

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: ISC-13

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 46.4(1) (ICAOS Rule 4.105)

Subject: ARRIVAL AND DEPARTURE REPORTING

ACA Standards: APPFS 3-3189

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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) that upon arrival in a field office of a client from another state, notification will promptly be sent to the Interstate Compact Office. When an Iowa client, having been accepted in another state, leaves for that state, notification will be promptly sent to the Interstate Compact Office. **(APPFS 3-3189)**

### CONTENTS

- A. Reporting
- B. Failure to Report
- C. Departure Procedures
- D. Original Forms

### **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. See IDOC Policy **AD-GA-16** for additional Definitions.

### **4. PROCEDURES**

#### **A. Reporting**

At the time of a client's arrival pursuant to a transfer of supervision or the granting of a travel permit, an ICAOS Notice of Arrival form shall be transmitted on ICOTS. It should be noted an Arrival Notice in ICOTS may only be completed by a receiving state, if a Departure Notice has been entered in ICOTS by the sending state. If unable to enter an arrival notice, the supervising agent shall submit a compact action request in ICOTS, requesting the sending state to enter a departure notice. **(APPFS 3-3189)**

1. At the time of the issuance of reporting instructions from the sending state, an ICAOS Notice of Departure form on ICOTS shall be prepared and sent with the reporting instructions and travel permit to the Interstate Compact Office by the district parole/probation officer.
2. This form is then forwarded to the receiving state Interstate Compact Office.

#### **B. Failure to Report**

1. In the event that a client fails to report as directed, the Interstate Compact Office shall be notified immediately and the information forwarded to the sending state.
2. The ICAOS Notice of Arrival form with the check box "Failed to report" shall be entered on ICOTS and forwarded to the sending state.

#### **C. Departure Procedures**

1. When an Iowa client, having been accepted in another state, leaves for that state an ICAOS Notice of Departure shall be entered on ICOTS and forwarded to the Interstate Compact Office to be forwarded to the receiving state.

2. The receiving state field office will complete and forward on ICOTS the ICAOS Notice of Arrival to the sending state, to acknowledge the arrival of the client.

#### **D. Original Forms**

In all instances, the original forms for Compact cases are maintained by the sending state and a copy retained by the field officer for the file.