

Chapter 09
Interstate Compact for Adult Offender Supervision

Authority: Correctional Services Article, §§ 6-201, et seq., and 2-109
Annotated Code of Maryland

A. Purpose.

(1) The purpose of this chapter is to prescribe policy, standards, and procedures for transferring, tracking and retaking offenders in accordance with the "Interstate Compact for Adult Offender Supervision", hereinafter, "Interstate Compact."

(2) The Interstate Compact is a congressionally authorized agreement among the several states, the Commonwealth of Puerto Rico, the U.S. Virgin Islands and the District of Columbia to prevent crime and to promote public safety through cooperative and mutual assistance in the supervision of offenders on parole and probation.

(3) Nothing in this policy creates a substantive right of transfer for an offender.

(4) The Interstate Compact rules ~~, interstate transaction forms,~~ and other source material related to the Interstate Compact are available at the Interstate Commission for Adult Offender Supervision website, at <http://www.interstatecompact.org>.

(5) Unless otherwise noted, all interstate forms referenced in this chapter are:

(a) Electronic; and

(b) Available through the Interstate Compact Offender Tracking System (ICOTS).

Note: ICOTS is available through SafetyNet (Go: Training>Online Training>Interstate Commission Training On-Demand) and through the following link:
<https://icots.interstatecompact.org/ICOTS/login>

(6) **ICOTS Access Application.** An employee may not access ICOTS unless the:

(a) Employee and the employee's supervisor have completed, dated, and signed an "Application for ICOTS Users"; and

(b) Original, signed "Application for ICOTS Users" has been forwarded to the Division's Interstate Compact Office.

(7) **Final approval and form retention.** After review and approval, the Division's Interstate Compact Office shall forward the original "Application for ICOTS Users" form to the Division's Human Resources and Management Office which shall:

(a) Forward a copy of the approved form to the employee's regional office; and

(b) Place the original approved form in the employee's personnel file.

B. Definitions.

(1) In this chapter, the following terms have the meanings indicated.

(2) Terms defined.

(a) "Abscond" means that an offender is absent from the offender's approved residence or employment with the intent to avoid supervision.

(b) "Compact Administrator" means the individual in each compacting state who is appointed under the terms of the Interstate Compact to administer and manage the state's supervision and transfer of offenders subject to the terms of the Interstate Compact, the rules adopted by the ICAOS, and policies adopted by the State Council under the Interstate Compact. In Maryland, the designated officer is the Director of the Division of Parole and Probation.

(c) "Deputy Compact Administrator" means the individual designated by the compact administrator to conduct day-to-day Interstate Compact business.

(d) "Detainer" means a writ or other legal instrument commanding that a prisoner be held where confined.

(e) "ICAOS" means the Interstate Commission for Adult Offender Supervision.

(f) "Parole bond" means surety taken to reduce the financial cost to the State should it become necessary to return a parolee or mandatory releasee to Maryland pursuant to an executed retake warrant or extradition order.

(g) "Plan of supervision" means the terms under which an offender is to be supervised, including the offender's:

(i) Proposed residence;

(ii) Proposed employment;

(iii) Viable means of support; and

(iv) Conditions of supervision.

(h) "Receiving state" means a state party to the Interstate Compact that accepts, or is asked to accept, supervision of an offender in transfer from another state.

(i) "Reporting instructions" means the orders given to an offender by a state, directing the offender to report at a specific time, on a certain date, to a designated person or place.

(j) "Resident" means an offender who:

(i) Continuously lived in a state for at least one year prior to committing the offense for which the offender is under supervision;

(ii) Intends that the state be the offender's principal place of residence; and

(iii) Has not, unless incarcerated, relocated to another state for at least six continuous months with the intent of establishing a new principal place of residence.

(k) "Resident family" means an offender's parent, grandparent, aunt, uncle, adult child, legal guardian, step-parent, adult sibling, or spouse who:

(i) Has resided in the receiving state for at least 180 days as of the date of the transfer request;

(ii) Is willing and able to assist the offender as specified in the supervision plan.

(l) "Sending state" means a state party to the Interstate Compact that transfers, or seeks to transfer, a supervised offender to another state.

(m) "Significant violation" means an offender's violation of the terms or conditions of supervision which, if the violation occurred in the receiving state, would result in a request for a violation hearing.

(n) "Temporary travel permit" means written permission, issued to an offender whose supervision has been designated a victim-sensitive matter, authorizing the offender to travel out of a supervising state for more than twenty-four hours but not more than thirty-one days.

(o) "Travel permit" means written permission that authorizes an offender to relocate from one state to another.

