


<p>Fifth Judicial District</p> <p>Department of Correctional Services</p> <p>Policy and Procedural Manual</p>		<p>Approval Date: 4/1/15</p> <p>Approved By:</p> <p> Sally Kreemer, Director Fifth Judicial District Department of Correctional Services</p>
<p>Division: Field Services</p> <p>Unit(s): Probation and Parole Supervision</p>	<p>Subject: Modifying Ordered Conditions</p>	<p>Effective Date: 5/2/15</p> <p>Review Dates: N/A Revision Date: 4/10; 1/15 Origination Date: 4/2005</p>

POLICY

The Fifth Judicial District Department of Correctional Services probation/parole officers may request the court or the Iowa Board of Parole (IBOP) to add, remove, or modify any special conditions set forth in the offender's order. Changes to the conditions shall be completed in order to facilitate protection of the public and ensure the delivery of services to address the needs of the offender. Requests modifying conditions shall require supervisory, Court and/or IBOP approval to be adopted into the order.

PROCEDURE

I. Modification of Probation Court Ordered Conditions

- A. Probation additions, deletions, and modifications to the court ordered or special conditions set by the Court or supervising officer shall be completed when:
 1. The officer, who deem it beneficial to the offender and public, may request the Court add, delete, or modify the original court order and specialized conditions to protect the public and assist the offender in addressing their needs.
 2. Resources are not available to satisfy a specific court ordered condition within the District or from outside agencies:
 - a. The supervising officer shall return the case to the Court for further dispositional consideration.
 3. The supervising officer shall do the following:
 - a. Review all modification requests in the court order with his/her immediate Supervisor.
 - b. Complete the Ruling Order form detailing the reasons for addition, deletion, or modification of the condition(s).
 - c. Forward the Ruling Order to the sentencing county for approval by a District Judge.
 - d. Adopt the new condition into the offender's probation contract and case plan (if needed) when the approved Ruling Order is received.
 - e. The supervising officer shall explain the added, deleted, or modified condition(s) to the offender with both the supervising officer and offender signing the new Ruling Order.

- f. Offenders shall receive a copy of the Ruling Order stating the new condition.
- g. Place and secure the new Ruling Order in the case file.

II. Modification of Parole Conditions

- A. Parole additions, deletions, and modifications to the parole order or special conditions set by the Iowa Board of Parole or supervising officer shall be completed when:
 - 1. The supervising officer deems it beneficial to the offender and public.
 - 2. When resources are not available to satisfy a specific IBOP ordered condition within the District or from outside agencies:
 - 3. The supervising officer shall do the following:
 - a. Review all modification requests in the IBOP order with his/her immediate Supervisor.
 - b. Refer to ICON Business Rules regarding current modification instructions.
 - c. Have parolee complete Request for change in Parole Conditions.
 - d. This shall be forwarded to appropriate designee.
 - e. All modifications shall be reflected in Amended /Scanned parole order with the exception of condition 30a and 80 which shall be recorded in generic notes.