

State of Iowa Department of Corrections

Policy and Procedures

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Applicability: Institutions, CBC, Central Office
Policy Code: Public Access
Iowa Code Reference: 904.904
Chapter 12: COMMUNITY-BASED CORRECTIONS
Sub Chapter: RESIDENTIAL SERVICES
Related DOC Policy: CBC-RS-02
Administrative Code: 201-43; 44
Subject: WORK RELEASE EXTENSIONS
PREA Standards: N/A
Responsibility: Joel McAnulty
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Authority:

1. PURPOSE

To ensure Work Release extensions are recommended for appropriate reasons and they are completed in a timely manner.

2. POLICY

It is the policy of the Iowa Department of Corrections (DOC) to establish procedures for placement extensions concerning clients who have not yet attained discharge or parole before completion of six months on Work Release.

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3. DEFINITIONS - N/A

4. PROCEDURES

A. Extension Procedures

1. Clients shall be referred to the Iowa Board of Parole (IBOP) for extension when there are circumstances that preclude a positive parole recommendation within six months on Work Release (i.e. medical, financial, employment and minor/major disciplinary problems). When an extension is not appropriate or is not approved by the IBOP, a Report of Violation - Work Release/OWI, Transfer Classification Notice shall be initiated.
2. Time on Work Release begins when the client transfers to the official Work Release count and ends upon signing to parole, expiration of sentence, or incarceration. If an incarcerated individual/client is in jail for a work release violation(s) or a new charge(s) and the work release has not been terminated, this time counts as time on work release. However, any period during which an incarcerated individual or client is on escape status—from the moment of escape until apprehension—is excluded and does not count toward their time on work release.
3. The IBOP shall not place a client on work release for longer than 6 months in any 12-month period unless approval is given by a majority of the full board of parole. **Iowa Code 904.904**
4. Extensions may be granted for a period specified by the IBOP, up to 180 days, during which time there is an expectation that the client shall be paroled or reclassified to prison.
5. Supervising staff may request up to a six-month extension, and the recommendation shall outline the client's progress to date and provide reasons to justify the proposed extension. Residential staff shall only submit the necessary time believed needed in consideration of successful client outcomes.