

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: ISC-09

Applicability: IDOC, CBC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 7: INTERSTATE COMPACT

Sub Chapter: COMMUNITY BASED CORRECTIONS (CBC)

Related DOC Policies: PRS-11

Administrative Code Reference: Chapter 46.4(2) (ICAOS Rule 4.109)

Subject: VIOLATION REPORTS

ACA Standards: APPFS 3-3190

Responsibility: Sally Kreamer

Effective Date: June 2020

Authority:

1. PURPOSE

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

2. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) that when Interstate Compact cases being supervised in Iowa violate the conditions of their parole or probation agreement, a violation report (ICAOS Behavior Requiring Retaking Violation Report) will be submitted through via ICOTS to the sending state. **(APPFS 3-3190)**

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. Behavior requiring Retaking – An act or pattern of non-compliance with conditions of supervision that could not be successfully addressed through the use of documented corrective action or graduated responses and, if committed by a similarly situated Iowa client, would result in a request for revocation of supervision.
- D. See IDOC Policy **AD-GA-16** for additional Definitions

4. PROCEDURES

Violation Report Process

- A. As the result of the commitment of a behavior requiring retaking violation, a violation report requiring retaking must be submitted to the sending state in ICOTS within twenty calendar days of discovery of the violation and forwarded to Interstate Compact office.
- B. In the event of a new felony or violent crime conviction a behavior requiring retaking violation report may be submitted to the sending state using a in ICOTS. If the new conviction is not considered a significant violation, a Progress Report should be submitted to the sending state. Police reports, trial information, sentencing orders and other documents pertaining to the new conviction should be attached. In the event sentencing is delayed, the sentencing order, when available, should be submitted using an Addendum to Violation report or additional Progress report, if applicable.

When the violation is absconding, the Behavior Requiring Retaking Violation Report shall include the client's last known address and telephone number, name and address of the client's employer and the date of the client's last personal contact with the supervision officer, the dates of missed appointments and all efforts made to locate the client. Telephone contact with known family members and the original sponsor of the initial home plan is required. This report must include all details regarding these contacts. After the Behavior Requiring Retaking Violation Report is submitted, a Case Closure Notice should also be submitted via ICOTS.

- C. If there is reason to believe that a client has absconded, the supervising agent shall attempt to locate the client. Such activities shall include, but are not limited to:
 - 1. Conducting a field contact at the last known place of residence;
 - 2. Contacting the last known place of employment, if applicable;

3. Contacting known family members and collateral contacts.
4. Contacting the original sponsor listed in the Transfer Request.