

<p>Fifth Judicial District</p> <p>Department of Correctional Services</p> <p>Policy and Procedural Manual</p>		<p>Approval Date: 8/19/13 Approved By:</p> <p><i>Sally Kreemer</i> Sally Kreemer, Director Fifth Judicial District Department of Correctional Services</p>
<p>Division: Residential Services</p> <p>Unit(s): Fort Des Moines Correctional Facility and Women's Residential Facility.</p>	<p>Subject: Day Reporting</p>	<p>Effective Date: 5/2/14</p> <p>Review Dates: N/A Revision Date: 7/13; 3/12 Origination Date: 7/21/11</p>

POLICY

Day reporting may offer all components of a traditional residential placement, with the exception of a residency within a residential facility, thus permitting the offender to maintain her/his present address within the community when appropriate. Offenders in these statuses may report back to the facility at regular intervals for program services

Offenders may be assessed a reduced fee for day reporting. This could be reduced to a half rate if the offender is not residing in the facility. They could be assessed full fee only for the days they do reside in the facility.

Day Reporting may be used for all statuses of offenders, except OWI offenders per DOC policy, with approval of the designated facility management. Refer to the Iowa Board of Parole codes to determine eligibility guidelines for prospective Day Reporting Work Release offenders.

PROCEDURES

I. Admission

- A. Admission shall be by residential facility management.
- B. While in day reporting status offenders are subject to all residential facility rules. Medications may be brought in and removed on a daily basis. This must be accomplished with supervisory approval. All other medication restrictions apply.

II. Placement/Referral

- A. Prior to placement in day reporting status the referring case manager shall discuss the proposed placement with residential facility management and shall receive approval from facility management prior to assignment to day reporting.
- B. The day reporting status will be individualized based upon the risks and needs of the offender.

III. Programming

- A. All casework shall proceed as in the case of a traditional placement including but not limited to ICON and Banking system entry.
- B. The supervising staff with the approval of residential facility management will determine curfew or other restrictions which may occur for program participants. The program participant will let facility staff know of their whereabouts at all times by calling the control desk and requesting a movement time for any movement not already scheduled.

1. Offenders are required but are not limited: to call in all movements, to meet with assigned supervising officer or secondary manager at least weekly, to check into the facility at least 3 times per week and to abide by curfew hours as set out in the agreement plan.

IV. Violations

- A. Work Release offenders on day reporting are the same as Parolees as it pertains to violations and OSO no longer has jurisdiction of the case when considering violations. The supervising agent and their supervisor will determine the seriousness of violations and whether a PPVI should be filed, warrant obtained and a hearing scheduled. The supervising agent and their supervisor will determine whether the offender remains in the community or in jail. Offenders cannot be moved from day reporting status back to the work release facility without a due process hearing with a BOP ALJ. Violations that occur will be documented in Field Rule Violations Incidents. If an offender on day reporting absconds the supervising agent will file a PPVI and obtain a parole warrant.
- B. Probation offenders on day reporting are subjected all rules and procedures as if they are residing in the facility on a full time basis.