

# EIGHTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES

## Furlough Support Information

All clients housed at any of the residential facilities operated by Eighth Judicial District must follow established rules and regulations, a copy of our Residential Facility rules are included in this packet. Infractions of these rules/regulations will result in major violation reports and could potentially lead to the revocation of client's probation/parole/work release with the possibility of placement in prison. By signing the Furlough Questionnaire and Agreement, it is important for you to be aware of the rules and regulations and to realize that if you in any way aid the client in the breaking of these rules, you will not be helping them. You will be a major part of the reason they will not be successful in this program and therefore at high risk for incarceration.

Our policy requires that the furlough residence must have a working (landline) telephone. You will be required to provide a copy of a recent phone bill to staff to verify that a landline phone is in operation. If you do not have a land line the Client will be required to wear a GPS unit. There can be no alcohol, drugs or weapons of any kind in the residence. The District's High Risk Unit Officers will be coming to your residence unannounced and must be allowed to meet with the client and walk through the residence. An HRU 'Notice to All Individuals Under Supervision' document is also included in this packet.

The Eighth Judicial District's Residential Facility Staff want all clients to successfully complete and receive maximum benefits from the program at our facilities. The furlough is a very important part of the program and we want to thank you for helping your friend and/or relative have the opportunity to furlough. We further want to thank you for agreeing to the conditions, which make it possible for this client to furlough to your home. The staff are willing to work with you if there are any problems concerning furlough time and we will appreciate and expect your help if needed.

If you understand and agree to the above, you need to complete and sign the **Furlough Questionnaire and Agreement** and personally deliver or have the form mailed to the client's assigned Case Manager at the location listed below. If the form is returned incomplete, it will be rejected. Clients are not allowed to submit these forms and they must be either delivered in person or mailed directly to the assigned Case Manager. The assigned Case Manager will then investigate your application, which will include speaking to you personally on the phone, at which time you will have an opportunity to ask questions. If approved, your name and residence will be added to the client's approved destinations.

Daryl Lambert  
Burlington Facility Residential Manager  
(319) 753-5179

Charles Severs  
Ottumwa Facility Residential Manager  
(641) 682-3069

Case Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Client's Name: \_\_\_\_\_

Case Manager: \_\_\_\_\_

### FURLOUGH QUESTIONNAIRE AND AGREEMENT

YOUR NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
(First) (Middle) (Last)

ADDRESS: \_\_\_\_\_ SSN#: \_\_\_\_\_  
(House/P.O. Box/Apt. No.) (Street, City & State) (Zip Code)

HOME PHONE (LAND LINE): \_\_\_\_\_

RELATIONSHIP TO CLIENT:  Wife  Significant Other  Natural Parent  Step Parent  
 Child  Sister/Brother  Friend  Other (describe): \_\_\_\_\_

Name of **ALL** persons living at your residence and their dates of birth : \_\_\_\_\_

Are you now or have you ever been under correctional supervision?  YES  NO

(If yes) LIST WHERE/WHY: \_\_\_\_\_

Except for minor traffic violations, have you ever been arrested?  YES  NO

(If yes) LIST DATE(S) OF ARREST WHERE ARRESTED CHARGE DISPOSITION OF CHARGE: \_\_\_\_\_

**I have read and agree to the follow the furlough rules and certify that the above information I have provided is true and accurate and that any false statements will result in denial of furlough privileges. My signature indicates that I am giving permission for the Eighth Judicial District staff to conduct a background check through law enforcement agencies or public information sources.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(This space for Staff use only)

Approved

Not Approved

Background Check Completed Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Listed below are the facility rules and their definitions. Clients are responsible for knowing all rules as well as changes which may be issued by the Residential Manager. Clients are responsible for and will be held accountable for their actions.**

1. Illegal behavior - When an offender plans, participates, assists, condones, or encourages others to violate a local, state or federal law, whether the offense is committed inside or outside the residential facility and whether the offense actually occurs.

2. Verbal Abuse - When the offender subjects another person to abusive or defamatory, insolent, or disrespectful language or remarks whether written or oral, or abusive, defamatory, insolent, or disrespectful gestures.

