

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: CBC-RS-02

Applicability: Institutions, CBC

Policy Code: Public Access

Iowa Code Reference: 719.4, 904.601, 904.901, 910

Chapter 12: COMMUNITY-BASED CORRECTIONS

Sub Chapter: RESIDENTIAL SERVICES

Related DOC Policies: AD-CR-02, CBC-11, CBC-FS-04, CBC-RS-03, IS-RL-01, IS-RL-06, WR-03, WR-04, WR/OWI 20, 24, 28, 38, 41, 47

Administrative Code: 201-44.9

Subject: HOME WORK RELEASE

PREA Standards: N/A

Responsibility: Joel McAnulty

Effective Date: April 14, 2026

1. PURPOSE

This policy provides guidelines for the ICON "Specialty" of "Home Work Release" as ordered by the Iowa Board of Parole (IBOP), pursuant to Iowa Code section **904.901**. Home Work Release provides the opportunity in exceptional circumstances for qualified incarcerated individuals to return to their homes.

2. POLICY

Incarcerated individuals committed to the director of the Iowa Department of Corrections (DOC) and approved for home work release by the IBOP shall be supervised by the districts in accordance with DOC work release policies and the exceptions addressed in this policy.

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3. DEFINITIONS

Home Placement Investigation - Review of a proposed residence in a community.

Home Work Release - A supervision status "Specialty" that allows persons committed to the director of the department of corrections and approved for home work release by the IBOP to be supervised by the districts.

Home Work Releasee - An incarcerated individual who has been released to Home Work Release by the Iowa IBOP (IBOP), hereafter referred to as "client" within this policy.

Nuclear Family - Parents and dependent children.

4. PROCEDURES

A. Pre-Release Process

1. Housing requirements shall be pre-approved through the pre-release process by completion of a Home Placement Investigation per DOC Policy **IS-RL-01**, *Release Procedures*.
 - a. The physical structure shall provide for adequate space, meet basic sanitary requirements and be in good repair.
 - b. A cell or landline phone will be maintained in the residence at all times.
 - c. The residence shall not be occupied by persons outside the nuclear family except in rare instances where financial considerations are a factor and prior approval has been granted by the IBOP or the deputy director.

B. Transfer Process

1. Once the IBOP has approved of the release plan, the transfer process is initiated via a Transfer Instance to Residential in ICON. Reference DOC policy **WR-03**, *Work Release Placement* and the ICON Business Rule: *Transfer to Residential*.
2. Special transfers, reference IDOC Policy **WR/OWI-41**, *Special Transfers*. Transfers to another residential facility or to an institution may be allowed in special circumstances with the approval of the DOC.

C. Intake

1. The districts shall assume supervision of home work release clients.
2. At the time of supervision district staff shall ensure DOC Policy **WR/OWI-47 F-2**, *WR/OWI Release Plan Orientation Form*, has been completed and uploaded into ICON Offender Attachments.

D. Travel

See **WR/OWI-32**, *Furlough Regulations*, **WR/OWI-20**, *Funeral or Bedside Visits* and/or **WR/OWI-28**, *Employment*.

E. Earned Time

Earned time shall be awarded in accordance with DOC policy **AD-CR-02**, *Sentence Computation*.

F. Records

Reference DOC Policy **WR/OWI-07**, *Required Records* and Iowa Code **904.601**.

G. Restitution

Reference DOC policy **CBC-11**, *Restitution and Community Service Work*.

H. Finances

1. The client shall assume total financial responsibility, including medical expenses, for their care and the care of their minor dependent children.
2. Neither the institutions or districts shall incur any expense on the part of the client or dependents.
3. Clients may be assessed a daily monitoring fee to be determined by the district.

I. Monitoring

1. Clients shall be required to contact the residential facility (i.e. telephone/face to face) as determined by the residential facility Manager/Designee. In addition, collateral contacts shall be made each week to monitor the client's adjustment.
2. Clients shall be subject to substance abuse testing on a routine basis.
3. Staff shall conduct random curfew checks/home visits per local procedures.
4. Clients shall be required to contact the residential facility when they are going to be absent from their home/residence, except for regularly scheduled work/treatment time. All activities away from the home/residence shall be approved by residential staff. Normally, clients shall be allowed the same privileges while on Home Work Release that would be granted if they remained in the residential facility.

J. Violations

1. When disciplinary problems occur with incarcerated individuals who have been approved for Home Work Release granted by the IBOP but
2. not yet released, institutional staff shall determine whether or not the situation is serious enough to warrant further review by the IBOP.
3. Clients on Home Work Release are subject to the standard residential discipline per **WR/OWI-38**, *Rule Violations, Discipline Process, Time Loss and Appeals*.
4. A decision to remove someone from Home Work Release and place them in the facility shall require Residential Manager/Designee approval.
5. Jail placement of a client on Home Work Release shall be authorized by the Residential Services Manager/Designee. Clients may be placed in jail if probable cause of imminent threat arises; however, the Residential Services Manager/Designee shall be notified immediately and no later than the next business day. Reference DOC Policy **WR/OWI-24**, *Request for Temporary Custody*.
6. Escapes shall be reported to designated authorities in accordance with IDOC work release policy. **WR/OWI-23**, *Escape Apprehension*.
7. For transfer classifications, reference DOC Policy **CBC-RS-04**, *Transfer Classification*.

K. Discharge

Under no circumstances shall home work release supervision extend beyond the expiration of a client's sentence. See DOC Policy **CBC-RS-03**, *Work Release Extensions*.

After the client has completed the expectations of Home Work Release, a IBOP Release Plan shall be submitted to the IBOP for their review and approval. This report shall contain supportive recommendations from the residential facility staff regarding the client's progress while on Home Work Release. If parole is not granted, the client remains on Home Work Release.