



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY/FIELD**  
FACILITY/SPANISH MANUAL

REVISION DATE  
9/19/23

PAGE NUMBER  
1 of 11

NUMBER  
**DOC 380.605**

**POLICY**

TITLE  
**INTERSTATE COMPACT**

**REVIEW/REVISION HISTORY:**

- Effective: 12/20/01
- Revised: 5/7/04
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- Revised: 5/9/06
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- Revised: 1/1/08 AB 07-038
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- Revised: 1/1/19
- Revised: 12/20/21
- Revised: 7/1/22
- Revised: 9/19/23

**SUMMARY OF REVISION/REVIEW:**


V.C. - Adjusted language for clarification  
IX.F. - Removed unnecessary language

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

9/15/23  
\_\_\_\_\_  
Date Signed

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**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 9A.44.130](#); [RCW 9.94A.745](#); [RCW 72.74](#); DOC 310.100 Intake; DOC 310.610 DNA Samples; DOC 350.750 Warrants, Detainers, and Holds; DOC 380.200 Supervision of Individuals in the Community; DOC 380.650 Travel for Individuals Supervised in the Community; DOC 390.600 Imposed Conditions; DOC 420.390 Arrest and Search; DOC 460.130 Response to Violations and New Criminal Activity; DOC 580.655 Drug Sentencing Alternative; [Interstate Commission for Adult Offender Supervision \(ICAOS\) Rules](#)

**POLICY:**

- I. An individual who is eligible for transfer under the Interstate Compact cannot relocate to another state except as provided by the Interstate Commission for Adult Offender Supervision (ICAOS).
- II. The Department will supervise all felony and qualifying misdemeanor individuals transferred to Washington State under ICAOS.

**DIRECTIVE:**

- I. General Requirements
  - A. Employees must have Interstate Compact Offender Tracking System (ICOTS) access to take any action on an Interstate Compact case. Instructions for obtaining ICOTS access are available under Resources on the Interstate Compact SharePoint site.
    1. Employees will report any ICOTS issues to the Interstate Compact Unit.
  - B. Per ICAOS Rule 2.101, all written, electronic, and oral communication regarding a From Out-of-State (FOS) individual will be made only through the Interstate Compact Unit and/or ICOTS unless approved by the Deputy Compact Administrator/designee.
  - C. The ICAOS website, [www.interstatecompact.org](http://www.interstatecompact.org), provides information about the compact. The Interstate Compact SharePoint site provides helpful information on the ICAOS rules, Washington processes, and using ICOTS.
- II. Assigning From Out-of-State Cases
  - A. The Interstate Compact Unit employees will process:
    1. Reporting instructions within 2 business days,
    2. Interstate violation reports within 3 business days, and

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3. Transfer requests and progress reports within 5 business days.

B. Reporting instruction assignments will be made within one business day of receipt from the Interstate Compact Unit. Transfer investigation assignments will be made within 3 business days of receipt from the Interstate Compact Unit.

1. Reporting instructions and transfer investigations for the same individual should be assigned to the same case manager.

2. Each FOS individual must be assigned to the same case manager in the electronic file and ICOTS upon approval of the transfer request.

C. The case manager or Assignment Coordinator will follow the Request for Reporting Instructions (FOP - From Out-of-State Pending) Checklist maintained on the Department's website for individuals with approved reporting instructions or an approved transfer request.

1. DOC 20-314 From Out-of-State (FOS) Face Sheet will be submitted only when an individual reports to the Field Office for the first time.

### III. Travel Permits

A. Individuals relocating to another state will only be issued travel permits with the permission of the receiving state per ICAOS rules.

B. Travel for individuals in Washington State under approved reporting instructions or a transfer request will be completed per DOC 380.650 Travel for Individuals Supervised in the Community.


### IV. Reporting Instructions

A. Individuals relocating to another state under the Interstate Compact require reporting instructions per ICAOS rules.


B. When sex offense reporting instructions have been assigned, the case manager will conduct a residence visit within 3 business days of the assignment by the Interstate Compact Unit.

