

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 105.10

EFFECTIVE DATE: 01 September 2025

**SUBJECT: INTERSTATE COMMISSION
FOR ADULT OFFENDER
SUPERVISION (ICAOS)
SYSTEM ACCESS**

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure governing access to the Interstate Commission for Adult Offender Supervision (ICAOS) computer system.

REFERENCE:

Interstate Commission for Adult Supervision – ICOTS Privacy Policy V4 06-2009.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All adult facilities and Parole Services within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Case Supervisor: The DCR staff member assigned by the Superintendent or Unit Manager to manage the caseload of a particular inmate or group of inmates (e.g., Corrections Case Manager, Reentry Coordinator, Corrections Program Specialist, or Correctional Counselor).

Interstate Commission for Adult Offender Supervision (ICAOS): Created to promote cooperation and coordination among the states and U.S. Territories in the transfer of supervised offenders across state boundaries.

POLICY:

- I. The West Virginia Division of Corrections and Rehabilitation (DCR) is an active member of the Interstate Commission for Adult Offender Supervision (ICAOS) and a primary user of the ICAOS computer system.
- II. In order for a DCR employee, or employee of other applicable state agencies, to be granted access to the ICAOS computer system, he or she will arrange through the Deputy Interstate Compact Administrator or designee, to complete the following requirements:
 - A. ICAOS On Demand Training (3 modules – total of 4 hours)
 1. ICAOS Foundations: Understanding the Interstate Compact Process
 2. ICAOS Enforcement: Retaking, Violations & Hearings
 3. ICOTS Operations: Navigating Transfers, Supervision & Returns
 - B. In-person training with ICOTS staff or designated personnel.
 - C. Read the ICOTS Privacy Policy V4 06-2009 and End User Agreement.
 - D. Complete an ICOTS Application signed by his/her supervisor and return to the Deputy Interstate Compact Administrator or designee along with certificates verifying completion of the above training.
- III. The Deputy Interstate Compact Administrator or designee will audit active ICAOS computer system user's accounts every ninety (90) days.
 - A. Users who have not accessed the system (logged in) during the ninety (90) day time period will be notified by email of the inactivity.
 - B. When a user has continued to not access the system for twelve (12) months, an email notifying that the account will be deactivated and cases moved will be sent to the supervisor of the employee as follows:
 1. For Case Supervisors (as defined above) – applicable supervisor
 2. For Parole Services staff - applicable Regional Director
 3. For West Virginia Supreme Court of Appeals, Division of Probation Services staff – Director of Probation Services and applicable Chief Probation Officer

C. All cases will be moved to active accounts before deactivation.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:

 08/28/2025

David L. Kelly, Commissioner Date