

ASL

142600



IOWA DEPARTMENT OF CORRECTIONS

VIOLATOR PROGRAM BRIEF

NCJRS

JUN 9 1993

ACQUISITIONS

142600

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by

Iowa Department of Corrections

to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.

January 15, 1993



MFI

Request for Reproduction Rights Release

REPRODUCTION RELEASE TO NCJRS

The National Criminal Justice Reference Service, an international clearinghouse sponsored by the National Institute of Justice, requests your written permission to reproduce all new additions to its bibliographic data base of criminal justice publications. In full compliance with the Copyright Act of 1976, NCJRS microfilms and distributes only those documents for which we have specific permission from copyright holders.

This form for copyright holders authorizes NCJRS to reproduce and distribute on a cost-recovery basis microfiche copies of your relevant publications. The form also provides the option of permitting NCJRS to distribute full-sized paper copies, CD ROM, diskette, and NCJRS Electronic Bulletin Board reproductions on a cost-recovery basis. Copyright holders may grant or deny permission for all types or for individual types of distribution. Your response will not affect any decision to include your publications in the NCJRS Collection. Once NCJRS has permission to distribute publications, the following statement will be displayed on all reproduced document copies:

Permission to reproduce this material has been granted by Iowa Dept. of Corrections to the National Criminal Justice Reference Service (NCJRS). Further reproduction requires permission of the copyright holder.

You may also grant NCJRS **BLANKET** permission to produce and distribute *all* your publications on one convenient form. To obtain a **BLANKET REPRODUCTION RELEASE FORM**, write to:

NCJRS, Copyright Program, Box 6000,
Rockville, MD 20850.

Document Identification

Title Violator Program Brief

Author(s) Iowa Violator Program
Development Committee

Corporate Source (if appropriate) N/A

Sponsor/Funding Agency (if appropriate) N/A

Grant Number (if appropriate) N/A

Instructions:

Please check the appropriate box(es) to indicate whether you grant permission to NCJRS to distribute on a cost-recovery only basis the document described above. If you do not grant permission, please check the fourth box below and return the form to NCJRS. If you do not hold the copyright, please check the fifth box and return the form to NCJRS.

- 1. Permission granted to reproduce and distribute the above listed document in microfiche format only.
- 2. Permission granted to full-size photocopy and distribute the above listed document.
- 3. Permission granted to distribute the above document on CD-ROM, diskette, or NCJRS Electronic Bulletin Board only.
- 4. Permission denied; copies available from:

_____ Cost: \$ _____
- 5. Referral to copyright/reproduction rights holder:

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION

This form has been completed by:

Patrick J. Coleman

Name

Substance Abuse Program Coordinator

Title

Iowa Department of Corrections

Organization

Return to: NCJRS Copyright Program
Box 6000, Rockville, MD 20850

523 E. 12th Street, Capitol Annex

Address

Des Moines, IA 50319

City

State

ZIP

Signature: Patrick J. Coleman

Date: 4/21/93

TABLE OF CONTENTS

PROGRAM OVERVIEW	1
PROPOSED LEGISLATIVE AMENDMENTS	2
DEPARTMENT OF CORRECTIONS ADMINISTRATIVE RULE	4
MISSION STATEMENT, GOALS, ACTIVITIES	7
ADMISSION CRITERIA	8
PROCESSING IN AND OUT OF FACILITY	10
PROGRAM DESCRIPTION	15

APPENDICES

- A - CLIENT MANAGEMENT CLASSIFICATION SYSTEM (CMC) OVERVIEW
- B - VIOLATOR PROGRAM PARTICIPANT AGREEMENT
- C - FAMILY VISITOR AGREEMENT
- D - VIOLATOR FACILITY PROCESSING DOCUMENTS
 - D-1 Violator Referral Form
 - D-2 Pre-Admission Referral Forms/Parole
 - D-3 Pre-Admission Referral Forms/Probation
 - D-4 Recommended Placement Order
 - D-5 Recommended Release Order
 - D-6 Pre-Admission Referral Forms/Work Release
 - D-7 Release Process
 - D-8 Release Plan

PROGRAM OVERVIEW

The Iowa Department of Corrections has established violator programs at two institutional sites - a 60-bed female facility at the Iowa Correctional Institution for Women in Mitchellville and a 100-bed male facility at the Correctional Release Center in Newton. The program requires up to a 60-day confinement and is available for probation, parole, and work release offenders who have violated their conditions of supervised release and would otherwise have been sent to prison.

The program represents a collaborative effort between the courts, Parole Board, institutions and community based corrections. A sound, ongoing communication link between these agencies is necessary to insure the effectiveness of the program.

The violator program provides a highly structured six to eight week program (maximum 60 days) which focuses on impacting the offenders fundamental thinking. Research indicates that deficits in cognitive skills are at the root of anti-social behaviors and if we are to have significant impact on recidivism, we must address the offenders thinking. Changes in thinking provide the foundation for other changes needed in the offenders environment; such as belief systems relationships and social and vocational skills, as well as, substance abuse/addiction or other specifically identified treatment needs.

