

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number 01-04-105	Effective Date 12/1/2016	Page XI-1	Total Pages XI-3
Title ADULT OFFENDER RELEASES			

XI. INTERSTATE AGREEMENT/OUT-OF-STATE PAROLE PLACEMENT:

A. Purpose:

Provide an administrative process to receive and process applications concerning transfer to out-of-state parole supervision.

B. Processing Applications for Out-of-State Parole:

Upon receiving a request from an offender to transfer to out-of-state parole, the facility Re-Entry Staff/designee shall:

1. Request the following information to be prepared:
 - a. Release paperwork as outlined in Section VII, C, of this policy and administrative procedure;
 - b. Information regarding the committing offense;
 - c. Probable Cause affidavit;
 - d. Current conduct information;
 - e. Current mental health summary;
 - f. Pre-Sentence Investigation;
 - g. The completed State Form 23, "Conditional Parole Release Agreement;" and,
 - h. A current photograph.
2. Complete all Interstate Compact Offender Tracking System (ICOTS) forms.
 - a. The Offender Application must be completed, signed, and dated by the offender and a witness on the same date.
 - b. The Transfer Request shall be entered into ICOTS within one hundred and twenty (120) days of the Projected

POLICY AND ADMINISTRATIVE PROCEDURE

Indiana Department of Correction

Manual of Policies and Procedures

Number 01-04-105	Effective Date 12/1/2016	Page XI-2	Total Pages XI-3
Title ADULT OFFENDER RELEASES			

Release Date (PRD). The Transfer Request can be entered into ICOTS up to the day prior to release.

- c. Re-Entry staff/designee shall verify that the proposed placement is willing to have the offender reside there.
 - d. Verification of employment of employment is necessary if the offender has employment in the receiving state.
 - e. The length of supervision must be entered on the Transfer Request.
3. Alternative placement in Indiana must be entered into the Offender Case Management System (OCMS) at one hundred eighty (180) days.
 4. The Compact fee of one hundred twenty-five dollars (\$125.00) can be paid by the offender prior to release or within thirty (30) days of release.
- C. Additional Consideration:

The following are additional considerations when processing out of state parole requests:

1. The request for alternate parole placement shall be forwarded to the parole district of the county of last residence, when the offender is requesting out-of-state Parole placement;
2. If the offender is not a resident of Indiana, an in-state placement must be completed when out-of-state parole is requested;
3. Offenders may not leave the state unless accepted by the receiving state and the Parole plans have been approved by the receiving state;
4. Requests to transfer probation supervision must be processed by the Probation Department and Community Corrections of the sentencing court; and,

POLICY AND ADMINISTRATIVE PROCEDURE

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Number	Effective Date	Page	Total Pages
01-04-105	12/1/2016	XI-3	XI-3
Title ADULT OFFENDER RELEASES			

5. The Division of Registration and Victim Services and the Deputy Compact Administrator shall work in cooperation to notify any registered victim and/or witnesses of their right to be heard and offer comments. The Division of Registration and Victim Services and the Deputy Compact Administrator shall comply with the Rules established by the Interstate Commission for Adult Offender Supervision found online here:

<http://www.interstatecompact.org>