



**DEPARTMENT OF CORRECTIONS
Community Corrections**



Title:	Interstate Compact Offender Tracking System (ICOTS) User Administration and Information Sharing	DOC Policy: 50.1.7
Effective:	01/09/19	Supersedes: N/A
Applicability: All DOC and County Community Corrections Employees that use ICOTS		
Directives Cross-Reference:		
Rule:	OAR 291-180 Interstate Compact	
Policy:	Interstate Commission for Adult Offender Supervision ICOTS Privacy Policy	
	ICOTS End User Licensing Agreement & Application	
Attachments: ICOTS New User Training Course List (Attachment A)		

I. Purpose

The purpose of this policy is to provide guidance for promoting public safety and protecting the rights of victims through the control and regulation of the interstate movement of offenders in the community; and effectively establish and maintain the Oregon Interstate Compact Offender Tracking System (ICOTS) user profiles in accordance with the ICOTS Policy, Oregon Revised Statute 144.600 and Oregon Administrative Rules 291-180.

II. DEFINITIONS

- A. County Compact Coordinator: The assigned individual in each Oregon county responsible for the management and administration of compact processes and procedures for their county.
- B. Deputy Compact Administrator (DCA): The individual in each compacting state responsible for the administration and management of the state's supervision and transfer of offenders subject to the terms of the Compact, the rules adopted by the Interstate Commission for Adult Offender Supervision, and policies adopted by the State Council under the Compact.

III. POLICY

A. ICOTS Access

1. New Profile Set-Up

- a. The county compact coordinator or their supervisor shall send a request to the DCA for a new ICOTS profile.
- b. The DCA or designee will provide the End User Licensing Agreement and Application for ICOTS Access forms to the individual requesting access.
- c. The new user shall read and review the End User Licensing Agreement and complete the Application form and return it to the DCA or designee.

- d. The DCA or designee will review the application and create a new user profile in ICOTS. Upon creation of the new profile, the DCA or designee will provide the new user with log-in instructions and the ICOTS New User Training Courses list.

2. ICOTS User Roles

- a. Administrator: The administrator role is only assigned to Oregon Interstate Compact Office Staff. This role has functionality within ICOTS to create accounts, edit current user profiles and is used to ensure all Oregon ICOTS users are in compliance with the ICOTS End User Agreement.
- b. Compact Office: The compact office role may be assigned to Oregon Interstate Compact Office staff who, within the scope of their duties, need to access ICOTS.
- c. Supervisor: The supervisor role is assigned to the designated county user(s) whose duties include delegation of ICOTS offenders and who serve as an initial point of contact between parole/probation officers, release counselors and the Oregon Interstate Compact Office Staff. Additionally, the Oregon Interstate Compact Office staff may be assigned to this role in accordance with their duties.
- d. PO: The PO role is assigned to parole/probation officers, and release counselors who, within the scope of their duties, need to access the ICOTS system to safely and effectively case manage offenders transfers between states.

B. Training

1. Within 60 days of profile creation, the new user must complete all required training courses to retain ICOTS access. Failure to complete the required training will result in deactivation of the users account until such time as the training has been completed.
2. The DCA or designee will provide access to the required training and will be responsible for verification of training completion.

C. Information Sharing and Privacy Policy

All ICOTS users shall be knowledgeable of and adhere to the ICOTS Privacy Policy and act in accordance with the Interstate Commission for Adult Offender Supervision (ICAOS) rules.

D. De-activation of Users

1. The DCA or their designee will complete a quarterly audit of all ICOTS users and promptly de-activate any user that has not been active in the previous twelve months. A user account may be reactivated upon request to the Oregon Interstate Compact Office. Prior to reactivation, verification will be made that the user is still employed and that ICOTS access is within the scope of their position.
2. An ICOTS user or the responsible county compact coordinator shall report to the Oregon Interstate Compact Office any change in duties of an ICOTS user. Oregon Interstate

Compact Office staff will promptly review the role of the user and make any ICOTS access changes, if deemed necessary.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

Certified: _signature on file_____

Michelle Mooney, Rules Coordinator

Approved: _signature on file_____

Brian Belleque, Deputy