



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-051200 PPD Interstate Compact on Adult Supervision, Intrastate Transfer of Offenders and Travel Permits	Issued: 02/21/94 Effective: 02/21/94	Reviewed: 4/24/26 Revised: 02/28/18
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

- A. NMSA 1978, Section 31-27-7 and 31-21-8, as amended.
- B. NMSA 1978, Section 31-5-1 through 31-5-20, as amended.
- C. Policy *CD-000100*

REFERENCE:

- A. ACA Standard 2-CO-4B-02, *Standards for the Administration of Correctional Agencies, Edition, 2nd Edition.*
- B. ACA Standards 4-APPFS-2A-16, *Performance Based Standards for Adult Probation and Parole Field Services, 4th Edition.*
- C. Interstate Commission for Adult Offender Supervision Rules, 2018 Edition.

PURPOSE:

To provide guidelines for interstate and intrastate transfer of offenders, and govern travel permits.

APPLICABILITY:

New Mexico Corrections Department staff and offenders.

FORMS:

- A. **Intrastate Transfer Process Form (CD-051202)**

DEFINITIONS:

- A. *Abscond*: means to be absent from the offender's approved place of residence or employment with the intent of avoiding supervision.
- B. *Adult*: means both individuals legally classified as adults and juveniles treated as adults by court order, statute, or operation of law.
- C. *Application Fee*: means a reasonable sum of money charged an interstate compact offender by the sending state for each application for transfer prepared by the sending state.

- D. Arrival: means to report to the location and officials designated in the reporting instructions given to an offender at the time of the offender's departure from a sending state under an interstate compact transfer of supervision.
- E. Behavior Requiring Retaking: means an act or pattern of non-compliance with conditions of supervision that could not be successfully addressed through the use of documented corrective action or graduated responses and would result in a request for revocation of supervision in the receiving state.
- F. By-Laws: means those by-laws established by the Interstate Commission for Adult Offender Supervision for its governance, or for directing or controlling the Interstate Commission's actions or conduct.
- G. Compact: means the Interstate Compact for Adult Offender Supervision
- H. Compact Administrator: means the individual in each compacting state appointed under the terms of this compact and responsible for the administration and management of the state's supervision and transfer of offenders' subject to the terms of this compact, the rules adopted by the Interstate Commission for Adult Offender Supervision, and policies adopted by the State Council under this compact.
- I. "Compact Commissioner" or "Commissioner": means the voting representative of each compacting state appointed under the terms of the Interstate Compact for Adult Offender Supervision as adopted in the member state.
- J. Compliance: means that an offender is abiding by all terms and condition of supervision, including payment of restitution, family support, fines, court costs or other financial obligations imposed by the sending state.
- K. Deferred Sentence: means a sentence of which the imposition is postponed pending the successful completion by the offender of the terms and conditions of supervision ordered by the court.
- L. Detainer: means an order to hold an offender in custody.
- M. Discharge: means the final completion of the sentence that was imposed on an offender by the sending state.
- N. Extradition: means the return of a fugitive to a state in which the offender is accused, or has been convicted of, committing a criminal offense, by order of the governor of the state to which the fugitive has fled to evade justice or escape prosecution.
- O. Offender: means an adult placed under, or made subject to, supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of the courts, paroling authorities, corrections, or other criminal justice agencies, and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision.

- P. Plan of Supervision: means the terms, under which an offender will be supervised, including proposed residence, proposed employment or viable means of support and the terms and conditions of supervision.
- Q. Probable Cause Hearing: A hearing in compliance with the decisions of the U.S. Supreme Court, conducted on behalf of an offender accused of violating the terms or conditions of the offender's parole or probation.
- R. Receiving State: means a state to which an offender requests transfer of supervision or is transferred.
- S. Relocate: means to remain in another state for more than forty-five (45) consecutive days in any twelve (12) month period.
- T. Reporting Instructions: means the orders given to an offender by a sending or receiving state directing the offender to report to a designated person or place, at a specified date and time, in another state. Reporting instructions shall include place, date, and time on which the offender is directed to report in the receiving state.
- U. Resident: means a person who:
1. has continuously inhabited a state for at least one year prior to the commission of the offense for which the offender is under supervision;
 2. intends that such state shall be the person's principal place of residence; and
 3. has not, unless incarcerated, or on active military deployment, remained in another state or states for a continuous period of six months or more with the intent to establish a new principal place of residence.
- V. Resident Family: means a parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian, or step-parent who:
1. Has resided in the receiving state for 180 calendar days or longer as of the date of the transfer request; and
 2. Indicates willingness and ability to assist the offender as specified in the plan of supervision.
- W. Retaking: means the act of a sending state in physically removing an offender, or causing to have an offender removed, from a receiving state.
- X. Rules: means the acts of the Interstate Commission, which have the force and effect of law in the compacting states, and is promulgated under the Interstate Compact for Adult Offender Supervision, and substantially affects interested parties in addition to the Interstate Commission.

- Y. Sending State: means a state requesting the transfer of an offender, or which transfers supervision of an offender, under the terms of the Compact and its rules.
- Z. Sex Offender: means an adult placed under, or made subject to, supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction courts, paroling authorities, corrections, or other criminal justice agencies and who is required to register as a sex offender either in the sending or receiving state and who is required to request transfer of supervision under the provision of the Interstate Compact for Adult Offender Supervision.
- AA. Shall: means that a state or other actor is required to perform an act, the non-performance of which may result in the imposition of sanctions as permitted by the Interstate Compact for Adult Offender Supervision, its bylaws and rules.
- BB. Subsequent Receiving State: means a state to which an offender is transferred that is not the sending state or the original receiving state.
- CC. Substantial Compliance: means that an offender is sufficiently in compliance with the term and conditions of his or her supervision so as not to result in initiation of revocation of supervision proceedings by the sending state.
- DD. Supervision: means the oversight exercised by authorities of a sending or receiving state over an offender for a period of time determined by a court or releasing authority, during which time the offender is required to report to or be monitored by supervising authorities, and to comply with regulations and conditions, other than monetary conditions, imposed on the offender at the time of the offender's release to the community or during the period of supervision in the community.
- EE. Supervision Fee: means a fee collected by the receiving state for the supervision of an offender.
- FF. Temporary Travel Permit: means, for the purposes of Rule 3.108 (b), the written permission granted to an offender, whose supervision has been designated a "victim-sensitive" matter, to travel outside the supervising state for more than 24 hours but no more than 31 calendar days. A temporary travel permit shall include a starting and ending date for travel.
- GG. Travel Permit: means the written permission granted to an offender authorizing the offender to travel from one state to another.
- HH. Travel Permit (Instate): means the electronic permission granted to an offender authorizing the offender to travel within the State of New Mexico from one district to another.
- II. Victim: means a natural person or the family of a natural person who has incurred direct or threatened physical or psychological harm as a result of an act or omission of an offender.
- JJ. Victim-Sensitive: means a designation made by the sending state in accordance with its definition of "crime victim" under the statutes governing the rights of crime victims in the

sending state. The receiving state shall give notice of offender's movement to the sending state as specified in sections 3.108 and 3.108-1.

KK. Violent Crime: means any crime involving the unlawful exertion of physical force with the intent to cause injury or physical harm to a person; For an offense in which a person has incurred direct or threatened physical or psychological harm as defined by the criminal code of the state in which the crime occurred; or the use of a deadly weapon in the commission of a crime; or any sex offense requiring registration.

LL. Waiver: means the voluntary relinquishment, in writing, of a known constitutional right or other right, claim or privilege by an offender.

MM. 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.



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CD-051201 PPD Interstate Compact on Adult Supervision, Intrastate Transfer of Offenders and Travel Permits	Issued: 02/21/94 Effective: 02/21/94	Reviewed: 4/24/26 Revised: 02/28/18
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AUTHORITY:

Policy *CD-051200*

PROCEDURES:

A. Interstate Compact Manual and General Procedures

1. Involvement of interstate compact offices:

- a. Acceptance, rejection or termination of supervision of an offender under this Compact shall be made only with the involvement and concurrence of a state's Compact Administrator or the Compact Administrator's designated deputies.
- b. All formal written, electronic, and oral communication regarding an offender under this Compact shall be made only through the office of a state's Compact Administrator or the Compact Administrator's designated deputies.
- c. Transfer, modification or termination of supervision authority for an offender under this Compact may be authorized only with the involvement and concurrence of a state's Compact Administrator or the Compact Administrator's designated deputies.
- d. Violation reports or other notices regarding offenders under this compact shall be transmitted only through direct communication of the compact offices of the sending and receiving states.

