


Idaho Department of Correction 	Standard Operating Procedure	Title: Interstate Compact Agreement		Page: 1 of 15
		Control Number: 704.04.02.001	Version: 3.0	Adopted: 04/04/2001

David Birch, chief of the Division of Community Corrections, approved this document on 05/15/2019.

Open to the public: Yes

SCOPE

This standard operating procedure (SOP) applies to all Idaho Department of Correction (IDOC) employees who may submit Idaho offenders' applications for transfer under the Interstate Compact for Adult Offender Supervision (the "Compact"), or who supervise offenders who have transferred to Idaho from another state under the "the Compact".

Revision Summary

Revision date (05/15/2019) version 3.0: Reformatted entire document; updated terminology and processes.

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BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER

704

PURPOSE

The purpose of this standard operating procedure (SOP) is to provide guidance for promoting public safety and protecting the rights of victims through the control and regulation of the interstate movement of offenders in the community and to provide for the effective tracking, supervision, and rehabilitation of these offenders by the sending and receiving states.

RESPONSIBILITY

Chief of the Division of Probation and Parole

The chief of the Division of Probation and Parole is responsible to monitor the performance of each district’s management of this SOP.

District Managers, Facility Heads, and Section Supervisor

District managers, facility heads, and section supervisors are responsible for implementing and practicing the guidelines, standards, and procedures provided herein.

Deputy Compact Administrator of the Interstate Compact Unit

The deputy compact administrator of the interstate compact unit (located at Central Office) or designee is responsible for processing and coordinating all interstate transfers of offenders.

GENERAL REQUIREMENTS

The IDOC must be a member agency of the Compact and must cooperate with other jurisdictions in the supervision and management of probationers and parolees. Nothing in this SOP must conflict with the most currently adopted Interstate Commission for Adult Offender Supervision (ICAOS) Rules (hereafter called “ICAOS Rules”).

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The same standard of supervision applied to offenders under the jurisdiction of Idaho must be afforded to out-of-state offenders transferred to Idaho under the terms of the Compact.

The duration of supervision must be determined by the sending state.

The degree of supervision must be determined by the receiving state and must be consistent with the conditions of supervision applied to the receiving state's own offenders.

CRITERIA FOR INTERSTATE TRANSFERS

1. Information Sharing and Privacy Policy

The Interstate Compact Offender Tracking System (ICOTS) provides a strict policy regarding privacy and information sharing. All Idaho Interstate Compact Office users must be knowledgeable and adhere to this privacy policy and act in accordance with all applicable rules and statutes. To ensure this protection, the Idaho Interstate Compact staff should redirect questions to the following:

- Incoming offenders seeking information should contact their probation and parole officer in the sending state.
- Outgoing offenders seeking information should contact their probation and parole officer in the current district or county probation office.
- Family and friends seeking information should contact the offender or the offender's current probation and parole officer.
- Public Records Requests should be directed to contact the Department of Corrections Records Department.
- Participating ICOTS Agencies – Information can be shared within the scope of their respective duties, between Idaho Interstate Compact Office staff and other justice system partners in accordance with the ICOTS Privacy Policy.

Deactivation of Users

Every quarter, the technical records specialist will complete an audit of all ICOTS users and promptly deactivate any user that has not been active for twelve months or more. Upon request for reactivation, Idaho Interstate Compact Office staff will verify the user is still employed and that ICOTS access is within the scope of their position before reactivating the user's profile. If at any time a user's duties change, Idaho Interstate Compact staff will promptly review the roles of the user and make changes as needed.

2. Mandatory Transfer of Supervision (ICAOS Rule 3.101)

At the discretion of the sending state, an offender must be eligible for transfer of supervision to a receiving state under the Compact, and the receiving state must accept transfer, if the offender:

- Has more than 90 days or an indefinite period of supervision remaining.
- Can post the application fee (Note: Parolees must also post an extradition bond [i.e., a written instrument that guarantees the offender in the arresting state will surrender for return to the requesting state] to the Idaho Commission of Pardons and Parole.).

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- Has a valid plan of supervision.
- Is in substantial compliance (i.e., compliance that does not result in revocation proceedings being held) with the conditions of supervision in the sending state.
- Is a resident of the receiving state or:
 1. Has resident family in the receiving state who have indicated a willingness and ability to assist as specified in the plan of supervision and can obtain employment in the receiving state or has visible means of support.
 2. Is in the military or living with a military family member who has been transferred.
 3. Was living with a family member who is being transferred with their current employment.

