



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure No.: PPD 6.1.213	Subject: <b>INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION AND INTERSTATE COMPACT OFFENDER TRACKING SYSTEM</b>
Reference: ICAOS; ICOTS; NRS 213.215	Page 1 of 2
Effective Date: 06/12/18	Revised:
Signature / Title: /s/ Kevin, Olson Probation and Parole Division Administrator	

**I. PURPOSE:**

To set forth a uniform approach for the processing and supervision of Montana offender who qualify for transfer under the rules and requirements of the Interstate Commission for Adult Offender Supervision and to set forth a uniform approach for the processing and supervision of offenders from other states who qualify for the same consideration from the state of Montana.

**II. DEFINITIONS:**

**The Interstate Commission for Adult Offender Supervision (ICAOS)** – The commission that is responsible for the day-to-day oversight of the compact between the states and ensures interstate transfers are processed per federal law and state statute.

**The Interstate Compact Offender Tracking System (ICOTS)** – A web-based application that allows ICAOS member states to facilitate all compact business processes and other case-based activities.

**III. PROCEDURES:**

**A. GENERAL REQUIREMENTS**

1. For the purpose of processing the transfer of a qualifying offender from Montana or into Montana under ICAOS, the Montana Interstate Compact Section (Interstate) staff will utilize the ICOTS web-based system to facilitate the request. Requests will be submitted for investigation based on the rules, requirements, guidelines, and criteria set forth by ICAOS.
2. Interstate staff will follow the *ICAOS Privacy Policy for ICOTS* in accordance with the rules, guidelines and criteria set forth by ICAOS.

**B. ICOTS USERS**

1. User roles must be appropriate in accordance with their specific duties and as designated by the ICOTS Administrator (Montana Compact Administrator). Each user will be trained on his/her ICOTS role, ICOTS procedure, ICAOS rules, and the privacy policy.
2. Each user will sign the electronic *User Agreement* in ICOTS prior to being given access to ICOTS.
3. Users will be deactivated from ICOTS if they have no login activity for 12 months or more. Any Interstate staff who leaves the employment of the Department will be deactivated from ICOTS immediately.

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4. Training on ICAOS updates will be provided as required for all existing users through on-demand training or ICAOS web-ex training.

#### **IV. CLOSING:**

Questions regarding this procedure should be directed to the Montana Compact Administrator.