Wyoming State Council  
October 19, 2012 Meeting Agenda  
3:00 p.m. to 5:00p.m. WDOC Conference Room A111

I. Introductions

II. Interstate Commission for Adult Offender Supervision (ICAOS) [http://www.interstatecompact.org/]
   A. Resources:
      1. Rules
      2. Bench Book
   B. Role of the Council
      1. “The Council is essentially a communication and support mechanism to assist with developing statewide policy, acquiring critical resources and operating the Compact Office.” Interstate Commission for Adult Offender Supervision State Council Orientation Guide
      2. Power Point from the ICAOS National Office Regarding Role of State Councils
      4. Wyoming Needs to Develop a Mission: See example from Montana.
   C. Training Part 2: Agents, Supervisors and Compact Staff (Phyllis et al.)
   D. ICAOS Annual Business Meeting 2012 and Annual Report – Dawn/Phyllis

III. Intro to Interstate Compact Offender Tracking System (ICOTS)

The Wyoming Interstate Compact Unit currently monitors approximately 645 total offenders of which 600 are Wyoming offenders out-of-state, 42 are parolees with federal immigration detainers, and a small number are unsupervised parolees. The average caseload for the six Interstate Compact Specialists is 100.

IV. ICAOS 2011 State Profile of WY

V. Results of the FY2013 Audit (PowerPoint)

VI. Questions and Wrap-Up
Wyoming State Council
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I. Introductions of State Council Members (Dawn Sides, Commissioner, Field Services Administrator):

Honorable Judge Thomas Campbell, First Judicial District Court - present
Cara Boyle Chambers, Director, Division of Victim Services - present
Bob Lampert, Director, Wyoming Department of Corrections - present
Paul Rehurek, Senior Assistant Attorney General - present
Dawn Sides, Chair, Commissioner, Wyoming Department of Corrections - present
Legislative Representative - VACANT

Ex Officio:
Patrick Anderson, Director, Wyoming Board of Parole
Phyllis Bloomberg, Wyoming Department of Corrections, Interstate Compact
Courtney Herceg (scribe), Executive Assistant to Dawn Sides
Terri Kirchner, Interstate Compact Supervisor, Wyoming Department of Corrections
Sue O’Brien, Senior Assistant Attorney General
Pat Odell, Deputy Compact Administrator, Wyoming Department of Corrections
Debbie Zumbrun, Wyoming Department of Corrections, Interstate Compact

The State Council convened at approximately 3:00 p.m. on October 19, 2012. Dawn Sides chaired the meeting. She introduced the members and then discussed the Judges’ panel at the Interstate Commission for Adult Offender Supervision 2012 Annual Business Meeting. Three judges from different states were on the panel. They recommended that agents be well versed in the Interstate Compact to be able to assist judges and attorneys.

Dawn Sides is considering having agents include in the presentence investigation report a section on whether the offender will be requesting a transfer of probation supervision to another state after sentencing. This would alert the judge, prosecutor and defense attorney to the fact that a probation officer should be at the hearing and could affect a plea agreement and the probation conditions at sentencing. She is hoping the State Council will assist with presenting the Interstate Compact Rules to prosecutors, public defenders, and judges. Judge Campbell agreed this would be worthwhile.
II. Interstate Commission for Adult Offender Supervision (ICAOS)

A. Resources for the State Council on the ICAOS Website (Pat Odell)

Pat Odell briefly reviewed the Interstate Compact for Adult Offender Supervision (ICAOS) website. The site has links to the ICAOS rules, Bench Book for Judges and Court Personnel, advisory opinions issued by ICAOS general counsel regarding interpretation and application of the rules, best practices, an eligibility guide and worksheets. Users can search rules and bench book by keyword instead of printing these documents because they are updated periodically. The webpage also has links to training modules designed especially for judges and attorneys.

