

<p>Fifth Judicial District</p> <p>Department of Correctional Services</p> <p>Policy and Procedural Manual</p>		<p>Approval Date: 5/23/14</p> <p>Approved By:</p> <p><i>Sally Kreamer</i></p> <p><small>Sally Kreamer, Director Fifth Judicial District Department of Correctional Services</small></p>
<p>Division: Field and Residential Services</p> <p>Unit(s): All Supervision Units</p>	<p>Subject: Home Placement/Pass Site Inspection Criteria</p>	<p>Effective Date: 5/2/15</p> <p>Review Dates: N/A</p> <p>Revision Date: 12/12; 4/10/5/14</p> <p>Origination Date: 10/24/2006</p>

POLICY

Home Placement/Pass Site investigations shall be done on all new parole offenders and on all transfer cases when the supervising officer deems it necessary. They will also be done on all offenders who are in the residential facility and are seeking furlough accommodations and/or discharge or parole placement accommodations.

The purpose of this investigation, using the procedural criteria below, is to determine if the placement is deemed acceptable for a successful outcome of supervision.

Only Probation/Parole officers that are authorized by their supervisor may complete home placements/pass site inspections and will use the department Home Placement Investigation/Pass Site inspection form to complete and document the inspection.

DEFINITIONS

Home Placement Investigation (HPI's)/Pass Site inspections: A pre-placement telephone inquiry followed by a residence check to determine proper and acceptable placement for offenders who will be releasing from incarceration, work release or transferring from another agent or supervising authority.

Home Placement/Pass site Inquiry: A pre-placement telephone inquiry completed prior to the home placement/pass site walk through.

Home Placement/Pass site Investigators: Probation Parole Officers who have completed the department's Home Placement Safety Training Program prior to conducting home placement/pass site inquiries or home placement/ pass site walk through.

Residence Checks: Pre-placement home sites walk through.

PROCEDURE

- A. Home Placement/ Pass site Investigators conducting home placement/ Pass site investigations will be required to complete the department safety training program prior to conducting home placement/ Pass site inquiries or home placement/ Pass site walk through.

- B. Investigators are required to inform their supervisor or the on duty Fugitive Team Supervisor via telephone when they plan on completing HPI's indicating their departure time and the approximate time they will return, if outside their normal schedule home placement/ Pass site hours.
- C. Following the decision to parole or transfer an offender, but before the offenders release from prison, work release or transfers, the assigned Probation Parole Officer shall initiate a home placement/ Pass site investigation to ensure that the offender's community release plan is sound and represents the best strategy for assuring the offender's successful adjustment, which is the key to protecting the public. Upon assignment of a case requiring a home placement/ Pass site investigation the Probation/Parole Officer will
 - 1. Review the offenders file and/or ICON records
 - 2. Contact the home owner and do a telephone inquiry gathering facts, assessing risk and the appropriateness of the placement.
 - 3. As a result of the telephone inquiry, should the investigator determine there are no significant conditions that would prohibit placement then a residence check shall be scheduled.
- D. During both the telephone inquiry and the residence check the investigator shall explore and assess the following information:
 - 1. Is the address and phone number accurate and is it available for occupancy immediately?
 - 2. Is there adequate physical space for the offender at the proposed residence?
 - 3. Are the residents of the property aware that the offender will be expected to reside there approximately six months or until he/she is stable and able to afford alternative placement?
 - 4. Are the residents of the property at risk of being victimized by the offender?
 - a. If the offender has a history of domestic violence, the placement will be closely scrutinized for the safety of the victim.
 - b. If the offender has a history of sexual offending, the placement will be closely scrutinized for safety of any potential victims including next door neighbors, daycare facilities and schools, according to the Code of Iowa. The offender will not be allowed to reside in a home with children unless the Board of Parole specifically states that this is acceptable. In addition, the residents of the house must know and acknowledge the specifics of the sex offense for the offender to live there. That means that the supervising officer shall ensure that the sex offender has explained the nature of the crime to those persons that he is going to reside with.
 - c. If the offender has a history of child endangerment charges, placement will be closely scrutinized for the safety of any children that occupy the residence regardless of their relationship to the offender.
- E. Does this residence support potential employment? If the offender has a job, but no driver's license, does the location of the residence make sense given the travel involved?
- F. Will this placement facilitate a successful re-integration into the community?

1. There should be no evidence of drug usage at the residence. In addition, the officer will inquire as to the frequency and amount of alcohol that is consumed in the home. Officers shall consider this information before placing an offender with a history of alcohol abuse/addiction in the residence.
 2. There should be no evidence that the residence is at the center of drug dealing activity, such as evidence of many cars coming and going from the residence.
 3. There will be no offensive weapons as defined in Iowa Code 724.1 or any of the following in the home:
 - a. Martial arts equipment
 - b. Archery equipment
 - c. Knives with blades over 6 inches length (excluding kitchen cutlery)
- G. The investigator(s) are looking for confirmation of known facts and discrepancies between what has been reported. Home checks do not give officers unlimited access to the property. Officers have access to what is in plain view. Officers do not have the authority to open property such as refrigerators, cupboards or closet's etc. but may request the home owner to open those locations. Although it is the right of the home to deny access to a specific area of the home for safety purposes if access is denied the investigator should assess both immediate and future risk and vacate the premises if necessary.
- H. If placed in transitional housing, the management of that housing must cooperate with the officer. Transitional housing must be able to guarantee that a bed has been reserved for the offender so that the offender does not find himself/herself homeless upon release. If the residence has a program, the parolee will be expected to complete the entire program prior to release.
- I. Homeless shelters will only be considered if the offender has ties to the community and there are no other viable alternatives.
- J. The Home Placement/Pass site Investigator(s) will determine if there are occupants in the home that violate Parole "Condition 30" which identifies restriction on association. Most offenders are given "Condition 30", which indicates they cannot live with a person(s) who is engaged in criminal activity or has a prior criminal record. A waiver of Condition 30 shall be submitted for approval to a District Supervisor.
1. Offenders who are in the probation unit of the residential facility are not subjected to "Condition 30", however they will not reside or furlough with person(s) who are engaged in criminal activity or has a prior criminal record.
 2. If the supervising agent determines that there are residents living at the site who have a criminal record but are not currently engaged in known criminal activity and the environment is pro-social and supportive the site will be considered with approval of the agent's supervisor and upon completion of the Concerned Person's group by the occupants of the residents.
 3. See the State of Iowa Board of Parole Policies and Procedures for specific's regarding an amendment or lifting of conditions of Parole or Work Release.
- K. The District shall work with the institution's correctional counselor to find a suitable home placement. The supervising officer will explain to the institution's correctional counselor any problems with the parole plan and offer viable solutions. The District asks that the

institution's correctional counselor use discretion in not discussing with the parolee why the parole plan is rejected, if it puts a person in the community at risk. For example, often a victim of domestic violence will tell the parolee that the parolee can live with him/her, but then personally confides to the supervising officer that he/she does not want the parolee to live there. He/she may later recant what he/she said initially to keep himself/herself and his/her family safe.

- L. In any case where the Home Placement/ Pass site Investigation form is incomplete or the site is found to be unacceptable the form will be returned to the supervising agent or the institution counselor will be informed that the site is not acceptable.
- M. Once the home placement/ Pass Site residence check has been completed and approved, the facts from both the telephone inquiry and onsite check shall be entered into ICON Security Standards.
- N. Upon approval of the home placement/pass site the release or transfer is promptly coordinated by the assigned Probation/Parole Officer.