

## Survey to Chief APOs

### Issue: ICOTS Application

#### Question (from Elk County):

Elk County has been getting numerous rejections from ICOTS for technical reasons that are not material to the offense. When the application is rejected the entire case needs to be repopulated. This is very time consuming. Are any other counties having problems navigating the ICOTS system? We need to get our offenders supervised for public safety.

#### Erie County

Erie County is also receiving numerous rejections and staff indicate that they use the work around Monroe provided.

#### Monroe County

Monroe County has ICOTS cases returned for technical issues all the time. As a result, our PO's have gotten very good at using the system. While there isn't a solution I can offer to the denials, there is a work around for the repopulating problem. When trying to resubmit a case that has been rejected you can pick the "transfer request based on previously submitted ICOTS case" . You then search for the person and it will automatically populate documents from that case. You can also pick the option, based on a previous transfer rejection. Same thing happens. This will save you time. I attached a screen shot to clarify.

The screenshot shows a web browser window displaying the ICOTS (Interstate Compact Offender Tracking System) interface. The browser address bar shows the URL: [https://icots.interstatecompact.org/ICOTS/treq\\_ass](https://icots.interstatecompact.org/ICOTS/treq_ass). The page header includes the ICOTS logo and the text "Interstate Compact Offender Tracking System" and "jdalton@monroepacourts.us | Logout". Below the header is a navigation menu with tabs for "Assistants", "Compact Workload", "Offenders", "Reports", "Users", and "Help". The main content area is titled "Transfer Request" and contains the following sections:

**Sending State, Current State, and Current Location**

1. Is the Transfer Request you wish to create...

- for an offender for whom no RFRI has been submitted by your state?
- for an offender for whom your state has submitted an RFRI?
- following a rejection of a previous Transfer Request by the receiving state?
- intended to create a new ICOTS compact case based on an existing ICOTS compact case?

2. Enter the offender's first and last name:

- Offender First Name:
- Offender Last Name:

At the bottom of the form are two buttons: "Back" and "Continue".

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The Windows taskbar at the bottom of the screenshot shows the system tray with the date and time: 1:21 PM, 4/13/2018.

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