

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: CBC-FS-01

Applicability: CBC

Policy Code: Public Access

Iowa Code Reference: [707](#), [709](#), [902.12](#), [903.B1](#), [903.B2](#), [906.15](#), [907.7](#), [907.9](#), [908.11](#)

Chapter 12: COMMUNITY-BASED CORRECTIONS

Sub Chapter: FIELD SERVICES

Related DOC Policies: [CBC-01](#), [IS-RL-04](#), [CBC-SOTP-02](#)

Administrative Code Reference: [201-42.1](#), [45 \(201-45.6\)](#)

Subject: SUPERVISION EARLY DISCHARGE

PREA Standards: N/A

Responsibility: Joel McAnulty

Effective Date; April 23, 2026

Authority:

### 1. PURPOSE

This policy establishes the procedures probation and parole officers (PPOs) are to follow when considering early discharge of a client on parole or a report to the Court requesting a discharge of probation supervision and absolving this Department from further supervision requirements.

### 2. POLICY

The Iowa Department of Corrections (DOC) recognizes that when a client and/or society's best interests are no longer effectively being served by a period of probation or parole supervision, a discharge from supervision is warranted. This shall be addressed as an early discharge or a discharge at the expiration of their supervision, ensuring the Department is aligned with evidence-based practices of focusing resources on the highest risk clients in order to achieve our mission of "Creating Opportunities for Safer Communities".

Therefore, it is the policy of the DOC that supervising Probation/Parole Officers (PPOs) shall submit a written recommendation for discharge from supervision upon completion of a client's supervisory period or when it is determined that all court ordered requirements and all client needs have been addressed as defined in this policy.

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### **3. DEFINITIONS - As used in this document:**

Early Discharge - Client is formally discharged PRIOR to 30 days of TDD/SDD.

Early Discharge Tool/Supervision Assistant - The Department of Corrections has partnered with Recidiviz to develop this data tool for Probation/Parole Officers (PPOs) that utilizes ICON data to automate the process of screening cases and surfaces clients who match the eligibility criteria for the PPO to review and take appropriate action.

Supervision Discharge Date (SDD) - This applies to probation clients, and it is the date of discharge as stated in the court order.

Tentative Discharge Date (TDD) - The date the incarcerated individual/client is to be released if all other sentence-related factors remain unchanged.

Recidiviz - A non-profit tech company that partners with criminal justice agencies to advance their use of data to achieve better outcomes and enhance public safety. Recidiviz builds data tools for agencies to streamline work and equip them to safely and equitably reduce incarceration and improve post-release outcomes for justice-involved individuals and their communities.

## **4. PROCEDURES**

### **A. Legal Authority**

1. **Iowa Code 906.15** - Discharge from Parole

- a. Unless sooner discharged, a person released on parole shall be discharged when the person's term of parole equals the period of imprisonment specified in the person's sentence, less all time served in confinement. Discharge from parole may be granted prior to such time, when an early discharge is appropriate. The board shall periodically review all paroles, and when the board determines that any person on parole is able and willing to fulfill the obligations of a law-abiding citizen without further supervision, the board shall discharge the person from parole. A parole officer shall periodically review all paroles assigned to the parole officer, and when the parole officer determines that any person assigned to the officer is able and willing to fulfill the obligations of a law-abiding citizen without further supervision, the officer may discharge the person from parole after notification and approval of the district director and notification of the board of parole. In any event, discharge from parole shall terminate the person's sentence. If a person has been sentenced to a special sentence under **section 903B.1 or 903B.2**, the person may be discharged early from the sentence in the same manner as any other person on parole. However, a person convicted of a violation of **section 709.3, 709.4, or 709.8** committed on or with a child, or a person serving a sentence under **section 902.12**, shall not be discharged from parole until the person's term of parole equals the period of imprisonment specified in the person's sentence, less all time served in confinement.
- b. A parole officer or the district director who acts in compliance with this section is acting in the course of the person's official duty and is not personally liable, either civilly or criminally, for the acts of a person discharged from parole by the officer after such discharge, unless the discharge constitutes willful disregard of the person's duty.

## 2. **Iowa Code 907** - Probation

- a. As noted in **Iowa Code Section 907.7**, the length of the probation shall be for a period as the court shall fix but not to exceed five years if the offense is a felony or not to exceed two years if the offense is a misdemeanor. The period of probation may be extended by the Court for up to one year including one year beyond the maximum period as provided in **section 908.11**.
- b. Early Discharge from Probation - Is defined as a discharge requested when there is more than 30 days left to serve on the client's court ordered length of supervision.

- c. **Iowa Code 907.9** - At any time that the court determines that the purposes of probation have been fulfilled and fees imposed under **section 904.912** and court debt collected pursuant to **section 602.8107** have been paid, the court may order the discharge of a person from probation.
- d. At any time that a probation officer determines that the purposes of probation have been fulfilled and fees imposed under **section 904.912** and court debt collected pursuant to **section 602.8107** have been paid, the officer may order the discharge of a person from probation after approval of the district director/designee and notification of the sentencing court and the county attorney who prosecuted the case.
- e. A probation officer or the director of the judicial district department of correctional services who acts in compliance with this section is acting in the course of the person's official duty and is not personally liable, either civilly or criminally, for the acts of a person discharged from probation by the officer after such discharge, unless the discharge constitutes willful disregard of the person's duty.

