

LANC RESIDENTIAL OFFICER CHECK OUT SHEET							FORM 2531C-17	
JAIL / ESCAPE / TRANSITION / PAROLE / DISCHARGE (circle one)								
Resident's Name:						ICON #:		
Discharge Date:		Discharge Time:		Program:		Room:		RPPO:
Staff Initials	Duties							
	E-MAIL CLERICAL/RPPO/OES when client goes to: JAIL/ESCAPE/TRANSITION/PAROLE/DISCHARGE (Enter DISCHARGE REASON in the Subject of the e-mail. In the body of the e-mail include: Client's Name, ICON #, Program, RPPO, Discharge Date) (If parolee in resident cc: Parole Agent)							
	If SWR/OWI client is placed in JAIL e-mail the following: <a href="mailto:OffenderServices.Oakdale@doc.state.ia.us">OffenderServices.Oakdale@doc.state.ia.us</a> , RPPO, Residential Division Manager, Supervisors & Clerical							
	Handout "EXIT INTERVIEW" packet to the client going to Discharge, Parole, Probation & Transition. Envelopes are located in the RO Office Desk. Notify clients to fill out and return prior to leaving the facility.							
	Call ON-CALL Supervisor (JAIL OR ESCAPE)							
	Call HRU staff if the client goes on ESCAPE at 551-9568. If there is no answer please leave a message that the client has ESCAPED. Send e-mail to DOC 6 <sup>th</sup> HRU GROUP							
	Check for Registered Victims. In ICON: OFFENDER → RECORDS ALERT → VICTIMS to see if the client has a registered DOC or BOP victim. Call the Registered victim ASAP (within 30 minutes) to notify the victim that the client gone on ESCAPE. If staff can not get ahold of any victim put a note in ICON under OFFENDER → RECORDS ALERTS → VICTIM CONFIDENTIAL COMMENTS. NOT GENERIC NOTES.							
	Complete CRITICAL INCIDENT REPORT (CIR). If the client is on PROBATION supervision for a FORCIBLE FELONY and ESCAPES. If OWI, SWR or SPECIAL SENTENCE status and the client ESCAPES, CIR must be done. When in doubt e-mail supervisor.							
	Check GPS Status (Retrieve MTD, Ankle Bracket, & Base Unit) & call GPS Command Center (515) 242-6951							
	Notify the client's employer that the client will not be returning to work.							
	Indicate status on JAIL/ESCAPE BOARD if client goes on ESCAPE/JAIL							
	ESCAPE ITEM. In ICON: REPORTS → TEMPLATES → REPORT TEMPLATE GENERATE → REPORT TEMPLATE → RF-WROWI ESCAPE FORM (CBC). Enter ICON #, click OPEN, enter any information in grayed area that is needed (don't forget the type of Extradition at the bottom). Click ENABLE EDITING at the top of the screen, save to the computer desk top and e-mail to <a href="mailto:desmoines@dps.state.ia.us">desmoines@dps.state.ia.us</a> or fax to (515) 323-4379. Place copy of the ESCAPE ITEM in the SWR/OWI Escape Binder located in the RO Office bookshelf.							
	Enter SUPERVISION MODIFIED in ICON (ESCAPE/JAIL) OFFENDER → CHARGE INFO → SUPERVISION STATUS INFO (click the + and go down to the Supervision Modifier. Click Add and enter date & Jail/Escape)							
	HOLD ORDERS faxed to Linn Co. Jail or given to HRU/CRPD if client is transported to jail from the LANC or fax HOLD ORDER to the Linn Co. Jail if client ESCAPES (not for Parolees). Place HOLD ORDER in the YELLOW FOLDER in the top disciplinary report rack in the RO Office.							
	If client ESCAPES: Print Law Enforcement Report in ICON: REPORTS → CORE OFFENDER INFORMATION → A-O → LAW ENFORCEMENT and fax to "LE GROUP" from the LANC fax and email a copy to Marion PD: <a href="mailto:137@marionpolice.com">137@marionpolice.com</a>							
	DISCIPLINARY REPORT → If client goes to ESCAPE/JAIL make sure a DISCIPLINARY REPORT is written & if report has not been written go ahead and write one							
	CLOSE OUT BED in ICON: OFFENDER → HOUSING → HOUSING. Close out current bed and place client in a VC bed. If client is on TRANSITION LEVEL/PAROLE/DISCHARGE/ESCAPE/JAIL. If taken to ESCAPE/JAIL sign out to LCI for 3 months							

CLOSE OUT ADDRESS → If client is PAROLE/DISCHARGE/TRANSITION (only) close out LANC address in ICON: OFFENDER → CORE OFFENDER INFORMATION → A-D → ADDRESS INFORMATION. Add New ADDRESS & PHONE NUMBER. <b>DO NOT CLOSE OUT IF CLIENT GOES ON ESCAPE/JAIL.</b>	
Inform client that all mail after discharged from the LANC will be returned to sender (mail will only be forwarded to clients in jail)	
Enter GENERIC NOTE in ICON stating reason for departure (Date & DISCHARGE/ESCAPE/JAIL/PAROLE/TRANS)	
Take client off <input type="checkbox"/> ROOM BOARD, <input type="checkbox"/> HOUSE JOBS, <input type="checkbox"/> SACK LUNCH/LATE TRAY list	
Clean out locker and turned in padlock & pillow to staff	
Check CONTRABAND/TOOL DRAWER → put confiscated cell phone(s) in bagged property & record it in GENERIC NOTES in ICON and on CLIENT PROPERTY LIST that the cell phone is in the bagged property	
If taken possession of contraband – fill out receipt, storage & disposal – RECORD OF SEIZED PROPERTY located in the RO Office by the keys	
Medications returned to client or given to supervisor, (Schedule II/Narcotic drugs place in safe)	
Living area cleaned (VISUALLY CHECK THE BED & PERSONAL AREA FOR BED BUGS)	
Personal belongings checks/packed/secured – if client has their SS card & ID in belongings give to Hayley	
Contact resident's "Person Authorized to Receive Personal Property" and notify that they have 15 days to pick up resident or it will be disposed of.	
Pull all paperwork ( <input type="checkbox"/> employment folder, <input type="checkbox"/> driver's information, <input type="checkbox"/> visitation information, <input type="checkbox"/> CSW log, <input type="checkbox"/> Health Card, <input type="checkbox"/> facility secured medication sheets, <input type="checkbox"/> resident secured medications sheets, <input type="checkbox"/> In-House card.	
Change resident's phone status to In Active	
<b>Discharge Information</b>	
Field PPO assigned to:	
Address:	
City:	
Phone #:	Cell Phone #:
<b>AFTER COMPLETION OF THIS FORM, PLEASE GIVE TO CLERICAL ATTACHED TO THE FACILITY FILE (MANILA).</b>	

For Public Information Only