



## Interstate Commission for Adult Offender Supervision

### Technology Committee Meeting MINUTES

February 1, 2021 · 1:00 pm ET  
Video conference

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#### **Members in Attendance:**

1. Chris Moore (GA), Chair
2. Sally Kreamer (IA)
3. Steve Turner (KY)
4. Joselyn López (WI)
5. Dan Blanchard (UT)
6. Natalie Latulippe (CT), Ex-Officio
7. Matthew Billinger (KS), Ex-Officio
8. Alyssa Miller (ND), Ex-Officio

#### **Members not in Attendance:**

1. Mac Pevey (WA)

#### **Staff:**

1. Ashley Lippert, Executive Director
2. Allen Eskridge, Policy and Operations Director
3. Barno Saturday, Logistics and Administrative Coordinator
4. Mindy Spring, Administrative and Training Coordinator
5. Xavier Donnelly, ICOTS Project Manager
6. Kelsey Moore, Web Applications and Tech Support Manager

#### **Call to Order**

Chair C. Moore (GA) called the meeting to order at 1:00 pm ET. Five out of six voting members were present, a quorum was established.

#### **Approval of Agenda and Minutes**

**Commissioner D. Blanchard (UT) moved to approve the agenda as amended. Commissioner S. Kreamer (IA) seconded. Agenda approved as amended.**

**Commissioner S. Turner (KY) moved to approve the minutes from January 13 meeting as drafted. Commissioner D. Blanchard (WA) seconded. Minutes approved as written.**

#### **Discussion**

Chair C. Moore (GA) stated that at the last meeting, the committee reviewed and made changes to the ICOTS enhancement to create a new managed processes for tracking warrants for compact offenders. He added that the Technology Committee needed to determine the functionality

required to track warrants in ICOTS by March 1, 2021. The proposal will go through the process of a formal statement of work, with a cost component, developed by Appriss.

The committee reviewed and made changes to the documentation for the ICOTS enhancement to handle warrant tracking (see addendum).

ICOTS Project manager X. Donnelly will send out the cleaned-up document to the committee for final review. If needed, the committee will meet again on February 25 to finalize the enhancement's functional specifications.

### **Old/ New Business**

Executive Director A. Lippert noted that the national office was working on an additional ICOTS enhancement to clean up the merge and delete functions in ICOTS. They completed the SOW process and were currently waiting on the price quote from Appriss. She will present more information when available.

### **Adjourn**

**Commissioner J. Lopez (WI) moved to adjourn the meeting. Commissioner S. Turner (UT) seconded.**

Meeting adjourned at 2:18 pm ET.

# Create ICOTS Process to Track Warrant Status

## 1.1 Background

The Warrant Timeframe Workgroup, charged by the Rules Committee to review all ICAOS rules related to warrant timeframes and propose a standard timeframe for issuing compact compliant warrants (as defined,) presented the following rule amendment (summary below) with an included ICOTS enhancement to create new managed processes for tracking warrants for compact offenders.

*‘Warrant’ – means a written order of the court or authorities of a sending or receiving state or other body of competent jurisdiction which is made on behalf of the state, or United States, issued pursuant to statute and/or rule and which commands law enforcement to arrest an offender. The warrant shall be entered in the National Crime Information Center (NCIC) Wanted Person File with a nationwide pick-up radius with no bond amount set.*

### 1.1.1 Rule Amendment Summary

In November 2020, the ICAOS Rules committee formally recommended amendments to six (6) rules (**2.110, 4.111, 5.101, 5.102, 5.103 & 5.103-1**) expanding the timeframe for issuing compact compliant warrants to a standard **15 business days** when an offender fails to arrive/return as instructed or is subject to retaking. In addition, their recommendation includes a proposed ICOTS enhancement to create new managed processes for tracking warrants for compact offenders enhancing the Commission’s efforts and goals to provide effective tracking, communication, and a measurable compliance tool. The rule amendments and ICOTS enhancement will be considered as separate votes at the 2021 ABM.

## 1.2 Current Behavior

The only method available in ICOTS to track compact warrants is the “Warrant Issued/Requested” field on the RVR and ARVR. Any other specific warrant information may or may not be tracked externally to ICOTS by the issuing state.

## 1.3 Proposed Behavior

Create a special status called “Warrant Status”. The status will be updated and modified from a new compact activity. It will mirror the progress report in terms of managed workflow, except originate from the sending state. It will follow the normal workflow on the SENSTA side, PO->Supervisor->Compact Office. When transmitted to the RECSTA, the activity becomes final.

Add language around the ‘Retaking’ definition when the user first attempts to create a warrant status update activity. If the sending state is not physically removing the offender from the receiving state via warrant, then this activity should not be used. The processes for discretionary return (under Rule 5.101) via reporting instructions will not change. Direct the user to the appropriate compact activity.

