successful completion of the OWI substance abuse programming (OWI residents) to include requirements specified by the Residential PPO, Treatment Team and treatment provider;
 - F. Compliance and completion of all Work Release/ OWI conditions imposed by the Iowa Board of Parole;
 - G. Stable Residence.

2. Parole release plans are initiated by staff in ICON.
 - A. Release plans are submitted when a resident has progressed through the level system and has satisfactorily completed parole recommendation requirements.
 - B. Plans are completed and submitted in ICON ► Offender ► Board of Parole ► Board of Parole Release Plans.
 - C. The decisions of the Iowa Board of Parole are conveyed to facility electronically. Following the meeting of the Board of Parole, an electronic notification is automatically sent to the residential facility and the PPO approving or denying the parole request. The Order is found under Board of Parole Decisions in ICON.

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PROCEDURE: (continued)

- D. Once the facility staff is informed that the resident has been granted a parole, the staff initiates a transfer instance to field requesting transfer to parole, if applicable.
- E. A parole packet is forwarded to the appropriate supervising parole unit. The parole packet includes:
 - 1) Resident's location and availability;
 - 2) Health Exit/OWI Physical;
 - 3) Institution Psychological Report;
 - 4) Rap Sheet;
 - 5) Plan(s) of Payment;
 - 6) PSI;
 - 7) JESNESS;
 - 8) MINI Screening;
 - 9) Employment Information;
 - 10) Employment Program Assessment;
 - 11) Certificates (s) of Completion (District Classes in ICON);
 - 12) Treatment Paperwork (TASC, ASAC, MECCA, etc.);
 - 13) Lease;
 - 14) PREA.
- F. Upon signing a work release resident to parole, the PPO immediately notifies facility staff and signed Parole Order is scanned and attached to ICON under Board of Parole Decision Attachments.
- G. Where out-of-state parole is requested, that process is conducted pursuant to the provisions of the Interstate Compact policy (1200).

BY ORDER OF:

Bruce Vander Sanden, District Director