

WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Doug Percy

Name of Individual Certifying this Document/Proposed Document

DAI Assistant Administrator

Title


Doug Percy

Signature

6/25/19

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 328.14.01	Page 1 of 11
	Original Effective Date: 08/15/99	New Effective Date: 03/25/19
	Supersedes: 328.14.01	Dated: 02/22/16
	Administrator's Approval: Makda Fessahaye, Administrator	
	Required Posting or Restricted: <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
Chapter: 328 Community Supervision of Offenders		
Subject: Interstate Compact for Supervision of Wisconsin Parole Cases Requesting Transfer to Other States		

POLICY

The Division of Adult Institutions shall establish a process to facilitate the potential transfer of supervision for eligible parolees to another state with which Wisconsin has agreements.

REFERENCES

Wisconsin Statutes s. 304.16 – Interstate Compact for Adult Offender Supervision
<http://www.interstatecompact.org/> -- Interstate Commission for Adult Offender Supervision (ICAOS) Rules

Wisconsin Administrative Code s. DOC 328.14 – Interstate transfer

WI 2015 Act 355 – If an offender has unpaid restitution on an open case, that restitution balance shall be paid first.

DAI Policy 309.45.02 – Inmate Trust System Deductions – Attachment A – Release Funds Allowable Uses

MyDOC > ECRM > Supervision > DCC Supervision Processes > DCC – Supervision Process > Interstate Compact

MyDOC > ECRM > Discharge > Interstate Compact Attachment – ICOTS Entry Procedures

DEFINITIONS, ACRONYMS AND FORMS

Bifurcated State – A state in which probation and parole operate under separate authorities and administrative structures.

Case Manager – Social Worker/Treatment Specialist/Program Provider

CCAP – Consolidated Court Automation Programs

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DCI – Dodge Correctional Institution

Discretionary Acceptance – For good cause, a receiving state may consent to the transfer of supervision of an offender who is not otherwise eligible for transfer.

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DOC – Department of Corrections

DOC-3A – Face Sheet – Intake and Investigation

DOC-10 – Rules of Community Supervision

DOC-10H – Rules of Community Supervision, Hmong

DOC-10S – Rules of Community Supervision, Spanish

DOC-20/CR-212A – Judgment of Conviction

DOC-50 – Travel Permit

DOC-179 – Probation Social Investigation

DOC-179S – Probation Social Investigation, Spanish

DOC-745 – Release Plan Information

DOC-745S – Release Plan Information, Spanish

DOC-1163 – Authorization for Disclosure of Non-Health Confidential Information

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)

DOC-1759 – Sex Offender Registration

DOC-3711 – Mental Health Summary for Interstate Compact

ECRM – Electronic Case Reference Manual

IC – Interstate Compact

ICAOS – Interstate Commission for Adult Offender Supervision

ICAOS Forms (integrated within the ICOTS)

- Transfer Request
- Notice of Departure
- Offenders Application for Interstate Compact Transfer
- Request for Reporting Instructions
- Compact Action Request

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ICOTS - Interstate Compact Offender Tracking System – An Internet-based application for compact transfer processes and case-based transactions. ICOTS may be accessed from the ICAOS website or by going directly to:
<https://icots.interstatecompact.org/ICOTS/login>.

LOCATOR – Offender Search/LOCATOR is a Web-based application that allows users to search for offender information in the Integrated Corrections System (ICS) database.

Plan of Supervision – The terms under which the inmate shall be supervised, including proposed residence, proposed employment or means of support and conditions of supervision.

NCIC - National Crime Information Center is the United States' central database for tracking crime-related information.

PSI - Pre-sentence Investigation – Report ordered by the court to be completed by the DCC Agent to aid in determining appropriate sentencing.

PSU – Psychological Services Unit

Resident – Inmate had been an actual inhabitant of the state, for more than one year, prior to the commission of the offense and has not, unless incarcerated, relocated to another state for a continuous period of six months or more with the intent to establish a new principal place of residence.

Resident Family – A parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian or step-parent who has resided in the receiving state for 180 days or longer as of the date of the transfer request; and indicates willingness and ability to assist the offender as specified in the plan of supervision.

Sex Offender – An inmate required to register as a sex offender in either the sending or receiving state. The sex offense requiring registration need not be the offender's current sentence.

Substantial Compliance - An offender is sufficiently in compliance with the terms and conditions of his or her supervision so as not to result in initiation of revocation of supervision proceedings by the sending state.