The mission of this program is to divert certain offenders from imminent longer term incarceration, by providing exposure to attitudinal and/or substance addiction relapse treatment in an intensive 60-day program. The violator program director will coordinate all activities of a comprehensive treatment program.

PROPOSED LEGISLATIVE AMENDMENTS

The legislation which establishes violator facilities (Section 246.207) designates that they are for "confinement of offenders, for no longer than sixty days, who have violated conditions of release under work release, parole or probation, or who are sentenced to the custody of the director for assignment to a treatment facility under section 246.513."

The purpose of this legislation is to divert select violators, who may benefit from intensive programming, from imminent longer-term incarceration. While in the facility, violators are to remain under their current legal supervision status. Time spent in the facility will be as a condition of supervision thus allowing for a more efficient admission/discharge process.

The following amendments are being recommended to clarify the utilization of the violator facility.

- A. Section 246.207 (Violator Facility), Code Supplement 1991, is amended to read as follows:

The Director shall establish a violator facility as a freestanding facility or designate a portion of an existing correctional facility for the purpose. A violator facility is for the confinement of offenders, ~~for no longer than sixty days,~~ or as defined in section 906.1, or who have violated conditions of probation, ~~or who are sentenced to the custody of the director for assignment to a treatment facility under section 246.513~~ granted as a result of a suspended sentence to the Department of Corrections. The Director shall adopt rules pursuant to chapter 17A, subject to the approval of the Board, to implement this section.

- B. Section 906.1 (Definition of Parole and Work Release) Code 1991, is amended by adding the following new unnumbered paragraph:

NEW UNNUMBERED PARAGRAPH. A Parolee or Work Releasee may be temporarily assigned to the supervision of the Director of the Iowa Department of Corrections pursuant to placement in a violator facility established under New Section 246.207.

C. **Section 908.9 (Disposition of Violator) Code Supplement 1991, is amended to read as follows:**

If the parole of a parole violator is revoked, the violator shall remain in the custody of the Iowa Department of Corrections under the terms of the parolee's original commitment. ~~The violator may be placed in a violator facility established pursuant to section 246.207 if the parole revocation officer or board panel determines that placement in a violator facility is necessary.~~ If the parole of a parole violator is not revoked, the parole revocation officer or board panel shall order the person's release subject to the terms of the person's parole with any modifications that the parole revocation officer or board panel determines proper, or may order the violator to be placed in a violator facility established pursuant to section 246.207 if the parole revocation officer or board panel determines that placement in a violator facility is necessary.

ADMINISTRATIVE RULE

The legislation does not specify legal custody while the violator remains in the facility, i.e. Department of Corrections, Parole Board, District Departments of Correctional Services. This issue raises many concerns, i.e. financial responsibility for medical treatment (Department of Corrections or county), Department of Corrections' authority to discipline, how to handle escape/detention.

The Department of Corrections has approved the following Administrative Rules to address these issues.

Other issues that need to be addressed by the judicial districts in regard to probationers are legal documents as described in Administrative Rule [20.18(4)], which must be provided upon admission to the facility, provision for temporary custody if necessary prior to admission, and county responsibility for transporting violator to the facility. These issues should be handled in accordance with the legal procedures which currently apply to probationers. Specifically, the clerk of court is responsible for forwarding the required legal documents to the facility and county government is responsible for providing custody and transportation.

CORRECTIONS, DEPARTMENT OF [201]
INSTITUTIONS
VIOLATOR PROGRAMS
CHAPTER 20
NOTICE OF INTENDED ACTION

20.18(246) Violator Programs. The Department of Corrections provides violator programs at two institutions, 60 female beds at the Iowa Correctional Institution for Women (ICIW) at Mitchellville and 100 male beds at the Correctional Release Center (CRC) at Newton. These programs require up to a 60-day confinement for probation, parole, and work release offenders that have violated conditions of supervision and would otherwise have been returned to or sent to prison.

20.18(1) The violator programs provide an intensive, highly structured, six-to-eight-week treatment program (maximum 60 days) designed to divert certain offenders from imminent longer term incarceration.

20.18(2) Violator means: probationer, parolee, or work releasee not having had community status revoked but found to have violated conditions of supervision by the appropriate jurisdiction having statutory authority to revoke.

20.18(3) Offenders will be committed to a violator program pursuant to the provisions of Iowa Code Section 246.207.

20.18(4) All probation offenders committed to a violator program shall be admitted to the Iowa Medical and Classification Center (IMCC) Reception Unit.

a. Upon admittance to IMCC, the transporting authority shall provide the receiving officer with: a court order disposing of the violation, including, commitment to the custody of the director and stating violator program participation is a condition of probation; mittimus; case origination documents; indictment or information documents; minutes of testimony; and judgement entry.

20.18(5) All parole or work release offenders committed to a violator program shall enter the program through the IMCC Reception Unit.