CAR activities should now have the ability to “link” to this new specialized activity in the drop-down selection.

### 1.3.1 Permissions

Only the sending state will be able to update the Warrant Status via the new compact activity. This includes assigned POs, Supervisors, along with Compact Office Users.

Compact staff do not need to reassign the case to themselves to add a warrant status update.

### 1.3.2 Proposed Data Fields

ICAOS proposes using the following data fields to accommodate the warrant status compact activity.

This list is not exhaustive and may change if Appriss believes additional or different data fields will better meet the needs of the Commission.

<b>Data Field</b>	<b>Data Type</b>	<b>Description</b>	<b>Source</b>
[WARRANT_STATUS_ID] Unique identifier	INTEGER	Primary Key	System Generated
[Date] Date Warrant Status was updated	DATETIME		System Generated
[USER_ID] User that updated Warrant Status	INTEGER		System Generated
[RECSTA] Receiving State	VARCHAR(2)		System Generated
[SENSTA] Sending State	VARCHAR(2)		System Generated
[OFFENDER_ID] Unique offender ID in ICOTS	INTEGER	Foreign Key	System Generated
[COMPACT_CASE_ID] Unique compact case ID	INTEGER	Foreign Key	System Generated
[SUPERVISION_TYPE] Supervision type associated with COMPACT_CASE_ID	VARCHAR(255)		System Generated
[Date] Request for a warrant be issued was sent to the Court/Parole Board/Other Issuing Authority	DATETIME		User Entered
[Date] Court/Parole Board/Other Issuing Authority issued the warrant	DATETIME		User Entered
[Name/Phone/Email/Contact] of Issuing Authority	VARCHAR(255)		User Entered
[Text] Warrant Identifier Number {NIC Number}	VARCHAR(255)		User Entered
[Date] Warrant NCIC entry	DATETIME		User Entered
[Date] NCIC Verification (nationwide, extradition, with no bond)	DATETIME		User Entered
[Name/Phone/Email/Contact] NCIC Verification (if not the ICOTS user)	VARCHAR(255)		User Entered
[Name/Phone/Email/Contact] of Retaking Authority	VARCHAR(255)		User Entered
[Date] Warrant Served Record becomes 'read only'	DATETIME		User Entered
[Date] Warrant Withdrawn Record becomes 'read only'	DATETIME		User Entered
[Text] Comments	VARCHAR(2048)		User Entered
[Attachment]	FILE		User Entered

### 1.3.3 Email Notifications

Create two new types of email notifications. All users associated with the managed process workflow will receive these email notifications (PO, Supervisor, Compact Office).

#### 1.3.3.1 "Warrant Status Update Needed"

This email notification reminds users additional information on the status of the warrant is needed in ICOTS.

Notification Trigger Reason (add actions that remove this trigger from being active, e.g., a successful NOA after NOFA):

- Discretionary Retaking
  - a. Stop Triggers:
    - i. Mandatory Retaking obligation removed by receiving state compact office (post-enhancement)
    - ii. Warrant Status is updated to indicate warrant is executed
    - iii. Warrant Status is updated to indicate warrant is withdrawn
    - iv. Compact Case is closed
- Failure to Arrive Notice
  - a. Stop Triggers:
    - i. Successful NOA transmitted after NOFA
    - ii. Warrant Status is updated to indicate warrant is executed
    - iii. Warrant Status is updated to indicate warrant is withdrawn
    - iv. Compact Case is withdrawn
- OVR Response w/ Warrant Issued/Requested
  - a. Stop Triggers:
    - i. Mandatory Retaking obligation removed by receiving state compact office (post-enhancement)
    - ii. Warrant Status is updated to indicate warrant is executed
    - iii. Warrant Status is updated to indicate warrant is withdrawn
    - iv. Compact Case is closed

#### 1.3.3.1.1 Sample Email

Below is sample language for this new email notification. Text in red is brand new language not previously used on ICOTS email notifications.

*From: ICOTS Notification <icots@globalnotifications.com>  
Sent: {DATE}  
To: {USER EMAIL}  
Subject: Warrant Status Update information is NEEDED for {STATE} offender {OFFENDER\_NAME} ({OFFENDER\_ID})*

*This email is a notification that Warrant Status update information is NEEDED for {STATE} offender {OFFENDER\_NAME} ({OFFENDER\_ID}), based on {Notification Trigger Reason (see note at bottom)}.*

*\*IMPORTANT\*: Arrests should not occur based on this information alone. Warrant Status does not necessarily indicate an active NCIC warrant, though the process of issuing a warrant may*

*have been initiated. Inaccurate information should be reported to your state compact office immediately.*