## **B. Eligibility for Consideration for Early Discharge from Probation or Parole**

- 1. On a monthly basis, pursuant to section D of this procedure, PPOs shall review all clients on their caseload who are eligible for an early discharge according to the criteria described in section C of this procedure and submit for approval once reviewed.
- 2. Iowa Code sections exclude certain convictions from early discharge. See **CBC-FS-01 Attachment A** *Supervision Early Discharge Appendix* for a list of these offenses. For discharges from lifetime supervision, also see **CBC-SOTP-02** *Special Sentence/Lifetime Supervision Discharge*.

## **C. Determining Suitability for Early Discharge**

- 1. A client shall be reviewed for early discharge upon meeting the following criteria:
  - a. The client is on supervision level 0 - Not available for supervision Interstate Compact Offender Tracking System (ICOTS), 1, 2, or 3.

Note: New case assignments will not be eligible until 90 days from the time of case assignment.

- b. The client has had no violation reports in the past six months.

Note: Clients with violation incidents in the past six months may still be considered on a case-by-case basis and submitted for an early discharge at the discretion of the PPO and with the approval of their Supervisor.

- c. The client has no pending criminal charges. (Confirmed by NCIC check.)
- d. The client has no open supervision modifiers noted in the Iowa Corrections Offender Network (ICON) Supervision Status Information screen. (Note: Individuals who are deported will have the supervision modifier of "Deported" added and therefore, will not be eligible for an early discharge. They can be discharged at the expiration of their sentence.)
- e. Client has no Specialty of "Sex Offender" in the ICON Supervision Status Information screen.
- f. The client must be in compliance with all payment requirements of the current supervision. Staff shall generate a "New Enrollment Fee Notification" form within the Fee System Database providing the client all money/fees still owed. Client shall sign acknowledgement, and this form shall be scanned into ICON Offender Attachments using attachment type "CBC Fee Documentation".

Where a client meets all criteria except payment compliance, the client may be placed on supervision level 1 per procedures outlined in IDOC Policy **CBC-01** *Assessment, Case Management and Supervision Standards* and shall be reconsidered for early discharge from supervision as soon as practical once payment requirements are met. Note: If client is a level 3, utilize a DRAOR assessment until they naturally reduce to a level 2 and if a client is a level 2, utilize Supervision Level screen to reduce to "Level 1- No Early Discharge".

- g. All court-ordered interventions and/or programming mandates have been completed, and the client is not otherwise excluded from early discharge per court order or Board of Parole order.
- h. The client consents to early discharge.

- i. Any exceptions to this eligibility criteria other than court, Board of Parole, and State of Iowa code requirements, shall be approved by the District Director/Designee.

2. Additional grounds for suitability:

A PPO may recommend early discharge for clients who do not fulfill the criteria above when special circumstances exist. Special circumstances include, but are not limited to, death, deportation, incarceration, or medical problems that prevent the client from fulfilling or benefitting from supervision.

#### **D. Procedure for Reviewing Client Supervision for Early Discharge**

1. The PPO and Supervisor shall review the list of early discharge candidates identified by the criteria and provided to them in the Early Discharge Tool on a monthly basis. Approvals, denials, and any pertinent supporting information shall be documented in the tool, which shall be reviewed and approved by the PPO's supervisor.
2. If a PPO does not recommend a client for early discharge when the client meets the eligibility criteria:
  - a. The PPO shall include reasons for the denial and action plan if/when applicable and submit the explanation to the PPO's supervisor.
  - b. The supervisor must approve the denial of early discharge.
  - c. The PPO and supervisor shall reconsider the client for an early discharge as soon as circumstances warrant, or at the next monthly review of clients for early discharge.
3. When early discharge from supervision is being considered, the PPO shall submit for approval by the Supervisor.
  - a. Staff shall make an attempt to contact DOC registered victims utilizing **CBC-FS-01 Attachment B** *Victim Contact for Early Discharge Cases*, to inform and discuss any concerns about the client's supervision prior to recommending an early discharge. (Note: The victim does not have to approve of early discharge in order to proceed with an early discharge request.)
  - b. Any attempts to contact and/or any concerns should be documented in ICON under Record Alerts > Victim Confidential Comments.

4. If proceeding with an early discharge, staff shall:
  - a. Prepare a CBC Discharge Report and Discharge Order.
  - b. Submit for Supervisor review.
  - c. Upon supervisor approval, staff shall file the Probation Discharge Order paperwork with the court for probation cases or forward the discharge report and discharge paperwork to the District Director for approval for parole cases.

#### **E. Actions Upon Discharge**

Upon early discharge being granted, staff shall:

1. Send an ICON generated victim notification letter of discharge to all registered victims.
2. Provide the required notice to the parties described under **Iowa Code sections 906.15 and 907.9**.
3. Staff shall ensure the client is notified.
4. Ensure that the appropriate data and document entry is completed in ICON and close the supervision status and charge(s) per established ICON Business Rules.