Interstate Commission for Adult Offender Supervision  
Technology Committee Meeting Minutes

February 25, 2015  
2:00pm ET  
WebEx

Members in Attendance:
1. Gary Roberge  
   Chair, Connecticut  
2. Michelle Buscher  
   Illinois  
3. Nancy Ware  
   District of Columbia  
4. Charles Placek  
   North Dakota  
5. Matthew Billinger  
   Ex-Officio, Kansas  
6. John Gusz  
   Ex-Officio, New Jersey  
7. Natalie Latulippe  
   Ex-Officio, Connecticut  
8. Shawn Arruti  
   Ex-Officio, Nevada  
9. Felix Rosa  
   Ex-Officio, New York  
10. Julie Lohman  
    Ex-Officio, Virginia

Members not in Attendance:
1. Chris Norman  
   Alabama  
2. Sheila Sharp  
   Arkansas

Staff:
1. Harry Hageman  
2. Xavier Donnelly  
3. Mindy Spring  
4. Barno Saturday  
5. Kevin Terry

Call to Order
Commissioner G. Roberge (CT) called the meeting to order at 2.00 pm ET. Four out of six voting members were present, establishing a quorum.

Approval of Agenda
Commissioner N. Ware (DC) moved to approve the agenda. Commissioner C. Placek (ND) seconded.

Agenda approved.

Approval of Minutes
The Committee made the following changes to the minutes:
- John Gusz Ex-Officio, Kansas New Jersey
- Shawn Arruti Ex-Officio, Nevada Not in attendance
- Commissioner DCA N. Latulipe (CT)

Commissioner C. Placek (ND) moved to approve the minutes from December 2, 2014 meeting as amended. Commissioner N. Ware (DC) seconded.

Minutes approved.

Chair’s Report to the Committee
Commissioner G. Roberge (CT) presented his written report to the Committee (see attachment).

DCA J. Lohman (VA) reported a problem with the recent enhancement’s release. X. Donnelly is looking into resolving this issue.

Public web portal changes: X. Donnelly will email the Committee the timeline associated with the changes.

New Business
DCA F. Rosa (NY) discussed the feasibility of adding a reminder function to ICOTS.

Commissioner C. Placek (ND) spoke in favor of the addition.

DCA J. Lohman (VA) spoke against having two checklist for ICOTS functionalities.

The Committee inquired about the cost for adding the additional functionality. X. Donnelly stated that the changes would be expensive to implement because it would be a completely new functionality that did not mirror anything inside the system.

Executive Director H. Hageman stated that the National Office constantly receives complaints about too many emails. He informed the Committee that even inquiring about the cost for the project would cost money. He suggested that the Committee select a limited list of projects to submit to Appriss for a quote.

Executive Director H. Hageman discussed the Commission’s financial limitations.
The Committee reviewed the DCA Enhancement List from the 2014 DCA Training Institute submitted by DCA J. Lohman (VA) (see attachment).

Executive Director H. Hageman stated that the Committee will need to have a list of enhancements to submit to Appriss by Jan 2016.

X. Donnelly will email the existing enhancement list to the Committee for review.

The National Office will survey the Technology Committee to reprioritize the list.

The Committee discussed linking the NCIC sex offender registry to ICOTS.

Executive Director H. Hageman informed the Committee that the Commission has contacted NCIC on several occasion in the past with success.

DCA M. Billinger (KS) requested Committee’s permission to approach NCIC about this issue. The Committee approved his request.

The Committee reviewed the enhancement request submitted by Commissioner Buscher (see attachment). The Committee added the enhancement to its enhancement list.

Commissioner Ware agreed to serve as the Technology Committee’s vice-chair.

The Committee will meet again in May 2015.

**Adjourn**

*Commissioner M. Buscher (IL) made a motion to adjourn. Commissioner C. Placek (ND) seconded.*

Meeting adjourned at 3:13 pm ET.
ICOTS Helpdesk – The number of tickets dropped off in December as it does every year, mainly due to the holidays. January saw a significant increase of more than 40% from December which can be attributed to two things: everyone coming back to work after the holidays and a couple minor bugs that affected a number of ICOTS users. Appriss has addressed one of them and they are working directly with the national office to resolve the second one.

