

CHAPTER 1  
ORGANIZATION AND GENERAL ADMINISTRATION

[Prior to 2/22/89, Parole, Board of[615] Chs 1 and 2]

**205—1.1(904A) Board description.**

**1.1(1)** The board of parole is established by Iowa Code chapter 904A and consists of five members, including a chairperson and vice chairperson.

**1.1(2)** The board of parole shall have a pool of three alternate members to substitute for board members who are disqualified or become unavailable for any other reason for hearings.

**1.1(3)** An alternate member is deemed a member of the board of parole only for the hearing panel for which the alternate member serves.

**1.1(4)** Board members are appointed by the governor for staggered terms of four years and are subject to confirmation by the senate.

**1.1(5)** The board is responsible directly to the governor and is attached to the department of corrections for the purpose of receiving routine administrative and support services.

**1.1(6)** The positions of board chairperson and board vice chairperson are appointed by the governor from among the board members and serve in those roles at the pleasure of the governor.

**1.1(7)** Vacancies in the board are filled in the same manner as regular appointments. Appointees who fill vacancies serve for the balance of the term.

**1.1(8)** As used in the rules of the Iowa board of parole, the term “board” shall mean the Iowa board of parole.

[ARC 6968C, IAB 4/5/23, effective 5/10/23]

**205—1.2(904A) Board responsibilities.** The statutory responsibilities of the board are:

**1.2(1)** Reviewing and interviewing inmates for parole or work release, and granting parole or work release.

**1.2(2)** Interviewing inmates according to board of parole administrative rules.

**1.2(3)** Gathering and reviewing information regarding new parole and work release programs being instituted or considered nationwide, and determining which programs may be useful to Iowa. Reviewing the current parole and work release programs and procedures used in Iowa on an annual basis.

**1.2(4)** Increasing the utilization of data processing and computerization to assist in the orderly conduct of the parole and work release system.

**1.2(5)** Conducting such studies of the parole and work release system as the governor and general assembly shall request.

**1.2(6)** Providing, to public and private entities, technical assistance and counseling related to the board’s purposes.

**1.2(7)** Reviewing and making recommendations to the governor regarding all applications for reprieve, pardon, commutation of sentence, remission of a fine or forfeiture, and restoration of citizenship rights.

**1.2(8)** Maintaining a risk assessment program which shall provide risk analysis for the board.

**205—1.3(904A) Business location and hours.** The board’s business office address is Jessie Parker Building, 510 East Twelfth Street, Des Moines, Iowa 50319; telephone (515)725-5757. Business hours are 8 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays.

[ARC 6968C, IAB 4/5/23, effective 5/10/23]

**205—1.4(904A) Board meetings.**

**1.4(1) Meetings.** The board may conduct the following meetings:

*a. Business meeting.* The board may meet each month to consider rules, procedure and other matters.

*b. Public hearing.* The board may conduct a public hearing to solicit input and comment on parole and work release procedures.

*c. Board session.* The board shall be in session each month at any location designated by the chairperson. A board session may include:

- (1) Parole and work release case reviews;
- (2) Parole and work release interviews;
- (3) Parole rescission;
- (4) Parole discharge reviews;
- (5) Executive clemency reviews.

**1.4(2) Quorum.**

*a.* A majority of the members of the board constitutes a quorum except as provided herein.

*b.* The chairperson shall designate panels composed of at least three board members to conduct board sessions except as provided herein.

**1.4(3) Majority vote.** All questions shall be decided by a majority vote of the members except as provided herein.

*a.* In all cases when an alternate member assumes the role of a regular board member, the number of board members for purposes of majority votes remains at five.

*b.* During a board session, at least one member of the panel shall not be an alternate member.

**1.4(4) Parliamentary authority.** Robert's Rules of Order, current edition, shall govern the conduct of all business meetings of the board except as provided herein.

**1.4(5) Minutes.** The board shall keep copies of the minutes of board meetings on file at the business office. The list of individuals considered by the board for action shall constitute the minutes of a board session.

**1.4(6) Public notice and agenda.** The board shall establish the date, time, and location of all meetings. The board shall give public notice of all meetings pursuant to Iowa Code chapter 21. The board shall mail copies of, or provide by electronic means, notices of public meetings and tentative agenda to news media that have so requested. When it is determined that an emergency meeting is required, the board shall notify the news media as soon as the need for an emergency meeting has been decided. The nature of the emergency shall be stated in the minutes.

**1.4(7) Public access to meetings.** Members of the public have access to board meetings as provided in Iowa Code chapter 21. Persons wishing to appear before the board shall submit their requests to the business office not less than three days prior to the business meeting. Members of the public wishing to attend board meetings conducted in department of corrections penal institutions should consult, in advance, department of corrections administrative rules relating to visitation and public access.

**1.4(8) Electronic meetings.** The board may conduct a meeting by electronic means as provided in Iowa Code section 21.8.

[ARC 6968C, IAB 4/5/23, effective 5/10/23]

These rules are intended to implement Iowa Code chapter 904A.

[Filed 7/26/76, Notice 1/26/76—published 8/9/76, effective 9/13/76]

[Filed 2/7/79, Notices 10/4/78, 11/1/78—published 3/7/79, effective 4/11/79]

[Filed 11/17/81, Notice 8/5/81—published 12/9/81, effective 1/14/82]

[Filed 2/6/89, Notice 12/28/88—published 2/22/89, effective 3/29/89]

[Filed 5/14/99, Notice 3/24/99—published 6/2/99, effective 7/7/99]

[Filed 6/4/04, Notice 4/28/04—published 6/23/04, effective 7/28/04]

[Filed 9/21/06, Notice 7/5/06—published 10/11/06, effective 11/15/06]

[Filed ARC 6968C (Notice ARC 6824C, IAB 1/11/23), IAB 4/5/23, effective 5/10/23]