



DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE
OPERATIONAL PROCEDURE

Procedure:	PPD 6.1.801 INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION (ICAOS) AND INTERSTATE COMPACT OFFENDER TRACKING SYSTEM (ICOTS)	
Effective Date:	06/12/2018	Page 1 of 2
Revision Date(s):	03/11/2019; 08/05/2020; 06/19/2023	
Reference(s):	ICAOS; ICOTS; NRS 213.215	
Signature / Title:	/s/ Jim Anderson, Public Safety Chief	

I. PURPOSE:

To set forth a uniform approach for the processing and supervision of Montana offenders 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 transfer to the state of Montana.

II. DEFINITIONS:

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

ICOTS-Interstate Compact Offender Tracking System – 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 (MT 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). Users will be trained on their 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 member who leaves employment with the Department will be deactivated from ICOTS immediately.
4. Training on ICAOS updates will be provided as required for all existing users through on-demand training or ICAOS Webex training.

Subject: INTERSTATE COMMISSION FOR ADULT OFFENDER SUPERVISION (ICAOS) AND
INTERSTATE COMPACT OFFENDER TRACKING SYSTEM (ICOTS)

C. SHARING OF OFFENDER INFORMATION:

1. Offender information retained by ICOTS may be shared as outlined in the *ICAOS Privacy Policy for ICOTS (Privacy Policy)*.
2. The *Privacy Policy* provides that information may be shared as follows:
 - a. within ICOTS and to member agencies;
 - b. with other justice system partners authorized to have access and used only in the performance of official duties:
 - 1) legitimate law enforcement,
 - 2) public protection,
 - 3) public prosecution,
 - 4) public health, and/or
 - 5) justice purposes;
 - c. for specific purposes upon request by persons authorized by law to obtain the information for use as specified in the law;
 - d. with the public if the information is defined by law to be public information; is not exempt by law from being disclosed; and is disclosed pursuant to state statutes and agency policy and/or procedure; and
 - e. with the offender upon satisfactory verification of the offender's identity and subject to the conditions outlined in the *Privacy Policy*.
3. ICOTS users will not confirm the existence or nonexistence of information to any person or agency not eligible to receive the information.

IV. CLOSING:

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