2. Dues Formula

The commission shall determine the formula to be used in calculating the annual assessments to be paid by states. Public notice of any proposed revision to the approved dues formula shall be given at least 30 calendar days prior to the Commission meeting at which the proposed revision will be considered.

- a. The commission shall consider the population of the states and the volume of offender transfers between states in determining and adjusting the assessment formula.
- b. The approved formula and resulting assessments for all member states shall be distributed by the commission to each member state annually.

1. The dues formula is the population of the-
(Population of the state **divided by** Population of the United States) **plus** (Number of offenders sent from and received by a state **divided by** Total number of offenders sent from and received by all states) divided by (2) two.
2. The resulting ratios derived from the dues formula in Rule 2.103 (d)(1) shall be used to rank the member states and to determine the appropriate level of dues to be paid by each state under a tiered dues structure approved and adjusted by the Commission at its discretion.

3. Forms

- a. States shall use the forms or electronic information system authorized by the commission.
- b. Section (a) shall not be construed to prohibit written, electronic or oral communication between compact offices.

4. Misdemeanants:

A misdemeanor offender whose sentence includes one year or more of supervision shall be eligible for transfer, provided that all other criteria for transfer, as specified in Rule 3.101, have been satisfied; and the instant offense includes one or more of the following:

- An offense in which a person has incurred direct or threatened physical or psychological harm;
- An offense that involves the use or possession of a firearm;
- A second or subsequent misdemeanor conviction of driving while impaired by drugs or alcohol;
- Sexual offense that requires the offender to register as a sex offender in the sending state.

5. Offenders subject to deferred sentences:

Offenders subject to deferred sentences are eligible for transfer of supervision under the same eligibility requirements, terms, and conditions applicable to all other offenders under this compact. Persons subject to supervision pursuant to a pre-trial release program, bail, or similar program, are not eligible for transfer under the terms and conditions of this compact.

6. Offenders on furlough, work release:

A person who is released from incarceration under furlough, work-release, or other pre-parole program is not eligible for transfer under the compact.

7. Offenders with disabilities:

A receiving state shall continue to supervise offenders who become mentally ill or exhibit signs of mental illness or who develop a physical disability while supervised in the receiving state.

8. Adoption of Rules; Amendment:

Proposed new rules or amendments to the rules shall be adopted by majority vote of the members of the Interstate Commission in the following manner.

1. Proposed new rules and amendments to existing rules shall be submitted to the Interstate Commission office for referral to the Rules Committee in the following manner:
 - a. Any Commissioner may submit a proposed rule or rule amendment for referral to the Rules Committee during the annual Commission meeting. This proposal would be made in the form of a motion and would have to be approved by a majority vote of a quorum of the Commission members present at the meeting.
 - b. Standing ICAOS Committees may propose rules or rule amendments by a majority vote of that committee.
 - c. ICAOS Regions may propose rules or rule amendments by a majority vote of members of that region.
2. The Rules Committee shall prepare a draft of all proposed rules and provide the draft to all Commissioners for review and comments. All written comments received by the Rules Committee on proposed rules shall be posted on the Commission's website upon receipt. Based on the comments made by the Commissioners the Rules Committee shall prepare a final draft of the proposed rule(s) or amendments for consideration by the Commission not later than the next annual meeting falling in an odd number year.
3. Prior to the Commission voting on any proposed rule or amendment, the text of the proposed rule or amendment shall be published by the Rules Committee not later than 30 calendar days prior to the meeting at which vote on the rule is scheduled, on the official website of the Interstate Commission and in any other official publication that may be designated by the Interstate Commission for the publication of its rules. In addition to the text of the proposed rule or amendment, the reason for the proposed rule shall be provided.

4. Each proposed rule or amendment shall state;
 - a. The place, time, and date of the scheduled public hearing;
 - b. The manner in which interested persons may submit notice to the Interstate Commission of their intention to attend the public hearing and any written comments; and
 - c. The name, position, physical and electronic mail address, telephone, and telefax number of the person to whom interested persons may respond with notice of their attendance and written comments.
5. Every public hearing shall be conducted in a manner guaranteeing each person who wishes to comment a fair and reasonable opportunity to comment. No transcript of the public hearing is required, unless a written request for a transcript is made, in which case the person requesting the transcript shall pay for the transcript. A recording may be made in lieu of a transcript under the same terms and conditions as a transcript. This subsection shall not preclude the Interstate Commission from making a transcript or recording of the public hearing if it so chooses.
6. Nothing in this section shall be construed as requiring a separate public hearing on each rule. Rules may be grouped for the convenience of the Interstate Commission at public hearings required by this section.
7. Following the scheduled public hearing date, the Interstate Commission shall consider all written and oral comments received.
8. The Interstate Commission shall, by majority vote of the commissioners, take final action on the proposed rule or amendment by a vote of yes/no. The Commission shall determine the effective date of the rule, if any, based on the rulemaking record and the full text of the rule.
9. Not later than sixty calendar days after a rule is adopted, any interested person may file a petition for judicial review of the rule in the United States District Court of the District of Columbia or in the federal district court where the Interstate Commission's principal office is located. If the court finds that the Interstate Commission's action is not supported by substantial evidence, as defined in the federal Administrative Procedures Act, in the rulemaking record, the court shall hold the rule unlawful and set it aside. In the event that a petition for judicial review of a rule is filed against the Interstate Commission by a state, the prevailing party shall be awarded all costs of such litigation, including reasonable attorneys' fees.
10. Upon determination that an emergency exists, the Interstate Commission may promulgate an emergency rule that shall become effective immediately upon adoption, provided that

retroactively applied to the rule as soon as reasonably possible, in no event later than ninety calendar days after the effective date of the rule. An emergency rule is one that must be made effective immediately in order to;

- a. Meet an imminent threat to public health, safety, or welfare;
 - b. Prevent a loss of federal or state funds;
 - c. Meet a deadline for the promulgation of an administrative rule that is established by federal law or rule; or
 - d. Protect human health and the environment.
11. The Chair of the Rules Committee may direct revisions to a rule or amendment adopted by the commission, for the purpose of correcting typographical errors, errors in format or grammatical errors. Public notice of any revision shall be posted on the official web site of the Interstate Commission and in any other official publication that may be designated by the Interstate Commission for the publication of its rules. For a period of 30 calendar days after posting, the revision is subject to challenge by any commissioner. The revision may be challenged only on grounds that the revision results in a material change to a rule. A challenge shall be made in writing, and delivered to the Executive Director of the Commission, prior to the end of the notice period. If no challenge is made, the revision will take effect without further action. If the revision is challenged, the revision may not take effect without approval of the commission.
12. Transfer of offenders under this compact:
- a. No state shall permit a person who is eligible for transfer under this compact to relocate to another state except as provided by the Compact and these rules.
 - b. An offender who is not eligible for transfer under this Compact is not subject to these rules and remains subject to the laws and regulations of the state responsible for the offender's supervision.
 - c. Upon violation of section (a), the sending state shall direct the offender to return to the sending state within 15 business days of receiving such notice. If the offender does not return to the sending state as ordered the sending state shall issue a warrant that is effective in all compact member states, without limitation as to specific geographic area, no later than 10 business days following the offender's failure to appear in the sending state.

B. Transfer of Supervision: [2-CO-4B-02] [4-APPFS-2A-16]

1. Mandatory Transfer of Supervision:

At the discretion of the sending state, an offender shall be eligible for transfer of supervision to a receiving state under the compact and the receiving state shall accept transfer, if the offender:

- a. has more than 90 calendar days or an indefinite period of supervision remaining; at the time the sending state transmits the transfer request; and,
- b. has a valid plan of supervision; and,
- c. is in substantial compliance with the terms of supervision in the sending state; and,
- d. is a resident of the receiving state; or,
 - (1) Has resident family in the receiving state who have indicated a willingness and ability to assist as specified in the plan of supervision; and,
 - (2) Can obtain employment in the receiving state or has a means of support.