1. A recommendation to deny the reporting instructions must be approved by a Community Corrections Supervisor (CCS), and justification for the denial placed in the electronic file before the denial is submitted to the Interstate Compact Unit.

### V. Outgoing Transfer Requests

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- A. Employees will refer to ICAOS Rule 3.101 to determine an individual's eligibility for transfer to another state.
- B. Case managers will use DOC 02-301 Outgoing Transfer Checklist to complete the transfer request.
  1. When an individual has been sentenced under a Special Sex Offender Sentencing Alternative or residential drug sentencing alternative is requesting to transfer out of state, the court must sign and return DOC 09-286 Court Special - Interstate Compact Transfer Request and DOC 09-292 Report for Court Approval to Apply for Interstate Transfer before the case manager submits the transfer request.
  2. When individuals under Indeterminate Sentencing Review Board (Board) jurisdiction request to transfer out of state, the Board must approve the request before the individual is allowed to leave Washington State.
  3. For an individual sentenced under a drug sentencing alternative, the case manager will review the individual's compliance per DOC 580.655 Drug Sentencing Alternative before submitting the request.
- C. Prison and Reentry Center case managers will submit a transfer request through ICOTS no earlier than 120 days prior to the individual's Earned Release Date (ERD) when:
  1. The individual has Department supervision from the Prison cause and/or any tolling causes,
  2. The individual requests to release to another state, and
  3. The plan has been verified by the case manager and appears to be legitimate.
- D. Once the transfer request has been approved, and the notice of arrival has been submitted indicating the individual has reported to the receiving state, the ICOTS case will be transferred to the Interstate Compact Unit unless the individual is pending retake (i.e., sending state is taking the individual back).
  1. For Prison releases, the Interstate Compact Unit will create or retrieve the individual's Field file. For all other individuals, the Field file will be transferred to the Interstate Compact Unit.
  2. Prior to transferring the case, the case manager will conduct a review per the Interstate Compact Electronic/Field File Transfer Checklist maintained on the Department's website.

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- E. If a transfer request has been submitted in ICOTS, and the individual is later found not eligible for supervision, the case manager will notify the individual and the Interstate Compact Unit and withdraw the case in ICOTS.

## VI. Incoming Transfer Requests

- A. Case managers will use the Transfer Investigation Checklist maintained on the Department's website when conducting Interstate Placement Investigations (IPIs) for incoming transfer requests from other states.
1. IPIs must be completed within 30 days of receipt from the Interstate Compact Unit.
  2. The case manager will complete and document in the electronic file a residence visit with the individual and/or collateral within 10 days of the IPI assignment. If the individual or a collateral is available, the visit will satisfy the residence verification visit required by DOC 380.200 Supervision of Individuals in the Community.
- B. Before submitting the Reply to Transfer Request through ICOTS, the case manager will document actions taken and justification for the decision in the electronic file. Per ICAOS Rule 4.103:
1. All conditions that Washington State will impose must be noted in the "Supervision Conditions Imposed by the Receiving State" section of the Reply to Transfer Request.
  2. Any conditions that Washington State cannot comply with or monitor due to Department policies and practices must be noted in the "Conditions State Cannot Comply With" section of the Reply to Transfer Request.
- C. Denials must be approved by the CCS and the reason(s) must be documented in the electronic file before being submitted to the Interstate Compact Unit.

## VII. Victim Sensitive Cases

- A. Outgoing cases should be marked victim sensitive in ICOTS only if:
1. Victim Sensitive is marked "Yes" in the electronic file,
  2. The case manager has received information that the victim has requested to be notified of changes in the individual's interstate status and has verified that the Victim Services Program has the victim's contact information, or

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3. The electronic file indicates there are victim-related community safety concerns. The case manager will review all information under Safety Concerns and contact the Victim Services Program, or the Board Victim Liaison for Board individuals, to verify they have the victim's contact information.

