State of Iowa Department of Corrections

Policy and Procedures

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1. PURPOSE

To outline procedures for the field transfer of supervision between IDOC districts for probationers, parolees, and pretrial clients.

2. POLICY

It is the policy of the IDOC that cases may be transferred between IDOC districts when appropriate and as outlined in this policy.

CONTENTS

A. Eligibility for Transfer

B. Guidelines for Transfer Requests

C. Resolving Disputes

3. DEFINITIONS - As used in this document:

A. Plan of Supervision - The terms under which a client will be supervised, including proposed residence, proposed employment and viable means of support.

B. Resident - A person who resides in the receiving district at the time of sentencing.

C. Field Office- Meeting location for clients within a Work Unit.

D. Resident Family - A parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian or step-parent who has indicated willingness and ability to assist the client as specified in the plan of supervision.

E. Sex Offender - An adult placed under supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, corrections, or other criminal justice agencies, and who is required to register as a sex offender in Iowa or any other state.

4. PROCEDURES

A. Eligibility for Transfer

1. Mandatory Transfers (Levels 3-5)

All Level 3-5 clients are eligible for mandatory transfer if the following criteria are met:

a. The client has more than 90 days of supervision remaining.

b. Clients of new case status (typically 30 days or less) who are residents of the receiving district at the time of disposition or transfer, have historically resided in the receiving district, and have an established residence and support system within the receiving community, will be considered mandatory transfers. Any concerns with residency will be addressed by the receiving district per local procedures and case management.

c. Clients that are not new case status who wish to relocate to another district shall not be granted permission to do so until their proposed residence and transfer instance has been approved by the receiving district. Exceptions may be reviewed with the receiving district supervisor.

d. Documented Field Rule Violations shall not be the sole basis for transfer denial. However, pending reports of violation and/or court proceedings should be resolved prior to transfer eligibility unless approved otherwise by the receiving district.

e. For sex offenders (including Levels 1-2), the client may not relocate until the residence has been verified and the transfer has been approved by the receiving district and victim/community safety is assessed.

f. There is a community or victim safety concern/issue that can be mitigated or addressed by a transfer.

2. Level 2 Clients

Transfer of Level 2 clients is at the discretion of the sending district, but **shall not be denied** if a suitable residence is approved by the receiving district.

3. Discretionary Transfers (Level 0-1)

Level 0-1 clients are generally not eligible for transfer but may be reviewed on a case-by-case basis.

4. Treatment Placement Eligibility

a. Clients in short-term treatment (45 days or less) are not eligible for transfer unless their residence prior to inpatient treatment was in the receiving district.

b. Clients in long-term inpatient or transitional housing programs are eligible for transfer.

5. Pretrial Transfers

All Pretrial Release cases are eligible for transfer based on residence location. PTR-Level 1 clients are generally not eligible for transfer but may be reviewed on a case-by-case basis. PTR cases are not required to have completed assessments (such as IVVI or DRAOR) prior to transfer, but shall have an ICON Pretrial specialty entered as required by ICON Specialty business rule.

6. Expedited Transfers

There may be occasions when a client needs to move to another District immediately due to client/community safety issues. The sending District PPO/Supervisor will contact the receiving District PPO/Supervisor to explain the nature and reasons for the immediate

move. In these circumstances a client may move without prior completion/approval of a transfer instance. A formal transfer request will then be initiated by the sending district, and standard transfer procedures and timeframes will then apply. These should be limited to appropriate and emergency placements.

B. Guidelines for Transfer Requests

1. Documentation Requirements

The following information must be included in the transfer request:

a. Address and phone number

b. Relationship to persons in the proposed residence

c. Employment or financial support details

d. Justification for the transfer

e. Any relevant medical or treatment information

f. Non-specific Victim Information and Concerns may be documented within the transfer comments. Detailed victim information shall be documented and reviewed within Victim Confidential Comments; to include but not limited to below:

1) Name, sex, age, and relationship to client

2) Proximity to client location

3) Safety concerns

2. Attachments

As soon as Transfer Instance is entered, the following items should be attached to ICON (Offender > Offender Attachments):

a. Pertinent court orders, including Sentencing order.

b. Signed agreement (if unsigned, the sending district is to add rules and special conditions so that the agreement can be generated and printed by receiving district).

c. Restitution information

d. Travel Permit

e. Pre-trial information

f. Reports from treatment agencies with appropriate releases

g. Trial Information and Minutes of Testimony

h. Release Notifications and No Contact orders shall be documented in ICON (Offender > Records Alerts > Release Notifications).

3. Assessments

a. For new intakes (typically 30 days or less)

1) Completion of the Iowa Violence and Victimization Instrument (IVVI) assessment is required prior to transfer.

2) DRAOR is not required given assessment completion timelines.

b. For current clients relocating

1) Completion of the initial Iowa Violence and Victimization Instrument (IVVI) assessment is required.

2) Completion of the DRAOR assessment is required for Level 3-5 clients

4. Receiving District Review

a. Receiving districts must complete their transfer review and response within 30 days of transfer assignment.

b. All transfer denials shall be reviewed by the receiving district supervisor and upon their support for denial.

1) Provide specific reasons for the denial.

2) Outline corrective actions for re-submission.

3) Follow up with email explaining the denial.

5. Client Proximity Consideration

In determining the appropriate district for supervision, the client's residential address should be evaluated in relation to the nearest field office, regardless of district. If a client resides in one district but is geographically closer to a field office in another district, supervision should be assigned based on the most convenient reporting field office. This ensures accessibility and efficiency in supervision.

C. Resolving Disputes

Every effort should be made to resolve disputes at the lowest possible level. If the sending and receiving districts cannot reach an agreement on a transfer request, the following resolution process will be followed:

1. Initial Resolution Attempt - The districts involved should first attempt to resolve the dispute through direct communication between designated staff handling transfers.

2. Supervisory Review - If an agreement cannot be reached, the issue will be escalated to the supervisors of both districts for review and resolution.

3. Formal Resolution Process - If the dispute remains unresolved after supervisory input, it will be referred to Assistant Directors then to District Directors.

4. Timeliness Expectation - All disputes should be addressed and resolved as efficiently as possible to avoid unnecessary delays in transfers. These shall be resolved within 10 working days once the case has been assigned.