

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: ISC-15

Applicability: DOC, CBC

Policy Code: Public Access

Iowa Code Reference: Chapter 907A

Chapter 7: INTERSTATE COMPACT

Sub Chapter: COMMUNITY BASED CORRECTIONS (CBC)

Related DOC Policies: ISC-09

Administrative Code Reference: Chapter 46.4(5) (ICAOS Rule 4.111)

Subject: CLOSURE OF INTERSTATE COMPACT CASES

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 an Interstate Compact case will be closed upon receipt of the official notice from the Deputy Compact Administrator for the following reason: arrival of discharge date, discharge, sentencing of the client to more than 180 days or longer to an Iowa institution, death, absconding, return to sending state, or transfer to a subsequent state.

(APPFS 3-3190)

CONTENTS

- A. Closure/Discharge
- B. Absconding Clients
- C. Original State Returns
- D. New Offenses/Report of Violation

E. Hearings

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. Closure/Discharge

1. Upon arrival of the client's supervision end date as listed in ICOTS or notification from the sending state of a compact client discharge or sentencing of a client to 180 days or longer to an Iowa institution, death, absconding, return to the sending state or transfer to a subsequent state, the supervising agent shall submit a Case Closure Notice in the ICOTS system.
2. In Iowa parole cases supervised out of state where a registered victim is identified, a referral shall be made by the Interstate Compact Administrator to the Office of Victim and Restorative Justice programs for victim notification.
3. When notified that a compact client has died, the supervising officer will obtain a copy of the death certificate and enter a case closure notice in the ICOTS system.

Upon validation of the case closure notice by the sending state, the supervising agent shall close the case in ICON.

B. Absconding Clients

1. When the supervising officer is aware that a compact client has absconded supervision, the agent shall enter a Violation Report in ICOTS along with the Case Closure Notice. (See IDOC Policy **ISC-09**, *Violation Reports*).
2. Upon validation of the case closure notice by the sending state in ICOTS, the supervising agent shall close the case in ICON.

C. Sending State Returns

1. For Interstate Compact clients requesting return to their sending state, the supervising officer will request reporting instructions from the sending state using the ICOTS system.
2. The sending state is required per ICAOS rule 4.111 to provide said instructions no later than two business days following receipt of the request.
3. Upon receipt of the reporting instructions and delivery of the reporting instructions to the client, the supervising office shall complete an ICAOS Notice of Departure in addition to the ICAOS Case Closure Notice.
4. Upon validation of the case closure notice by the sending state in ICOTS, the supervising agent shall close the case in ICON.

D. New Offenses/Report of Violation

1. When an interstate compact client commits a significant violation of his/her supervision agreement, the **ISC-09 F-1**, *ICAOS Client Violation Report* shall be submitted in ICOTS, notifying the sending state of the violation.
2. If the new criminal conviction results in a jail or prison sentence in Iowa of 180 days or longer, an ICAOS Client Violation Report is completed in ICOTS with copies of the sentencing order attached.

E. Hearings

1. Before retaking by a sending state, an interstate client shall be afforded the opportunity for a probable cause hearing in Iowa consistent with due process requirements.
2. No waiver of probable cause hearing shall be accepted unless accompanied by an admission by the client to one or more significant violations of the terms or conditions of supervision.
3. Any evidence or record generated during a probable cause hearing shall be forwarded to the sending state. Probable cause hearings shall be scheduled with the Board of Parole according to BOP policies.

4. Upon notice that the client has been retaken by the sending state, an ICAOS Case Closure Notice shall be completed in ICOTS.