

## INTERSTATE COMPACT

(NC as the Receiving State)

**ICOTS Section**

**PPO TASK:**

Offender information Receive ICOTS email notification of new case assignment	(Staff has 10 days) from the date you receive the email to conduct/complete investigation. <u>* Investigate the plan not the "offender" behavior</u>
<b>Log into ICOTS</b>	Log into ICOTS email address is <u>(Username -all lowercase)</u>
Check to see if reporting instructions were approved by NC IDC, <u>if granted then</u>	Begin supervision of offender And submit <u>Notice of Arrival</u> once contact is made via telephone; in person HC-1
Review all documents submitted by the (SS)	Review all attached documents showing in ICOTS
<u>Verify proposed residence and means of support</u>	(May utilize <u>DCC-53</u> for further guidance) <u>(Residence Plan Investigation)</u>
Discuss conditions of supervision with any residents	Enter narratives in OPUS regarding investigation findings  <u>Per Policy</u> investigation to be completed in <u>(10 calendar days)</u>
<u>If accepting/approving</u> Interstate Compact Case	Complete the Reply to Transfer Request in ICOTS system > submit Add any additional conditions imposed by NC <u>(PSF, etc.)</u> Submit the <u>Reply to TREQ in ICOTS</u> Staff will entry OPUS narrative entry
<u>If denying/rejecting</u> Interstate Compact Case	Complete the Reply to TREQ in ICOTS system & submit to NC compact office for review Instruct offender to return to SS (if RFRI were approved for "Offender" to be here <u>Do not create a new case, if offender has no NC cases</u> <u>Instead submit the Return to SS Reporting Instructions</u> Submit Case Closure notice <u>(if applicable)</u>
Once offender Reports:	Complete the <u>Notice of Arrival</u> in ICOTS
If "offender" fails to report:	Attempt to contact/locate offender If unsuccessful, Complete & Submit Notice of Failure to Arrive in ICOTS Submit case closure notice in ICOTS
<u>Complete ISC-7 for ISC incoming case only</u> Offender needs to sign & Staff (document signed/witnessed)	Add any other conditions on (ISC-7) Submit a copy to Clerk of Court Retain a copy in the "O" file. Provide "O" with copy
***Documentation <b>*DO NOT submit the following in ICOTS:</b> AOC alert attachments, Screenshots of the NC internal website, RNA narratives, or OPUS narratives	Document paperwork completion in OPUS narratives Review sentence and sanctions in OPUS Login and complete <u>OPUS Online (Intake) &amp; RNA Supervise "Offender" per Policy)</u> <u>*If a SS request a violation, does not mean NC has to comply</u>

- If Return to SS Reporting Instructions are needed, use drop-down menu box under the active case in ICOTS.
- If a progress report created by specialized is received; **Do not delete**; work from compact workload & submit.
- Offender behavior should be addressed through progress reports (pending charges) send police report/warrant.
- Do not serve a warrant showing in ICOTS until field staff makes contact w/ISC office and warrant is properly verified.
- Monitor interstate compact case address & respond to (Compact Action Requests, Progress Reports, & Violation Reports).