

# Minimum Unit - Staff Information

Website: [FifthDCS.com](http://FifthDCS.com)

## Fifth Judicial District Department of Correctional Services

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Madison County

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ICON Number: \_\_\_\_\_

County Criminal Case Number: \_\_\_\_\_

(Put on any payments that go toward court obligations)

**6 month return appointment:** \_\_\_\_\_

# Minimum Unit Packet

This packet is meant to answer some of the frequently asked questions about the Minimum Unit. Michelle Idleman is your Probation Officer. The supervisor is Jeff Schultz and secretary is MaryJo Freestone. ***Please read this packet thoroughly before contacting Ms. Idleman, as the answer to your question may be here.***

## What is the Minimum Unit?

The clients in the Minimum Unit meet with Ms. Idleman every six months. This is NOT informal probation, it is formal probation. You have been assigned to this unit because an assessment has screened you as “low risk,” likely due to no or little criminal history, stable address, employment, etc. We are hoping you can complete your court orders with minimal contact from a Probation Officer. **You must report any changes such as address, employment and police contacts.**

## How do I stay in this unit?

You must show progress at every appointment. Your court-ordered requirements do not necessarily have to be completed, unless your discharge date is approaching, but you must show that you are working towards completion. Working towards your financial obligation means that you make a payment of at least \$25 every month. Working towards required activities (treatment, community service, etc.) implies monthly efforts to complete those requirements. If you are reassessed for a higher level of supervision, you will be assigned to a different probation officer and will be required to report anywhere from once monthly to once daily. Failure to complete requirements will result in you going to a higher level of supervision. Also, please be aware that changing residences multiple times, losing your employment, and/or violating your probation rules may also result in your supervision being increased.

## How do I contact Ms. Idleman?

You may call or email PO Idleman at any time.

**Email:** [Michelle.Idleman@iowa.gov](mailto:Michelle.Idleman@iowa.gov)

**Phone:** (515) 993-4632 ext. 7

Please leave your return phone number when leaving a message.

## How do appointments work?

After signing up for probation, you will make an appointment to meet with Ms. Idleman in approximately six months. Due to this schedule, there is plenty of time to arrange for transportation, childcare, etc. Do not bring any weapons or knives into the building; anyone coming in is subject to search at any time.

## What happens if I miss an appointment?

You are responsible for keeping track of your appointments. Don't miss! If you know in advance that you will not be able to attend your appointment, contact Ms. Idleman, IN ADVANCE, to reschedule. If you miss an appointment, call right away to reschedule. The first time you miss an appointment, an attempt will be made to contact you and reschedule. If you miss a second appointment, a Report of Violations may be filed and a warrant could be issued for your arrest.

### **What about my court-ordered conditions?**

You are required to submit proof to the Probation Office of completion of any court-ordered conditions. For example, if you are ordered to obtain a substance abuse evaluation and comply with treatment, you must begin immediately. Be sure to sign a release of information and request that your treatment provider send a discharge summary to the probation office when you have completed treatment. If you complete a required class, request that verification be sent to the Probation Office. Paperwork can be faxed to (515) 993-4693 or mailed to our office in Adel at 905 Main Street, Adel, IA 50003. It is **your** responsibility to make sure that we receive verification of completion. On the last page of this packet are some contact numbers for local agencies that provide services to help you meet your court-ordered obligations. If you need a specific referral for an agency in your area, contact Ms. Idleman.

### **How do I pay my supervision fee?**

Everyone who is sentenced to probation is required to pay a supervision fee of \$300. You can either make payments in person at the Probation Office at 905 Main Street, Adel, IA 50003 or send checks or money orders to the Adel office. **Credit/Debit card payments can be made by calling Kelly Overton at (515) 242-6621.** Supervision fees cannot be paid online at this time. Make the check or money order out to Fifth Judicial District, DCS (Department of Correctional Services). Do not send cash in the mail. It is expected that you will have this fee paid in full within four months of sentencing unless you make arrangements with Ms. Idleman.