ICAOS Website – Visits to the website were up slightly in December and then more than 13% in January. Visits from mobile devices were up 21% in January and now account for a third of all website traffic.

ICOTS Security Release – The Technology Committee requested feedback from victim’s groups regarding proposed changes to how the ICOTS public web portal functions. The committee didn’t receive any response.

ICOTS Enhancements – The chunk of enhancement work on ICOTS will involve the Notice of Failure to Arrive functionality. The new functionality is supposed to be in the ICOTS Prep environment for the national office to review by the end of February. Several outstanding bug issues will also be addressed in the next enhancement release.

Fusion Center Project – Harry has had conversations with the fusion center in Wisconsin about the steps necessary for them to become part of the ICOTS data sharing initiative.
ICOTS Enhancement Suggestions from DCA Training Institute 2014

- Could ICOTS link to NCIC’s Sex Offender registry information so when creating an offender in ICOTS it could pull that requirement in? It is often not known whether an offender is required to register in states other than the sending state.

- Could an Interstate field be added to the NCIC Wanted Person entry to alert holding authorities that this is an Interstate Compact Offender? It would be ideal if it could also cause the Extradition field to default to FULL extradition and create a statement in NCIC that the offender is not allowed bail and has a pre-signed waiver of extradition.

- When a mandatory retake Violation Report is marked “not available for retake,” the OVR Response should include the following response “When advised that the offender is available for retake, we will request/issue a warrant.”

- Add a “tolling” function to the Supervision End Date for states that “toll” their expiration dates when violations are pending. Currently, the SED has to be moved to the next court date or changed to lifetime when expiration dates toll to avoid the case showing up on the overdue Case Closure report.

- Add a requirement to upload the signed Offender Application to the RFRI? Since the waiver of extradition is valid once the offender departs on approved RIs, having this document in ICOTS would ensure it is signed before departure.

- Retain comment history when items are returned so the Compact Office can see what they told the field PO should be fixed when the action item is sent back into the Compact Office.

- On Return to Sending State RFRIs, require a justification field to explain why the offender wishes to return.
Commissioner Signature Required

ICOTS Enhancement Request Form
Please include an attachment if additional space is required.

Requestor's Name: Michelle Buscher

State: Illinois

Title: Commissioner

Supervision Type:

Phone Number: 217-494-5475

Email Address: michelle.buscher@doc.illinois.gov

Interstate Commission for Adult Offender Supervision
836 Euclid Ave.
Suite 322
Lexington, KY 40502

Phone: (859) 721-1050
Fax: (859) 721-1059
www.interstatecompact.org
icots.interstatecompact.org

Statement of Need
Describe the enhancement requested. Include a detailed description of the problem and its frequency.

When an offender is transferred to another state due to their life being in danger, for example through the FBI or a State's Attorney request, there is currently not a process in place to flag the record in ICOTS as "CONFIDENTIAL". The record can be removed from the public portal; however, staff utilizing ICOTS are not informed of the record being "CONFIDENTIAL". At the present time, ICOTS users could be relaying confidential information to the public through e-mail, phone or written correspondence. It would be ideal for ICOTS to have a field that would be very visible that could possibly flash a red "CONFIDENTIAL RECORD" so that all staff were aware that information cannot be shared on that offender.

Users Impacted
Identify which ICOTS users that would benefit from the recommended change.

- PO (Field Officer)
- Compact Office
- Supervisor
- State Administrator

Current Practices
Describe how users in your state currently address this issue in order to meet Interstate Compact requirements.

There is not a way to manage this current problem in ICOTS; however, our internal offender tracking system has a procedure in place to address these types of

Impact on Other Processes
List other ICOTS processes or ICAOS Rules that may be impacted by this change; if known.

none

ICOTS Enhancement Request Form - January 21, 2015
situations.

Justify Enhancement Priority
Describe how the proposed enhancement improves user experience and other ICOTS processes.
This is a very important request in that it can help protect offender's whose lives may be in danger.

Michelle Bueno
Signed by ICAOS Commissioner

1/21/15
Date