

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: ISC-12

Applicability: DOC, CBC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 7: INTERSTATE COMPACT

Sub Chapter: COMMUNITY BASED CORRECTIONS (CBC)

Related DOC Policies: N/A

Administrative Code Reference: Chapter 305 (ICAOS Rules Sec.4.122, Sec.3-107)

Subject: MAINTAINING FILES

ACA Standards: N/A

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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) that case files for Interstate Compact cases will be maintained in each field office. Legal reference: Chapter 305 of the Iowa Administrative Code.

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

File Maintenance

- A. Case files will be maintained in ICOTS.
- B. A case file is opened upon receipt of investigation request in ICOTS.
- C. Pertinent documents will be retained ICOTS and ICON.
- D. Based upon reports from the field or from sending state, the agent may enter a case closure notice in ICOTS to be submitted to the compact office. The compact office will forward to the sending state. The sending state will respond to the case closure notice, which will then close the case in ICOTS.
- E. Upon closure in ICOTS, closing entries will be made in ICON.