3. Threats/Intimidation - When the offender communicates a determination or intent to injure another person or to commit a crime of violence or an unlawful act dangerous to human life, and the probable consequence of such threat or threats (whether or not such consequence, in fact, occurs) is:

- a. To place another person in fear of bodily injury; or
- b. To cause damage to property; or
- c. To take place in the future after released from confinement.

4. Disobeying a Lawful Order/Directive - When an offender refuses to obey an order (written or verbal) given by a person in authority, which is reasonable in nature, or attempts to circumvent established procedures.

5. False Statements - When the offender knowingly makes a false statement whether or not under oath or affirmation, including, but not limited to, dishonesty, deception, failure to disclose, cheating, etc.

6. Unauthorized Possession/Exchange - When an offender has in possession on their person, in the offender's living area, locker, or immediate place of work or other program assignment, or receives from, or gives to another offender, any item delineated as unauthorized or contraband by District policy.

7. Possession of Dangerous Contraband - When the offender possesses, used, or has under their control or custody, an item defined as dangerous contraband by District policy.

8. Possession/ Use of Drugs or Intoxicants - When an offender is in possession or has been in possession of any unauthorized drug or intoxicant. This includes synthetic substances. It further includes paraphernalia that is used in relationship to drug/intoxicant use, sale, positive urinalysis, or positive blood test. The offender must provide a testable sample within two hours of the request. Failure to do so shall constitute a violation of this rule. An offender may also be found to be in possession of a drug or intoxicant for which there is no readily available urinalysis testing if the offender displays symptoms or actions that are consistent with intoxication and/or fails any field sobriety tests administered by the residential staff or law enforcement personnel.

9. Possession/Use of Alcohol - When an offender is in possession of, or has consumed alcohol or any product containing alcohol. This includes results from any manner of testing including but not limited to a positive breath test, alco-sensor test or an admission of use. Refusal to submit to a test for alcohol use shall constitute a violation of this rule. Offenders are not allowed to enter establishments where alcohol is served without prior staff permission.

10. Abuse of Medication - When an offender fails to follow the prescription or package directions of any medications. An offender shall also be considered in violation of this rule when they give their medication to another person. Medication shall be turned in to staff per District policy.

11. Escape - When an offender is absent from the residential facility without proper authorization for over two hours, or there is probable cause to believe the offender has taken flight or is involved in a criminal offense.

12. Out of Place of Assignment - When an offender is not at their designated place of assignment (residential facility, work place, treatment program, furlough, or other authorized leave) and/or fails to use the most direct route or method of transportation. Offenders are responsible for promptly notifying the residential facility staff of any proposed changes in their work schedule or furlough plan and must receive staff approval of all changes.

13. Failing to Secure/Maintain Employment - When an offender fails to actively seek, secure and maintain full-time employment as approved by staff. When an offender jeopardizes employment, quits without staff approval, or is terminated from their job.

14. Sexual Misconduct - When an offender proposes or engages in sexual contact with another person on residential facility property (or premises) or engages in sexual contact at any location with a person who is also a resident of a correctional residential facility. Indecent exposure also constitutes sexual misconduct. This includes, but is not limited to, offensive exposure of the genitals or pubic area in a manner to be seen by another person; gesture of a sexual nature to cause embarrassment or to be offensive to another person. Sexual misconduct may be written as well as verbal communication. Offenders are not allowed to have sexual contact with each other while participating in the program. This includes while on pass or furlough.

15. Unauthorized Use of a Motor Vehicle - When an offender uses a motor vehicle as a means of transportation, whether as a driver or passenger, without staff permission.

16. Unauthorized Possession of Money, Cashing Paycheck, Unauthorized Accounts, Debit Cards or Purchases - When an offender cashes a paycheck, fails to turn in all money to staff, obtains a checking account, savings account, credit card, charge account, debit card, pay in advance or any payroll deductions for personal use without staff approval or control. Offenders are also in violation when they make purchases, or incur debts, without staff approval. All money shall be turned into residential facility staff and all expenditures must be done through the residential facility budgeting process and with prior staff approval.

17. Theft - When an offender takes possession or control of the property of another, or property in the possession of another, with the intent to deprive the rightful owner of the use or benefit of the property.

18. Bartering/Selling Goods - When an offender barter, loans, gives, accepts, sells or buys things of value, enters into financial agreements or contracts, engages in a business, including, but not limited to, clothing, personal items, furnishings, etc., transfers or attempts to transfer or accepts transfer of funds from one offender to another offender; or agrees to perform or receive services or gifts, for anything of value without staff approval.