2. Mandatory reporting instructions and transfers of military, families of military, family members employed, employment transfer and veterans for medical or mental health;

- a. At the discretion of the sending state, and offender shall be eligible for transfer of supervision to a receiving state under the compact, and the receiving state shall accept transfer for:
- b. Transfer of military members: An offender, who is a member of the military and has been deployed by the military to another state, shall be eligible for reporting instructions and transfer of supervision. A copy of the military orders or other proof of deployment for the military member shall be provided at the time of the request.
- c. Transfer of Offenders who live with family who are members of the military: An offender who meets the criteria specified in Rules 3.101 (a), (b), & (c) and (e) (2) and who lives with a family member who has been deployed to another state, shall be eligible for reporting instructions and transfer of supervision, provided that the offender will live with the military member in the receiving state. A copy of the military orders or other proof of deployment for the military member shall be provided at the time of the request.
- d. Employment transfer of family member in another state: An offender who meets the criteria specified in Rules 3.101 (a), (b), & (c) and (e) (2), and whose family member, with whom he or she resides, is transferred to another state and by their full-time employer, at the direction of the employer and as a condition of maintaining employment, shall be eligible for reporting instructions and transfer of supervision, provided that the offender will live with the family member in the receiving state. Documentation from the current employer noting the requirements shall be provided at the time of the request.

- e. Employment transfer of the offender to another state – An offender who meets the criteria specified in Rules 3.101 (a), (b), & (c) and is transferred to another state by their full-time employer, at the direction of the employer and as a condition of maintaining employment shall be eligible for reporting instruction and transfer of supervision. Documentation from the current employer noting the requirements shall be provided at the time of the request.
- f. Transfers of veterans for medical or mental health services: An offender who meets the criteria specified in Rules 3.101 (a), (b), & (c) and who is a veteran of the United States military services who is eligible to receive health care through the United States Department of Veterans Affairs, Veterans health Administration and is referred for medical and/or mental health services by the Veterans Health Administration to a regional Veterans Health Administration facility in the receiving state shall be eligible for reporting instructions and transfer of supervision provided
 - * The sending state provides documentation to the receiving state of the medical and/or health referral; and,
 - * The transfer of supervision will be accepted if the offender is approved for care at the receiving state Veterans Health Administration facility.
- g. The receiving state shall issue reporting instructions no later than 2 business days following receipt of such request from the sending state.
- h. If the receiving state rejects the transfer request for an offender who has been granted reporting instructions and has arrived in the receiving state, the receiving state shall initiate the offender's return to the sending state under the requirements of Rule 4.111.
- i. If the sending state fails to send a completed transfer request by the 15th business day for an offender who has been granted reporting instructions and has arrived in the receiving state, the receiving state may initiate the offender's return to the sending state under the requirements of Rule 4.111.

3. Discretionary transfer of supervision

A sending state may request transfer of supervision of an offender who does not meet the eligibility requirements in Rule 3.101, where acceptance in the receiving state would support successful completion of supervision, rehabilitation of the offender, promote public safety, and protect the rights of victims.

- a. The sending state must provide sufficient documentation to justify the requested transfer. The receiving state must have the discretion to accept or reject the transfer of supervision in a manner consistent with the purpose of the compact specifying the discretionary reasons for rejection.

4. Transfer of supervision of sex offenders

- a. *Eligibility for Transfer:* At the discretion of the sending state, a sex offender shall be eligible for transfer to a receiving state under the Compact rules. A sex offender shall not be allowed to leave the sending state until the sending state's request for transfer of supervision has been approved, or reporting instructions have been issued by the receiving state. In addition to the other provisions of Chapter 3 of these rules, the following criteria will apply.
 - b. *Application for Transfer:* In addition to the information required in an application for transfer pursuant to Rule 3.107, in an application for transfer of supervision of a sex offender the sending state shall provide the following information, if available, to assist the receiving state in supervising the offender:
 - 1) Assessment information, including sex offender specific assessments;
 - 2) Social History;
 - 3) Information relevant to the sex offender's criminal sexual behavior;
 - 4) Law enforcement report that provides specific details of sex offense;
 - 5) Victim Information;
 - i. the name, sex, age and relationship to the offender; and
 - ii. The statement of the victim or victim's representative.
 - 6) The sending state's current or recommended supervision and treatment plan.
 - c. Reporting Instructions for sex offenders - Rule 3.101-1, 3.103 and 3.106 apply to the transfer of sex offenders as defined by the compact, except for the following:
 - 1. The receiving state shall have five business days to review the proposed residence to ensure compliance with local policies or laws prior to issuing reporting instructions. If the proposed residence is invalid due to existing state law or policy, the receiving state may deny reporting instructions.
 - 2. No travel permit shall be granted by the sending state until reporting instructions are issued by the receiving state; except for 3.102 (c).
5. Submission of transfer request to a receiving state:
- a. Except as provided in sections (c) & (d), and subject to the exceptions in Rule 3.103 and 3.106, a sending state seeking to transfer supervision of an offender to another state shall submit a completed transfer request with all required information to the receiving state prior to allowing the offender to leave the sending state.
 - b. Except as provided in sections (c) & (d), and subject to the exceptions in rule 3.103 and 3.106, the sending state shall not allow the offender to travel to the receiving state until the receiving state has replied to the transfer request. An offender who is employed or attending treatment or medical appointments, in the receiving state at the time the transfer request is submitted and has been permitted to travel to the receiving state for employment, treatment or medical appointments purposes may be permitted to continue to travel to the receiving state for while the transfer request is being investigated, provided that the following conditions are met:

1. Travel is limited to what is necessary to report to work, and perform the duties of the job or to attend treatment or medical appointments and return to the sending state.
 2. The offender shall return to the sending state daily, immediately upon completion of the appointment or employment; and,
 3. The Transfer Request shall include notice that the offender has permission to travel to and from the receiving state. Pursuant to this rule, while the transfer request is investigated.
- c. When a sending state verifies and offender is released from incarceration in a receiving state and the offender requests to relocate there and the offender meets the eligibility requirements of Rule 3.101 (a), (b) & (c), the sending state shall request expedited reporting instructions within 2 business days of the notification of the offender's release. The receiving state shall issue the reporting instructions no later than 2 business days. If the proposed residence is invalid due to existing state law or policy; the receiving state may deny reporting instructions.
1. The receiving state shall assist the sending state in acquiring the offender's signature on the "Application for Interstate Compact Transfer" and any other forms that may be required under Rule 3.107 and shall transmit these forms to the sending state within 7 business days and mail the original to the sending state.
 2. The provisions of Rule 3.106 (b), (c) & (d) apply.
6. Reporting instructions Offender Living in the Receiving State at the Time of Sentencing or after disposition of a violation or revocation proceeding.
- a. A request for reporting instructions for an offender who was living in the receiving state at the time of initial sentencing or after disposition of a violation or revocation proceeding shall be submitted by the sending state within seven (7) business days of the initial sentencing date, disposition of violations, revocation proceeding or release from incarceration to probation supervision. The sending state may grant a seven (7) day travel permit to an offender who was living in the receiving state at the time of initial or disposition of violation or revocation proceeding sentencing. Prior to granting a travel permit to an offender, the sending state shall verify that the offender is living in the receiving state.
 - b. The receiving state shall issue reporting instructions no later than two business days following receipt of such a request from the sending state.
 - c. The sending state shall ensure that the offender signs all forms requiring the offender's signature under Rule 3.107 prior to granting a travel permit to the offender. Upon request from the receiving state, the sending state shall transmit all signed forms within 5 business days.

- d. The sending state shall transmit a departure notice to the receiving state per Rule 4.105.
- e. This section is applicable to offenders incarcerated for 6 months or less and released to probation supervision.
- f. The sending state retains supervisory responsibility until the offender's arrival in the receiving state.
- g. A receiving state shall assume responsibility for supervision of an offender who is granted reporting instructions upon the offender's arrival in the receiving state. The receiving state shall submit an arrival notice to the sending state per Rule 4.105.
- h. A sending state shall transmit a completed transfer request for an offender granted reporting instructions no later than 15 business days following the granting of the reporting instructions.
- i. If the receiving state rejects the transfer request for an offender who has been granted reporting instructions and has arrived in the receiving state, the receiving state shall initiate the offender's return to the sending state under the requirements of Rule 4.111.
- j. If the sending state fails to send a completed transfer request by the 15th business day for an offender who has been granted reporting instructions and has arrived in the receiving state, the receiving state may initiate the offender's return to the sending state under the requirements of Rule 4.111.