STG – Security Threat Group

TCI – Taycheedah Correctional Institution

WWCS – Wisconsin Women's Correctional System

PROCEDURE

I. Eligibility

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- A. An inmate is eligible to apply for transfer if the inmate has:
 - 1. Approval of the Agent and Case Manager
 - 2. A valid plan of supervision in the receiving state.
 - 3. At least three months (90 days) of supervision remaining at the time of release.
 - 4. Is in substantial compliance at the time of the interstate compact transfer request is submitted.

- B. A receiving state shall accept transfer of an eligible inmate who:
 - 1. Is a resident of the receiving state according to the compact; OR
 - 2. Has resident family in the receiving state who indicates willingness and ability to provide assistance as specified in the supervision plan and can obtain employment or has a means of support in the receiving state.

- C. A receiving state may accept transfer of an eligible inmate who does not meet the criteria in Section I.B., if it is consistent with the purposes of the compact.

II. Allowance to Proceed

Under no circumstances is an inmate allowed to proceed to a receiving state without a formal acceptance and reporting instructions from the receiving state.

III. Timelines

- A. A request may be submitted in ICOTS at any point in the final 120 days before release but no earlier than 120 days prior to the release date.

- B. Because the receiving state is allowed 45 days to investigate a transfer request, requests shall be submitted sufficiently in advance of the planned release date to allow the receiving state to investigate and reply before the inmate is released.

IV. Preliminary Steps

- A. The Case Manager shall obtain the completed DOC-745 from inmate.

- B. The Case Manager shall meet with the inmate to review details of the DOC-745 and discuss the application fee process.
 - 1. A separate application fee of \$150 shall be collected for each proposed residence. Release account funds may be used for this fee per DAI Policy 309.45.02 – Attachment A.
 - 2. If a supervision plan is denied due to technical reasons not relating to a valid plan of supervision and the application is resubmitted to the same residence, a subsequent application fee is not collected.
 - 3. The application fee is not subject to waiver or refund.
 - 4. Acceptance by the receiving state is not guaranteed.

- C. The Case Manager shall determine if there are any outstanding warrants or detainers lodged with the WI DOC or NCIC, then discuss offender availability

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- for community supervision with facility Records Office Staff and the DCC Agent.
- D. The Case Manager shall discuss the proposed plan with the assigned DCC Agent to determine whether the plan is reasonable and appropriate prior to submitting a request.
- E. If proposed plan is feasible, the Case Manager shall:
1. Contact the family member or host (landlord, if applicable) to verify residence plan, means of support, transportation plan and application fee process.
 2. Verify the residence address is recognized by the United States Postal Service (<https://www.usps.com/>).
- F. The Case Manager shall proceed with the application fee process once family member or host verifies inmate may reside with them.
1. The Case Manager shall generate the Interstate Compact Application Fee Payment Coupon letter in the WICS – Attachment A.
 2. The Case Manager shall provide the IC Application Fee Payment Coupon letter to the inmate to submit with the application fee payment.
 3. The inmate shall:
 - a. Complete the DOC-184 for the full fee amount of \$150 if the inmate is paying the fee.
 - b. Complete the IC Application Fee Payment Coupon letter, as needed.
 - c. Complete addressed, stamped envelope to the PO Box in Milwaukee listed on the IC Application Fee Payment Coupon letter.
 - d. Forward the above items to the Case Manager.
 4. The Case Manager shall review the documents prior to forwarding to the Business Office.
 - a. The Business Office shall verify that the inmate has sufficient funds in the account specified for use.
 - b. Release account funds may be used to pay the IC application fee.
 - c. A check shall be made out to the DOC for \$150 and forwarded to the PO Box in Milwaukee with the completed IC Application Fee Payment Coupon letter for processing.
 5. If the inmate's family member or host accepts responsibility for payment, it is their responsibility to complete and mail the IC Application Fee Payment Coupon letter with payment to the PO Box in Milwaukee listed on the form. Only the full \$150 fee amount is paid.
- G. The DCC Cashiers Unit staff shall verify IC application fee is paid in the full \$150 amount, divert funds to any restitution balance on an open case, if applicable (WI 2015 Act 355), and notify the Case Manager when processed.
- H. The Case Manager shall review WICS to verify the payment has been received prior to submission of the ICOTS Transfer Request.

