

Fifth Judicial District

Department of Correctional Services

TITLE: Level System

FEDERAL

The federal level system has five primary components. All new referrals begin in Level I and are considered to be in the Community Corrections Component. Level II is also considered the Community Corrections Component with additional requirements and expectations. Levels III and IV are considered the Pre-Release Components and have graduated requirements and expectations. Level V allows for Home Confinement release if eligible.

PROCEDURES

LEVEL I - Community Corrections Component. All new referrals begin placement in Level I and are considered to be in the Community Corrections Component.

Requirements and Expectation:

1. Minimum of five days. Some offenders may be required by the USPO or BOP to remain in this level throughout their stay.
2. Complete facility orientation process.
3. Submit visitor's list to counselor for approval; visitation must occur at the facility.
4. Begin working on program plan with counselor.
5. Submit proposed pass site for staff to conduct a pass site inspection.
6. No access to community. No work.

LEVEL II - Community Corrections Component

Requirements and Expectations:

1. Minimum of two weeks.
2. Begin seeking employment; must obtain full-time employment within fifteen calendar days. Offender may not move to Level III unless full-time employed.
3. May attend substance abuse treatment and recreation at YMCA when not available in the facility.
4. Visits only allowed at facility.
5. No passes.
6. Once employed subsistence will be collected.
7. Must be discipline-free in order to move to the next level.
8. Must be meeting program plan expectations.

LEVEL III - Pre-release Component

Requirements and Expectations:

1. Minimum of two weeks.
2. Must be maintaining full-time employment (35-40 hours per week).
3. Must continue meeting program plan expectations.

4. May attend substance abuse treatment, AA/NA meetings, church services and recreation in the community.
5. May apply for one community pass per week for no more than four hours.
6. Must be discipline-free in order to move to the next level.

LEVEL IV - Pre-release Component

Requirements and Expectations:

1. Minimum of three weeks.
2. Must be maintaining full-time employment.
3. Must continue meeting program plan expectations.
4. May attend substance abuse treatment, AA/NA meetings, recreation and church services in the community.
5. Must remain discipline-free.
6. May earn passes one time per week during days off. The first pass is 24 hours and subsequent passes are 48 hours.
7. You may not work on your pass.

LEVEL V - Discharge to Home Confinement for Institutional Transfers only as eligible.

If eligible for Home Confinement, procedures will be explained by your Counselor.

RESIDENTIAL

The level system has five primary levels. Residents will move through levels with graduated requirements and privileges based on progress and behavior.

PROCEDURES

LEVEL 0 – ORIENTATION - RESIDENT RESPONSIBILITY AND STANDARDS

Level 0 Resident Responsibilities

1. Follow facility rules and regulations.
2. Follow posted curfew.
3. Be up, dressed with room clean by 8:00 a.m. daily and participate in daily cleanup and other work details as assigned.
4. Attend all scheduled meetings with your counselor.
5. Participate in the development of your case plan, which includes contacts with referral agencies, services, and other assignments as recommended by your counselor.
6. Attend scheduled assessments, cognitive groups, GED or high school diploma classes as instructed, other programming and services as recommended in your case plan.
7. Maintain acceptable personal hygiene. Keep bed linens clean and laundered weekly.
8. Be financially responsible by maintaining your personal finances such as budget, restitution, court ordered obligations, etc.

Level 0 Resident Privileges

1. Pay phone privileges.
2. Visitation twice per week once visitation is approved.

3. May have a radio in room.
4. May have a maximum of \$20.00 personal spending money per week, if rent is current and supervision fees are paid.
5. May leave the facility to attend medical/psychological appointments and other business as approved.
6. May attend on-grounds religious services.
7. May have “yard” privileges.

GUIDELINES FOR ADVANCEMENT TO LEVEL ONE

Guidelines

1. Minimum of five (5) days.
2. Complete the facility orientation process.
3. Begin working on your case plan with your counselor.
4. Remain “Major Report” free.
5. Read Resident Manual, become familiar with it, and follow the expectations of the manual.

LEVEL ONE - RESIDENT RESPONSIBILITIES AND STANDARDS

Level One Resident Responsibilities

1. Follow facility rules and regulations.
2. Follow posted curfew.
3. Be up, dressed with room clean by 8:00 a.m. daily and participate in daily cleanup unless working a third shift job returning to the facility after 11:00 pm.
4. Be out of the building, job seeking no later than 9:00 a.m. Job seeking passes must occur between the hours of 8:00 a.m. and 5:00 p.m., except for documented job interviews at other times outside the normal job seeking hours.
5. Unemployed offenders in the building after 9:00 a.m. are subject to all work details established by the facility.
6. Attend all scheduled meetings with your counselor.
7. Participate in the development of your case plan, which includes contacts with referral agencies, services, and other assignments as recommended by your counselor.
8. Actively seeking employment services Monday through Friday during approved job seeking hours.
9. Attend scheduled assessments, cognitive groups, GED or high school diploma classes as instructed, other programming and services as recommended in your case plan.
10. Maintain acceptable personal hygiene. Keep bed linens clean and laundered weekly.
11. Be financially responsible by maintaining your personal finances such as budget, restitution, court ordered obligations, etc.

