

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: IS-RL-06
Applicability: DOC, CBC
Policy Code: Public Access
Iowa Code Reference: 902.4, 906, 907B
Chapter 4: INSTITUTIONAL SERVICES
Sub Chapter: RELEASE
Related DOC Policies: AD-CR-04, IS-CL-03, IS-RL-01, IS-RL-05, OP-SOP-01
Administrative Code Reference: N/A
Subject: REENTRY PHILOSOPHY
ACA Standards 5-ACI-5F-05
PREA Standards: 115.83(a) (b)(g)
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Effective Date: May 2021
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1. PURPOSE

This policy establishes the guidelines and procedures for the coordinated release preparation for reentry of incarcerated individuals transitioning from the Iowa Department of Corrections (IDOC) institutions to the communities.

2. POLICY

It is the policy of the IDOC that each institution shall coordinate inter-departmentally and with community-based corrections (CBC) and local jurisdictions of residence to prepare incarcerated individuals for reentry. The Mission of the IDOC is creating opportunities for safer communities. It is through coordinated release preparation and transition planning according to principles of evidence-based practices and defined strategies that improve outcomes for incarcerated individuals transitioning from prison to the community that we will accomplish this mission.

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- A. Initial Risk/Need Assessment and Classification
- B. Risk Reduction
- C. Risk Management

D. Related IDOC Policies

3. DEFINITIONS

- A. Board of Parole Release Plan - An Iowa Corrections Offender Network (ICON) document used to communicate release recommendations to the Iowa Board of Parole (IBOP). Correctional counselors, in collaboration with incarcerated individuals, prepare this plan. It includes transition plans (proposed residence, employment, substance abuse/mental health aftercare plans if needed) and any additional rationale for recommendation. Prior to the submission by the Associate Warden of Treatment/designee to the IBOP, this plan is reviewed by the institutional classification committee for final approval.
- B. Incarcerated Individual Case Plan (DRAOR-Dynamic Risk Assessment for Offender Reentry) - A dynamic and incarcerated individual-driven case management tool based on incarcerated individual risk, needs, and responsivity information. A case plan is a collaborative effort between the incarcerated individual and the case manager. Review/revision of this plan is an ongoing process which is event driven. It engages the incarcerated individual with a focus on the incarcerated individual's transition planning as release approaches.
- C. Reach-In/Reach-Out Contact - A teleconference, videoconference, or face-to-face meeting conducted in preparation of incarcerated individual reentry. These pre-release contacts may include the incarcerated individual, institution and/or CBC reentry coordinator, institution case manager and/or CBC case manager/supervisor, community partners, incarcerated individual's family and are intended to explore the specific needs/barriers the incarcerated individual may have during the transition process, review resources available to address those needs, clarify with the incarcerated individual CBC supervision expectations, and answer any questions the incarcerated individual may have regarding their transition.
- D. Reentry Coordinator/Contact – Designated position in an institution and/or CBC, if available in district or geographical region, to perform specialized reentry preparation and transition planning to facilitate the successful return of incarcerated individuals from the institutional setting to community supervision and, if applicable, vice versa. Reference **IS-RL-06** Attachment A, *Reentry Procedures Manual* may be utilized.
- E. Transition to Community – A projected release report will identify district incarcerated individuals who score moderate-high to high risk and are within 180 days of release from the institution. Reference **IS-RL-06** Attachment A, *Reentry Procedures Manual*. Three reach-in/reach-out pre-release conference sessions

may take place at approximately 180, 90, and 30 days based on the incarcerated individual and their specific reentry needs. High needs incarcerated individuals or hard-to-place incarcerated individuals may require more extensive reach-in/reach-out services.

- F. Institution Case Plan – An informal, dynamic, and incarcerated individual-driven documentation of plans for risk management. This is a collaborative effort between the case manager and those incarcerated individuals who do not have a formal case plan (typically higher risk, longer term incarcerated individuals) with a focus on the incarcerated individual behavior improvement as incarcerated individual progresses through Transition Incentive Program (TIP) and any other individual wellness goals.
- G. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Initial Risk/Need Assessment and Classification

Staff will use procedures defined in IDOC Policy **IS-CL-03**, *Case Planning Procedures*, to determine an incarcerated individual's initial risk/need assessment and in the IDOC Incarcerated Individual Classification System Manual to determine an incarcerated individual's custody classification.

B. Risk Reduction

1. The institution case manager may complete an incarcerated individual case plan, dependent on incarcerated individuals Iowa Violence and Victimization Instrument (IVVI) score, that addresses the incarcerated individual's criminogenic needs and protective factors.
2. Incarcerated individuals may be placed into treatment programming that corresponds to one or more of the incarcerated individual's criminogenic needs as they progress through the TIP.
3. Institutions shall outline internal processes to ensure proper referrals of more difficult cases are made for more intensive reentry coordination as needed. Institution reentry coordinators shall be involved in the primary classification process to make an initial assessment regarding the level of involvement needed in reentry services, as well as ongoing involvement in intensive reentry coordination for more difficult cases.

C. Risk Management

1. Ongoing assessment may identify incarcerated individuals most appropriate for case plans (following risk reduction as outlined in B above) with a focus on TIP progress and risk management (typically those with higher risk and longer sentences).
2. Risk management focus is on monitoring behavioral management versus utilizing treatment interventions to address needs for risk reduction. The wellness plan from a risk management perspective focuses on what the incarcerated individual needs to do in order to progress through the TIP and any other wellness objectives the incarcerated individual, along with the assistance of their treatment team, identifies they would like to address.

D. Related IDOC Policies

1. All standard procedures specific to the release process as outlined in IDOC release policy **IS-RL-01**, Release Procedures shall be followed. **(5-ACI-5F-05)** Records offices shall ensure that a release checklist is completed prior to the release of an incarcerated individual for any reason (**IS-RL-01 F-1**, *Release Checklist* may be utilized).
2. The IBOP release planning process will be completed.
3. Sex Offender registration shall be completed in accordance with IDOC Policy **OP-SOP-01**, *Sex Offender Registry for Community Notification*.
4. Individuals registered with IDOC as victims will be notified in writing at least 20 days prior to the release of the incarcerated individual as outlined in IDOC Policy **IS-CL-06**, *Victim Notification*.
5. All standard procedures related to Prison Rape Elimination Act (PREA) and responding to incarcerated individuals who have been victims of sexual violence shall be followed in accordance to **PREA 115.83 (Prisons) and 283 (Residential Facilities)** and IDOC Policy **HSP-628**, *Incarcerated Individual Sexual Assault*.

Per **PREA 115.83 (Prisons) and 283 (Residential Facilities)**: Ongoing medical and mental health care for sexual abuse victims and abusers.

- a. 115.83(a) The facility shall offer medical and mental health evaluation and, as appropriate, treatment to all incarcerated individuals who have been victimized by sexual violence in any prison, jail, lockup, or juvenile facility.
- b. 115.83(b) The evaluation and treatment of such victims shall include, as appropriate, follow-up services, treatment plans, and, when necessary,

referrals for continued care following their transfer to or placement in other facilities or their release from custody.

- c. 115.83(c) The institution shall provide such victims with medical and mental health services consistent with the community level of care.
 - d. 115.83(g) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the perpetrator or cooperates with any investigation arising out of the incident.
6. IDOC Policy **IS-RL-01** addresses specific release procedures for: Expiration of Sentence Discharge, Reconsideration of Sentence (Shock Probation) and Court Ordered Releases, Out-of-State Parole, Parole to Detainer, Appeal Bond Releases, and Interstate Corrections Compact.