


Idaho Department of Correction 	<b>Standard          Operating          Procedure</b>  <b>Operations          Division</b>  <b>Offender          Management</b>	<b>Control Number:</b> 313.02.01.001	<b>Version:</b> 2.2	<b>Page Number:</b> 1 of 7
		<b>Title:</b> Interstate Corrections Compact		<b>Adopted:</b> 4-16-2001  <b>Reviewed:</b> 6-6-2012

This document was approved by Kevin Kempf, chief of the Operations Division, on  
6/6/12 (signature on file).

Open to the general public:  Yes

#### BOARD OF CORRECTION IDAPA RULE NUMBER

None

#### POLICY CONTROL NUMBER 313

Interstate Corrections Compact

#### DEFINITIONS

**Chief Psychologist:** The Idaho Department of Correction (IDOC) employee who is primarily responsible for overseeing or managing the IDOC's mental health services.

**Health Authority:** The Idaho Department of Correction (IDOC) employee who is primarily responsible for overseeing or managing the IDOC's medical services. (The health authority is commonly referred to as the health services director.)

**Interstate:** Between states.

**Interstate Corrections Compact Transfer Review Committee:** A group consisting of the inmate placement manager; division intelligence coordinator; health authority (and/or chief psychologist); community work center (CWC) operations manager; and director of the Education, Treatment, and Reentry Bureau, whose primary purpose is to review and make recommendation or approval decisions regarding the transfer of inmates for confinement under the interstate corrections compact.

**Interstate Move Coordinator (IMC):** An Inmate Placement Group position that is responsible for coordinating and tracking all interstate corrections compact transfers.

**Receiving State—Prisons:** The state (that is a party to the interstate corrections compact) that accepts the transfer of an inmate from another state for confinement.

**Security Threat Group (STG):** A group of two or more inmates who have been determined to be acting in concert so as to pose a significant threat to the safety, security, and orderly operation of any Idaho Department of Correction (IDOC) correctional facility or probation and parole district.

**Sending State—Prisons:** The state (that is a party to the interstate corrections compact) that transfers an inmate to another state for confinement.

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## **PURPOSE**

The purpose of this standard operating procedure (SOP) is to establish procedures for the transfer of inmates out of **or** into the State of Idaho for confinement due to safety, security, or other legitimate prison management reasons, as deemed necessary.

## **SCOPE**

This SOP applies to all employees and contractors who are involved in transfer of inmates out of **or** into the State of Idaho for confinement under the interstate corrections compact.

## **RESPONSIBILITY**

### ***Director of the Education, Treatment, and Reentry Bureau***

The director of the Education, Treatment, and Reentry Bureau (or if designated, the community work center (CWC) operations manager) is responsible for overseeing and monitoring the provisions provided herein.

### ***CWC Operations Manager***

The CWC operations manager is responsible for ensuring the interstate corrections compact transfer review process is:

- Based on criteria consistent with safety and security concerns; and
- In accordance with State of Idaho interstate corrections compact law (Idaho Code, Section 20-701 et seq.).

### ***Health Authority***

The health authority is responsible for reviewing medical information to identify medical and physical health issues of inmates transferring into the State of Idaho for confinement who may pose added risk and/or cost to the transfer process.

### ***Chief Psychologist***

The chief psychologist is responsible for reviewing mental health information to identify mental health issues of inmates transferring into the State of Idaho for confinement who may pose added risk and/or cost to the transfer process.

### ***Division Intelligence Coordinator***

The division intelligence coordinator is responsible for reviewing security threat group (STG) information to determine:

- If concerns regarding affiliations or associations at the sending correctional facility justify transfer of the inmates
- If those affiliations or associations will pose risks at the receiving correctional facility.

### ***Inmate Placement Manager***

The inmate placement manager (or designee) is responsible for:

- Ensuring transfers are made on a one-for-one trade **or** daily fee basis; and

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- Ensuring the guidelines provided in SOP [322.02.01.002](#), *Inmate Placement Process*, are followed by the Inmate Placement Group.

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## GENERAL REQUIREMENTS

### 1. Transfer Request Requirements

Interstate corrections compact transfers will be in accordance with State of Idaho interstate corrections compact law (Idaho Code, Section 20-701 et seq.).

Transfers will be on a one-for-one trade **or** daily fee basis. Any transfers based on a daily fee must be approved by the director of the Education, Treatment, and Reentry Bureau.