B. In cases identified as victim sensitive by the sending state, the case manager will complete victim notification per ICAOS Rule 3.108.

VIII. Notice of Departure and Arrival

A. Upon an individual's arrival in/departure from Washington State, the case manager will submit a notice of departure/arrival as appropriate in ICOTS per ICAOS Rule 4.105.

IX. Supervision in Washington

A. A case manager will only assume supervision for the FOS case once the individual reports to the Field Office in response to approved reporting instructions or an approved transfer request.


1. Individuals being supervised on granted reporting instructions should be directed to report at least once per week to the case manager assigned to the investigation until the transfer request has been approved. For individuals already on supervision in Washington State, the case manager will continue the current supervision contact expectations.

a. Upon initial contact with the individual, the case manager will review with and have the individual sign the following documents:

- 1) DOC 07-023 Registration Notification, if applicable
- 2) DOC 07-024 Conditions, Requirements, and Instructions
- 3) DOC 09-274 Notification of Department Violation Process
- 4) DOC 14-035 Acknowledgment of Drug/Alcohol Testing - Field, if testing is required

2. After the transfer has been approved, the assigned case manager will complete intake per DOC 310.100 Intake.


B. FOS individuals will be charged the same supervision intake fees as Washington State individuals per ICAOS Rule 4.107.

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- C. The case manager will ensure a DNA sample is taken per DOC 310.610 DNA Samples when requested by the sending state. The sample will be mailed to the sending state for testing.
- D. FOS cases will be supervised the same as similar Washington State cases.
- E. The case manager may impose appropriate conditions per DOC 390.600 Imposed Conditions. The case manager will complete a progress report to notify the sending state of any conditions imposed by the case manager that were not identified in the Reply to Transfer Request.
- F. The case manager may issue a Secretary's Warrant through Violator Management per DOC 350.750 Warrants, Detainers, and Holds.

X. Violations


- A. Response to violation behavior will be determined by whether or not a retake will be requested of the sending state. Retakes will only be requested by the case manager for:
  - 1. A new felony or violent misdemeanor conviction(s),
  - 2. Absconding, as defined in DOC 350.750 Warrants, Detainers, and Holds,
    - a. Before submitting an interstate violation report for absconding, the case manager must first:
      - 1) Conduct a field contact at the last known residence,
      - 2) Contact the last known place of employment, if applicable, and
      - 3) Contact known family members and other collateral contacts.
  - 3. Violation behaviors that pose a risk to officer or public safety, or
  - 4. Violation behavior which demonstrates the individual is not amenable to supervision (i.e., 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).
- B. If a retake is not being requested, the case manager will report the violation behavior to the sending state via a progress report and attach all supporting

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documentation. The case manager will address the violation per DOC 460.130 Response to Violations and New Criminal Activity.

- C. If the case manager is requesting the individual be retaken by the sending state, the case manager will arrest the individual per DOC 420.390 Arrest and Search and submit an interstate violation report through ICOTS within 2 business days of arrest. The case manager will attach all supporting documentation.
1. The case manager will staff the violation report with the CCS and document in the electronic file.
  2. The case manager will serve the individual DOC 02-399 Interstate Compact Notice of Probable Cause Hearing, Rights, and Waiver and necessary discovery materials no later than 24 hours before the scheduled Probable Cause (PC) hearing.
    - a. For the purposes of establishing jurisdiction, the case manager will include in the discovery materials the signed Interstate Application, and either the approved:
      - 1) Transfer Request, or
      - 2) Request for Reporting Instructions if the Transfer Request has not been completed.
    - b. If the individual refuses to sign the waiver section of the form, the case manager will proceed with a PC hearing per ICAOS Rule 5.108.
      - 1) The case manager will present the alleged violation(s) at the hearing using the printed interstate violation report from ICOTS. DOC 09-228 Report of Alleged Violation will not be acted at a PC hearing.
      - 2) The Hearing Officer will specify on the record whether Probable Cause is found and document the finding on DOC 09-233 Hearing and Decision Summary Report. The Hearing Officer will not impose or recommend any sanction.
        - a) If probable cause is found, the Hearing Officer will provide the jail a copy of the form, notify them the individual is subject to a retake, and instruct them to hold the individual on the Department's detainer.