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- I. The Case Manager shall complete appropriate file documentation. A DOC-1163 or DOC-1163A is not required as part of the Transfer Request, but shall be obtained and maintained in the file.
- J. If the proposed plan is feasible and approved by the DCC Agent and Case Manager, the following documents shall be included or attached to the transfer request in ICOTS. ICOTS populates the fields in the ICAOS forms.
 1. Offender Application for Interstate Compact Transfer (ICAOS form), with the signatures of the inmate and a DOC staff witness, ensuring signature dates match. After the signed/witnessed ICAOS Offender Application for Interstate Compact Transfer form is scanned and uploaded into the ICOTS, the original may be destroyed and is not required to be maintained in the inmate file.
 2. STG or if no known STG affiliation.
 3. COMPAS rules or DOC-10.
 4. Facility discipline covering last two years by summarizing Classification Reports.
 5. DOC-3711.
 - a. The facility Case Manager shall contact the PSU Supervisor to request that PSU staff provide the two-year mental health summary needed by the ICAOS.
 - b. PSU staff shall complete DOC-3711 and submit a copy to the requesting Case Manager within seven days or less. PSU staff shall not forward copies of any other PSU records.
 - c. The facility Case Manager shall obtain a written consent from the inmate prior to forwarding the DOC-3711 to the receiving state Parole Compact Office. Case Manager shall use the ICAOS version of the DOC-1163A.
 6. DOC-745.
 7. DOC-20/CR-212A for current offenses.
 8. Description of current offense(s) in sufficient detail to describe the type and severity of offense and whether the charge has been reduced at sentencing.
 - a. This information may be provided by an arrest report, criminal complaint or PSI.
 - b. If none are available, a narrative description may be prepared by the Case Manager.
 9. Most current PSI, if available. If no PSI, attach COMPAS Bar Chart – Overall Risk Potential and Narrative – Assessment Risk Probability and Summary or DOC-179 with DOC-3A or indicate no PSI exists.
 10. Recent front-view photograph.
 11. Treatment summaries, if available.
 12. Restraining order, if available. If a restraining order is in effect but unavailable, attach CCAP case printout.

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13. Information related to court-ordered financial obligations; including but not limited to:
 - a. Fines.
 - b. Court costs.
 - c. Restitution and family support and the balance that is owed by the offender on each.
 - d. The address of the office to which payment must be made.
14. If the inmate is a sex offender, the following additional information is required:
 - a. Sex Offender Registration information. Attach DOC-1759 or Sex Offender Registry page, if applicable in Wisconsin.
 - b. Assessment information, including sex offender specific assessments.
 - c. Social history.
 - d. Information relevant to the sex offender's criminal sexual behavior.
 - e. Law enforcement report that provides specific details of sex offense.
 - f. Victim information.
 - g. Current or recommended supervision and treatment plan.

V. ICOTS User Accounts

- A. Facility Case Managers who are involved in the compact process shall have an ICOTS User Account and comply with the ICOTS Privacy Policy v3.
- B. Staff with an ICOTS account or their supervisor shall notify the Interstate Compact office if they are leaving state service, have changed their legal name or are no longer working for the Department of Corrections.

VI. ICOTS Entry Procedures

If the proposed plan is approved, the Case Manager shall create a Transfer Request in ICOTS at <https://icots.interstatecompact.org/ICOTS/login> following the detailed instructions in the Attachment to this policy.

VII. Upon Receipt of the Receiving State's Decision

- A. The Case Manager shall:
 1. Notify the inmate upon receipt of a decision. If the transfer request is denied, review the reasons for denial.
 - a. A rejected transfer may be revised and resubmitted. A new interstate compact application fee may be required.
 - b. If the transfer request shall not be resubmitted, "Withdraw" the ICOTS case containing the rejected Reply to Transfer Request to remove it from the active ICOTS workload per Attachment.
 2. Notify the receiving state using the ICAOS Compact Action Request activity in ICOTS if the inmate indicates s/he no longer wishes to transfer, makes changes to the plan or the anticipated release date changes. When applicable, "Withdraw" the ICOTS case from the active ICOTS workload per Attachment to this policy.