Level One Resident Privileges

1. Pay phone privileges.
2. Visitation twice per week for approved visitors on scheduled days and times.
3. May have a radio in room.
4. Clients may have a maximum of \$30.00 personal spending money per week subject to counselor approval, if rent is current, supervision fees and all financial obligations are paid.
5. May leave the facility to seek employment, attend work, and conduct programming business as approved.
6. May attend off-grounds religious services after receiving the chaplain’s permission.

7. Holiday pass/furlough time may be granted at the discretion of a facility supervisor or designee for a period up to eight (8) hours. Other passes may be granted on an individual basis after review by designated staff.
8. May be eligible for Special Permission passes as approved by authorized staff.
9. Any other rewards earned through the positive sanctions program.

GUIDELINES FOR ADVANCEMENT TO LEVEL TWO

Guidelines

1. Expectations of Level I are met and are being maintained.
2. Residents are to obtain and maintain full time employment (32 hours per week at minimum wage) and meet all treatment expectations.
3. Remain "Major Report" free for fourteen consecutive days.

Level Two Resident Responsibilities

1. Maintain all applicable responsibilities from previous level.
2. Meet all treatment expectations.
3. Maintain full time employment (32 hours/week) and involvement in all recommended programming, treatment, and education.
4. Attend and actively participate in the following:
 - A. Individual counseling sessions with counselor.
 - B. Update of case plan.
 - C. Attend groups and cooperate with facility staff as instructed.

Level Two Resident Privileges

1. May be allowed all applicable privileges from the previous level.
2. May be eligible for Special Permission passes as approved by authorized staff.
3. Residents may be eligible for pass time on their scheduled days off from work.
4. Clients may have a maximum of \$40.00 personal spending money per week subject to counselor approval, if rent is current, supervision fees and all financial obligations are paid.
5. Residents may be allowed one (1) non-workday sixteen (16) hour pass (not overnight) to one (1) pre-approved primary residence.
6. Residents will only be allowed to take pass time during non-curfew hours, which are 6:00 a.m. to 10:00 p.m.
7. Residents may receive up to an additional eight (8) hours pass time on holidays. This is up to the discretion of a facility supervisor or designee. While on pass/furlough residents will follow all facility rules and regulations, receive phone checks from facility staff, receive pass/furlough physical checks as needed by facility staff, and submit to alcohol breath tests and urinalysis.
8. Residents, with their counselor's approval, may attend AA/NA meetings at an approved site in accordance with the individual's own case plan.
9. Residents may request to attend religious services with Chaplain's approval.
10. Any other rewards earned through the positive sanctions program.

GUIDELINES FOR ADVANCEMENT TO LEVEL THREE

Guidelines

1. Maintain all applicable responsibilities from previous levels.
2. Maintain full time employment (32 hours/week) and involvement in all recommended programming, treatment, and education.

3. Meet all treatment expectations.
4. Rent must be current. Overdue rent will be staffed by the Classification Committee prior to consideration for advancement to Level 3.
5. Remain "Major Report" free for twenty-one (21) consecutive days.

Level Three Resident Responsibilities

1. Maintain all applicable responsibilities from the previous levels.
2. Display a positive attitude and maintain appropriate personal behavior.
3. Begin formulating a release plan with your counselor.

Level Three Resident Privileges

1. May be allowed all applicable privileges from the previous levels.
2. May be eligible for up to six (6) hours daily staff approved Day Family Pass time on a work day to one (1) primary residence to be taken during non-curfew, non-work hours. Also eligible for one (1) twenty-four (24) hour per week staff approved overnight family furlough to one (1) primary residence. Any other destinations on furlough must be pre-approved by staff. In addition, any movements while on furlough must be called in to the facility prior to that movement.
3. An additional (16) hours of holiday furlough time can be granted on approved holidays as approved by authorized staff.
4. Residents that have obtained a driver's license, verification of registration, and insurance may with the Supervisor's approval, drive personal vehicles to and from work and other programmatic purposes.
5. May be eligible for Special Permission passes as approved by authorized staff. Clients may have a maximum of \$50.00 personal spending money per week subject to counselor approval, if rent is current, supervision fees and all financial obligations are paid.
6. May own/possess a cell phone if meeting cell phone privilege criteria. Cell phones are not allowed in the facility and must be stored in client lockers while client is in the facility.
7. Any other rewards earned through the positive sanctions program.