All transfers require a written transfer request from the requesting correctional facility's facility head (or designee such as the interstate move coordinator).

- The initial written request must include the following information:
  - ◆ Inmate's name and IDOC number
  - ◆ Current crime(s) of conviction
  - ◆ Justification for the transfer
  - ◆ STG information report.
- If requested by the interstate move coordinator (IMC), the courtesy packet must include the following information:
  - ◆ Pre-sentence Report;
  - ◆ Judgment of Conviction (JOC);
  - ◆ Parole eligibility date (PED);
  - ◆ Parole hearing date (PHD);
  - ◆ Sentence calculation face sheet;
  - ◆ Disciplinary offense reports (DOR history);

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- ◆ Initial classification and reclassification forms;
- ◆ Progress reports;
- ◆ *Interstate Corrections Compact Transfer Medical Summary Form* (appendix A); and
- ◆ *Interstate Corrections Compact Security Threat Group Questionnaire Form* (appendix B).

## 2. Out-of-State Transfers (Idaho is the Sending State)

**Table 2-1: Requesting an Out-of-State Transfer**

To request an out-of-state transfer, the facility head (or designee) shall use the following process steps:

Functional Roles and Responsibilities	Step	Tasks
Facility Head (or Designee)	1	Provide a complete written transfer request that includes all of the initial written request information and documentation described in section 1 of this SOP.
Facility Head (or Designee)	2	Forward the completed written transfer request to the interstate move coordinator (IMC).
IMC	3	Process the request in accordance with table 2-2.

**Table 2-2: Processing an Out-of-State Transfer**

When the interstate move coordinator (IMC) receives a complete written transfer request for an out-of-state transfer, the IMC shall use the following process steps:

Functional Roles and Responsibilities	Step	Tasks
IMC	1	<ul style="list-style-type: none"> <li>• Review the written transfer request for accuracy and completeness.</li> <li>• Review the interstate corrections compact contract for signatures. (The contract must be signed by both the State of Idaho and the receiving state. If the contract is not signed by both states, the process ends here.)</li> <li>• Determine whether the inmates is an appropriate candidate for transfer.</li> </ul> <p><b>Note:</b> <u>If further action is needed</u>, send notification to the facility head (or designee).</p> <p><b>Note:</b> <u>If the inmate is not an appropriate candidate for transfer</u>, send a denial letter to the facility head (or designee) and end the process here.</p> <p><b>Note:</b> <u>If the inmate is an appropriate candidate for transfer</u>, request the courtesy packet from the facility head (or designee).</p>

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Functional Roles and Responsibilities	Step	Tasks
Facility Head (or Designee)	2	<p>Receive notification of the following as appropriate:</p> <ul style="list-style-type: none"> <li>• <u>Further action is required</u> – check with the IMC to see what action is needed. (The process ends here until the issue is resolved.)</li> <li>• <u>Transfer denied</u> – if you would like to appeal the decision, appeal the decision with the director of the Education, Treatment, and Reentry Bureau. (The process ends here until the director of the Education, Treatment, and Reentry Bureau renders a decision.)</li> <li>• <u>Transfer approved</u> – forward the courtesy packet to the IMC. (See section 1 of this SOP to see what is required in the courtesy packet.) (The process continues at step 3.)</li> </ul>
IMC	3	Send a copy of the request <b>and</b> the courtesy packet to receiving state to confirm bed availability.
IMC	4	If the receiving state confirms bed availability and accepts the transfer, make transport arrangements and coordinate the logistics with the sending correctional facility.
IMC	5	Based on the receiving state's property guidelines, determine: <ul style="list-style-type: none"> <li>• What kind of property can be transported;</li> <li>• How much property can be transported; and</li> <li>• When the property can be transported.</li> </ul>
IMC	6	Begin tracking the inmate in accordance with section 4 of this SOP.
IMC	7	Using a Transport Order, notify the Commission of Pardons and Parole <b>and</b> the Fiscal Unit (located at Central Office) of the transfer.
IMC	8	<p>Ensure the sending correctional facility's mailroom staff forwards the inmate's first-class mail and packages to the receiving state's correctional facility.</p> <p><b>Note:</b> Mail and packages must be sent in accordance with SOP <a href="#">402.02.01.001</a>, <i>Mail Handling in Correctional Facilities</i>.</p>
IMC	9	<ul style="list-style-type: none"> <li>• Determine whether the transferring inmate should not be tracked on the receiving state's website (inmate search/locator); and</li> <li>• If so, make such request to the receiving state.</li> </ul>
IMC	10	Make final transport arrangements with the sending correctional facility and receiving state.

