

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: ISC-05

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(3)(ICAOS Rules 4.106)

Subject: PROGRESS REPORTS

ACA Standards: APPFS 3-3188

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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) for Interstate Compact cases that a progress report will be prepared and provided to the sending state, for good cause shown. **(APPFS 3-3188)** The receiving state shall provide the Progress Report within 30 calendar days of receiving the request.

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

Progress Reports

- A. A progress report on any compact case will be prepared using the ICAOS Progress Report Form and will contain a narrative account of the clients' adjustment, plus recommendation for correction or action.
- B. The clients' conduct, progress and attitude account will include the current living arrangement, employment and relationship with supervising officer. Problems in any of these areas will be addressed in detail.
- C. The supervising officers' recommendation for correction/action of problems in the above areas will include changes needed, as well as, treatment programs available should these be needed.
- D. All Progress Reports will be transmitted to the compact office using ICOTS.
- E. Non-significant violations of supervision shall be transmitted to the sending state via Progress Reports.