3. Sending Offenders Out-of-State: Responsibilities

When submitting a transfer request through the Interstate Compact Offender Tracking system (“ICOTS”), it is the responsibility of the supervising officer or case manager to:

- Verify that the offender has 90 days or more remaining on supervision.
- Verify that the offender is in substantial compliance with conditions of supervision. (Note: Ensure cost of supervision fees are current.)
- Notify the compact office by email or phone to charge the offender through the Access Corrections system for the interstate compact (“ISC”) application fee. Once the fee is charged it takes approximately 24 hours for Access Corrections to update its data base so the fee can be paid.
- Verify the application fee has been paid to Access Corrections. (Note: Parolees must pay/post bond to the Idaho Commission of Pardons and Parole and the commission must approve residency out of state before submitting the transfer.)
- Verify residency in receiving state by PSI, phone or by driver’s license, etc.
- Verify the offer of the home by phone by speaking to the home owner.
- Verify employment by phone.
- Verification of employment should be on business letterhead of the employer and attached to the transfer request.
- Complete a transfer request in ICOTS (Note: Obtain offender’s signature on the offender’s application, witness signature making sure the making sure both signatures have the same date, scan and attach offender’s application to the transfer request.
- Include any additional documents such as marriage licenses, PSI’s, police reports if no PSI was done or any information which will benefit the offender’s request for transfer.
- Document the above information (as applicable) in the Offender Management System (OMS) as a supervision contact note.

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- Continue supervision until a *Reply to Transfer* is received.

Note: The interstate compact unit must review and process the transfer request prior to submitting to the receiving state. The receiving state has 45 calendar days to complete the investigation.

When the Case is Accepted for Transfer Out of State

Upon acceptance of the transfer, the following will occur:

- Interstate compact unit processes the acceptance and forwards it to the supervising officer/case manager and enters a note in OMS under Supervision History. Acceptance is valid for 120 days.
- Interstate coordinators update the parole plan in Reflections for pre-parole cases to show the case approved or denied.
- Interstate coordinators submits *Notice of Departure* (“NOD”) when offender leaves noting the offender only has five days to report once the NOD is submitted.
- Send offender’s file to the compact unit as soon as possible. Offender’s case will be transferred to the ISC Sr. Probation/Parole officer for monitoring.

Receiving Offenders from Out-of-State: Responsibilities

Once a transfer request is entered into the ICOTS data base, the interstate compact unit will process the transfer, sending it to the assignment officer for each district or county office.

It is the responsibility of the investigating probation and parole officer (“PPO”) to:

- Review all documentation submitted.
- Physically verify the existence and offer of the home.
- After considering all information available, make a decision as to whether supervision of the case will be accepted or rejected.
- If rejected – include the reason for denial.
- If accepted - include any special conditions that will be imposed and provide reporting instructions if not previously provided.
- Complete ICOTS *Reply to Transfer Request* and submit to the interstate compact unit.

Third State (Subsequent Receiving State) Moves

During the course of supervision of an interstate case, the offender may desire a move to a third state. The following steps are to be taken in that process:

- The supervising officer provides a progress report in ICOTS to the sending state, letting them know the offender wants to transfer to a third state and:
 - Note the reason for the transfer
 - Verify residence offer/family
 - Verify employment on employer’s letterhead

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- If third state move is approved by sending state, sending state will do the transfer by completing the following steps:
 - Sending state will send the offender's application for offender's signature attached to a *Compact Action Request*
 - Offender and Idaho officer sign the application. The officer attaches the signed application to the *Response to a Compact Action Request* and scans it back to the sending state.
 - Verify employment on employer's letterhead

Return to Sending State

When an out-of-state offender requests permission to return to the original sending state, the receiving state must request return reporting instructions.

Upon receipt of the reporting instructions, the supervising officer must complete a *Notice of Departure*, *Travel Permit*, and *Case Closure Notice*. (If the offender is a sex offender the file must be sent to the Central Records Unit [located in Central Office].)

Interstate compact unit staff send out the case closure notices submitted by the Idaho officers and close the case in the Offender Management System. Once the case closure notice is approved by the sending state in ICOTS, the case will automatically go to history status in ICOTS.

