

# 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

Responsibility: Sally Kreamer

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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.