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Offender Name: {OFFENDER\_NAME}  
Age: {Age based on DOB}  
ICOTS Offender #: {OFFENDER\_ID}  
ICOTS Case #: {COMPACT\_CASE\_ID}  
Sending State: {SENSTA}  
Receiving State: {RECSTA}  
Supervision Type: {SUPERVISION\_TYPE}  
Special Status: {SPECIAL\_STATUS\_LIST}  
Offender Profile: {OFFENDER\_PROFILE\_URL}

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*NOTICE: This electronic mail transmission is for the use of the named individual or entity to which it is directed and may contain information that is proprietary and/or confidential. It is not to be transmitted to or received by anyone other than the named addressee (or a person authorized to deliver it to the named addressee). It is not to be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, delete it from your system immediately without copying or forwarding it, and notify the sender of the error by replying via email, so that our address record can be corrected.*

#### **1.3.3.1.2 Email Timeframes**

Awaiting Warrant Record: Prompted when No Warrant Record or Incomplete Record (Issuing authority and NCIC verification are NULL) Exists and:

- Discretionary Retaking (new CAR type or build into 'warrant' status? See bullet above)
- Notice of Failure to Arrive
  - 5 days after FTA
  - 10 days after FTA
  - 15 days after FTA
  - 30 days after FTA
- OVR response (warrant requested/issued) (including closed cases for absconders)
  - When 'warrant' record has not been created, emails should be sent to the assigned user, supervisor, and compact office:
    - 5 days after OVR Response
    - 10 days after OVR Response
    - 15 days after OVR Response
    - 30 days after OVR Response
- Warrant status active/case remains open (non-absconders)

#### 1.3.3.1 "Warrant Status Update Needed"

This email notification is sent each time the new warrant status activity is transmitted from the sending state compact office to the receiving state.

#### **1.3.3.2.1 Sample Email**

Below is sample language for this new email notification. Text in red is brand new language not previously used on ICOTS email notifications.

Place "NEW" flag after values that were updated with this status notification. To ensure definition of each: Issuing Authority = Agency responsible for issuing the NCIC warrant, varies in each state (e.g., Sherriff's office, court, etc.)

*From: ICOTS Notification <icots@globalnotifications.com>  
Sent: {DATE}  
To: {USER EMAIL}  
Subject: A Warrant Status Update for {STATE} offender {OFFENDER\_NAME}  
{OFFENDER\_ID} has been submitted*

*This email is a notification that a Warrant Status Update for {STATE} offender {OFFENDER\_NAME} ({OFFENDER\_ID}) has been submitted.*

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*Date Warrant Requested of Issuing Authority: {DATE} {NEW}  
Date Warrant Issued: {DATE} {NEW}  
Issuing Authority Name: {NAME} {NEW}  
Issuing Authority Phone: {PHONE} {NEW}  
Issuing Authority Email: {EMAIL} {NEW}  
Warrant Identifier Number (NIC #): {NUMBER} {NEW}  
Date Warrant Entered in NCIC: {DATE} {NEW}  
Date Warrant Served Record Became "Read Only": {DATE} {NEW}  
Date Warrant Withdrawn Record Became "Read Only": {DATE} {NEW}  
Warrant Status Comments: {TEXT SAMPLE} {NEW}*

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*\*IMPORTANT\*: Arrests should not occur based on this information alone. Warrant Status does not necessarily indicate an active NCIC warrant, though the process of issuing a warrant may have been initiated. Inaccurate information should be reported to your state compact office immediately.*

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*Offender Name: {OFFENDER\_NAME}  
DOB: {DOB\_LIST}  
ICOTS Offender #: {OFFENDER\_ID}  
ICOTS Case #: {COMPACT\_CASE\_ID}  
Sending State: {SENSTA}  
Receiving State: {RECSTA}  
Supervision Type: {SUPERVISION\_TYPE}  
Special Status: {SPECIAL\_STATUS\_LIST}  
Offender Profile: {OFFENDER\_PROFILE\_URL}*

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### 1.3.4 External Data Fields

Any new data fields created under section 1.3.2 will be added to the daily ICOTS data export in a new table.

### 1.3.5 Additional Notes

Disclaimer and clear audit trail needed to ensure what is displayed in ICOTS and in the email notifications is user entered

- Users need to know ICOTS/ICAOS does not confirm warrants are active and in compliance
- Include this disclaimer on the warrant status screens in ICOTS as well as on every email notification regarding warrant status updates:

*“Arrests should not occur based on this information alone. Warrant Status does not necessarily indicate an active NCIC warrant, though the process of issuing a warrant may have been initiated. Inaccurate information should be reported to your state compact office immediately.”*

Training Note: Be clear that each state will need to determine how to train on these new processes as procedures to obtain compact compliant warrants varies. For example, it is anticipated in many states the ICOTS users are not necessarily who verifies warrant compliance. States will need to determine those lines of communication to ensure data is accurately entered.