

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: CBC-RS-04
Applicability: CBC, Central Office
Policy Code: Public Access
Iowa Code Reference: N/A
Chapter 12: COMMUNITY-BASED CORRECTIONS
Sub Chapter: RESIDENTIAL SERVICES
Related DOC Policy: OWI-01, CBC-RS-02
Administrative Code: 201-43; 44; 47
Subject: WORK RELEASE/OWI TRANSFER CLASSIFICATION
PREA Standards: N/A
Responsibility: Joel McAnulty
Effective Date: April 23, 2026
Authority:

1. PURPOSE

To ensure there is a structured classification process to remove/transfer clients from Work Release, OWI Continuum, and OWI Pre-Placement programs to an institution setting.

2. POLICY

It is the policy of the Iowa Department of Corrections (DOC) to review and assign any client recommended for reclassification or transfer by a District when the client is unable or unwilling to meet Work Release, **Iowa Code 321J** OWI, or OWI Pre-Placement Program expectations.

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4. PROCEDURES

A. Reasons for Transfers

Staff are expected to utilize intermediate sanctions, response matrix, available interventions, consider a client's protective factors, risk and/or significant threat to the community prior to considering a transfer.

Reasons for transfer may include but are not limited to the following:

1. The client has failed to follow the Work Release/OWI/ Pre-Placement Agreement after staff have made attempts at gaining cooperation.
2. The client has failed or refused to participate in the program or is disruptive to the program or to others participating.
3. The client has serious or repeat major rule violations and it has been determined the client can no longer be safely managed in the community.
4. The client has escaped from the program.
5. The client has a medical or psychological condition which cannot be managed in the Work Release, OWI, or OWI Pre-Placement Program.
6. Any other factors/circumstances that result in the client not being a good candidate for residential community supervision.

B. Transfer Review Request

1. Placement of a Work Release, OWI or OWI Pre-Placement client in jail shall be authorized by the Central Office Residential Services Manager/designee. Clients may be removed if probable cause of imminent threat arises however the Central Office Residential Services Manager/designee is to be notified immediately via email, and no later than the next business day.

2. When it is deemed necessary to place a client in jail, every attempt will be made to complete any involved disciplinary hearings promptly.
3. Staff shall conduct a classification review involving at least a Residential Manager/Designee and a Probation/Parole officer to determine if the transfer of a client should be recommended. Consideration shall be given to intermediate sanctions, response matrix, and interventions utilized, client protective factors, risk and significant threat to the community.
4. This review shall be documented in Iowa Corrections Offender Network (ICON) Generic Notes.
5. The residential Manager/Designee shall contact the Central Office Residential Services Manager/designee and discuss the reasons for the transfer. The Residential Manager/designee shall complete the CBC Request for WR/OWI Review form, and email to Central Office Residential Services Manager/designee.
6. The Central Office Residential Services Manager/designee shall document in Generic Notes and make a determination as to whether or not staff shall proceed with the Report of Violation -WR/OWI, Transfer Classification Notice.

C. Denied Transfers

If it is determined that a transfer is not warranted, the client shall remain in his/her current status, and, if being held in jail, will be released and returned to the facility as soon as possible. Any delays in return shall require an email to the Residential Services Manager/designee with updates.

D. Approved Transfers

1. When a transfer is approved, residential facility staff shall immediately complete/finish all related major disciplinary hearing(s) including those involving any pending charges.
2. The Manager/Designee shall submit the Report of Violation- WR/OWI, Transfer Classification Notice upon completion of all major disciplinary hearing(s). All guilty major discipline reports shall be attached to the Notice and comments shall include a summary of progress in the program and the reasons for the requested transfer.

3. Upon completion, the Report of Violation - WR/OWI, Transfer Classification Notice shall be submitted in ICON for a decision to be determined by the Central Office Residential Services Manager/designee.

E. Placement Pending Transfer Decision

While awaiting a decision of transfer, the client may be held in a residential facility, jail, mental health facility or hospital depending upon their security risk or psychological/medical needs. Every effort shall be made to minimize jail confinement costs.

F. Decision

1. The Central Office Residential Services Manager/designee shall review the client's institutional file, automated records, or other pertinent information to render a final decision. In an effort to reduce confinement costs, transfer decisions shall be completed daily. The decision may be deferred pending the need for further investigation or clarification.
2. The Central Office Residential Services Manager/designee may exercise the following options:
 - a. Allow the client to remain on Work Release/OWI/OWI Pre-Placement;
 - b. Transfer the client to a secure institution.
3. The Residential Services Manager may review and rescind a transfer decision within 30 days due to extenuating circumstances. An additional Transfer Classification Decision shall be submitted documenting reasons for the reinstatement
4. Residential facility staff shall provide the client with a copy of the Report of Violation - WR/OWI, Transfer Classification Notice and the Transfer Classification Decision prior to movement to prison. This shall be documented in Iowa Corrections Offender Network (ICON) Generic Notes.

G. Appeal

1. Upon receipt of the written notification of the Transfer Classification Decision, the client may appeal in writing to the address noted on the Decision form.
2. The appeal should be submitted within seventy-two hours of receipt of the written notification.

3. The appeals officer shall respond, in writing, within 30 working days of receipt of the written appeal.
4. If an appeal is not processed within the time frame(s), staff shall still be required to provide an appeal response as soon as practical.
5. Nothing in these rules shall preclude further review of transfer from release status to incarceration by initiative of a Deputy Director whether or not the client has filed an appeal of the transfer classification. Within 60 days of either the effective date of the transfer or response to appeal of the transfer, a Deputy Director may review the circumstances of the transfer classification and, in the interest of justice, reinstate the client to release status. Following 60 days of transfer or appeal response, a Deputy Director may reinstate the client to release status only with agreement of the Chair or Vice Chair of the Iowa Board of Parole.