



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 18-28 Interstate Compact Offender Tracking System (ICOTS)

TO: Arkansas Community Correction Employees

FROM: Kevin Murphy, Director

SUPERSEDES: None

APPROVED: _____ Signature on File

EFFECTIVE: August 31, 2018

I. APPLICABILITY. This policy applies to:

- Arkansas Community Correction (ACC) employees with Interstate Compact Offender Tracking System (ICOTS) access
- Court personnel with ICOTS access. This access currently applies only to the 6th Judicial Circuit 1st and 5th Divisions located in Pulaski County
- Arkansas Parole Board employees with ICOTS access.

II. POLICY.

ICOTS information must be processed and used in compliance with this policy, Interstate Commission for Adult Offender Supervision (ICAOS) rules/guidance, and all applicable laws protecting privacy, civil rights, and civil liberties in the collection, use, analysis, retention, destruction, sharing, and disclosure of information.

III. ICOTS DESCRIPTION.

The Interstate Compact Offender Tracking System (ICOTS) is a web-based computer application that facilitates the transfer of supervision for probationers and parolees from one state to another. ICOTS is aligned with the Interstate Commission for Adult Offender Supervision (ICAOS) rules and guidance.

IV. GUIDANCE.

A. Training Requirements and Application to Use ICOTS.

1. To apply for approval to use ICOTS:
 - a. follow the instructions on the ACC form titled “ICOTS User Agreement and Application for Access Form” that is available on the ACCess > Policy and Forms website or from the Deputy Compact Administrator.
 - b. complete the application portion of the form. This requires you to read and acknowledge understanding of the “ICOTS User Agreement” and the “[ICOTS Privacy Policy](#)” and affirm completion of the training requirements. You or your supervisor must send the completed form to Arkansas Community Correction; Interstate Compact Office. If approved, you will receive instructions for accessing ICOTS.
2. In-Service Training for ICOTS Users. ICOTS users must meet or exceed training requirements set by the Deputy Compact Administrator.
3. Deputy Compact Administrator Training Responsibilities. The Deputy Compact Administrator’s training responsibilities are:
 - a. provide or make available for all ICOTS users:
 - annual refresher training about ICOTS
 - training on amended rules prior to the effective date of the amended rule
 - b. ensure Compact office staffs participate in appropriate refresher training and they receive training on amended rules prior to the effective date of the amended rule
 - c. participate in the Interstate Commission for Adult Offender Supervision (ICAOS)/ICOTS Enhancement Training sessions and other training to keep current with ICOTS processes
 - d. ensure maintenance of all ICOTS training material she/he has developed or provided on agency computer systems and in the Relias Learning database
4. Area Manager Training Responsibilities. Area Managers must ensure their ICOTS users participate in ICOTS training.

B. Requirements for Working with ICOTS Information and ICOTS.

1. ICOTS users must log into ICOTS a minimum of monthly and review cases. ICOTS accounts may be deactivated by the Deputy Compact Administrator when inactivity is apparent and cases will be reassigned to the Area Manager or supervisor’s designee
2. ICOTS users must respond appropriately and in a timely manner to emails and must manage transfer cases according to ICAOS rules

3. When working with ICOTS information, users must comply with:
 - this policy
 - the “[Privacy Policy \(for the\) Interstate Compact Offender Tracking System](#),” that is available on the ICAOS website
 - other ACC policy that pertains to data integrity and privacy such as “ACIC/NCIC Criminal Information Systems,” “Public Release of Offender Information,” “Computer, Cell Phone, Copier and Technology Resources,” “Employee Code of Ethics and Rules of Conduct,” “Records Management,” and “Research and Program Evaluation.”

C. Supervisors of Employees who have ICOTS Accounts.

Supervisors must ensure their ICOTS users are: trained, properly managing transfer cases, and logging into ICOTS a minimum of monthly to review cases. If an employee quits or changes jobs, the supervisor must promptly notify the Deputy Compact Administrator so cases may be reassigned and account access removed or modified.

D. Deputy Compact Administrator Other Responsibilities. The Deputy Compact Administrator must:

1. ensure appropriate administration of ICOTS as directed by ICAOS/ICOTS guidance.
2. receive and ensure proper processing of reports of alleged errors in the ICOTS information that originated from ACC.
3. monitor inactive ICOTS accounts and take appropriate actions to include when an ICOTS user with cases does not log into his/her account for 80 days, transfer the case load to the Area Manager or the Manager’s designee and close the ICOTS account
4. If another agency requests ICOTS access, seek approval from the Director.

V. FORMS AND REFERENCED DOCUMENTS.

“ICOTS User Agreement and Application for Access Form;” an ACC form available to staff on the ACC “ACCess” intranet

Reference: [Privacy Policy \(for the\) Interstate Compact Offender Tracking System](#)

Reference: Referenced ACC policy is available to staff on the ACC “ACCess” intranet and available to others on the ACC Public Website www.dcc.arkansas.gov