The violator program shall be a condition of release, and the offender will remain in the custody of the Department of Corrections under the terms of the offender's original commitment.

20.18(6) Admission Standards.

a. Reception process at IMCC, including medical intake screen will normally be completed within seven days.

b. If further medical testing or treatment is necessary, transfer to the violator program may be delayed until such time as the additional testing or treatment is completed and the offender's health status permits transfer.

c. The Department may deny admission to a violator program if the offender is medically unable to complete the program.

d. Offenders will not be allowed any personal property with the exception of clothing being worn at the time of admission to the IMCC reception unit. Other property will not be accepted by the IMCC receiving officer.

20.18(7) Release Standards.

a. Upon successful completion of a violator program, offenders will be referred to the sending or supervising judicial district Department of Correctional Services.

b. An offender that does not successfully complete the violator program will be returned to the sending or supervising judicial district Department of Correctional Services for disposition.

20.18(8) An offender placed in a violator program will not be granted all the privileges and rights or may not be subject to certain requirements established in Chapter 20 of Iowa Administrative Code section 201. The following paragraphs establish which rules of chapter 201--20 that violators will or will not be subject to:

a. Rule 20.1 Application of Rules. Will not apply to violator programs except as otherwise stated.

b. Rule 20.2 Definitions. Will apply only where listed in the following applicable rules:

c. Rule 20.3 Visits to Inmates. Offenders will not be allowed visits except individuals determined by staff and only in conjunction with participation in the family treatment component. Attorney and clergy visits must be scheduled in advance so as to not conflict with program schedules. Exceptions may be made by approval of the warden.

d. Rule 20.4 Mail. Offenders will be allowed mail privileges pursuant to 20.4 with the following exceptions:

(1) There will be no limit on the amount of incoming mail although program policy may limit the amount of mail that can be stored or maintained in the living area.

(2) Offenders will not receive an allowance and will not be allowed to receive outside source monies. Therefore, offenders will be provided writing materials and postage for two letters per week.

(3) Packages and publications will not be allowed.

e. Rule 20.5 Gifts to Inmates. Offenders will not be granted any of the privileges of rule 20.5.

f. Rule 20.6 Publications. Offenders will not be granted any of the privileges or rights of rule 20.6.

g. Rule 20.7 Interviews and Statements. Rule 20.7 may apply only as stated "with prior consent of the warden."

h. Rule 20.8 Guests of Institution. Rule 30.8 is nonapplicable since this rule has no impact on the violator program.

i. Rule 20.9 Donations. Rule 20.9 is nonapplicable since this rule has no impact on the violator program.

j. Rule 20.11 Restitution. Rule 20.11 will be temporarily suspended while offenders are in the program. Restitution plans will be maintained, and the plan of payment will be reinstated upon release from the program.

k. Rule 20.12. Furloughs. Rule 20.12 will only apply in family emergency situations in accordance with 20.12(5)a and 20.12(6)a although the criteria for eligibility is waived, and these furloughs will only be granted at the discretion of the warden with approval of the deputy director of institutions.

l. Rule 20.13 Board of Parole Interviews. Rule 20.13 is nonapplicable since this rule has no impact on the violator program.

m. Rule 20.15 Victim Notification. Rule 20.15 will not apply to the violator program.

20.18(9) Good Time. Iowa Code 903A.

a. The provisions of 903A do not apply to probationers and parolees.

b. The provisions of 903A will apply to work releasees in accordance with work release policies and procedures.

20.18(10) Clothing, Transportation, and Release Monies. Iowa Code 906.9.

The provisions of 906.9 will not apply to violator programs.

20.18(11) Any exceptions to these rules must be specifically approved by the warden/superintendent or designee.

This rule is intended to implement Iowa Code section 246.207.

MISSION STATEMENT, GOALS, ACTIVITIES

MISSION STATEMENT	GOALS	ACTIVITIES
<p>To divert certain offenders from imminent longer-term incarceration by providing exposure to attitudinal and substance abuse treatment in an intensive 60-day program.</p>	<ol style="list-style-type: none"> 1. Achieve a quick radical attitude change in offenders who, if their attention is caught, may be turned around at this critical juncture in their lives. 2. Reduce likelihood of offenders committing further criminal acts/irresponsible behavior including reduction in noncompliance with parole, work release or probation status. 	<ol style="list-style-type: none"> 1. Utilize quantitative selection criteria so that only offenders appropriate to the program are sent. 2. Assess the individual offender's need for services in areas such as medical, substance abuse, education and job readiness, and plan to provide appropriate services through either in-house programs or by using existing community resources upon offender's return to community. 3. Provide programming designed to change attitudes of offenders at DOC violator facilities. <ul style="list-style-type: none"> * Self-esteem, motivation * Criminal attitudes, values, behaviors. * Thinking errors 4. Provide a "reinforcing" transition back to the community.
	<ol style="list-style-type: none"> 3. Sanction prison-bound violators through short-term incarceration. <p>Enforce Sentencing Order and/or Conditions of Supervision.</p> <ul style="list-style-type: none"> * Certain and timely response to violations of release/supervision conditions. * Impose punishment aspect of sentence. 	<p>Streamline administrative admission/discharge processes (judicial/parole board/institutional and community based corrections).</p>
	<ol style="list-style-type: none"> 4. Manage Offender Risk to Community. 	<ol style="list-style-type: none"> 1. At violator facility: provide appropriate level of control based on risk of further offense, escape, violation of court conditions. 2. For home community: plan for a successful transition with consideration of increased supervision options if available and appropriate.
	<ol style="list-style-type: none"> 5. Attempt to avoid overuse/misuse of program. 	<ol style="list-style-type: none"> 1. Utilize quantitative selection criteria. 2. Continually evaluate use to insure that program serves as last resort prior to revocation and traditional incarceration.