(p) "Victim sensitive" means a designation made by a sending state, in accordance with its definition of "crime victim", under the sending state's statutes governing crime victims. (See chapter 06.02 of this manual for regarding victim notification policy and procedures.)

(q) "Violent Crime" means any crime involving the unlawful exertion of physical force with the intent to cause injury or physical harm to a person; or 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.

(r) "Violent Offender" means an offender under supervision for a violent crime.

(s) "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.

C. Administration of the Interstate Compact. The compact administrator shall direct the administration of the Interstate Compact and designate at least one deputy compact administrator who shall:

(1) Coordinate and oversee day-to-day Interstate Compact Unit Office functions;

- (2) Provide guidance to divisional staff regarding interstate transactions;
- (3) Serve as the Division's liaison and primary contact for compact states;
- (4) Maintain records of interstate inquiries, transfers and transfer requests; and

(5) Perform such other tasks as required by the compact administrator and as needed to ensure divisional compliance with the Interstate Compact as well as Maryland law, regulation and divisional policy pertaining to the Interstate Compact.

D. Interstate Transfer Eligibility Criteria.

(1) An offender shall be eligible for transfer to another state if the:

(a) Offender is under supervision and is:

- (i) Legally classified as an adult; or
- (ii) A juvenile but is treated as an adult by court order, statute, or operation of law;

(b) Sending state permits the transfer; and

(c) Offender meets the criteria set forth below in paragraph (2), (3), (4), (5), or 6).

(2) **Resident of receiving state.** An offender who is a resident of another state is eligible to transfer to that state if the offender:

(a) Has at least three months or an indefinite period remaining under supervision; and

(b) Is in substantial compliance with the terms of supervision in the sending state.

(3) **Family in receiving state.** An offender who is not a resident of the receiving state is eligible to transfer to that state if the:

(a) Offender has resident family in the receiving state;

(b) The resident family is willing and able to assist the offender; and

(c) The offender can obtain employment in the receiving state or has a visible means of support there.

(4) **Military member.** An offender is eligible for reporting instructions and transfer of supervision if the offender is:

(a) A member of the United States military; and

(b) Deployed by the military to another state.

(5) When an offender meets the requirements set forth in paragraph (4) of this section, the receiving state is required by ICAOS rule to issue reporting instructions not later than two business days following a request from the sending state.

~~An offender who is a member of the military is eligible immediately for supervision transfer if the offender:~~

~~— (a) Is in substantial compliance with the terms of supervision in the sending state; and~~

~~— (b) Can obtain employment in the receiving state or has a visible means of support there.~~

(6) **Military family.** An offender who lives with a family member who has been deployed to another state is eligible immediately for reporting instructions and transfer of supervision ~~supervision transfer~~ if the offender:

(a) Will live in the receiving state with the military family member;

(b) Is in substantial compliance with the terms of supervision in the sending state; and

(c) Can obtain employment in the receiving state or has a visible means of support there;

(d) Has more than 90 days or an indefinite period of supervision remaining at the time the sending state transmits the transfer request; and

(e) Has a valid plan of supervision.

(7) When an offender meets the requirements set forth in paragraph (6) of this section, the receiving state is required by ICAOS rule to issue reporting instructions not later than two business days following a request from the sending state.

(8) **Employment transfer of the offender to another state.** An offender who is transferred to another state by his or her 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:

(a) Has more than 90 days or an indefinite period of supervision remaining at the time the sending state transmits the transfer request;

(b) Has a valid plan of supervision; and

(c) Is in substantial compliance with the terms of supervision in the sending state.

(9) When an offender meets the requirements set forth in paragraph (8) of this section, the receiving state is required by ICAOS rule to issue reporting instructions not later than two business days following a request from the sending state.

(10) **Employment transfer of family member to another state.** An offender is eligible for reporting instructions and transfer of supervision if a member of the offender's family is transferred to another state by his or her full-time employer, at the direction of the employer and as a condition of maintaining employment, provided that the offender:

(a) Will live with the family member in the receiving state;

(b) Has more than 90 days or an indefinite period of supervision remaining at the time the sending state transmits the transfer request;

(c) Has a valid plan of supervision; and

(d) Is in substantial compliance with the terms of supervision in the sending state.

(11) When an offender meets the requirements set forth in paragraph (10) of this section, the receiving state is required by ICAOS rule to issue reporting instructions not later than two business days following a request from the sending state.

~~(6)~~ (12) **Transfer of family member.** Except as set forth in paragraph ~~(7)~~ (13) of this section, an offender is eligible immediately for supervision transfer if the offender:

(a) Lives in the sending state with a family member who:

(i) Is transferred to another state; and

(ii) Obtains full-time employment;

(b) Is in substantial compliance with the terms of supervision in the sending state;

(c) Can obtain employment in the receiving state or has a visible means of support there; and

(d) Will live with the family member in the receiving state.