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- b) If probable cause is not found, the individual will be released from jail, and the case manager will resume supervision.
  - 3) The case manager will forward any hearing results to the sending state through an Interstate Violation Report Addendum in ICOTS within 2 business days.
- c. If the individual signs the waiver section of the form, thereby admitting guilt to one or more violations, the case manager will:
  - 1) Cancel the PC hearing.
  - 2) Provide the jail a copy of the form, notify them the individual is subject to a retake, and instruct them to hold the individual on the Department's detainer.
  - 3) Submit a copy of the form to the sending state in an Interstate Violation Report Addendum through ICOTS within 2 business days.
3. Upon receiving the sending state's response to the Interstate Violation Report:
  - a. If the sending state declines to retake the individual, the case manager will address the violation per DOC 460.130 Response to Violations and New Criminal Activity and resume supervision. The case manager will forward any hearing results to the sending state in an Interstate Violation Report Addendum through ICOTS within 2 business days.
  - b. If the sending state agrees to retake the individual by warrant, the case manager will notify the jail and instruct them to hold the individual on the Department's detainer until the sending state's fully extraditable warrant has been entered into the National Crime Information Center (NCIC) system.
  - c. Once the Interstate Compact Unit notifies the case manager that the sending state's warrant has been entered into NCIC, the case manager will notify the jail to locate the sending state's warrant so the sending state can begin the extradition process. The case manager will document the notification in the electronic file.

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- d. If the sending state agrees to retake the individual by Return Reporting Instructions, the case manager will submit a Request for Return Reporting Instructions through ICOTS. Once the Sending State has approved the Request for Return Reporting Instructions, the individual will be provided or notified of the Reporting Instructions, and the Department's detainer will be cancelled.

## XI. Absconding

- A. In the event an individual absconds from supervision, the case will remain open in the electronic file, and the Secretary's Warrant will remain in place until the sending state's fully extraditable warrant is entered into the NCIC system.
  1. Once the Interstate Compact Unit submits the Interstate Violation Report and Case Closure Notice, Interstate Compact Unit employees will run weekly NCIC checks until the sending state has entered its warrant.
  2. Once the warrant has been entered into NCIC, the Interstate Compact Unit will update the electronic file and notify the case manager, who will cancel the Secretary's Warrant and close the case in the electronic file.
- B. Once the Interstate Compact Unit is notified that an individual has been apprehended in Washington State on a sending state's absconder warrant, an Interstate Compact Unit employee will notify the CCS of the last supervising unit. The electronic file will be reopened, and the case manager will request a PC hearing to address the absconding violation.
- C. The case manager will forward the absconder's PC hearing results to the sending state in an ICOTS Compact Action Request and email the results to the Interstate Compact Unit within 2 business days.

### DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

### ATTACHMENTS:

None

### DOC FORMS:

DOC 02-301 Outgoing Transfer Checklist  
 DOC 02-399 Interstate Compact Notice of Probable Cause Hearing, Rights, and Waiver



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- DOC 07-023 Registration Notification
- DOC 07-024 Conditions, Requirements, and Instructions
- DOC 09-228 Report of Alleged Violation
- DOC 09-233 Hearing and Decision Summary Report
- DOC 09-274 Notification of Department Violation Process
- DOC 09-286 Court Special - Interstate Compact Transfer Request
- DOC 09-292 Report for Court Approval to Apply for Interstate Transfer
- DOC 14-035 Acknowledgment of Drug/Alcohol Testing - Field
- DOC 20-314 From Out-of-State (FOS) Face Sheet