DAI 328.14.01 Interstate Compact for Supervision of Wisconsin Parole Cases
Requesting Transfer to Other States
Attachment – ICOTS Entry Procedures
Effective: 03/25/19

I. **IC Application Fee**

A. Log into WICS and locate the offender record.

B. On the menu select Financial Obligations/Fees.

C. Select IC Application Letter screen, and enter the DOC # in the value column (if it does not automatically populate). Select Current on the Commitment field.

D. The use generating the letter is able to enter a comment in the message box to indicate special circumstances (i.e., multiple IC application fees, etc.). This comment only shows in the system-generated email containing the letter, the comment does not appear on the letter.

E. Click Submit. The next screen shows the request was submitted successfully and an email with .PDF version of the Interstate Compact Notification of Payment Due Letter. WICS pre-populates the IC Application Fee Coupon letter with WICS information.

F. The Case Manager shall give the letter to the inmate for completion and to send with the payment to the Milwaukee PO Box address listed on the letter.

II. **Create a Transfer Request**

A. Log into ICOTS system by entering assigned User ID and password

B. From the "Assistants" tab, choose "Transfer Request" as the process you would like to initiate.

C. Enter required information about the Transfer Request, Sending State, Receiving State and offender's institution information. Select "Continue".

D. To search In the Offender Information screen, enter the offender name, sex, date of birth, WI DOC number, WI SID number, FBI number (if available) and alias names. Do not enter the social security numbers in ICOTS. Select "Continue."

E. In the search results screen, the Select Offender section shows the records matched from your search.   Select the offender from the top section to avoid creating duplicates. If no exact match is found, select the tiny arrow on the lower left-hand portion of the screen then follow prompts certifying the offender record was not found in search results. Select "Continue."

F. Enter the sending state, current state and current location information, then select "Continue."

G. From the Transfer Request Summary screen, click the "Start" button for each topic area. Answer questions as prompted within each topic. Select "Add" on the left, then "Save and Continue" on the right to return to the summary screen.

Offender's Application: Complete the areas of Receiving state residence, and Receiving state Employment/Means of Support prior to downloading/printing for signature.

A. Transfer Justification: Explain why the transfer is appropriate and improve opportunities for success. Provide specific explanation on how the offender's request for transfer meets compact transfer criteria.
   a. Include a statement as to whether or not the offender has any suspected or confirmed STG activities. Be specific if they have confirmed STG activities. Example: Inmate is a confirmed as Black P Stone.

B. Instant Offense Details: Identify the type(s) of supervision
   a. For ICOTS purposes, Extended Supervision, Mandatory Release and Discretionary Parole are all checked "Parole".
   b. If the offender has a concurrent Probation case, double check if the receiving state is considered "Bifurcated". This may require a second transfer request to the receiving state. Contact the WI Compact office if you have questions.
   c. If the transfer is requested by the Parole Commission, include the date the commission identifies for the inmate to be released as the "Supervision Begins On" date.
   d. Add and enter each Criminal Case separately, each with their respective, begin, release and discharge dates.
      i. Once a criminal case has been added and is displayed in the bar at the bottom of the screen, select the radio button for each case in order to add offense and count information to each respective case.
      ii. After entering offense type and NCIC information, select "Add Offense" {Tip: To find NCIC codes for offenses, click CCAP Statute > open.xlsx spreadsheet > select Ctrl + F > type the Wis.Stats.}
      iii. Attach Judgment(s) of Conviction and official version (criminal complaint, or police reports) of the offense. Label the description field as "Case (case number)".
         1. Include Judgments of Conviction for concurrent probation case(s), contacting agent if needed.

C. Institutional History
   a. Label the description field, "Prison Discipline" then SUMMARIZE the last two years of Inmate Case Classification Reports. Select "Add".
   b. Label the description field "Prison Mental Health".
      i. Attach the completed DOC – 3711, Prison Mental Health Summary, obtained from the Psychological Services Unit.
         1. No other PSU Records shall be attached.
         2. The 3711 shall be signed by the provider and is required for every inmate, regardless of MH Code classification.

D. Protective Orders
   a. This only applies if the offender is the petitioner to any active protective orders.

E. Sex Offender Registry
   a. If not a sex offender, select "no" and then submit
   b. If "yes", attach the DOC – 1759, Sex Offender Registration form, or the Sex Offender Registry Page found in the Status tab of the offender's record in LOCATOR.
   c. Include sex offender assessment information.
   d. If any above material is not available, indicate it is not available.

F. Victim Sensitive Details: Always select NO. Wisconsin does not have a law equivalent to this identification for ICOTS purposes.