ADMISSION CRITERIA

1. Technical and/or new charge violators who are on probation, parole or work release status under the supervision of the judicial district departments of correctional services.
 - * Offenders charged with a forcible felony or escape are ineligible for the violator program.
 - * Probationers: Must be on a suspended sentence to DOC Director with 2 year sentence or more.
 - * Minimum of six (6) months left to serve until expiration of sentence.
 - * No pending legal matters, including outstanding warrants, or there is a documented court action or county attorney agreement to not interfere with the program intervention.
 - * Would have gone to prison if diversion program wasn't available or will go to prison if they fail.
2. All admissions to the violator program must have had a case management classification (CMC) interview (see Appendix A). Their CMC force fields must be included with the records forwarded to the program prior to admission.
3. Appropriate community resources have been utilized/considered.
4. Should be referred to the program by their supervising officer and be accepted by the violator program prior to recommendation.
5. Sex offenders may be appropriate referrals but the violator program shall not serve as a substitute for sex offender treatment programming.
6. No health care problems or pending appointments that would result in interruption or delay of program participation.
7. All prospective referrals must read and sign the Program Agreement which requires the following (see Appendix B):

- a. To fully participate in an active, intensive, confrontive program, with immediate consequences for unsatisfactory program participation.
 - b. To involve family, significant other and all visitors in an orientation to program purpose, services, and interviews about referral and to sign confidential information releases to:
 1. Family and significant other to review progress, and to develop their participation upon his/her release in ongoing plan.
 2. Parole, probation or work release staff, court.
 3. Authorize unit staff to share information with Community/treatment and volunteer programs staff involved with his/her community program.
 - c. To be involved in prescribed release and follow-up programming upon program completion.
-
7. Be in a state of mental health that allows comprehension of program expectations. Active mental illness must be controlled by prescribed medication, and a reading level (preferably 6th grade level) is desirable to assure ability to use materials provided.
 8. An additional case review may be required prior to acceptance into the violator program.

PROCESSING IN AND OUT OF FACILITY

Admission

	<u>Activity/Responsible Person</u>	<u>Potential Timeframe</u>
Parole Entry	1. Parole agent contacts violator facility for assessment conference.	2 days - 2 months
	2. Parole agent files preliminary violation information.	
	3. Warrant issued. Arrest (unless voluntary admission) Appearance before Judge. (Offender may be held, release on bond, etc.).	
	4. Participation agreement executed by offender and supervising officer.	
	5. Sr. Administrative Parole Judge reviews violations and enters appropriate orders.	
	6. Hearing held. Administrative Parole Judge issues "Finding of Fact". Administrative Parole Judge may order offender detained in jail (State pays) or released. Agent arranges transportation with State transport officer.	2 - 10 days 10-14 days (worst case) Finding of Fact Pro 5A Parole Revocation Hearing.

Work Release:

- * Administrative hearing is held at work release facility and violation is established.
- * The work release facility will issue a "hold order" to await transport of the offender to IMCC by the State Transport Officer.
- * Work release counselor contacts the community placement representative who will contact the violator facility for assessment conference for possible placement.
- * Participation agreement executed by offender and supervising officer.
- * The work release community placement representative will generate a document ordering the placement of the offender in the violator facility program.
- * The offender will be transported to the violator facility via routine transport arrangements.

Probation:

- * Probation officer contacts violator facility for assessment conference.
- * Participation agreement executed by offender and supervising officer.
- * A report of violation filed with the court precipitates a probation violation hearing, which may result in a court order placing the inmate in the violator facility as a condition of probation.
- * The order will include an order to the Sheriff to transport the offender to IMCC for intake prior to placement in the violator facility.

