

# **State of Iowa Department of Corrections**

## **Policy and Procedures**

Policy Number: ISC-19  
Applicability: Institutions, CBC, Central Office  
Policy Code: Public Access  
Iowa Code Reference: 907B  
Chapter 7: INTERSTATE COMPACT  
Sub Chapter: COMMUNITY BASED CORRECTIONS  
Related DOC Policies: ISC-20  
Administrative Code Reference: ICAOS RULE 2.104  
Subject: INTERSTATE COMPACT TRAINING PREA  
Standards: N/A  
Responsibility: Sally Kreamer  
Effective Date: August 2025  
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 all ICOTS users will have appropriate training prior to using the ICOTS system and will receive additional Interstate Compact and ICOTS training on an annual basis.

### **3. DEFINITIONS - As used in this document:**

- A. ICAOS - The acronym for the Interstate Commission for Adult Offender Supervision. ICAOS is a quasi-governmental administrative body vested by the states with broad regulatory authority. ICAOS oversees the operations of the Interstate Compact for Adult Offender Supervision. ICAOS guides the transfer of clients in a manner that promotes effective supervision strategies consistent with public safety, client accountability, and victim's rights. ICAOS also monitors compliance with the rules governing interstate movement of clients and initiates interventions to address and correct noncompliance.

- B. ICOTS - An acronym for the Interstate Compact Offender Tracking System. ICOTS is a web-based application that allows member states to facilitate all compact business processes. ICOTS provides a managed workflow and maintains a database of client transfer requests and other case-related information.
- C. Compact - The Interstate Compact for Adult Offender Supervision, a formal agreement between member states that seeks to promote public safety and victims' rights by systematically controlling the interstate movement of certain adult clients. All 50 states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands are members of the Compact.
- D. Compact Administrator - The individual in each state responsible for the administration and management of the state's supervision and transfer of clients subject to the terms of the Compact.

#### **4. PROCEDURES**

- A. The Interstate Compact Office will ensure that all first-time ICOTS users, as well as users whose accounts have been deactivated, complete all required training modules available on the ICAOS training site prior to being granted ICOTS access. The Compact Office will also provide annual training on Interstate Compact rules, procedures and ICOTS usage to all districts.
- B. The Interstate Compact Office will ensure that all Institutional Records Office staff receive training on Interstate Compact rules and ICOTS usage.
- C. Compact Office staff will attend training sessions provided by the National Office on an annual basis, as they become available.
- D. The Interstate Compact office will provide rule amendment training and ICOTS system update training to all users when applicable.