4. Request for Reporting Instructions (ICAOS Rule 3.103)

A sending state must not allow an offender who is under supervision to relocate to a receiving state without the receiving state's acceptance of the transfer of supervision or approval of reporting instructions. The sending state must do the following:

- A *Request for Reporting Instructions* for an offender who was living in the receiving state at the time of sentencing must be submitted by the sending state within seven business days of sentencing or release from incarceration to probation supervision.

Note: The sending state may grant a seven day *Travel Permit* to an offender who was living in the receiving state at the time of sentencing. However, prior to granting the *Travel Permit*, the sending state must verify that the offender was living in the receiving state. (**Note:** This does not apply to sex offenders.)

- Before allowing the offender to leave the State of Idaho the supervising officer must notify the compact office unit by email or phone to have the offender's account charged so the payment to Access Corrections will be applied to the ISC fee. (Offender's IDOC number is needed). The probation or parole officer ensures that the offender pays the application fee and have offender sign the offender's application, Conditions of Supervision and court order if possible. Pursuant to ICAOS Rule 3.107, prior to granting a *Travel Permit* to the offender, DNA must be taken per Idaho Code.
- The Idaho officer submits the *Notice of Departure* in ICOTS when the offender leaves Idaho.

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- Offender has five calendar days to report once the *Notice of Departure* has been submitted in ICOTS. (Notices of Departure should not be submitted until the offender has left.) Supervision must begin upon the offender’s arrival to the district office. An Idaho officer submits the *Notice of Arrival* in ICOTS when the offender reports to the district office. (**Note:** This applies to “incoming” offenders.)
- A Transfer Request form must be forward to the receiving state no later than 15 business days following granted reporting instructions. (**Note:** If the receiving state does not receive the completed transfer request packet within 15 business days, the reporting instructions could be rescinded and the offender returned to the sending state.)

5. Reporting Instructions for Sex Offenders (ICAOS Rule 3.101-3)

Reporting instructions for sex offenders living in the receiving state at the time of sentencing are as follows:

- The receiving state must have five business days to review the proposed residence to ensure compliance with local policies or laws prior to issuing reporting instructions. If the proposed residence is invalid due to existing state law or policy, the receiving state may deny reporting instructions.
- A *Travel Permit* must not be granted by the sending state until the reporting instructions are issued by the receiving state.

Note: Sex offenders must not leave the state of Idaho without reporting instructions from the receiving state.

6. Travel Permits

A seven day *Travel Permit* may be given to an offender who has been given approved reporting instructions from the receiving state.

Upon issuing a *Travel Permit* based on the above criteria, the sending Idaho officer must immediately submit a *Request for Reporting Instructions* to the interstate compact unit.

If reporting instructions are not received from the receiving state, the offender must return to the sending state.

7. Progress Reports (ICAOS Rule 4.106)

The *ICAOS Progress Report* form in ICOTS will be submitted by the supervising officer within 30 calendar days of receiving a request from the sending state. A progress report may be used to report offender’s compliant or non-compliant behavior that does not require retaking as well as incentives, corrective actions or graduated responses imposed.

The *Progress Report* must include the following:

- Offender’s current residence address
- Offender’s telephone number and current electronic mail address, if changed
- Name and telephone number of offender’s current employer

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- The supervising officer's summary of the offender's conduct, progress, and attitude, and compliance with the conditions of supervision
- New arrest information including police reports
- Date(s), description(s) and documentation regarding the use of incentives, corrective actions, including graduated responses or other supervision techniques to address the noncompliant behavior and the offender's response to such actions
- Programs of treatment attempted and completed by the offender or failed to complete
- Supervising officer's recommendation
- Any other information requested by the sending state that is available in the receiving state

8. Reports of Violation (ICAOS Rule 4.109)

A receiving state submits a report of violation to the sending state for continuous acts or patterns of behavior by the offender which would reach the level of revocation in the receiving state using the [Idaho Response Matrix](#) (IRM) to determine revocation.