~~(7)~~ (13) An offender shall be ineligible for transfer under paragraph (12) ~~(6)~~ of this section if the receiving state shows good cause for rejecting the transfer request.

~~(8)~~ (14) **Agreement of receiving state.** An offender who does not meet the transfer eligibility criteria set forth in paragraphs (1) through ~~(6)~~ (12) of this section may be permitted to transfer if:

(a) Good cause exists; and

(b) The receiving state consents to the transfer.

~~(9)~~ (15) Except as provided under paragraph ~~(40)~~ (16) of this section, before a sending state permits an offender to reside in any other state, the receiving state shall have the opportunity to investigate the residence and prospective employment of the offender.

~~(40)~~ (16) A probationer who was living in the receiving state at the time of sentencing may be permitted to return to the receiving state pending an investigation by the receiving state if the sending state:

- (a) Verifies that the probationer was living in the receiving state at the time of sentencing;
- (b) Requests provisional reporting instructions from the receiving state;
- (c) Ensures that the probationer signs all necessary forms; and
- (d) Issues to the probationer a travel permit which is valid for not more than seven days.

~~(11)~~ **(17)** An offender is ineligible for interstate transfer if the offender is:

- (a) Being supervised or monitored by a pre-trial diversion, pre-trial intervention, home detention, or home monitoring program;
- (b) On work release, furlough, or other pre-parole release status; or
- (c) A misdemeanor who does not meet the criteria set forth in the next paragraph.

~~(12)~~ **(18)** **Misdemeanant transfer eligibility.** An offender who is under supervision for a misdemeanor is eligible for transfer, provided the offender:

- (a) Is sentenced to be supervised for at least one year; and
- (b) Meets one or more of the criteria set forth in paragraph ~~(13)~~ **(19)** of this section.

~~(13)~~ **(19)** The misdemeanor offense for which an offender is to be supervised:

- (i) Resulted in direct or threatened physical or psychological harm to an individual;
- (ii) Involved the use or possession of a firearm;
- (iii) Constituted a second or subsequent misdemeanor of driving while impaired by drugs or alcohol; or
- (iv) Requires the offender to register as a sex offender in the sending state.

~~(14)~~ **(20)** An offender may proceed to the receiving state provided that:

- (a) The offender has received written permission to leave the sending state;
- (b) The offender is under adult supervision;
- (c) At least three months or an indefinite period remain in the supervision period; and
- (d) The receiving state either:
 - (i) Accepts supervision of the offender; or
 - (ii) Consents to the transfer and issues reporting instructions to the offender.

E. Recall of Offenders.

(1) **Introduction.** When an offender who is subject to the Interstate Compact relocates to another state in violation of the compact, it is the responsibility of the sending state (i.e., The state from which the offender relocated.) to recall the offender to the sending state. Accordingly, this section prescribes the procedures for:

(a) Recalling an offender to Maryland; and

(b) Notifying the ~~deputy compact administrator~~ **Division's Interstate Compact Office** when another state's offender relocates to Maryland in violation of the compact.

(2) **Documentation.** An agent or monitor shall document in ~~the appropriate field notes~~ **Case Notes** each action and result taken pursuant to this section.

(3) **Recalling an offender to Maryland.** When an agent or monitor learns that a Maryland offender who is subject to the Interstate Compact has relocated to another state in violation of the compact, the agent or monitor shall, on the same workday that the agent or monitor learns of the offender's relocation to another state, telephone the offender and direct the offender to:

(a) Return to Maryland immediately; and

(b) Report to the agent or monitor upon the offender's return to Maryland.

(4) If the agent or monitor is unable to reach the offender by telephone, the agent or monitor shall:

(a) If feasible, leave a message for the offender to return immediately to Maryland;

(b) Send a letter to the offender, instructing the offender to report in person to the agent or monitor by a specific date; and

(c) Forward a copy of the letter to the ~~deputy compact administrator~~ **Division's Interstate Compact Office**.

(5) **Time limitations.** An agent or monitor shall take the steps set forth in paragraph (4)(b) and (c) not later than one workday after the agent or monitor learns that a Maryland offender has relocated to another state in violation of the Interstate Compact. Additionally, the date specified in the letter required under paragraph (4)(b) may not exceed five workdays from the date that the agent or monitor learned of the offender's relocation to another state.

(6) **Warrant request.** If an offender fails to return to Maryland as instructed by the offender's agent or monitor, the agent or monitor shall, not later than three workdays after the offender fails to report on the date specified:

(a) Prepare a Report- Request for Warrant; and

(b) