

Sixth District Department of Correctional Services POLICY	Issue Date 11/18/91	Effective Date 11/10/20	Policy Number 417-20A
Subject: SELF-SUPERVISED PROBATION PROGRAM		Review Month June	Author 0118 (LST)
Rescinds 417-20	Reference Code of Iowa 901B.1, 905.14, 907		

POLICY:

The Department ensures that low risk offenders are diverted to a special supervision program commensurate with the resources needed to effectively monitor low risk offenders.

ELIGIBILITY:

1. Offenders sentenced to self-supervised probation (SSP) by the Court.

PROCEDURE:

1. Self-supervised probation offenders are entered into ICON database within five (5) business days of receipt of sentencing order.
2. A case file is maintained for each offender.
3. Within ten (10) business days from the date of sentence, information is sent to the offender detailing self-supervised probation conditions/rules, which includes:
 - A. Obey the law;
 - B. Report address changes;
 - C. Pay all court-ordered financial obligations.
 - D. Pay supervision fee as set by legislature;
 - E. Complete all other conditions of sentence, which may include:
 - 1) Community Service;
 - 2) Iowa Domestic Abuse Program;
 - 3) Substance abuse evaluation/treatment;
 - 4) Drinking Drivers School;
 - 5) OWI Weekend Program;

POLICY NUMBER 417-20A
PAGE 2 OF 3

PROCEDURE: (continued)

- 6) Anger Management;
 - 7) Urinalysis sample;
 - 8) Plan of Payment;
 - 9) Psych evaluation;
 - 10) Letter of apology;
 - 11) Comply with DHS requirement;
 - 12) Other conditions set by the court.
4. All records are updated and kept current by SSP clerical as new offender information is received.
 5. Compliance checks are conducted on a regular basis as established by the time frame offenders are granted to complete conditions of probation.
 - A. Compliance checks are completed to include the following:
 - 1) Records check (Clerk of Court Online, D.O.T., or local law enforcement);
 - 2) Review status of Court ordered financial obligations (Clerk of Court Online);
 - 3) Ensure any other conditions of probation have been completed (Clerk of Court Online) or verification received from outside sources;
 - 4) Ensure the supervision fee has been paid to the Department via the website database.
 - B. First compliance check is conducted according to the time frame established by the Court to complete the conditions of probation.
 - 1) If all conditions are fulfilled, a completed compliance check form is submitted to the court/county attorney's office with a discharge order (per county request).
 - 2) If all conditions are not fulfilled, the offender is sent a letter of non-compliance and a next compliance check date allowing the offender a chance to complete court-ordered conditions of probation before filing a request for revocation.

POLICY NUMBER 417-20A
PAGE 2 OF 3

PROCEDURE: (continued)

- 3) If offender has been rearrested, the county attorney's office is notified by compliance check of the arrest and the county attorney makes the decision whether or not to file for revocation.
 - 4) If the offender does not comply with all the required conditions of the court-order, a compliance check is submitted to the county attorney/court recommending revocation.
6. All discharge and revocation orders are entered in ICON database. Orders scheduling hearings are entered in the specific SSPB tracking site.

BY ORDER OF:

Bruce Vander Sanden, District Director