9. Behavior Requiring Retaking

Behavior requiring retaking means an act or pattern of non-compliance with conditions of supervision that could not be successfully addressed through the use of documented corrective action or graduated responses and would result in a request for revocation of supervision in the receiving state. A violation report must contain:

- Offender's current residence address
- Date(s) and description of the behavior requiring retaking
- Date(s), description(s), and documentation regarding the use of incentives, corrective actions, including graduated responses or other supervision techniques to address the behavior requiring retaking in the receiving state, and the offender's response to such actions
- Date(s), description(s), and documentation regarding the status and disposition, if any, of offense(s) or behavior requiring retaking per the Idaho *Probation and Parole Violation Matrix*
- Date(s), descriptions, and documentation of previous non-compliant behavior submitted on Progress Reports, to include a description of the use of corrective actions, and graduated responses or other supervision techniques
- *Abscond Reports of Violation* must contain offender's last known address and telephone number, name and address of the offender's employer if applicable, and the date of the offender's last personal contact with the supervising officer along with details regarding how the supervising officer determined the offender to be an absconder. All dates of contact with family, residence, employment, and contact must be within 30 days of submitting the *Report of Violation*. The narrative must contain the details of contact with family, employer, and residence.

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- Supporting documentation regarding the violation, police reports, written admission to drug use resulting from UA, treatment discharges etc.
- New felony conviction or violent misdemeanor convictions. The supervising officer submits a court order and any documentation that hasn't been previously submitted.

Response to Violation Report

A report of violation must be responded to no later than 10 business days following transmission of the receiving state as follows:

- For cases approved and being and being monitored by the Idaho Interstate Compact Office, responses will be generated by the senior PPO assigned to the unit. For files that have not been submitted to the interstate compact office, the officer submitting the transfer will be assigned to respond in ICOTS. An email will be sent to the officer letting them know the *Report of Violation* is being assigned to them.
- The supervising officer must log into the offender's account and click on the Action Items. The officer assigned to the case will respond that they will be requesting a warrant, requesting a probable cause hearing, or ordering the offender to return to Idaho and will include the date by which that action will begin and its estimated completion date.
- The supervising officer must submit a report of violation to the court requesting a nationwide, no bond warrant which will be entered NCIC.

10. Probable Cause Hearing in Receiving State (ICAOS Rule 5.108)

- An offender subject to retaking that may result in a revocation, must be afforded the opportunity for a probable cause hearing before a neutral and detached hearing officer in or reasonably near the place where the alleged violation occurred.
- No waiver of a probable cause hearing will be accepted unless accompanied by an admission by the offender to one or more violations of the conditions of supervision.
- A copy of a *Judgment of Conviction* regarding the conviction of a new criminal offense by the offender is deemed conclusive proof that an offender may be retaken by a sending state without the need for further proceedings.
- All probable cause hearings are recorded and kept until successful case closure.
- The offender is entitled to the following rights at the probable cause hearing:
 1. Receive written notice of the hearings at least 24 hours in advance.
 2. Be advised of the allegations contained in the Report of Violation.
 3. Have an attorney present at offender's expense.
 4. Present evidence and witnesses.
 5. Confront adverse witnesses, unless such action would subject the witnesses to risk or harm.
 6. Receive a timely, written decision.

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- The receiving state prepares and submits a written report to the sending state within 10 business days of the hearing that identifies the time, date and location of the hearing; lists the parties present at the hearing; and includes a clear and concise summary of the testimony taken and the evidence relied upon in rendering the decision. Any evidence or record generated during a probable cause hearing must be forwarded to the sending state through ICOTS.
- If the hearing officer determines that there is probable cause to believe that the offender has committed the alleged violations of conditions of supervision, the receiving state must hold the offender in custody. The sending state must notify the receiving state of the decision to retake (or other action to be taken) within 15 business days of receipt of the hearing officer's report.
- If probable cause is not established, the receiving state will:
 1. Continue supervision if the offender is not in custody.
 2. Notify the sending state to vacate the warrant, and continue supervision upon release if the offender is in custody on the sending state's warrant.
 3. Vacate the receiving state's warrant and release the offender back to supervision within 24 hours of the hearing if the offender is in custody.

Note: For additional information regarding detention, warrants, reporting deadlines and other violation procedures and timeframes, see SOP [701.04.02.018](#), *Warrants: The Use of Agent's, Bench, and Parole Commission*.

11. Retaking by the Sending State (ICAOS Rule 5.101)

Except as required in ICAOS Rules 5.102, 5.103, and 5.103-1 at its sole discretion, a sending state may retake or order the return of an offender.

If the offender does not return to the sending state as ordered, then the sending state will issue a warrant no later than 10 business days following the failure to appear in the sending state.

12. Pending felony or violent charges (ICAOS Rule 5.101-1)

Notwithstanding any other rule, if an offender is charged with a subsequent felony or violent crime, the offender must not be retaken or ordered to return until the criminal charges have been dismissed, sentence has been satisfied, or the offender has been released to supervision for the subsequent offense, unless the sending and receiving states mutually agree to the retaking or return.