7. Time allowed for investigation by receiving state:

- a. A receiving state shall complete investigation and respond to a sending state's request for an offender's transfer of supervision no later than the 45th calendar day following receipt of a completed transfer request in the receiving state's compact office.
- b. If a receiving state determines that an offender transfer request is incomplete, the receiving state shall notify the sending state by rejecting the transfer request with the specific reason(s) for the rejection. If the offender is in the receiving state with reporting instructions, those instructions shall remain in effect provided that the sending state submits a completed transfer request within 15 business days following the rejections.
- c. If a receiving state determines that an offender's plan of supervision is invalid, the receiving state shall notify the sending state by rejecting the transfer request with specific reason(s) for the rejection. If the receiving state determines there is an alternative plan of supervision for investigation, the receiving state shall notify the sending state at the time of rejection. If the offender is in the receiving state with reporting instructions, those instructions shall remain in effect provided that the sending state submits a completed transfer request with the new plan of supervision within 15 business days following the rejection.

8. Acceptance of offender; issuance of reporting instructions

- a. If a receiving state accepts transfer of the offender, the receiving state's acceptance shall include reporting instructions.
- b. Upon notice of acceptance of transfer by the receiving state, the sending state shall issue a travel permit to the offender and notify the receiving state of the offender's departure as required under Rule 4.105.
- c. A receiving state shall assume responsibility for supervision of an offender upon the offender's arrival in the receiving state and shall submit notification of arrival as required under Rule 4.105
- d. An acceptance by the receiving state shall be valid for 120 calendar days. If the sending state has not sent a departure notice to the receiving state in that time frame, the receiving state may withdraw its acceptance and close interest in the case.
- e. A receiving state may withdraw its acceptance of the transfer request if the offender does not report to the receiving state by the 5th business day following transmission of notice of departure and shall provide immediate notice of such withdrawal to the sending state.

9. Pre-release transfer request of a paroling offender:

- a. A sending state may submit a completed request for transfer of supervision no earlier than 120 calendar days prior to an offender's planned release from a correctional facility.
- b. If a pre-release transfer request has been submitted, a sending state shall notify a receiving state:
 1. if the planned release date changes;
 2. If recommendation for release of the offender has been withdrawn or denied.
- c. A receiving state may withdraw its acceptance of the transfer request if the offender does not report to the receiving state by the fifth calendar day following the offender's intended date of departure and shall provide immediate notice of such withdrawal to the sending state.

10. Request for expedited transfer reporting instructions:

- a. A sending state may request that a receiving state agree to expedite reporting instructions for an offender if the sending state believes that emergency circumstances exist and the receiving state agrees with that determination. If the receiving state does not agree with that determination, the offender shall not proceed to the receiving state until an acceptance is received under Rule 3.104-1.

- b. A receiving state shall provide a response to a request for expedited reporting instructions to the sending state no later than two business days following receipt of such a request. The sending state shall transmit a departure notice to the receiving state upon the offender's departure.
- c. The sending state shall ensure that the offender signs all forms requiring the offender's signature under Rule 3.107 prior to granting reporting instructions to the offender. Upon request from the receiving state the sending state shall transmit all signed forms within 5 business days.
- d. A receiving state shall assume responsibility for supervision of an offender who is granted reporting instructions during the investigation of the offender's plan of supervision upon the offender's arrival in the receiving state. The receiving state shall submit an arrival notice to the sending state per Rule 4.105.

A sending state shall transmit a completed transfer request for an offender granted reporting instructions no later than the seventh business day following the granting to the offender of the reporting instructions.

- e. If the receiving state rejects the transfer request for an offender who has been granted reporting instructions and has arrived in the receiving state, the receiving state shall initiate the offender's return to the sending state under the requirements of Rule 4.111.
- f. If the sending state fails to send a completed transfer request by the 7th business day for an offender who has been granted reporting instructions and has arrived in the receiving state, the receiving state may initiate the offender's return to the sending state under the requirements of Rule 4.111.

11. Transfer Request:

A Transfer request for an offender shall be transmitted through the electronic information system authorized by the commission and shall contain:

- A narrative description of the instant offense in sufficient detail to describe the circumstances, type and severity of offense and whether the charge has been reduced at the time of imposition of sentence;
- photograph of offender;
- conditions of supervision;
- any orders restricting the offender's contact with victims or any other person;
- any known orders protecting the offender from contact with any other person;
- information as to whether the offender is subject to sex offender registry requirements in the sending state along with supportive documentation;
- fingerprints (3 legible copies of both sides)
- admission summary
- pre-sentence investigation report, unless distribution is prohibited by law or it does

- not exist;
- information as to whether the offender has a known gang affiliation, and the gang with which the offender is known to be affiliated;
- supervision history if the offender has been on supervision for more than thirty (30) calendar days at the time the transfer request is submitted;
- information relating to any court-ordered financial obligations, including but not limited to, fines, court costs, restitution, and family support; the balance that is owed by the offender on each; and the address of the office to which payment must be made.
- Summary of prison discipline and mental health history during the last 2 years, if available, unless distribution is prohibited by law.
- A copy of the signed Offender Application for Interstate Compact Transfer shall be attached to the transfer request.
- Additional documents, necessary for supervision in the receiving state, such as the Judgment and Commitment, may be requested from the sending state following acceptance of the offender. The sending state shall provide the documents. Within no more than 30 calendar days from the date of the request, unless distribution is prohibited by law or a document does not exist.

12. Victim notification:

a. Notification to victims upon transfer of offenders:

Within one business day of the issuance of reporting instructions or acceptance of transfer by the receiving state, the sending state shall initiate notification procedures of the transfer of supervision of the offender in accordance with its own laws to known victims in the sending state, and the receiving state shall initiate notification procedures of the transfer of supervision of the offender in accordance with its own laws to victims in the receiving state.

b. Notification to victims upon violation by offender or other change in status:

1) The receiving state is responsible for reporting information to the sending state when an offender:

- a. Engages in behavior requiring retaking;
- b. Changes address;
- c. Returns to the sending state where an offender's victim resides;
- d. Departs the receiving state under an approved plan of supervision in a subsequent receiving state; or
- e. Is issued a temporary travel permit where supervision of the offender has been designated a victim-sensitive matter.

- 2) Both the sending state and the receiving state shall notify known victims in their respective states of this information in accordance with their own laws or procedures.
 - c. The receiving state shall respond to requests for offender information from the sending state no later than the fifth business day following the receipt of the request.
13. Victims' right to be heard and comment:
 - a. When an offender submits a request to transfer to a receiving state or a subsequent receiving state, or to return to a sending state, the victim notification authority in the sending state shall, at the time of notification to the victim as required in Rule 3.108 (a), inform victims of the offender of their right to be heard and comment. Victims of the offender have the right to be heard regarding their concerns relating to the transfer request for their safety and family members' safety. Victims have the right to contact the sending state's interstate compact office at any time by telephone, telefax, or conventional or electronic mail regarding their concerns relating to the transfer request for their safety and family members' safety. The victim notification authority in the sending state shall provide victims of the offender with information regarding how to respond and be heard if the victim chooses.