Release

	<u>Activity/Responsible Person</u>	<u>Potential Timeframe</u>
<p>"Successful" Discharge: Parole, Work Release & Probation:</p>	<ul style="list-style-type: none"> * Counselor at violator facility sends <u>release plan</u> to parole/probation agent/work release community placement representative two weeks prior to release. * Receiving agent/counselor returns any specific reporting instructions. (Court order releasing offender will be needed for probation commitments.) 	<p>Release occurs from 48 - 60 days following program admission.</p>
<p>"Unable to Complete" Program:</p>	<ul style="list-style-type: none"> * Violator may be placed in segregation. * Counselor at violator facility contacts sending jurisdiction to arrange return. Discharge summary is sent by violator facility to receiving jurisdiction. * *<u>Parole</u> - Agent determines if Sr. Administrative Parole Judge action is needed prior to release to obtain same. * *<u>Work Release</u> - IMCC Community Placement representative gives direction on what is to be done. * *<u>Probation</u> - Agent obtains appropriate court documents needed for release. 	<p>Preferably 2, but no longer than 5 working days for process to be completed.</p>
<p>Disciplinary Discharge: Parole</p>	<ul style="list-style-type: none"> * Offender removed from program and placed in segregation. * Parole agent verbally informed to begin process. * Disciplinary report prepared. * Disciplinary hearing held. * Disciplinary report decision sent to parole agent. * Agent files preliminary parole violation information. * Judge issues warrant. * State transportation officer or violator facility staff transport violator to jail. 	<p>Immediate - within 1 - 3 days</p> <p>Immediate</p> <p>1 - 4 days</p>

Release

	<u>Activity/Responsible Person</u>	<u>Potential Timeframe</u>
Disciplinary Discharge: Parole	<ul style="list-style-type: none">* Sr. Administrative Parole Judge holds hearing.* (Possibly could be scheduled and held at violator facility).	Dependent on legal representation.
Disciplinary Discharge: Work Release	<ul style="list-style-type: none">* Offender removed from program and placed in segregation.* Work release coordinator verbally notified of violation by violator facility staff.* Disciplinary report prepared.* Disciplinary hearing held at violator facility or IMCC.* Hearing decision faxed to work release coordinator.* Violator returned to IMCC by state transportation officer or violator facility staff.* Work release revocation hearing held at IMCC.	Preferably 2, but no longer than 5 working days.
Disciplinary Discharge: Probation	<ul style="list-style-type: none">* Offender removed from program and placed in segregation.* Probation officer verbally informed of violation by violator facility staff.* Disciplinary report prepared.* Disciplinary hearing held. Report and decision faxed to probation agent for use as testimony to the violation.* Probation agent files report of violation and obtains a warrant from judge. <p style="text-align: center;">- or -</p> <ul style="list-style-type: none">* Agent files complaint and affidavit with magistrate to obtain a warrant. Warrant order should include order for sheriff to transport offender to jail.* Revocation hearing is held.	From 1 - 7 days

Escape

	<u>Activity/Responsible Person</u>	<u>Potential Timeframe</u>
Parole	<ul style="list-style-type: none">* Pursuit procedures begin.* Violator facility enters state-wide escape item (on existing mittimus) to give authority to go after and detain if appropriate.* Parole officer obtains a PPVI for absconding.* Violator facility may file new escape charge in their county subject to County Attorney's decision.	Escape items must be replaced by warrant within 24 hours.
Probation	<ul style="list-style-type: none">* Within 24 hours, a court order/warrant must be issued. The charge may be for probation violation from the original sentencing county and/or the county where the violator facility is located for escape. (Any necessary extradition proceedings will be the responsibility of the original sentencing county.)	
Work Release	<ul style="list-style-type: none">* Pursuit procedures begin.* Escape item issued through State Radio by IMCC on existing mittimus.* Violator facility staff contact county attorney to have charges filed for escape.* When apprehended, if not being held by county for prosecution, violator will be returned to IMCC for disposition of work release status.	

Please Note: All violation reports and admission documents should be sent directly to Correctional Release Center or Iowa Correctional Institution for Women -- not Oakdale.

VIOLATOR PROGRAM DESCRIPTION

The violator program employs cognitive skills development and substance addiction relapse treatment to provide offenders the skills and opportunity to stop antisocial behavior and stay out of the criminal justice system. The program involves long days of active participation. Offenders will be encouraged to be positive, goal oriented, accountable and responsible, and will be evaluated at least weekly.

The program content and structure offers an opportunity to violators who choose to avoid long-term incarceration by developing changed attitudes and behaviors. Immediacy of consequences for inappropriate behavior is a critical aspect of the program.

If offenders are physically or mentally unable to complete the program, an alternate release plan will be developed. If they fail to make sufficient progress in the program, or commit serious rule infractions, they will be removed from the program.

The program consists of:

Orientation/Assessment

Primary Treatment Group

Family Component

Discharge Planning

ORIENTATION:

This segment of treatment will last no less than three and no longer than fourteen days. During this period, the offender will receive information essential to life in the institution. They will undergo an assessment which will determine which treatment track is most appropriate for them and to begin planning for their discharge to the community. The offender will also be placed on a work crew for the duration of the orientation period.

PRIMARY TREATMENT GROUP:

Based on the results of the assessment, the offender will be placed in a primary treatment group in one of three tracks. The primary group will consist of no more than ten offenders chosen for that group because of similar needs. This will be a closed group that will stay together for the duration of the violator program. The group will work with the same primary counselor for the majority of their activities.