13. Discretionary process for disposition of violation in the sending state for a new crime conviction (ICAOS Rule 5.102-2)

- Unless waived by the offender, the sending state conducts, at its own expense, an electronic (video conference) hearing or in-person violation hearing.
- The sending state sends the violation hearing results to the receiving state within 10 business days.

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- If the offender’s sentence to incarceration for the new crime fully satisfies the sentence for the violation imposed by the sending state for the new crime, the sending state is no longer required to retake if Rules 5.102 and 5.103 apply.
- If the offender’s sentence to incarceration for the new crime only partially satisfies the sentence for the violation imposed by the sending state for the new crime, then the sending state is required to retake if Rules 5-102 and 5.103 apply.
- The receiving state may close the case under Rule 4.112 (a)(3).

14. Mandatory Retaking for a New Felony Conviction (ICAOS Rule 5.102)

Upon request from the receiving state, a sending state must retake an offender from the receiving state (or subsequent receiving state) when the following occurs:

- After the offender’s conviction for a new felony offense or new violent crime.
- Completion of a term of incarceration for that conviction.
- Placement under the supervision of the Division of Probation and Parole for that felony or violent crime offense.
- When a sending state is required to retake an offender, the sending state must issue a warrant and, upon apprehension of the offender, file a detainer with the holding facility where the offender is in custody.

15. Time Allowed for Retaking an Offender

A sending state must retake an offender within 30 calendar days after the decision to retake has been made or upon release of the offender from incarceration in the receiving state.

16. Closing Supervision by the Receiving State (ICAOS Rule 4.112)

The receiving state may close its supervision of an offender and cease supervision upon the following:

- The date of discharge indicated for the offender at the time of application for supervision *unless* informed of an earlier or later date by the sending state.
- Notifying the sending state that the offender absconded in the receiving state.
- Notifying the sending state that the offender has been sentenced to incarceration for 180 days or longer and receipt of a warrant, detainer, or other acknowledgement from the sending state that has responsibility for the offender within 90 days of the notification. (Note: If the sending state fails to provide the warrant, detainer, or other acknowledgement within 90 days of notification, the receiving state may close its supervision of the offender. After 90 days, the sending state must be responsible for the offender.)
- A receiving state must not terminate its supervision of an offender while the sending state is in the process of retaking the offender under ICAOS Rule 5.101.
- At the time a receiving state closes supervision, a *Case Closure Notice* must be provided to the sending state and must include the offender’s last known address and employment information.

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17. Misdemeanants (ICAOS Rule 2.105)

A misdemeanor offender whose sentence includes one year or more of supervision must be eligible for transfer, provided that all other criteria for transfer as specified in ICAOS Rule 3.101 have been satisfied, and the instant offense includes one or more of the following:

- An offense in which a person incurred direct or threatened physical or psychological harm.
- An offense that involves the use or possession of a firearm.
- A second subsequent offense of driving while impaired by drugs or alcohol.
- A sexual offense that requires the offender to register as a sex offender in the sending state.

18. Victim's Rights

It is the intent of ICAOS and IDOC to assure victim's rights are maintained throughout the interstate and supervision process. Victims have a right to receive notification of certain activities of the offender, which often requires notification within one business day. It is imperative that interstate forms and documents be marked "victim sensitive" whenever there is a registered victim indicated in the IDOC's Offender System (Reflections). The interstate compact unit will notify IDOC's victim services coordinator for probation cases and the Idaho Parole Commission's victim services coordinator for parolees when working with victim sensitive information.

Note: When the victim requests to be notified pursuant to Idaho Code 19-5306, the IDOC victim services coordinator will list the request in the Offender System (Reflections) "alert module". (Also see IDAPA 06.01.01, Section 105.)

DEFINITIONS

Abscond: An offender who is absent from their approved place of residence or employment who is avoiding or has fled supervision, whose whereabouts are unknown, and for whom a warrant for a violation of supervision has been issued or requested.

Application Fee: A reasonable sum of money charged an interstate compact offender by the sending state for each application for transfer prepared by the sending state.

Arrival: To report to the location and officials designated in the reporting instructions given to an offender at the time of the offender's departure from a sending state under an interstate compact transfer of supervision.

Compact commissioner or commissioner: The voting representative of each compacting state appointed under the terms of the Interstate Compact for Adult Offender Supervision as adopted in the member state.

