

Sixth District Department of Correctional Services POLICY	Issue Date 04/20/93	Effective Date 05/15/21	Policy Number 711-21
Subject PAROLE DISCHARGE		Review Month March	Author 0600 (DKO)
Rescinds 711-20	References Admin. Code 201-45.6; 201-45.6(1)(2)(3); 205-13.1; 205-13.2; Iowa Code 906.15; 709.3; 709.4; 709.8; 902.12; ICON Business Rules, Executive Order 7, 8/5/2020		

POLICY:

The District Director ensures procedures are developed providing for discharge of parole offenders, when they have exhibited satisfactory adjustment and fulfilled all requirements. Discharges granted by the District Director terminate the offender's parole. Under no circumstances is supervision extended beyond the expiration of an offender's sentence.

PROCEDURE:

1. Unless there is a Board of Parole condition restricting early discharge, property, public order and drug offenders may be considered for early discharge when satisfactory adjustment under supervision has been demonstrated. The following is considered prior to making a recommendation for early discharge:
 - A. Level of risk to the community (level of supervision);
 - B. Protective factors;
 - C. Compliance with treatment programs;
 - D. Employment status or means of support;
 - E. Payment in full of court debt;
 - F. Stability of residence;
 - G. Overall adjustment to supervision.
2. Offenders with violent instant offenses are not recommended for early discharge from parole.
3. Offenders on levels 3, 4 and 5 are generally not recommended for early discharge from parole. These risk profiles suggest there are unresolved dynamic risk factors.

POLICY NUMBER 711-21

PAGE 2 OF 3

PROCEDURE: (continued)

4. Offenders sentenced to a special sentence under Iowa Code Section 903B.1 (lifetime) or 903B.2 (10 years), may be discharged early from the sentence in the same manner as any other person on parole (Refer to Policy 919). However, offenders convicted of violations of sections 709.3 (Sexual Abuse 2nd), 709.4 (Sexual Abuse 3rd), or 709.8 (Lascivious Acts) committed on or with a child, or offenders serving sentences under section 902.12, (pertains to minimum sentence for certain felonies), cannot, by law, be recommended for discharge from parole until expiration of sentence.
5. The agent completes the Field Discharge Report (717A) in ICON and forwards it to the unit supervisor for approval. The Field Discharge Report includes, but not be limited to, the following:
 - A. Offender's attitude and adjustment to parole supervision;
 - B. Public offenses committed by the offender while under supervision;
 - C. Violation of any parole conditions set by the Board of Parole;
 - D. Abuse of alcohol or drugs while on parole;
 - E. Restitution accomplished by the offender;
 - F. The reasons why the discharge is appropriate;
 - G. Final Parole Discharge Order 711A (page 2).
6. The supervising agent requests an NCIC report thirty (30) days prior to the offender's tentative discharge date or prior to submitting an early discharge recommendation to ensure no new arrests occurred while on supervision and there are no outstanding warrants at the time the Field Discharge Report is completed.
7. Upon supervisory approval, the Field Discharge Report is submitted to the District Director for approval at least fourteen (14) working days prior to the actual expiration of sentence.
8. Assigned staff submits the parole discharge in ICON according to ICON business rules.
9. The supervising agent is responsible for routinely checking tentative discharge dates either through ICON or by reviewing monthly reports that are generated by support staff.
10. Offenders having multiple discharge dates are on only one parole. The Field Discharge Report is submitted in reference to the latest (last arriving) expiration date. As non-lead charges expire, they are inactivated in ICON by support staff (no discharge report required).

POLICY NUMBER 711-21
PAGE 3 OF 3

PROCEDURE: (continued)

11. Staff makes a reasonable effort to present the offender with a Final Parole Discharge Order from Parole (711A) and documents efforts in Generic Notes accordingly.
12. Offenders convicted of a felony may have their voting rights automatically restored upon discharge or may be required to complete an application for such, depending on the conviction offense. Those convicted of any of the felony homicide code sections (Section 707.1 through 707.11) are not covered by Executive Order 7. Individuals convicted of one of those crimes will need to apply to the Governor for restoration of voting rights. The application and additional information at the Governor's website:
<http://www.governor.iowa.gov> or <https://restoreyourvote.iowa.gov/>
13. Discharged offenders may apply for Special Restoration of Citizenship (Firearms Rights) by completing the application located at the Governor's Website:
<http://www.governor.iowa.gov> or <https://restoreyourvote.iowa.gov/>
14. Support staff closes the supervision record per established ICON Business Rules.

BY ORDER OF:

Bruce Vander Sanden, District Director