The three tracks of treatment are:

Cognitive Rehabilitation - For offenders who have displayed antisocial behaviors which cannot be attributed to substance abuse. The core component consists of the "Reasoning and Rehabilitation" program designed by Robert Ross and Elizabeth Fabiano. This program has been extensively validated as effective in reducing antisocial behaviors in the correctional system in Canada as well as a number of state correctional systems in the United States. They will also participate in groups to address such specific needs as domestic violence and anger management.

Pre - Treatment - For offenders who are documented to be addicted to chemicals, but have had no previous treatment for addiction. This will also consist of the "Reasoning and Rehabilitation" program combined with education on substance addiction. Offenders in this track will be discharged with a plan to enter treatment for addiction in the community as soon as is feasible.

Relapse Treatment - For offenders who are documented to be addicted to chemicals and have had previous treatment for the condition. They will participate in "Reasoning and Rehabilitation" as well as a relapse treatment designed to address the needs established in their individualized treatment plan.

FAMILY PROGRAM:

There will be no visitation for the first four weeks. There will then be limited visitation when approved in advance by staff for close family members and significant others. This visitation will only be allowed, however, if the family members also participate in the violator family program.

This program will essentially consist of four family days focusing on:

1. Education on the root of the problem,
2. Identification of the family dynamics that support the offender's inappropriate actions,
3. Suggested ways to make lasting changes in that enabling behavior,
4. Establishment of direct honest communication between the family and the offender before release.

RELEASE PLANNING:

As the violator program is a short but intensive program, even more important to the maintenance of lasting change is good continuing care. Release planning will be individualized based on offender need. However, it is hoped that supervising districts

will establish continuing care groups based on the principles of the "Reasoning and Rehabilitation" program. Release planning will be conducted by the primary counselor with the support of the assessment counselor and the district officer who will be receiving the offender in the community.

APPENDIX A

CLIENT MANAGEMENT CLASSIFICATION SYSTEM OVERVIEW

CMC is a comprehensive case management system to assist probation and parole officers to effectively supervise their cases. It includes a standardized assessment instrument which was validated on a sample of both probationers and parolees. It employs a case planning system designed specifically for use in probation and parole. It includes supervision guidelines for each of the five CMC strategy-groups. Finally, it includes a procedure for evaluating case progress. It also lends itself to relatively simple program evaluation procedures.

The five CMC strategy groups are:

Selective Intervention - Situational (SIS):

Characteristics - Relatively stable lifestyle, capable and prosocial values.

Offense Motivation - A crisis or unusual, temporary circumstances.

Interventions - Selective Crisis Intervention, Rational Problem Solving.

Selective Intervention - Treatment (SIT):

Characteristics - Stable, capable and prosocial. However, they have an ongoing problem in one of these areas. Chemical, Assaultive, Sex Abuse or Emotions CASE.

Offense Motivation - Related to one of the CASE problem areas.

Intervention - Selective confrontation, treatment referral for identified CASE problem area.

Environmental Structure (ES):

Characteristics - Lacks social, vocational and coping skills. May be developmentally disabled, lack of insight, impulsive.

Offense Motivation - Often external, related to deficiencies noted above.

Intervention - Testing (assess extent of problem) referral for job training, sheltered living, life and coping skills.

Casework and Control (CC):

Characteristics - Unstable life pattern, failure orientation, lack of goals and direction.

Offense Motivation - Manifestation of unstable life pattern, long term emotional problems, substance abuse.

Intervention - Increase stability, treatment referrals for identified problem areas, structured living, structure leisure time.

Limit Setting (LS):

Characteristics - Criminal value orientation, manipulative, disregard for others.

Offense Motivation - Greed, power and excitement.

Intervention - Public protection, develop legal means to meet money, power and excitement needs, extensive verification.

The CMC System is designed to develop differential treatment models for these five different groups of clients. These labels refer to the type of probation officer intervention rather than to the characteristics of the offender. The supervision strategies provide a framework to assist agents formulating individual case plans and guide ongoing supervision intervention.

APPENDIX B

VIOLATOR PROGRAM PARTICIPANT AGREEMENT

Having been advised by the Department of Correctional Services that I am facing revocation of my community corrections supervision, I _____ do hereby request to participate in a violator program.

I understand and agree to the following conditions:

I agree to work for no pay (picking up trash on the roads, cleaning toilets, etc.) for up to 60 days.

I agree to fully participate in intensive groups and classes 8-10 hours each day with no pay for up to 60 days.

I agree to wear prison issue clothes.

I agree to bring no personal belongings. I will arrive with nothing but what I am wearing. I understand that I will be given anything I need (clothing, toothbrush, toothpaste, shampoo, soap, etc.).

I understand and agree that I will not receive any packages or publications during the program.

I agree to have no privileges except those I am able to earn by my working hard and making changes.

I understand and agree that I will have no visits for the first four weeks of the program.