Victims of the offender have the right to be heard regarding their concerns relating to the transfer request for their safety and family members' safety. Victims have the right to contact the sending state's interstate compact office at any time by telephone, fax, or conventional or electronic mail regarding their concerns relating to the transfer request for their safety and family members' safety. The victim notification authority in the sending state shall provide victims of the offender with information regarding how to respond and be heard if the victim chooses.
 - b. Victims shall have 15 business days from receipt of notice to respond to the sending state. Receipt of notice shall be presumed to have occurred by the fifth business day following its sending. The receiving state shall continue to investigate the transfer request while awaiting response from the victim.
 - c. Upon receipt of the comments from victims of the offender, the sending state shall consider comments regarding their concerns relating to the transfer request for their safety and family members' safety. Victims' comments shall be confidential and shall not be disclosed to the public. The sending state or receiving state may impose special conditions of supervision on the offender, if the safety of the offender's victims or family members of victims is deemed to be at risk by the approval of the offender's request for transfer.
 - d. The sending state shall respond to the victim no later than five business days following receipt of victims' comments, indicating how victims' concerns will be addressed when transferring supervision of the offender

14. Waiver of extradition:

- a. An offender applying for interstate supervision shall execute, at the time of application for transfer, a waiver of extradition from any state to which the offender may abscond while under supervision in the receiving state.
- b. States that are party to this compact waive all legal requirements to extradition of offenders who are fugitives from justice.

C. Supervision in Receiving State:

1. Manner and degree of supervision in receiving state:

A receiving state shall supervise an offender consistent with the supervision of other similar offenders sentenced in the receiving state, including the use of incentives, corrective actions, graduated responses and other supervision techniques.

2. Duration of supervision in the receiving state:

A receiving state shall supervise an offender transferred under the interstate compact for a length of time determined by the sending state.

3. Conditions of Supervision:

- a. At the time of acceptance or during the term of supervision, the receiving state may impose a condition on an offender if that condition would have been imposed on an offender sentenced in the receiving state.
- b. A receiving state shall notify a sending state that it intends to impose or has imposed a special condition on the offender, the nature of the special condition, and the purpose.
- c. A sending state shall inform the receiving state of any conditions to which the offender is subject at the time of request for transfer is made, or when it becomes available.
- d. A receiving state that is unable to enforce a condition imposed in the sending state shall notify the sending state of its inability to enforce a condition at the time of the request for transfer of supervision is made.

4. Force and effect of conditions imposed by a receiving state:

The sending state shall give the same force and effect to conditions imposed by a receiving state as if those conditions had been imposed by the sending state.

5. Offender registration or DNA testing in receiving or sending state:

A receiving state shall require that an offender transferred under the interstate compact comply with any offender registration and DNA testing requirements in accordance with the laws or policies of the receiving state and shall assist the sending state to ensure DNA testing requirements and offender registration requirements of a sending state are fulfilled.

6. Arrival and departure notifications; withdrawal of reporting instructions:

a. Departure notifications:

At the time of an offender's departure from any state pursuant to a transfer of supervision or the granting of reporting instructions, the state from which the offender departs shall notify the intended receiving state, and, if applicable, the sending state, through the electronic information system of the date and time of the offender's intended departure and the date by which the offender has been instructed to arrive.

b. Arrival notifications:

At the time of an offender's arrival in any state pursuant to a transfer of supervision or the granting of a reporting instruction, or upon the failure of an offender to arrive as instructed, the intended receiving state shall immediately notify the state from which the offender departed, and, if applicable, the sending state, through the electronic information system of the offender's arrival or failure to arrive.

c. A receiving state may withdraw its reporting instructions if the offender does not report to the receiving state as directed.

7. Progress reports on offender compliance and non-compliance:

a. A receiving state shall submit the progress report to the sending state within 30 calendar days of receiving a request.

b. A receiving state may initiate a progress report to document offender compliant or non-compliant behavior that does not require retaking as well as incentives, corrective actions or graduated responses imposed.

c. A progress report shall include:

1. Offender's name;
2. Offender's current residence address;
3. Offender's current telephone number and current electronic mail address;
4. Name and address of offender's current employer;
5. Supervising officer's summary of offender's conduct, progress and attitude, and compliance with conditions of supervision;
6. Programs of treatment attempted and completed by the offender;

7. Information about any sanctions that have been imposed on the offender since the previous progress report;
8. Supervising officer's recommendation;
9. Any other information requested by the sending state that is available in the receiving state.

8. Fees:

a. Application fee:

A sending state may impose a fee for each transfer application prepared for an offender.

b. Supervision fee:

A receiving state may impose a reasonable supervision fee on an offender whom the state accepts for supervision, which shall not be greater than the fee charged to the state's own offenders.

A sending state shall not impose a supervision fee on an offender whose supervision has been transferred to a receiving state.

9. Collection of restitution, fines and other costs:

a. A sending state is responsible for collecting all fines, family support, restitution, court costs, or other financial obligations imposed by the sending state on the offender.

b. Upon notice by the sending state that the offender is not complying with family support and restitution obligations and financial obligations as set forth in subsection (a), the receiving state shall notify the offender that the offender is in violation of the conditions of supervision and must comply. The receiving state shall inform the offender of the address to which payments are to be sent.

10. Violation reports requiring retaking:

a. A receiving state shall notify a sending state of an act or pattern of behavior requiring retaking within 30 calendar days of discovery or determination by submitting a violation report.

b. A violation report shall contain:

- 1) Offender's name and location;
- 2) Offender's state-issued identifying numbers;
- 3) Date(s) and description of the behavior requiring retaking;
- 4) the use of incentives, corrective actions, including graduated responses or other supervision techniques to address the behavior requiring retaking in the receiving

- state, and the offender's response to such actions;
 - 5) Dates, descriptions and documentation regarding the status and disposition, if any, of offenses or behavior requiring retaking;
 - 6) Dates, descriptions and documentation of previous non-compliance, to include a description of the use of corrective actions, graduated responses or other supervision techniques;
 - 7) Name and title of the officer making the report;
 - 8) If the offender has absconded, the offender's last known address and telephone number, name and address of the offender's employer, and the date of the offender's last personal contact with the supervising officer and details regarding how the supervising officer determined the offender to be an absconder.
 - 9) Supporting documentation regarding the violation
- c. The sending state shall respond to a report of a violation made by the receiving state no later than ten business days following transmission by the receiving state.;
 - d. The response by the sending state shall include action to be taken by the sending state and the date by which that action will begin and its estimated completion date.
11. Authority to arrest and detain

An offender in violation of the conditions of supervision may be taken into custody or continued in custody by the receiving state.

12. Absconding Violation

- a. If there is a reason to believe that an offender has absconded, the receiving state shall attempt to locate the offender. Such activities shall include, but are not limited to:
 - 1) Conducting a field contact at the last known place of residence;
 - 2) Contacting the last known place of employment, if applicable;
 - 3) Contacting known family members and collateral contacts.
- b. If the offender is not located, the receiving state shall submit a violation report pursuant to rule 4.109 (b) (9).

13. Transfer to a subsequent receiving state:

- a. At the request of an offender for transfer to a subsequent receiving state, and with the approval of the sending state, the sending state shall prepare and transmit a request for transfer to the subsequent state in the same manner as an initial request for transfer is made.
- b. The receiving state shall assist the sending state in acquiring the offender's signature on the "Application for Interstate Compact Transfer, and any other forms that may be

required under Rule 3.107, and shall transmit these forms to the sending state.

- c. The receiving state shall submit a statement to the sending state summarizing the offender's progress under supervision.
- d. The receiving state shall issue a travel permit to the offender when the sending state informs the subsequent receiving state that the offender's transfer to the subsequent receiving state has been approved.
- e. Notification of offender's departure and arrival shall be made as required under Rule 4.105.
- f. Acceptance of the offender's transfer of supervision by a subsequent state and issuance of reporting instructions to the offender terminate the receiving state's supervisory obligations for the offender.

14. Offenders returning to the sending state:

- a. For an offender returning to the sending state, the receiving state shall request reporting instructions, unless the offender is under active criminal investigation or is charged with a subsequent criminal offense in the receiving state. The receiving state shall provide the sending state with the reason(s) for the offender's return. The offender shall remain in the receiving state until receipt of reporting instructions.
- b. If the receiving state rejects the transfer request for an offender who have arrived in the receiving state with approved reporting instructions under Rules 3.101-1, 3.101- 3, 3.103 or 3.106 the receiving state shall, upon submitting notice of rejection, submit a request for return reporting instructions within 7 business days, unless 3.104 (b) or (c) applies or if the location of the offender is unknown conduct activities pursuant to rule 4.109-2.
- c. Except as provided in subsection (e). The sending state shall grant the request no later than two (2) business days following receipt of the request for reporting instructions from the receiving state. The instructions shall direct the offender to return to the sending state within 15 business days from the date the request was received.
- d. The receiving state shall provide the offender reporting instructions and determine the offender's intended departure date. If unable to locate the offender to provide the reporting instructions, the receiving state shall conduct activities pursuant to Rule 4.109-2.
- e. In a victim sensitive case, the sending state shall not provide reporting instructions until the victim notification provisions of Rule 3.108 (b) (1) (C) have been followed.
- f. The receiving state retains authority to supervise the offender until the offender's directed departure date or issuance of the sending state's warrant. Upon departing, the receiving state shall notify the sending state as required in Rule 4.105 (a) and submit a

case closure as required by Rule 4.112 (a)(5). The sending state shall notify the receiving state of the offender's arrival or failure to arrive as required by Rule 4.105 (b) prior to validating the case closure notice.