### **How do I pay my fines, victim restitution, etc?**

You must send payments to the Dallas County Clerk of Court. Put your case number on your payment. You may also make payments online at <http://www.iowaCourts.state.ia.us>. You **must** make payments every month, even if it is only a minimum payment of \$25. Fines, surcharges, restitution, etc. all go to the same place, so mail any payments for court financial obligations to the Clerk of Court, nowhere else. Your supervision fee is separate from this, as noted above.

**\*\* Please note that after 30 days the remaining court balance will be sent to a collection agency and they will add a 25% collection fee.**

For questions about your fines, contact the Clerk of Court at (515) 993-5816. Contact the County Attorney's Office, Ron Forsell, at (515) 993-6924 to set up a payment plan with the Collections Legal Assistant.

### **Can I travel?**

Travel *within* the State of Iowa does not require a travel permit. Travel *outside* the state requires a written travel permit from the probation office. Travel outside the United States requires a travel permit signed by a Judge. Unless travel is employment-related or an absolute emergency, you must have your supervision fee paid in full before you can be granted a travel permit. Contact Ms. Idleman at least ten days before you are traveling; email is best. A travel permit requires the following: Destination name, address, phone number, who you are traveling with, when you are leaving and returning, the purpose of travel, and vehicle information (year, make, model, color, license plate number) or flight information. For email requests, if they are approved, Ms. Idleman will reply to the request "permission granted." Print the entire email and take it with you as proof

that you were given permission to travel out of state. Interstate Compact cases cannot do email travel permits.

### **How can I discharge supervision early?**

**Probation:** You are eligible for early discharge when all court-ordered requirements are completed and financial obligations are paid in full. There is a minimum period of time you must serve on probation; early discharge is at the discretion of your supervising officer. Exceptions to early discharge may include assaultive offenses or if your court order specifically states that you cannot be discharged early.

### **What if I am arrested on a new charge or have contact with Law Enforcement?**

You must contact Ms. Idleman within 24 hours of arrest. These will be handled on a case-by-case basis.

### **What if I don't complete my ordered requirements within my probation term?**

Some charges are eligible for an extension of probation. If not eligible for an extension, a Report of Violations will be filed with the court. Extensions will be at the discretion of the Probation Office.

### **How does a Report of Violations work?**

If a violation of probation has occurred, Ms. Idleman will research and write a Report of Violation and send it to the court requesting either a hearing or a warrant. Warrants will be issued if your whereabouts are unknown. A Probation Hearing will be set and you will receive notice in the mail. You **must** attend this hearing. It will be up to the Judge to determine whether violations exist and determine appropriate sanctions.

# Community Referrals

**Community Service:** Contact your Probation Officer for a time sheet and placement options

## Substance Abuse Evaluation

EFR	(515) 243-4200	Gaby	(515) 875-4860
Alternative Intervention	(515) 778-7989	Assessment Services	(515) 875-4894
UCS	(515) 280-3860	Urban Dreams	(515) 288-4742
MECCA	(515) 262-0349	Zion (Waukee)	(515) 987-0510
Zion (Adel)	(515) 993-5243	Zion (Perry)	(515) 465-9310
Crossroads (Winterset)	(515) 462-3105	New Opportunities (Guthrie Center)	(641) 747-3354
Self-Awareness (Winterset) Robin	(712) 249-1110		

**IDAP/Domestic Program:** 5<sup>th</sup> Judicial District, Sara Allen (515) 242-5568

**Anger Management: Genesis/ Eyerly Ball/ Broadlawns/ Zion**

## Mental Health Evaluation

Genesis Mental Health	(515) 465-7541 (Perry)	(515) 993-5986 (Adel)
Crossroads (Winterset)	(515) 462-3105	
Eyerly Ball	(515) 243-5181	
Eyerly Ball (Adel)	(515) 993-2158	
Broadlawns	(515) 282.6770	OR (515) 282.6750
Adel Mental Health	(515) 993-1919	

**DMACC EDUCATION CLASS:** (515) 256-4911 (515) 964-6800

<https://ce.dmacctraining.com/dmacc2/>

1 <sup>st</sup> Offender	Repeat Offender	Assaultive Behavior
Driving Under Suspension	OWI 1 <sup>st</sup> program	OWI 2 <sup>nd</sup> weekend program