

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: ISC-03

Applicability: DOC, CBC

Policy Code: Public Access

Iowa Code Reference: Chapter 907B

Chapter: INTERSTATE COMPACT

Sub Chapter: COMMUNITY BASED CORRECTIONS (CBC)

Related DOC Policies: N/A

Administrative Code Reference: 201.46.4(5) ICAOS Rules 3-108, 4-110, 4-111

Subject: TRAVEL PERMISSION

ACA Standards: N/A

Responsibility: Sally Kreamer

Effective Date: June 2020

Authority:

1. PURPOSE

To implement the provisions of the Interstate Compact for Adult Offender Supervision (ICAOS).

2. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) that persons under supervision in Iowa from other states are restricted to the county of residence in Iowa and may be allowed to travel outside of that county only with appropriate permission. In those cases where the sending state has designated supervision of the client to be a victim- sensitive matter the Iowa agent shall notify the sending state whenever an out of state travel permit is granted.

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3. DEFINITIONS

- A. Interstate Commission for Adult Offender Supervision (ICAOS) - The governing commission that provides the rules and forms for Compact use
- B. Interstate Compact Offender Tracking System (ICOTS) – This is a web-based electronic system that manages the interstate movement of clients under the auspices of ICAOS.
- C. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Out-of-state travel

1. Requires written permission with approval of the supervising officer and his/her supervisor, the exception being that the sending state may have placed travel restrictions and their permission is required. Because ICAOS does not provide a template for a Travel Permit Form the Judicial District should use the same **ISC-03 F1, Travel Permit Form** for compact clients that they use for non-compact clients they are supervising.
2. Upon a compact client's request to return to their sending state, the supervising agent shall request reporting instructions, unless the client is under active criminal investigation or is charged with a subsequent criminal offense in Iowa.
3. The sending state is required per **ICAOS rule sec. 4.111** to provide the Requested Reporting Instructions on ICOTS within two business days of receipt of the request for reporting instructions.
4. Upon receipt of the reporting instructions the Iowa agent shall provide the reporting instructions to the client, grant him a travel permit, and transmit ICAOS Notice of Departure to the sending state using ICOTS.

B. In-state travel

Permission for Compact cases will be granted in accordance with the Judicial District Policy and Procedures.

C. Permission to Travel

Permission should be granted only for a realistic need, i.e., family emergency, work or business purposes, vacation or family visit and should be limited initially to no more than 45 consecutive days, with any extension being permitted only in dire circumstances.

D. Request for travel

1. At the request of a client for transfer to a subsequent receiving state, with the approval of the supervising agent, the sending state is responsible to prepare and transmit to the subsequent state a request for transfer in the same manner as an initial request for transfer is made.
2. The supervising agent shall assist the sending state by obtaining the client's signature on the necessary forms, and providing a Progress Report in ICOTS outlining the client's progress under supervision.
3. The supervising agent shall provide an **ISC-03 F-1, Travel Permit** to the client after the transfer to the subsequent state has been approved and provide a final ICAOS Notice of Departure on ICOTS to the sending state.