- g. If the offender does not return to the sending state as ordered, the sending state shall issue a warrant no later than 10 business days following the offender's failure to appear in the sending state.

15. Closing of supervision by the receiving state:

- a. The receiving state may close its supervision of an offender and cease supervision upon:
 - 1) The date of discharge indicated for the offender at the time of application for supervision unless informed of an earlier or later date by the sending state;
 - 2) Notification to the sending state of the absconding of the offender from supervision in the receiving state;
 - 3) Notification to the sending state that the offender has been sentenced to incarceration for 180 calendar days or longer, including judgment and sentencing documents and information about the offender's location;
 - 4) Notification of death; or
 - 5) Return to sending state.
- b. A receiving state shall not terminate its supervision of an offender while the sending state is in the process of retaking the offender.
- c. At the time a receiving state closes supervision, a case closure notice shall be provided to the sending state which shall include last known address and employment. The receiving state shall transmit a case closure notice within 10 business days after the maximum expiration date.
- d. The sending state shall submit the case closure notice reply to the receiving state within ten (10) business days of receipt.

D. Retaking:

1. Discretionary retaking by the sending state:

- a. Except as required in Rules 5.101-1, 5.102, 5.103, 5.103-1 and at its sole discretion, a sending state may retake or order the return of an offender.
- b. If the offender does not return to the sending state as ordered, then the sending state shall issue a warrant no later than 10 business days following the offender's failure to appear in the sending state.

2. Pending felony or violent crime charges

- a. Notwithstanding any other rule, if an offender is charged with a subsequent felony or violent crime, the offender shall not be retaken or ordered to return until criminal charges have been dismissed, sentenced satisfied, or the offender has been released to supervision for the subsequent offense, unless the sending and receiving states mutually agree to the retaking or return.

3. Discretionary process for disposition of violation in the sending state for a new crime conviction

Notwithstanding any other rule, a sentence imposing a period of incarceration on an offender convicted of a new crime which occurred outside the sending state during the compact period may satisfy or partially satisfy the sentence imposed by the sending state for the violation committed. This requires the approval of the sentencing or releasing authority in the sending state and consent of the offender.

- a. (Unless waived by the offender, the sending state shall conduct, at its own expense, an electronic or in-person violation hearing.
- b. The sending state shall send the violation hearing results to the receiving state within 10 business days.
- c. If the offender's sentence to incarceration for the new crime fully satisfies the sentence for the violation imposed by the sending state for the new crime, the sending state is no longer required to retake if Rules 5.102 and 5.103 apply.
- d. If the offender's sentence to incarceration for the new crime only partially satisfies the sentence for the violation imposed by the sending state for the new crime, the sending state is required to retake if Rules 5.102 and 5.103 apply.
- e. The receiving state may close the case under Rule 4.112 (a)(3).

4. Mandatory retaking for a new felony conviction or new violent crime conviction:

Upon a request from the receiving state, a sending state shall retake an offender from the receiving state or a subsequent receiving state upon the conviction of a new felony offense or new violent crime and:

- a. completion of a term of incarceration for that conviction; or,
- b. placement under supervision for that felony offense.

When a sending state is required to retake an offender, the sending state shall issue a warrant and, upon apprehension of the offender, file a detainer with the holding facility where the offender is in custody.

5. Offender behavior requiring retaking:

- a. Upon a request by the receiving state and documentation that the offender's behavior requires retaking, a sending state shall issue a warrant to retake or order the return of an offender from the receiving state or a subsequent receiving state

within 15 business days of the receipt of the violation report.

- b. If the offender is ordered to return in lieu of retaking, the receiving state shall request reporting instructions per Rule 4.111 within 7 business days following the receipt of the violation report response.
 - c. The receiving state retains authority to supervise until the offenders directed departure date. If the offender does not return to the sending state as ordered, then the sending state shall issue a warrant no later than 10 business days following the offender's failure to appear in the sending state.
6. Mandatory retaking for offenders who abscond:
- a. Upon receipt of an absconder violation report and case closure, the sending state shall issue a warrant and, upon apprehension of the offender, file a detainer with the holding facility where the offender is in custody.
 - b. If an offender who has absconded is apprehended on a sending state's warrant within the jurisdiction of the receiving state that issued the violation report and case closure, the receiving state shall, upon request by the sending state, conduct a probable cause hearing as provided in Rule 5.108 (d) and (e) unless waived as provided in Rule 5.108(b).
 - c. Upon a finding of probable cause the sending state shall retake the offender from the receiving state.
 - d. If probable cause is not established, the receiving state shall resume supervision upon the request of the sending state.
 - e. The sending state shall keep its warrant and detainer in place until the offender is retaken pursuant to paragraph © or supervision is resumed pursuant to paragraph (d).

7. Cost of retaking an offender:

A sending state shall be responsible for the cost of retaking the offender.

8. Time allowed for retaking an offender:

A sending state shall retake an offender within 30 calendar days after the decision to retake has been made or upon release of the offender from incarceration in the receiving state.

9. Cost of incarceration in receiving state:

A receiving state shall be responsible for the cost of detaining the offender in the receiving state pending the offender's retaking by the sending state

10. Officers retaking an offender:

- a. Officers authorized under the law of a sending state may enter a state where the offender is found and apprehend and retake the offender, subject to this compact, its rules, and due process requirements.
- b. The sending state shall be required to establish the authority of the officer and the identity of the offender to be retaken.

11. Probable cause hearing in receiving state:

- a. An offender subject to retaking that may result in a revocation shall be afforded the opportunity for a probable cause hearing before a neutral and detached hearing officer in or reasonably near the place where the alleged violation occurred.
- b. No waiver of a probable cause hearing shall be accepted unless accompanied by an admission by the offender to one or more violations of the conditions of supervision.
- c. A copy of a judgment of conviction regarding the conviction of a new criminal offense by the offender shall be deemed conclusive proof that an offender may be retaken by a sending state without the need for further proceedings.
- d. The offender shall be entitled to the following rights at the probable cause hearing:
 - 1) Written notice of the alleged violation(s);
 - 2) Disclosure of non-privileged or non-confidential evidence regarding the alleged violation(s);
 - 3) The opportunity to be heard in person and to present witnesses and documentary evidence relevant to the alleged violation(s);
 - 4) The opportunity to confront and cross-examine adverse witnesses, unless the hearing officer determines that a risk of harm to a witness exists.
- e. The receiving state shall prepare and submit to the sending state a written report within 10 business days of the hearing that identifies the time, date and location of the hearing; lists the parties present at the hearing; and includes a clear and concise summary of the testimony taken and the evidence relied upon in rendering the decision. Any evidence or record generated during a probable cause hearing shall be forwarded to the sending state.
- f. If the hearing officer determines that there is probable cause to believe that the offender has committed the alleged violations of conditions of supervision, the receiving state shall hold the offender in custody, and the sending state shall,

within 15 business days of receipt of hearing officer's report, notify the receiving state of the decision to retake or other action to be taken.

- g. If probable cause is not established, the receiving state shall:
- 1) Continue supervision if the offender is not in custody
 - 2) Notify the sending state to vacate the warrant, and continue supervision upon release if the offender is in custody on the sending state's warrant.
 - 3) Vacate the receiving state's warrant and release the offender back to supervision within 24 hours of the hearing if the offender is in custody.

12. Transport of offenders:

States that are party to this compact shall allow officers authorized by the law of the sending or receiving state to transport offenders through the state without interference.