I understand and agree that when I do have visits, they will be limited to family program days (1 time a week). Only visits that have been scheduled ahead of time and approved by staff are allowed. Family can only visit if they participate in the family program and then only close family members may visit (parents, spouses, children, long term significant others).

I understand that I will not be allowed to smoke at any time during my stay in the facility.

I agree to make only approved collect telephone calls, and that these calls will be monitored.

I agree that I will be provided with postage and materials to write two letters a week.

I agree to follow grooming and hygiene directions given by program staff.

I agree to follow all program rules and understand that violation of the rules will result in a recommendation that I go to prison.

I agree to follow the discharge recommendations at the end of the program which may require additional treatment, counseling or other work. I understand that this will become a condition of my parole, probation or work release status.

I agree to develop an approved plan to get transportation home when I have completed the program.

I agree to participate at an acceptable rate of performance to insure my progress and completion of the program.

By signing below, I am agreeing to every condition described in this agreement.

NAME

DATE

WITNESS

DATE

APPENDIX C

FAMILY VISITOR AGREEMENT

I understand that I may not visit for the first four weeks of the program.

I understand that when I am able to visit, I may only do so if I participate in the family program at the facility. I agree to be on time for the family program, and understand that if I am not, my visit may be canceled.

I understand that visitation is limited to very close family members/significant others and that if I bring others who have not been approved by the program to visit, that I may not visit.

I understand that I may be searched.

I understand that I cannot call my family member while in the program, but I may contact the primary counselor if a release of information is signed.

I understand and agree that I shall not bring: **money** - until he/she is about to leave, **food, clothes, drugs, alcohol**, or anything to the program; and that the program has provided everything that they need.

I understand that if I have complaints or questions I may call 515-____-____.

I understand that I may be asked to give my family member a ride home when they complete the program.

I understand that my visitation and involvement in the family program may be terminated if my participation is found to be detrimental to the program process.

By signing below, I am agreeing to all of the above conditions for my visitation and involvement in the violator program.

NAME

NAME

NAME

ADDRESS

ADDRESS

ADDRESS

PHONE NUMBER

PHONE NUMBER

PHONE NUMBER

DATE

DATE

DATE

WITNESS

01/15/93

APPENDIX D

**VIOLATOR FACILITY
PROCESSING DOCUMENTS**

01/15/93

VIOLATOR REFERRAL FORM

To Be Completed By Violator Facility Staff

_____ _____ Add to
Date of Inquiry Referral Taken By Date of Confirmation Waiting List

Supervising Staff Name: _____ District: _____

Phone #: _____ Address: _____

Acceptance
Approved By _____

Probationer Work Releasee Parolee

NAME OF PERSON
REFERRED: _____

CASE # _____

Date of Birth _____

Institution _____

Social Sec. # _____

Reason for Pending Revocation/Referral:

Current Offense(s): (Reason under supervision)

Effective Date of Supervision Status: _____

Prior Treatment Involvement: (Approximate date(s))

Pending Criminal
Charges: _____

Letter of Delay of Action
From County Atty. _____

Known Enemies in the Correctional System

Full Name

Possible Location/Status

_____	_____
_____	_____

CMC Strategy Group: _____

Attitude Toward Admission Into Program:

Other Comments by Agent: _____

Any Information on Reading Level, Ability to Write: _____

Any Health Problems: _____

Family/Other Recommended as Potential Visitors:

Name

Relationship

Recommendations/Comment:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Notes:

Pre-Admission Referral Forms/Documents

(To be Forwarded to Violator Facility Prior to Admission)

PAROLE

<u>Referral Forms/Documents</u>	<u>Referral Source</u>	<u>Method of Transfer</u>
1. Finding of Fact	Parole Board Administrative Law Judge	PROFS to IMCC Send to Parole Officer/ Violator Program Packet
2. Violator Program Participant Agreement (Appendix B)	Completed by Parole Officer with Violator	Violator Program Packet
3. Family Visitor Agreement (Appendix C)	Completed by Parole Officer with Violator and possible visitors	Violator Program Packet
4. Any information available on past Social, Treatment History including: A. T.A.S.C. Social History and Assessment (if available) B. CMC Force Field C. Pre-Sentence Investigation and/or Intake	Parole Officer Parole Officer Parole Officer	Violator Program Packet Violator Program Packet Violator Program Packet
5. Parole Violation Report P.R. 01 (9/90) Form PRS-15	Parole Officer	Violator Program Packet

Pre-Admission Referral Forms/Documents

(To be Forwarded to Violator Facility Prior to Admission)

PROBATION

<u>Referral Forms/Documents</u>	<u>Referral Source</u>	<u>Method of Transfer</u>
1. Report of Violation	Probation Officer	Violator Program Packet
2. Original Sentencing Order/Indictment or county attorney information	Clerk of Court/ Probation Officer	Violator Program Packet
3. Mittimus	Clerk of Court	Hand-delivered by Sheriff
4. Violator Program Participant Agreement (Appendix B)	Probation Officer	Violator Program Packet
5. Family Visitor Agreement (Appendix C)	Probation Officer	Violator Program Packet
6. Any information available on past Social, Treatment History including: A. T.A.S.C. Social History and Assessment (if available) B. CMC Force Field C. Pre-Sentence Investigation and/or Intake	Probation Officer	Violator Program Packet