GUIDELINES FOR ADVANCEMENT TO LEVEL FOUR

Guidelines

1. Rent must be current. Overdue rent will be staffed by the Classification Committee prior to consideration for advancement to Level 4.
2. Meet all treatment expectations.
3. Remain "Major Report" free for twenty-eight (28) consecutive days.
4. Maintain full time employment (32 hours/week) and involvement in all recommended programming, treatment, and education.

Level Four Resident Responsibilities

1. Maintain all applicable responsibilities from previous levels.
2. Demonstrate stability, independence, and responsibility in the following areas:
 - A. Employment.
 - B. Education (if applicable).
 - C. Financial Management.
 - D. Programming with facility and/or community agencies.
3. Complete release plans with your counselor.

Level Four Resident Privileges

1. May be allowed all applicable privileges from the previous levels.
2. May operate authorized personal vehicle to and from all approved functions and destinations to and from the facility as long as the offender has received permission from the Supervisor. Offender is also to have successfully operated personal vehicle in Level Three and has provided copies of registration, license and insurance to counselor.
3. May be eligible for up to six (6) hours daily staff approved Day Family Pass time on a work day to one (1) primary residence to be taken during non-curfew, non-programming, non-work hours.
4. May eligible for one (1) forty-eight (48) hour per week staff approved overnight family furlough to one (1) primary residence. Any other destinations on furlough must be pre-approved by staff. In addition, any movements while on furlough must be called in to the facility prior to that movement.
5. An additional twenty-four (24) hours of holiday furlough time can be granted on approved holidays as approved by authorized staff, **NOT** to be taken consecutively with overnight furloughs.
6. May own/possess a cell phone if meeting cell phone privilege criteria. Cell phones are not allowed in the facility and must be stored in client lockers while client is in the facility.
7. Clients may have a maximum of \$100.00 personal spending money per week subject to counselor approval, if rent is current, supervision fees and all financial obligations are paid.
8. Any other rewards earned through the positive sanctions program.

LEVEL 5 - OWI CONTINUUM ONLY: Not allowed for day reporting status

1. Rent must be current. Overdue rent will be staffed by the Classification Committee prior to consideration for advancement to Level 5.
2. Meet all treatment expectations.
3. Remain "Major Report" free for twenty-eight (28) consecutive days.
4. Maintain full time employment (32 hours/week) and involvement in all recommended programming, treatment, and education.

Level Five Resident Responsibilities

1. Maintain all applicable responsibilities from previous levels.
2. Demonstrate stability, independence, and responsibility in the following areas:
 - A. Employment.
 - B. Education (if applicable).
 - C. Financial Management.
 - D. Programming with facility and/or community agencies.
3. Complete release plans with your counselor.

Level Five Resident Privileges

1. May be allowed all applicable privileges from the previous levels.
2. May be eligible for up to six (6) hours daily staff approved Day Family Pass time on a work day to one (1) primary residence to be taken during non-curfew, non-programming, non-work hours.
3. May be eligible for one (1) Seventy-Two (72) hour per week staff approved overnight family furlough to one (1) primary residence. Any other destinations on furlough must be pre-approved

by staff. In addition, any movements while on furlough must be called in to the facility prior to that movement.

4. An additional twenty-four (24) hours of holiday furlough time can be granted on approved holidays as approved by authorized staff, **NOT** to be taken consecutively with overnight furloughs.
5. May own/possess a cell phone if meeting cell phone privilege criteria. Cell phones are not allowed in the facility and must be stored in client lockers while client is in the facility.
6. Clients are allowed a maximum of \$125 personal spending money per week subject to counselor approval if all other financial obligations are met.
7. Any other rewards earned through the positive sanctions program.

DAY REPORTING

Eligibility – Offenders will be classified by the Classification Committee for movement to Day Reporting status.

