Delaware Department of Correction

State Council for Interstate Adult Offender Supervision- Meeting Minutes

February 24, 2015

Present: Alan Grinstead, Bureau Chief of Community Corrections of DOC; Bill Coyle, (Substitute for Craig Watson) Compact Coordinator; Curt Shockley, Deputy Bureau Chief of DOC Community Corrections; Kim Book, Executive Director of Victims’ Voices Heard; Honorable Andrea Rocanelli, Judge of New Castle County Superior Court; Renee Buskirk, DOC Victim Services Coordinator, John Sebastian, Director of Probation and Parole.

I. Call to order

Chair Grinstead called to order the meeting of the State Council for Interstate Adult Offender Supervision at 2:10 p.m. on Tuesday, February 24, 2015 in conference room 300 of the DOC Admin Bldg.

II. Approval of minutes from last meeting

Minutes approved as written. Suggestion for future minutes to be electronically sent and approved within 30 days after meeting.

III. New Business

- Changes in management within the department since the last Council meeting. Chief Grinstead stated that Deputy Commissioner Hines Retired as of December 31, 2014.

- John Sebastian nominated Chief Alan Grinstead as the new Interstate Compact Administrator for the State of Delaware and the Appointed Interstate Compact Commissioners Representative for the State of Delaware. This motion was 2nd by Renee Buskirk. Motion Approved.

- John Sebastian explained new ICOTS Security System requirements and changes.
1. Two Security questions required when resetting password.
2. Maximum 15 characters for new passwords
3. ICOTS inactivity exceeding 30 minutes requires the user to log back into system.
4. Inactivity 90 days or more prompts ICOTS Administrator (Craig Watson) to deactivate account. Craig can reactivate locally if needed.

- John Sebastian stated another update to the system was for Compact Administrators is to have the capability to address Compact Action request without having to transfer individual caseloads to administrators. This allows Administrators to have more control.

- John Sebastian states that there is also an update to the ICOTS system which gives you options for the drop down action requests instead of a generic space. Example’s
  1. Cost, Fines & Restitution
  2. Demographics Management
  3. Link to Compact Activity
  4. Subsequent State Transfer
  5. Supervision Update Request

- Bill Coyle stated that the National ICOTS Compliance Audit for February 2015, Delaware met 6 out of the 7 Standards. Delaware is in the top eight nationally to meet the standards. The standard that was not meet was the time frame to complete progress reports. John Sebastian states that new measures have been instituted to eliminate the delay in preparing the progress reports.

- Renee Buskirk states that 32 Victim referrals have been received, 7 have registered and 5 have declined.

- Director Sebastian reviewed Advisory Opinion 1-2014 that covered ICAOS rules 4.109-1, 5.101(c) and 5.111. The question in this case is “Whether an offender under supervision in the receiving state, who is charged with a new criminal offense in the receiving state and arrested but released on bail on the new
offense, may be subsequently arrested and detained for retaking by the sending state pending the resolution of the new criminal charge.” There was discussion about the application of the decision which was that the sending state shouldn’t issue a warrant for the offender until one of the provisions in ICAOS Rule 5.101(c) have been satisfied.

IV. **Adjournment**

Chair Grinstead adjourned the meeting at 3:10pm.

Submitted by: Robin Mullins