State of Iowa Department of Corrections

Policy and Procedures

Policy Number: ISC-20
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-19
Administrative Code Reference: ICAOS RULE
2.104 Subject: ICOTS USER ADMINISTRATION
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 the Interstate Compact Office will oversee and administrate the ICOTS accounts of all registered ICOTS users.

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. All Iowa DOC staff will comply with the ICOTS privacy policy as outlined in the ICOTS end user licensing agreement. All users are required to read and understand the ICOTS Privacy Policy prior to receiving an ICOTS user account.

B. The Interstate Compact Office will ensure that all users have the appropriate roles and workflow established in ICOTS based on their responsibilities.

C. The Interstate Compact Office will deactivate all users who have been inactive in ICOTS for more than 180 days.

D. User accounts are to be deactivated immediately when a user leaves state employment or no longer requires access to ICOTS. The appropriate District Supervisor and Records Office Supervisor will notify the compact office when a user account should be deactivated.

E. The Interstate Compact Office will conduct weekly reviews of ICOTS user accounts to ensure compliance with access, activity, and privacy requirements.