Recommended Placement Order

(Could serve for placement and release if Judge is willing to include both of the underlined paragraphs)

IN THE DISTRICT COURT OF IOWA, IN AND FOR _____ COUNTY

STATE OF IOWA,

-vs-

Defendant

) Cause No. _____
)
)
)
)
)
)

ORDER

A probation violation complaint has been filed in this cause alleging that

(specifics of case)

The Court finds a violation of probation has been established pursuant to Section 908.11 of the Iowa Code.

It is THEREFORE ORDERED that the Court will continue the Defendant's probation in this cause with the added condition of probation being that the Defendant will be assigned to the **VIOLATOR FACILITY PROGRAM** at _____ for a term not to exceed 60 days. As a condition of probation, violators assigned to a DOC violator facility shall be subject to Department policies and procedures regarding medical intake/treatment, discipline, detention and escape.

Upon successful completion of the Violator Program, the Defendant shall be released from the Violator Facility and continue with probation under all of the previously-imposed conditions of probation.

The Court directs the sheriff of _____ County to provide temporary custody for the Defendant and to provide transportation for the Defendant to Iowa Medical Classification Center (IMCC) as the designated reception center for the Violator Program.

The Court directs the Clerk of Court to furnish the receiving officer at the Iowa Medical and Classification Center with a copy of this order; the mittimus; case origination documents; indictment or information documents; minutes of testimony; and judgement entry.

The Court further directs the Defendant to provide his/her own transportation upon successful release from the Violator Facility.

Dated and Signed this _____ day of _____, 1992.

Judge, _____ Judicial District

Copies to:

D-4

01/15/93

Recommended Release Order

(Could serve for release if Judge is not willing to include the underlined paragraphs in the placement order)

IN THE DISTRICT COURT OF IOWA, IN AND FOR _____ COUNTY

STATE OF IOWA,

-vs-

Defendant

)
)
)
)
)
)

Cause No. _____

**ORDER of DISCHARGE
FROM VIOLATOR PROGRAM**

On the _____ day of _____, 19____, the Court, having found that the condition(s) of probation had been violated by the Defendant, continued the Defendant on probation with an added condition of probation being that the Defendant be assigned to and successfully complete the **VIOLATOR PROGRAM** at _____.

The Court finds that the staff of the Violator Program now recommends discharge of the Defendant from that Program.

ACCORDINGLY, IT IS THE JUDGEMENT AND ORDER OF THE COURT that the said condition of probation assigning the Defendant to the Violator Program is hereby suspended on the _____ day of _____, 19____, and the Defendant shall continue with all other conditions of probation as previously ordered.

The Court further directs the Defendant to provide his/her own transportation upon release from the Violator Facility.

Dated and Signed this _____ day of _____, 1992.

Judge, _____ Judicial District

Copies to:

Pre-Admission Referral Forms/Documents

(To be Forwarded to Violator Facility Prior to Admission)

WORK RELEASE

<u>Referral Forms/Documents</u>	<u>Referral Source</u>	<u>Method of Transfer</u>
1. Violator Program Participant Agreement (Appendix B)	Work Release Staff	Violator Program Packet
2. Family Visitor Agreement (Appendix C)	Work Release Staff	Violator Program Packet
3. Summary of Work Release History: A. Adjustment/ Violations B. Counselor Summary of support program (A.A., N.A., etc) Treatment referrals and/or confidential information from Treatment summaries. C. CMC Force Field	Work Release Staff	Violator Program Packet

RELEASE PROCESS

I. Two Weeks Prior to Release

A. Final staffing held/Release recommendations established

B. Supervising staff contacted

- 1) Release plan reviewed
- 2) Agreement reached on who will establish ongoing community treatment and first appointment set within 5 working days of release
 - a) Primary counselor
 - b) Supervising staff
 - c) T.A.S.C. worker

II. Twenty-four (24) Hours Before Departure

A. Begin institutional check out

B. Finalize transportation agreement

III. Time of Departure

A. Mail Release Plan

RELEASE PLAN

TO:

CLIENT'S NAME:
INSTITUTION #:
D.O.B.:

Presenting Problems: What brought him to treatment - include legal status and drug and alcohol usage.

Brief Substance Abuse History: Primary drug of choice, current abuse history and any current treatment involvement.

Course of Treatment: Date of admission, specific services offered, list of identified problem areas addressed.

Client's Response: What did he do or didn't do, significant identified/measurable progress - supportive statements.

Recommendations: Continuing care plan - Be specific, appointments and contact person.

Discharge Date:

Additional Comments: Prognosis: _____ and supporting reasons:

Counselor Signature/Title

Date

D-8

01/15/93