Eligibility Criteria

1. The offender shall be adjusting satisfactorily in the program and progressing through the level system. The offender must be free of any major disciplinary action within the last 30 days and have demonstrated satisfactory adjustment.
2. There shall be verification, by District staff, that necessary family support is available in the dwelling where the offender plans to reside. Consideration shall be given for an offender to live with a non-family member when a significant relationship can be determined.
3. Consideration shall be given for offenders to establish their own residence when other support is not available or there is a need for independent living.
4. The physical structure shall provide adequate space for the offender and meet the basic health, safety, and sanitation requirements. In addition, the dwelling shall be equipped with a functional telephone.
5. The offender must be actively involved in all recommended treatment programs and complying with his case plan.
6. The offender must have adequate transportation in order to meet his employment needs and the required contacts with the residential facility. This shall be a significant concern if the home is located outside the city/town of their employment or residential facility.
7. Offenders who are serving a sentence for a crime against a person or have a history of aggressive/assaultive behavior may be excluded from participating in the program.
8. Registered victim(s) of offenders shall be contacted prior to consideration for placement and a Day Reporting status.
9. Offenders have a constitutional right to extradition. By agreeing and accepting Day Reporting status, the offender hereby waives any right to extradition to the State of Iowa from any state where they may be found. Offenders will not contest any effort by any jurisdiction to return them to the State of Iowa if expiration of the Iowa sentence has not occurred. Offenders waive the right freely, voluntarily, and intelligently.

Responsibilities

1. Offenders shall be required to contact the residential facility daily (telephone/face-to-face) as determined by the residential facility Manager/Designee. In addition, collateral contacts shall be

made each week to monitor the offender's adjustment in the Day Reporting program. There shall be a minimum of three face-to-face contacts each week.

2. The offender shall be subject to urinalysis and breath test(s) on a routine basis.
3. Supervising staff shall conduct random curfew checks (face-to-face/ telephone/ electronic monitoring).
4. All offender finances shall continue to be monitored by the residential facility staff in the same manner as when the offender was actually residing in the residential facility.
5. Offenders shall be required to contact the residential facility when they are going to be absent from their home/residence, except for their regularly scheduled work/treatment time. All activities away from the home shall be approved by residential facility staff. Normally, offenders shall be allowed the same privileges in Day Reporting status that would be granted if they remained in the residential facility.
6. Weekly facility rent shall remain current along with all court obligations.

Privileges

1. May be allowed all applicable privileges from the previous levels.
2. Offender shall be allowed to keep all non-obligated funds.
3. Curfew 10:00 p.m. until 6:00 a.m., except if working.
4. Offender may live in his own residence away from the facility.
5. Any other rewards earned through the positive sanctions program.

LEVEL SYSTEM STANDARDS

Criteria

1. If you receive a "Major Report" at any time, the Classification Committee will review your status within your current level and level adjustment may occur.
2. The Facility Supervisor will ensure that each resident is evaluated weekly, and advanced to the next level as warranted.
3. Level review will be initiated by either the offender or the offender's counselor by using a Level Advancement Request.
4. In order to be eligible for upward level system movement, the offender must be in compliance with all recommended case plan objectives, goals, and advancement criteria.
5. The following categories will be used to evaluate offenders: employment, finances, disciplines, attitude/cooperation, hygiene, ~~and~~ case plan/treatment plan progress, as well as other program targets.
6. If level advancement is denied, the Classification Committee will give the reason(s) for denial of advancement along with corrective action the offender may take.

LEVEL SYSTEM/FURLOUGH REGULATIONS

Rating Categories and Requirements

1. Employment
 - A. Offender obtains full time employment (over 32 hours per week).
 - B. Must maintain full time employment.
 - C. Must complete employment data sheet and have employment verified.
2. Finances
 - A. Must be maintained and in order.

- B. Pay off linens, MTA tokens, pay restitution in accordance with your restitution plan, stay current on rent – only two week’s rent can be owed at one time in Level One, thereafter no more than one week can be owed to the facility.
 - C. Complete weekly budgets and seek assistance as needed from your counselor or facility staff.
 - D. Carry no more than the approved amount of personal cash based on the level you are in, as approved by your counselor.
- 3. Disciplines
 - A. Remain report free.
 - 4. Attitude/Cooperation
 - A. Follow facility rules and policies.
 - B. Complete facility cleaning and work details as assigned by Residential Officers.
 - C. Upon receiving pass/furlough time, offenders will be responsible to manage their time and return to the Residential Facility or designated place of assignment in a timely manner.
 - D. Get along with other residents.
 - E. Be respectful to facility staff and follow staff directives.
 - 10. Hygiene
 - A. Maintain clean linens, wash them at least once per week.
 - B. Clean/wash your laundry at least once per week.
 - C. Keep yourself clean and neat in appearance.
 - D. Keep your room and personal area clean and in order.
 - 11. Case plan/Treatment plan
 - A. Follow guidelines and expectations of your individual case plan.
 - B. Attend groups and assessments as instructed by your counselor.
 - C. Meet with your counselor as instructed.
 - 12. Offender information will be obtained through behavior observations, Residential Officer’s and Counselor’s feedback, and written verification that the offender is following his case plan.

The level system is designed as a guide for offender movement through the facility. Offenders are at the facility for maximum benefits, so their length of stay may vary depending on their progress toward program goals or DOC requirements.