19. Gambling, Debts, etc. - When an offender plays any game for things of value or wagers anything on the outcome of an event or game; or incurs an unauthorized debt (i.e. cash advances, work debts, etc.).

20. Safety/Sanitation Violation - When offender engages in any practice contrary to written or verbal safety instructions; or is unsanitary/ untidy in their personal hygiene, living quarters, common areas of the residential facility, or smokes in an unauthorized area.
21. Failure to Comply with Special Conditions or Participate in Treatment - When an offender fails to be involved in a required educational or treatment program, which shall include failure to follow through with any special condition imposed by staff or to fully participate in treatment or educational activities. This includes failure to comply with a case plan.
22. Tampering with Locks or Security Items - When an offender locks, unlocks or alters a locking device, fire alarm system, or security item without authorization. This includes any unauthorized possession of a key or key pattern and electronic monitoring devices.
23. Damage to Property - When an offender intentionally or negligently causes damage to property of another person, or of the state, such as tampering with electronic, electronic monitoring devices, mechanical, or plumbing devices or fixtures. This also includes damage to property resulting from other misconduct (i.e. fighting, horseplay, theft, disruptive conduct, etc.).
24. Fighting - When an offender engages in a physical altercation including the exchange of blows, shoves, kicks, offensive physical contact, or, if horse playing, the physical contact need not be in anger.
25. Assault - When an offender intentionally causes or threatens to cause injury to another person or applies any physical force or offensive substance (such as feces, urine, saliva, mucous, or any other item) against any person regardless of whether injury occurs, to include sexual assault.
26. Violation of a Condition of Leave or Furlough - When an offender fails to comply with any condition of a leave or furlough from the residential facility.
27. Unauthorized Group/ Gang Conduct - When an offender displays or promotes involvement in an unauthorized group/gang through any of the following means: writing, words, physical appearance, and hand signs, symbols, and photographs, possession of group/ gang-related materials or association with others known to be affiliated with an unauthorized group/ gang.
28. Obstructive/ Disruptive Conduct - When an offender interferes with staff duties, or conducts themselves in a manner that disrupts or interferes with the secure and orderly running of the residential facility.
29. Habitual Minor Offender - When an offender is repeatedly found in violation of minor/ medium violations. The number and types of offenses, and prescribed time frames may be reflected in District policy.
30. Attempt or Complicity - When an offender attempts to commit any of the listed offenses or is involved with others who are committing or attempting to commit any of the listed offenses.
31. I shall have no direct or indirect contact or communication with any victim or the family of any victim of my offense(s) unless approved by my Supervising Officer.



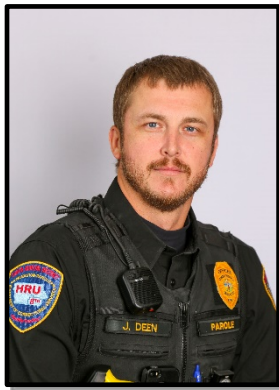
## Eighth Judicial District Department of Correctional Services

*Serving the 14 Counties of Southeast Iowa*

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### **NOTICE TO ALL INDIVIDUALS UNDER SUPERVISION**

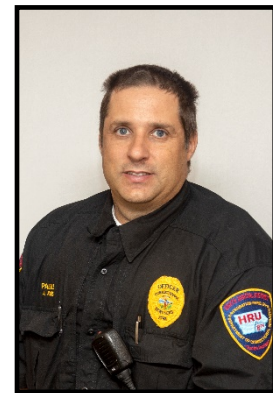
Below are the members of our Department's High Risk Unit. They are probation and parole officers with full law enforcement powers. You are expected to treat them with respect and courtesy. They will make unannounced visits to your home, give you alcohol and drug tests, search you and your property, and enforce the rules of your supervision in any setting in which they find you. If you have issues or concerns with the officers, you may contact Assistant Director Vince Remmark during normal business hours at (641) 472-4242 Ext. 587.



**Jonathan Deen**



**Brad Evinger**



**Jason Jones**



**Vince Remmark**



**JUSTITIA OMNIBUS**  
*Justice For All*