G. Pre-sentence Investigation Report
   a. If no PSI exists, in the description field enter "No PSI exists", select "Add".
   b. Attach the bar chart and narrative from the most recent updated COMPAS Re-Entry or COMPAS Core.
   c. Attach the completed DOC 745.

H. Supervision History
   a. Label description "Revocation Summary" then attach, if exists.
   b. Attach the bar chart and narrative from the most recent updated COMPAS Re-Entry or COMPAS Core.
   c. Attach the completed DOC 745.

I. Financial Obligations
   a. Enter type, balance owed and the address where to send payments.
   b. Contact agent for assistance with address for sending payments if needed.
   c. It is only necessary to include obligations related to active cases.

J. Conditions of Supervision
   a. Select the drop down of "State Standard Conditions".
   b. Attach a signed copy of the COMPAS Rules of Supervision.
      i. If a signed copy of COMPAS Rules of Supervision is not available, attach a signed copy of the DOC-10.
   c. Only ONE copy of the signed rules of supervision is required. There is no need to select multiple drown downs to identify other rules. For Wisconsin, all of our rules are one official document.
K. Offender Photographs
   a. Attach the current front-facing photograph from WICS or LOCATOR.

L. Once all areas are completed, review full request before selecting "submit".

M. ICOTS records and forms are subject to open records law. The state that generates the ICAOS form within ICOTS is considered the originator or owner of the record. Direct the requestor to contact the originating state.

III. Resubmit a Previously Rejected Transfer Request

A. Find your compact workload from either the ("Compact Workload- tab > Reset > Search)" or conduct a search from the "Offenders" tab, search for the offender by ICOTS Case number, Offender number or Demographics.

B. Select "Continue" to verify correct offender record is displayed.

C. Select the "Compact Cases" tab on the lower right of the screen.

D. Select the radio button to the left of a Compact Case to view all Associated Compact Activities.

E. Between the Compact Case and Associated Activities block is a drop-down data field. Click on the drop-down arrow and select the Transfer Request option.

F. Follow the prompts and select the option to re-submit a previously rejected Transfer Request.

G. In the Transfer Request Summary screen, select "Start" in each topic area and modify or add information as needed. "Save and Continue" each modified topic.

H. Select "Submit" when the Transfer Request is updated.

IV. Withdraw a Compact Case After the Transfer Request Was Rejected and Will Not Be Resubmitted

A. Find your compact workload (Compact Workload tab > Reset > Search) or conduct a search from In ICOTS select the "Offenders" tab at the top, search for the offender by ICOTS Case number, Offender number or Demographics.

B. After verifying you have the correct record, select "Continue." In the Offender Profile screen, select the "Compact Cases" tab from the lower right side of the screen.

C. Select the radio button to the left of the Compact Case to be withdrawn.

D. In the Associated Compact Activities block below, click on the word "Withdraw" in the Action column on the right to remove the case from active to historical records.

V. Create a Compact Activity (e.g., Request for Reporting Instructions, Compact Action Request or Notice of Departure)

A. Find your compact workload (From either the "Compact Workload" tab > Reset > Search) or conduct a search from the "Offenders" tabs, search for the offender by ICOTS Offender number, Case number or Demographics.

B. In the Offender Profile screen, select the "Compact Cases" tab from the lower right side of the screen.

C. From here, click the radio button to the left of the applicable Compact Case.

D. Between the Compact Case and Associated Compact Activities block is a drop-down data field. Click on the drop-down arrow and select the compact activity from options in the list of values.

E. Select "Create" then enter information and upload documents, if applicable.

F. Select "Submit."

VI. **Find Reply Decisions or other actions**
A. Find your compact workload (From either the "Compact Workload" tab > Reset > Search) or conduct a search from the "Offenders" tabs, search for the offender by ICOTS Offender number, Case number or Demographics.

B. In the Offender Profile screen, select the "Compact Cases" tab from the lower right side of the screen.

C. From here, click the radio button to the left of the applicable Compact Case. Verify the case status (e.g., pending, accepted, rejected).

D. In the Associated Compact Activities block, below, find Reply to Transfer Request or other activities. Click on the hyperlink under the activity then click to open the blue "PDF" button to view. Scroll down to view the decision/action and information. Reporting Instructions are included on the third page of the Reply to Transfer Request form.

E. Note the other state's Parole Officer makes a recommendation, but the official transfer decision is not final unless submitted from the receiving state compact office to Wisconsin. Verify if decision is official by reviewing the Active Compact Cases "Status" field or Activity History columns information.