13. Retaking offenders from local, state or federal correctional facilities:

Officers authorized by the law of a sending state may take custody of an offender from a local, state or federal correctional facility at the expiration of the sentence or the offender's release from that facility provided that:

- a. No detainer has been placed against the offender by the state in which the correctional facility lies; and
- b. No extradition proceedings have been initiated against the offender by a third-party state.

14. Denial of bail or other release conditions to certain offenders:

An offender against whom retaking procedures have been instituted by a sending or receiving state shall not be admitted to bail or other release conditions in any state.

E. Dispute Resolution and Interpretation of Rules:

1. Informal communication to resolve disputes or controversies and obtain interpretation of the rules:

- a. Through the office of a state's compact administrator, states shall attempt to resolve disputes or controversies by communicating with each other by telephone, telefax or electronic mail.
- b. Failure to resolve dispute or controversy:
 - Following an unsuccessful attempt to resolve controversies or disputes arising

under this compact, its by-laws or its rules as required under Rule 6.101 (a), states shall pursue one or more of the informal dispute resolution processes set forth in Rule 6.101 (b)(2) prior to resorting to formal dispute resolution alternatives.

- Parties shall submit a written request to the executive director for assistance in resolving the controversy or dispute. The executive director shall provide a written response to the parties within ten business days and may, at the executive director's discretion, seek the assistance of legal counsel or the executive committee in resolving the dispute. The executive committee may authorize its standing committees or the executive director to assist in resolving the dispute or controversy.
- c. Interpretation of the rules: Any state may submit an informal written request to the executive director for assistance in interpreting the rules of this compact. The executive director may seek the assistance of legal counsel, the executive committee, or both, in interpreting the rules. The executive committee may authorize its standing committees to assist in interpreting the rules. Interpretations of the rules shall be issued in writing by the executive director or the executive committee and shall be circulated to all of the states.

2. Formal resolution of disputes and controversies:

- a. Alternative dispute resolution: Any controversy or dispute between or among parties that arises from or relates to this compact that is not resolved under Rule 6.101 may be resolved by alternative dispute resolution processes. These shall consist of mediation and arbitration.

- b. Mediation and arbitration:

- Mediation:

A state that is party to a dispute may request, or the executive committee may require, the submission of a matter in controversy to mediation.

Mediation shall be conducted by a mediator appointed by the executive committee from a list of mediators approved by the national organization responsible for setting standards for mediators, and pursuant to procedures customarily used in mediation proceedings.

- Arbitration:

Arbitration may be recommended by the executive committee in any dispute regardless of the parties' previous submission of the dispute to mediation.

Arbitration shall be administered by at least one neutral arbitrator or a panel of arbitrators not to exceed three members. These arbitrators shall be selected from a list of arbitrators maintained by the commission staff.

The arbitration may be administered pursuant to procedures customarily used in arbitration proceedings and at the direction of the arbitrator.

Upon the demand of any party to a dispute arising under the compact, the dispute shall be referred to the American Arbitration Association and shall be administered pursuant to its commercial arbitration rules.

The arbitrator in all cases shall assess all costs of arbitration, including fees of the arbitrator and reasonable attorney fees of the prevailing party, against the party that did not prevail.

The arbitrator shall have the power to impose any sanction permitted by this compact and other law of the state or the federal district in which the commission has its principal offices.

Judgment on any award may be entered in any court having jurisdiction.

3. Enforcement actions against a defaulting state:

- a. If the Interstate Commission determines that any state has at any time defaulted (“defaulting state”) in the performance of any of its obligations or responsibilities under this Compact, the by-laws or any duly promulgated rules the Interstate Commission may impose any or all of the following penalties
 - Fines, fees and costs in such amounts as are deemed to be reasonable as fixed by the Interstate Commission;
 - Remedial training and technical assistance as directed by the Interstate Commission;
 - Suspension and termination of membership in the compact. Suspension shall be imposed only after all other reasonable means of securing compliance under the by- laws and rules have been exhausted. Immediate notice of suspension shall be given by the Interstate Commission to the governor, the chief justice or chief judicial officer of the state; the majority and minority leaders of the defaulting state’s legislature, and the state council.
- b. The grounds for default include, but are not limited to; failure of a Compacting State to perform such obligations or responsibilities imposed upon it by this compact, Interstate Commission by-laws, or duly promulgated rules. The Interstate Commission shall immediately notify the defaulting state in writing of the potential penalties that may be imposed by the Interstate Commission on the defaulting state pending a cure of the default. The Interstate Commission shall stipulate the conditions and the time period within

which the defaulting state must cure its default. If the defaulting state fails to cure the default within the time period specified by the Interstate Commission, in addition to any other penalties imposed herein, the defaulting state may be terminated from the compact upon an affirmative vote of a majority of the compacting states and all rights, privileges and benefits conferred by this Compact shall be terminated from the effective date of suspension.

- c. Within sixty calendar days of the effective date of termination of a defaulting state, the Interstate Commission shall notify the governor, the chief justice or chief judicial officer and the majority and minority leaders of the defaulting state's legislature and the state council of such termination.
- d. The defaulting state is responsible for all assessments, obligations, and liabilities incurred through the effective date of termination including any obligations, the performance of which extends beyond the effective date of termination.
- e. The Interstate Commission shall not bear any costs relating to the defaulting state unless otherwise mutually agreed upon between the Interstate Commission and the defaulting state.
- f. Reinstatement following termination of any compacting state requires both a reenactment of the Compact by the defaulting state and the approval of the Interstate Commission pursuant to the rules.

4. Judicial Enforcement:

The Interstate Commission may, by majority vote of the members, initiate legal action in the United States District Court for the District of Columbia or, at the discretion of the Interstate Commission, in the federal district where the Interstate Commission has its offices to enforce compliance with the provisions of the Compact, its duly promulgated rules and by-laws, against any compacting state in default. In the event judicial enforcement is necessary the prevailing party shall be awarded all costs of such litigation including reasonable attorneys' fees.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-051202 PPD Interstate Compact on Adult Supervision, Intrastate Transfer of Offenders and Travel Permits	Issued: 02/21/94 Effective: 02/21/94	Reviewed: 4/24/26 Revised: 02/28/18
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-051200*

PROCEDURES:

- A. In accordance with PPD Mission, an offender will be supervised by a PPO in the district he is residing in during the transfer process.
- B. Offenders may be allowed to move, via a travel permit for thirty (30) days, to another Probation and Parole Division (PPD) district within New Mexico before the receiving district accepts the transfer, however, the sending district officer remains responsible for the supervision of the transferring offender until the receiving district has accepted supervision of that case. The sending officer shall schedule an appointment with the offender for thirty (30) days after the initiation of the transfer to review the status of the transfer with the offender.
- C. Incoming transfers to the Response Center will be assigned to a Response Center officer and that officer will have 5 business days (or 7 calendar days) to accept the case. Existing cases that are being transferred to the Response Center require a transfer audit from the sending district. Those cases that are assessed Minimum at Intake require only a case opening utilizing the Case Opening Checkoff List.
- D. Upon ascertaining that the offender has found suitable employment and/or residence, the sending district shall initiate a transfer. The sending district shall ensure that all information and data in CMIS is updated and accurate prior to initiation of transfer. A transfer audit shall be conducted and approved by the sending District Supervisor. See CD-051202 Form A-Transfer Audit Form
- E. Community Corrections clients will only be allowed to transfer to a district that has a Community Corrections Program. Community Corrections clients may only request a transfer if they have a home offer from family members, or a Corrections Department contracted housing program and/or verified employment offer in the receiving district. The request for transfer must receive approval by the District Supervisor in that receiving District before a Community Corrections offender can be transferred.
- F. The receiving district shall reply to the sending district within thirty (30) days.
- G. Acceptance of all transfers shall be noted in CMIS. When a probationer is accepted for transfer, the receiving district shall maintain all documents necessary for supervision until the conclusion of the case. The probationer offender hard file shall remain in the district office of

the county the offender was sentenced.