### 3. Into-the-State Transfers (Idaho is the Receiving State)

#### ***Requesting an Into-the-State Transfer***

To request an 'into-the-state' transfer, the requesting (sending) state must submit a complete written transfer request to the IMC that includes all of the initial written request information and documentation described in section 1 of this SOP.

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### ***Processing an Into- the-State Transfer***

When the IMC receives a complete written transfer request for an ‘into-the-state’ transfer, the IMC shall use the following process steps:

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
IMC	1	Review the written transfer request for accuracy and completeness.
		<b>Note:</b> If any required information (see section 1 of this SOP) is missing, request it. The process will end at this step until the requesting (sending) state provides the missing information.
IMC	2	Using information provided in the courtesy packet, complete appendix C, <a href="#">Interstate Corrections Compact Transfer Review Form</a> .
IMC	3	Forward the completed form to the Interstate Corrections Compact Transfer Review Committee.
<b>Interstate Corrections Compact Transfer Review Committee</b>	4	Review the completed <i>Interstate Corrections Compact Transfer Review Form</i> , and indicate a decision. The director of the Education, Treatment, and Reentry Bureau has final approval authority and may accept or reject any recommendations made by committee members. Once all signatures are obtained, the director of the Education, Treatment, and Reentry Bureau shall return the form to the IMC.
IMC	5	Upon receiving the completed and signed <i>Interstate Corrections Compact Transfer Review Form</i> , advise the requesting (sending) state of the final decision.
		<b>Note:</b> If the transfer was <u>denied</u> , send a denial letter to the requesting (sending) state, and end the process here. <b>Note:</b> If the transfer was <u>approved</u> , ensure contact between you and the requesting (sending) state’s interstate coordinator to make transport arrangements and coordinate the logistics (to include property, mail, transport orders, whether inmate should be tracked on Idaho’s website [inmate search/locator], etc.).
IMC	6	Begin tracking the inmate in accordance with section 4 of this SOP.

## **4. Tracking Interstate Corrections Compact Transfers**

### ***Process Steps***

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
IMC	1	<ul style="list-style-type: none"> <li>• Add the transferring inmate’s information to either: <ul style="list-style-type: none"> <li>◆ Appendix D, <a href="#">Interstate Corrections Compact Transfer Out Log</a>; <b>or</b></li> <li>◆ Appendix E, <a href="#">Interstate Corrections Compact Transfer In Log</a> (as applicable); and</li> </ul> </li> <li>• Maintain the log on file (for tracking purposes).</li> </ul>

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Functional Roles and Responsibilities	Step	Tasks
IMC	2	Set up a calendar task to ensure that every six (6) months the Idaho case manager or receiving state's IMC (as applicable) generates a progress report.
		<p><b>Note:</b> For additional requirements, see the information that follows this table.</p> <p><b>Note:</b> After generating the progress report, the Idaho case manager or receiving state's IMC (as applicable) should send the report to you. Perform follow-up as needed.</p>
IMC	3	<ul style="list-style-type: none"> <li>• Find an Idaho inmate to complete a one-for-one trade <b>or</b></li> <li>• Determine and implement the daily fee.</li> </ul>

On a semi-annual basis the IMC will complete the following:

- A report detailing the number of inmates transferred out of Idaho (to include credit and debit balances based on the one-for-one trade **or** daily fee) **and** the number of inmates transferred into Idaho. (This information can be obtained from the appropriate log indicated in step 1 above.)
- Update next-of-kin information with current photos **and** emergency notification contact information.

## REFERENCES

Appendix A, [Interstate Corrections Compact Transfer Medical Summary Form](#)

Appendix B, [Interstate Corrections Compact Security Threat Group Questionnaire Form](#)

Appendix C, [Interstate Corrections Compact Transfer Review Form](#)

Appendix D, [Interstate Corrections Compact Transfer Out Log](#)

Appendix E, [Interstate Corrections Compact Transfer In Log](#)

Idaho Code, Title 20, Chapter 7, *Interstate Corrections Compact*

Standard Operating Procedure [322.02.01.002](#), *Inmate Placement Process*

Standard Operating Procedure [402.02.01.001](#), *Mail Handling in Correctional Facilities*

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