

**904.301B Duties of district director.**

Each district director employed by the department shall be qualified in the administration of correctional programs. The district director shall:

1. Perform the duties and have the responsibilities delegated or specified by the department.
2. Manage the district department's community-based correctional program, in accordance with the policies of the department.
3. Employ, with approval of the department, and supervise the employees of the district department, including reserve peace officers, if a force of reserve peace officers has been established.
4. Prepare all budgets and fiscal documents, and certify for payment all expenses and payrolls lawfully incurred by the district department.
5. Act as secretary to the district advisory board, prepare its agenda, and record its proceedings. The district shall provide a copy of minutes from each meeting of the district advisory board to the legislative services agency.
6. Develop and submit to the department a plan for the establishment, implementation, and operation of a community-based correctional program in that judicial district, which program conforms to the guidelines drawn up by the department under [this chapter](#) and which conform to rules, policies, and procedures pertaining to the supervision of parole and work release adopted by the director concerning the community-based correctional program.
7. Negotiate and, upon approval by the department, implement contracts or other arrangements for utilization of local treatment and service resources authorized by [subsection 15](#).
8. Administer the batterers' treatment program for domestic abuse offenders required in [section 708.2B](#).
9. Notify the board of parole, thirty days prior to release, of the release from a residential facility operated by the district department of a person serving a sentence under [section 902.12](#).
10. File with the director, within ninety days after the close of each fiscal year, a report covering the district advisory board's proceedings and a statement of receipts and expenditures during the preceding fiscal year.
11. Arrange for, upon approval of the department, by contract or on such alternative basis as may be mutually acceptable, and equip suitable quarters at one or more sites in the district as may be necessary for the district department's community-based correctional program, provided that the district director shall to the greatest extent feasible utilize existing facilities and shall keep capital expenditures for acquisition, renovation, and repair of facilities to a minimum. The district director shall not enter into lease-purchase agreements for the purposes of constructing, renovating, expanding, or otherwise improving a community-based correctional facility or office unless express authorization has been granted by the general assembly, and current funding is adequate to meet the lease-purchase obligation.
12. Have authority to accept property by gift, devise, bequest, or otherwise, and to sell or exchange any property so accepted and apply the proceeds thereof, or the property received in exchange therefor, to the purposes enumerated in [subsection 11](#).
13. Recruit, promote, accept, and use local financial support for the district department's community-based correctional program from private sources such as community service funds, business, industrial and private foundations, voluntary agencies, and other lawful sources.
14. Accept and expend state and federal funds available directly to the district department for all or any part of the cost of its community-based correctional program.
15. Arrange, by contract or on an alternative basis mutually acceptable, and with approval of the director or that director's designee for utilization of existing local treatment and service resources, including but not limited to employment, job training, general, special, or remedial education; psychiatric and marriage counseling; and substance use disorder treatment and counseling.

16. Have authority to establish a force of reserve peace officers, either separately or collectively through a [chapter 28E](#) agreement, as provided in [chapter 80D](#).

[C79, 81, §905.6; [81 Acts, ch 207, §4](#)]

[83 Acts, ch 96, §137, 159](#); [88 Acts, ch 1084, §3](#); [91 Acts, ch 218, §29](#); [91 Acts, ch 267, §421](#); [95 Acts, ch 77, §7](#); [2001 Acts, ch 104, §8](#); [2003 Acts, ch 35, §45, 49](#); [2003 Acts, ch 156, §14](#); [2023 Acts, ch 19, §2785](#); [2024 Acts, ch 1182, §85, 93](#)

C2025, §904.301B

[2025 Acts, ch 30, §102](#)

Referred to in [§904.118](#)

Subsection 5 amended