- H.** When a parolee is accepted for transfer, the sending district shall forward the hard file of said parolee to the receiving district and then close the case.
- I.** Attachment CD-051202 Form B is a guideline for this procedure to be used by the sending and receiving districts.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-051203 PPD Interstate Compact on Adult Supervision, Intrastate Transfer of Offenders and Travel Permits

Issued: 02/21/94
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Reviewed: 4/24/26
Revised: 02/28/18

Alisha Tafoya Lucero, Cabinet Secretary

Original Signed and Kept on File

AUTHORITY:

Policy *CD-051200*

PROCEDURES:

- A. Travel permits are a tool to assist the Probation and Parole Officer in monitoring the location and activities of offenders under supervision and to aid the offender in successful completion of the period of supervision. All requests for travel permits should be reviewed and thoroughly investigated by the issuing Probation and Parole Officer.
 1. Legitimate reasons for travel permits include employment, family emergencies and activities that will support the offender's rehabilitative efforts. In deciding whether or not to grant or deny permission to travel, the supervising officer should take into consideration the offender's actual need to travel and the amount of time realistically required. The officer should also consider the offender's record of compliance. Travel should not interfere unnecessarily with other obligations. The possibility of risk to the community should also be examined. If there appears to be a reason why offender travel would present an unacceptable risk or an unreasonable barrier to compliance, the officer would deny or restrict travel accordingly.
- B. In instances in which an offender is requesting a travel permit to a district where a past victim of the offender resides, the receiving district supervisor will be advised. Should potential problems exist; the offender will not be issued a travel permit.
- C. In no instances shall Probation and Parole Officers issue a travel permit to a certain location if there is a parole or probation condition forbidding such travel. The Parole Board or sentencing court must approve, in writing, any travel in which the Parole Board or sentencing court has made restrictions. Requests will be made to the Parole Board or sentencing court in writing with the District Supervisor's approval.
- D. Interstate travel permits for work purposes may be issued for periods not to exceed 30 days and may be reissued by the issuing Probation and Parole Officer at expiration. Should special circumstances exist, the Probation and Parole Officer may require the offender to report in person to the Probation and Parole Officer in the receiving district.
- E. For purposes of NCIC, written travel permits will be issued except for minimum offender.
- F. Special Management Supervision-intensive supervision offenders, community corrections offenders and sex offenders.

1. Written travel permits are mandatory for interstate travel for all offenders assigned to special management programs.
2. Travel permits for offenders in special management programs will be issued only for the following reasons:
 - a. Work Purposes: Offenders in special management programs may be allowed to work outside of the county in which he/she is being supervised only if it does not interfere with his or her reporting requirements (all contact requirements will be met) and the supervising officer feels it poses no additional threat to public safety. A travel permit may be issued by the supervising Probation and Parole Officer. The travel permit may be issued at most on a weekly basis to allow the offender to work within a 70- mile radius. There will be no overnight permits allowed for work purposes. Offenders must return to their approved residence after work each day. Unless there are extenuating circumstances, requiring district supervisor approval documented in CMIS.
 - b. Emergency Purposes: Offenders in special management programs may be allowed overnight travel to another county within New Mexico for emergency purposes only requiring district supervisor approval documented in CMIS.
 - c. After the emergency situation has been verified by the supervising Probation and Parole Officer and the supervising Probation and Parole Officer deems that there is no immediate threat to the safety of the community, the emergency travel permit will be referred to the District Supervisor for his/her approval. The District Supervisor may sign the travel permit or give verbal permission by phone to the supervising Probation and Parole Officer who will note the approval by indicating the date and time it was approved on the travel permit. Unless there are extenuating circumstances, requiring district supervisor approval documented in CMIS.
3. Travel permits for offenders in Community Corrections Programs, ISP, and SOU will be issued as follows:
 - a. **Phase I** – Travel permits within a 70 mile radius of the program for the following purpose:
 - 1) Employment and employment related issues;
 - 2) Medical treatment of the offender or immediate family member;
 - 3) Emergencies, including funerals, court appearances, child custody issues, or other situations that the Probation & Parole Officer feels appropriate to extend the radius limit to resolve that issue(s) and which is approved by the District Supervisor.

Out-of-state travel permits will not be issued in Phase I without the approval of the District Supervisor.

- b. **Phase II** – Travel permits within the state of New Mexico with a 72-hour maximum time limit on any one travel permit issued. Acceptance purposes for travel permits in Phase II are as follows:
 - 1) All of Phase I purposes
 - 2) Need as determined by Probation and Parole Officer and/or case manager and approved by the District Supervisor.
 - c. **Phase III** – Travel will be allowed anywhere in New Mexico for no longer than one week in duration. Out-of-state travel will be considered on a case-by-case basis for no longer than one week in duration and must be approved by the District Supervisor. Clients will be requested to report by telephone.
- I. Written travel permits are mandatory for all interstate and intrastate travel standard supervision offenders.
- 1. Once a travel permit has been issued, the offender must pick up the travel permit from the supervising probation and parole officer and sign an extradition waiver before travel.
 - 2. Minimum supervision offenders must request a travel permit from the State Response Center, via telephone. Once the travel permit is approved by the Response Center telephonically, the offender must obtain a copy of the permit and sign an extradition waiver (if out of state travel is requested) at the nearest Probation and Parole office before the offender may travel.
 - 3. The Offender must keep a copy of the travel permit in his/her possession throughout the duration of his/her travel.
 - 4. Permission for emergency travel may be granted verbally. If the emergency travel exceeds a 48-hour period, the offender shall contact the supervising officer or the response center by telephone for further reporting instructions. All requests for emergency travel shall be reviewed on a case by case basis.
 - 5. All written and emergency verbal travel permits shall be noted in CMIS case notes.
- J. Out of country travel permits, after reviewed and approved, will be provided to port of entry officials and must have an accompanying approval from the court to leave the country. For offenders to be considered for approval all costs, fines, fees must be up

INTRASTATE TRANSFER PROCESS

Sending PPO Responsibilities:

- Upon request for an IST a Case Update note shall be entered with detailed case notes regarding transfer specifics, address, reason and reporting instructions along with a Supervision Status update IST/Office/Completed
- PPO's will contact sponsor and validate residence. Make contact note into CMIS
- PPO will ensure file has all required documentation for IST transfer
- PPO will scan and save case materials in the M:Drive/offender folder
- PPO will give existing file to supervisor for auditing.
- Courtesy e-mail to PPS of receiving district advising them offender is traveling/transferring to their district and if the sending district needs assistance in case opening etc
 - For transfers to Albuquerque. Send an email to ppdabq.transfer@state.nm.us requesting assignment of a unit. Albuquerque Supervisor will return an e-mail indicating the unit and the supervisor contact information.
- (For all offenders regardless of receiving district) Instruct the offender to contact the supervisor immediately via telephone regarding reporting instructions.
- PPO will document travel permit in CMIS
- PPO will initiate transfer through CMIS IST/Office/Completed

Sending Supervisors Responsibilities:

- Supervisor will audit the case file within 7 business days and ensure the file and CMIS is in compliance.
- Supervisor will save a copy of the audit form in the offender folder and make an audit summary in case update.
- Supervisor will ensure case materials are uploaded to the offender folder
- Supervisor will approve transfer in CMIS within 7 business days
- Supervisor will verify that the IST note was entered by PO into the case notes

Receiving Supervisors Responsibilities:

- Supervisor will review transfer and ensure completeness. If something is missing the supervisor will contact sending district supervisor and request missing information. (This is **NOT** a reason for denial of transfer)
- Supervisor will assign case in CMIS within 2 business days
- Supervisor will also assign the case in the DR book. Supervisor will give PO a DR slip and issue an IST contact note assigning the case to the PPO in CMIS. (IST/Office/Assigned)
- Supervisor will review DR book and ensure the case has been investigated within 30 days (approved or denied)
- Supervisor will ensure that a home visit is conducted and case note entered into CMIS

Receiving PPO Responsibilities:

- PPO will investigate transfer within 30 days, PPO's will contact sponsor and confirm residence. Contact note is entered into CMIS
- PPO will approve/deny the transfer through agent alerts within 30 days
- If transfer is denied, PPO will send an email to the sending district supervisor advising them of the denial
- PPO will set file up – **J&S, probation agreement, intake paperwork, NCIC form**
- PPO will turn in file to supervisor for transfer credit
- PPO will enter an IST contact note that the case was approved or denied (IST/Office/Completed)