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3. Submit a discretionary Request for Reporting Instructions in ICOTS if a transfer decision has not been received and the receiving state decision is past due (exceeds 45 days), and the inmate is within ten working days of release.
 - a. If reporting instructions are denied or have not been received by the time the inmate is to be released, the inmate may not be given a DOC-50.
 - b. Case Managers shall continue to work with the DCC Agent on an alternate, temporary release plan within WI.
4. Obtain the inmate's signature on DOC-50 if the inmate has permission to proceed directly to receiving state via approved reporting instructions. This should contain reporting instruction information and dates of departure and anticipated arrival.
5. Review the rules/conditions of the receiving state, as well as WI rules in the COMPAS DOC-10 including any special condition added by the DCC Agent with inmate and obtain/witness inmate's signature.
6. Forward signed copies of DOC-10 and DOC-50 to the DCC Agent.
7. Contact the Health Services Unit to request medications, if applicable.
8. Prepare ICOTS file for departure and transfer of case to DCC Agent.
 - a. If the inmate is reporting directly to the receiving state, the Case Manager shall submit a Notice of Departure. Following submission, email docdccinterstatecompact.gov requesting the ICOTS case be transferred to the assigned WI DCC Agent.
 - b. If the inmate is reporting to the WI DCC Agent prior to traveling to the receiving state, email docdccinterstatecompact.gov requesting the ICOTS case be transferred to the assigned WI DCC Agent. The WI DCC Agent shall be required to complete the Notice of Departure.
 - c. A receiving state may rescind acceptance if the offender does not report by the fifth business day following the intended date of departure. See Attachment for ICOTS detailed instructions.
9. Contact the DCC Interstate Compact office to request transfer of inmate from Case Manager's active ICOTS compact workload to DCC Agent workload.

VIII. The Health Services Unit shall prepare a two week supply of medication, if applicable.

IX. DCC Interstate Compact Office Shall:

- A. Review the transfer request for completeness.
- B. Submit in ICOTS to the receiving state's workload if the transfer request is approved. If the transfer request is incomplete or inconsistent with ICAOS rules, return the request to the Case Managers for corrections.
- C. Transfer the active ICOTS case to the DCC Agent's compact workload upon request from assigned DAI User.

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X. DCC Agent shall:

- A. Discuss the transfer request with facility staff to determine whether the plan is reasonable and appropriate.
- B. Upon request, provide copies of the DOC-20 and Criminal Complaint for any concurrent probation cases and any other file materials needed for the transfer request.
- C. Do the following if the inmate's transfer is approved, or if reporting instructions have been issued by the receiving state:
 1. Add reporting instructions to the DOC-50.
 2. Sign and obtain the supervisor's signature.
 3. Send the DOC-50 with DOC-10 to the facility to obtain inmate's signature.
- D. Develop a supervision plan in Wisconsin if the inmate's transfer is denied.
- E. Complete the ICOTS Notice of Departure if the inmate has instructions to report to their assigned DCC Agent prior to traveling to the receiving state.
- F. Submit a Transfer Request 120 days prior to discharge from parole/extended supervision or his/her maximum discharge if the inmate has a consecutive probation.

XI. Inmate Shall:

- A. Initiate the request to apply for transfer with appropriate facility staff.
- B. Obtain verification of residence, offers of employment and/or means of financial support in the receiving state.
- C. Complete and sign all required forms.
- D. Immediately notify facility staff if the request is to be withdrawn.
- E. Comply with reporting instructions and all rules of supervision imposed by the State of Wisconsin and by the receiving state.

XII. Offenders Requesting Interstate Compact When on Community Supervision

- A. The DCC Agent shall determine whether the offender has been incarcerated in a Wisconsin DOC facility in the past two years. If the offender has not been incarcerated in a Wisconsin DOC facility in the past two years, the DOC-3711 does not need to be completed.

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- B. If the offender has been incarcerated within the past two years, the DCC Agent shall determine whether the offender has been in treatment with a DCC psychologist since release.
- C. If the offender has been treated/evaluated by a DCC psychologist since release, the DCC Agent shall request that a DCC psychologist complete the DOC-3711 within seven days or less.
- D. If the offender has not been treated/evaluated by a DCC psychologist since release, the DCC Agent shall email one of the two mailboxes below to request the PSU Record be retrieved and provided to the DCI or TCI Psychology Supervisor.
 1. DOC DAI DCI Central Medical Records (males).
 2. DOC WWCS TCI Inactive Women's Medical Records (females).
- E. Central Medical Records or Inactive Women's Medical Records shall provide the PSU Record to the DCI or TCI Psychology Supervisor who shall designate a PSU staff member to complete the DOC-3711. PSU staff shall forward a copy of the completed DOC-3711 to the requesting agent as an attachment to an email within seven days or less.
- F. The DCC Agent shall obtain a written consent from the offender prior to forwarding the DOC-3711 to the receiving state Parole Compact Office. Agents shall use the ICAOS version of the DOC-1163A.

Administrator's Approval: _____ **Date Signed:** _____
 Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 328.14.01	Page 11 of 11
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 328 Community Supervision of Offenders		
Subject: Interstate Compact for Supervision of Wisconsin Parole Cases Requesting Transfer to Other States		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

I.

- A.
 - 1.
 - a.
- B.
- C.

II.

- A.
- B.
- C.

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 user 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/Mean 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 dropdowns 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.