I. PURPOSE

To provide procedures for the review of offenders requesting to spend time with family members, prior to death or to attend a family member’s funeral.

II. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) to provide a furlough program for residential offenders to visit immediate family members diagnosed with a life threatening illness or to attend the funeral of immediate family members.

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III. DEFINITIONS

A. Immediate Family – An offender’s spouse, mother, father, sister, brother, child, grandparent, grandchildren, established legal guardian, or other who acted in place of parents and step or half relation if the step or half relation and the offender were raised as cohabitating siblings.

B. Life Threatening Illness – A condition determined by a licensed medical practitioner to be terminal or the imminent cause of death.

C. Funeral – The formal funeral ceremony or a family visit at the funeral home prior to the ceremony.

D. See Policy **AD-GA-16** for additional definitions.

IV. PROCEDURES

A. Offender Notification

An offender is informed in a timely manner of the verifiable death or critical illness of an immediate family member. In case of the critical illness of an immediate family member, the offender is allowed, whenever statutes or circumstances allow, to go to the bedside, under escort or alone. **(ACRS-5A-18-1)**

B. Funeral or Bedside Furlough within the state of Iowa

When the funeral or bedside furlough is in the state of Iowa, the residential Manager/Designee shall review the request and make a decision to approve or deny the furlough. In all cases, the Central Office WR/OWI coordinator/designee shall be notified.

C. Out of State Funeral or Bedside Furlough
1. When the funeral or bedside furlough is out of state, the residential Manager/Designee shall review the request and make a recommendation to the WR/OWI coordinator/designee. Residential staff shall provide a brief summary of the offender's adjustment, risks, escape history, if victims or family of victims will be in attendance and furlough arrangements. The WR/OWI coordinator/designee shall provide a final decision.

2. Normally, consideration for out of state furloughs shall be restricted to the following family members: natural parents, full siblings, spouse and natural children.

D. Costs Associated with Trips

The offender and/or family shall be responsible for all costs associated with the trip prior to approval. Arrangements shall be made prior to the trip.

E. Notification for Offenders with Assultive History

When the offender has a history of aggressive/assaultive behavior, the residential facility Manager/Designee shall ensure that affected law enforcement agencies are apprised in advance of all out of county furloughs in their respective jurisdiction and notify registered victims, if any.

F. Offender Trip Requests

The offender shall make staff aware of their request as soon as possible upon receiving notification of the serious illness or death. WR/OWI-20 F-1, Death Bed Visit/Funeral Trip form shall be completed.

G. Verification

Staff shall verify all information regarding community risk to include the following:

1. Relationship to the offender;

2. Illness has been determined to be life threatening by a licensed medical practitioner;

3. Location of the family member (i.e.: hospital, residence, nursing home);
4. Contact person who shall be responsible while the offender is absent from the residential facility;

5. Travel arrangements.

H. Denial or Cancellation of Visit

Any time after approval has been granted; the visit may be denied or canceled by the residential facility Manager/Designee with justification.