B. Role of the Council (Pat Odell)

The ICAOS State Council Orientation Guide was given to group. Pat Odell then reviewed the PowerPoint from the ICAOS National Office regarding the Role of State Councils. The Council discussed the Liability & Consequences of Non-compliance: ICAOS White Paper, September 2, 2011. Some non-compliance issues in Wyoming are judges placing offenders on unsupervised probation with conditions and allowing them to leave the state. The other instance of non-compliance by Wyoming criminal justice officials is not issuing a bench warrant nationwide as required by the Compact. One vital role the Council could play would be to assist in the education of judges and attorneys regarding adherence to the Compact. Judge Campbell agreed to be a resource for getting the issue on agendas for the judges’ meetings.

It has been three (3) years since the State Council last convened. Director Lampert suggested the Council meet at least annually. The State Council needs to develop a mission statement and the members were given Montana’s State Council mission statement as an example. Dawn Sides and the Wyoming Interstate Compact Unit will work on bylaws, with the assistance of the Director, within the next quarter. Judge Campbell suggested one bylaw could be that the Council use email as a means of voting, if possible. There will be another meeting in April 2013 to review bylaws.

C. Training Agents, Supervisors and Compact Staff (Phyllis Bloomberg)

Issue - How does the Interstate Compact Unit keep agents and supervisors trained when:

1. Compact rules are complicated and are amended regularly;
2. the electronic system (ICOTS) is not intuitive and has on-going issues;
3. in most offices, agents rarely encounter a Compact case; and
4. there is substantial agent turnover.

Solution - WDOC stresses that agents/supervisors should contact the Compact office early and often. The WDOC is exploring the option of specialized Interstate Compact caseloads in the larger offices (already have in Cheyenne and Riverton).

The Interstate Compact Unit offers the following training:

On-going:

- WebEx trainings on Rule amendments with Phyllis Bloomberg and DCA Odell
- For Agents website maintained by Deb Zumbrun has links to helpful information and answers to Frequently Asked Questions
Individualized training for new specialized Compact agent conducted by Phyllis Bloomberg

Training Blueprint and training plan of action has been developed in coordination with WDOC Field Service Training Manager

Planned:

- Require agents, supervisors and support staff to compete all on-demand modules within a fixed period of time.
- Expand WDOC’s utilization of ICAOS & ICOTS offered training.
- Agents/supervisors will be encouraged to take advantage of additional training opportunities.
- Phyllis Bloomberg will complete Training for Trainers (weeklong course at the end of November 2012).
- Development of a Compact/ICOTS lesson plan for a 2 hour (possibly longer, if needed) pre-service training for new agents and conduct training.
- Development of a Compact/ICOTS refresher to be added to the catalogue of non-mandatory in-service training and conduct training.
- Interstate Compact Unit participation in workgroup developing training for supervisors-Compact & ICOTS component.
- Development of checklists for agents
- Expansion of For Agents website


Victim Notification is being expanded. APPRISS (the ICOTS vendor) is working with VINE to notify victims of parolees. Notification is made when a parolee requests a transfer, the transfer is approved, the parolee had departed, arrived, or has returned to the sending state. There was some discussion regarding notification to the victim of a parolee’s absconding.

Violation Report enhancement in ICOTS has been approved. This was a major project - 112 page design document, $178,000 cost estimate. It will be six to nine months before the enhancement will be completed (i.e. March-June 2013).

Western Region Meeting

The members of the Western Region discussed the proposed rule revision to remove all misdemeanor cases due to the cost of retaking an offender who commits major violations. Some states only fund felony offenders, making the supervision of misdemeanants an unfunded mandate with the assumption that misdemeanants pose less of a risk to the public. No resolution was made on the proposed amendment.
III. Intro to Interstate Compact Offender Tracking System (ICOTS)

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IV. ICAOS 2011 State Profile of WY, Dues

The Council discussed the ICAOS State Profile consisting of the top five sending and receiving states, etc. The ICAOS rule regarding states’ payment of dues and the listing of payments by state was also reviewed.

V. Results of the FY2013 Audit (PowerPoint)

Wyoming received an A in Notices of Departure and user agreements; B in timely replies to transfers, timely submission of Case Closure Notices and investigations related to Transfer Requests, Progress Reports, Offender Violation Reports, and identifying and deleting duplicate offenders; and C in timely submission of Notices of Arrival. To rate higher, supervisors are receiving reports from Pat Odell listing when documents are due.

The meeting adjourned at approximately 4:40 p.m.