Compliance: When an offender is abiding by all terms and conditions of supervision, including payment of restitution, family support, fines, court costs or other financial obligations imposed by the sending state.

Conditions of Supervision: Conditions or terms of parole or probation as established by either the sending or receiving state.

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Deputy Compact Administrator: The individual in each compacting state appointed under the terms of the compact and responsible for the administration for adult offender supervision as adopted in the member state.

Detainer: An order to hold an offender in custody.

Discharge - Community Corrections: The final completion of the sentence that was imposed on an offender by the sending state.

Extradition: The return of a fugitive to a state in which the offender is accused, or has been convicted, of committing a criminal offense, by order of the governor of the state to which the offender has fled to evade justice or escape prosecution.

Interstate Compact Agreement: An agreement entered into by eligible jurisdictions in the United States, Puerto Rico, and the U.S. Virgin Islands that provides the means for those jurisdictions to work cooperatively with probationers and parolees.

Offender means an adult placed under, or made subject to, supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, corrections, or other criminal justice agencies, and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision.

Offender System: A common term used for the department's Offender Management System and Reflections, which are computer databases used for the tracking of offenders and offender information.

Plan of Supervision: The terms under which an offender will be supervised, including proposed residence, proposed employment or viable means of support, and the terms and conditions of supervision.

Probable Cause Hearing: A hearing in compliance with the decisions of the U.S. Supreme court and applicable statutes, conducted on behalf of an offender accused of violating the terms or conditions of the offender's parole or probation.

Receiving State - Community Corrections: A state to which an offender requests transfer of supervision or is transferred.

Relocate - Community Corrections: To remain in another state for more than 45 consecutive days in any 12-month period.

Reporting Instructions - Community Corrections: The orders given to an offender by a sending or receiving state directing the offender to report to a designated person or place, at a specified date and time, in another state. Reporting instructions include place, date, and time on which the offender is directed to report in the receiving state.

Resident: A person who (1) has continuously inhabited a state for a least one year prior to the commission of the offense for which he is under supervision, (2) intends that such state be his principal place of residence, and (3) has not, unless incarcerated, remained in another state or states for a continuous period of six months or more with the intent to establish a new principal place of residence.

Resident Family - Community Corrections: A parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian, or step-parent who (1) has resided in the

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receiving state for 180 days or longer as of the date of the transfer request, and (2) indicates a willingness and ability to assist the offender as specified in the plan of supervision.

Retaking: The act of a sending state in physically removing an offender, or causing to have an offender removed, from a receiving state.

Rules: Acts of the Interstate Commission, which have the force and effect of law in the compacting states, and are promulgated under the Interstate Compact for Adult Offender Supervision, and substantially affect interested parties in addition to the Interstate Commission.

Sending State: A state requesting the transfer of an offender, or which transfers supervision of an offender, under the terms of the Compact and its rules.

Sex Offender means an adult placed under, or made subject to, supervision as the result of a criminal offense and released to the community under jurisdiction of the courts, paroling authorities, corrections, or other criminal justice agencies, and who is required to register as a sex offender either in the sending or receiving state and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision.

Supervision - Community Corrections: The oversight exercised by authorities of a sending or receiving state over an offender for a period of time determined by a court or releasing authority, during which time the offender is required to report to or be monitored by supervising authorities, and to comply with regulations and conditions, other than monetary, imposed on the offender at the time of the offender's release to the community or during the period of supervision in the community.

Travel Permit: A written permission granted to an offender authorizing the offender to travel from one jurisdiction (or state) to another. The written permission to travel outside the state for more than 24 hours but no more than 31 calendar days. The permit must include a start date and an end date.

Victim: means a natural person or the family of a natural person who has incurred direct or threatened physical or psychological harm as a result of an act or omission of an offender.

Waive: The voluntary relinquishment, in writing, a known constitutional right (or other right), claim, or privilege.

Warrant: a written order of the court or authorities of a sending state or receiving state or other body of competent jurisdiction which is made on behalf of the state, or United States, issued pursuant to the statute and/or rule and which commands law enforcement to arrest an offender. The warrant must be entered in the National Crime Information Center (NCIC) Wanted Person File with a nationwide pick-up radius with no bond amount set.

REFERENCES

Department Policy [120](#), *Control, Maintenance, and Disposition of Case Management and Medical Files*

Department Policy [704](#), *Interstate Compact*

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