

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: ISC-04

Applicability: IDOC, CBC

Policy Code: Public Access

Iowa Code Reference: Chapter 907B

Chapter 7: INTERSTATE COMPACT

Sub Chapter: COMMUNITY BASED CORRECTIONS (CBC)

Related DOC Policies: N/A

Administrative Code Reference: 201-46.4(1)(ICAOS Rules 3.101, 3.103, 3.104, 3.105)

Subject: TRANSFER OF SUPERVISION TO IOWA OF CASES FROM OTHER STATES

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) the Interstate Compact Office is responsible for receiving and distributing materials sent from other states for the purpose of investigating placement in Iowa. Acceptance, rejection or termination of interest in cases shall occur only through the Compact Administrator's Office. (Refer to **Rule 3.101 of the Interstate Commission for Adult Offender Supervision rules.**)

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3. DEFINITIONS – As used in this document:

- 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. Transfer of Case

- 1. The Interstate Compact Office will review all requests to ensure that all proper materials are included and request any materials found to be missing.
- 2. Materials will be forwarded to the district office from which the investigation will be conducted. The investigating officer may request any missing material from the sending state via ICOTS. The investigating officer will proceed with the investigation while awaiting a response from the sending state.

B. Transfer Acceptance

- 1. The investigation will be completed by the investigating officer and a Reply to Transfer Request Form submitted in ICOTS within 30 calendar days from date of receipt, or a partial report is submitted requesting an extension and the anticipated completion date is provided.
- 2. The report of acceptance or rejection will be prepared on the ICAOS Reply to Transfer Request Form and will address the following:
 - a. Residence – location, description, occupants and suitability.
 - b. Employment – employer, type of employment, wages and hours.

- c. Reporting instructions – if the case is recommended for acceptance, officer's name, address, telephone number and method of reporting.

C. Residence Criteria

If a case meets Interstate Compact criteria for Residence or Resident Family the client shall under most circumstances be accepted for supervision. Under ICAOS rules the client must have at least three months or more or an indefinite period of supervision remaining and must provide a valid plan of supervision. The client should have the ability to obtain employment in Iowa or have a visible means of support. Please note that, a receiving state, for good cause shown, may consent to the transfer of supervision of a client who does not otherwise qualify for transfer of supervision. The Compact definitions for Residency and Resident Family are as follows:

1. "Resident" means a person who has continuously inhabited a state for at least one year prior to the commission of the offense for which the offender is under supervision, with the intent that such state shall be the person's principal place of residence, and who has not, unless incarcerated, remained in another state or states for a continuous period of six months or more with the intent to establish a new principal place of residence.
2. "Resident Family" means a parent, step- parent, grandparent, legal guardian, spouse, aunt, uncle, adult child, or adult sibling, who has resided in Iowa for 180 days or longer and indicates a willingness and ability to assist the offender as specified in the plan of supervision.

D. Finalized Transfer Acceptance

1. An ICAOS Reply to Transfer Request will be entered into ICOTS. The compact office will forward the response to the sending state.
2. In the event the paroled client does not report by the fifth calendar day following the client's intended date of departure from the sending state the supervising officer with the approval of the compact office may withdraw the acceptance using the ICAOS Case Closure Notice in ICOTS.
3. An acceptance of a client under the compact shall be valid for 120 calendar days. Should a client not report within 120 days of acceptance the receiving

state may withdraw its acceptance using ICAOS Case Closure Notice and close interest in the case using ICOTS.

E. Discharge

An ICOTS Progress Report Form should be transmitted when recommending early discharge not less than thirty days prior to sentence expiration for any Compact case.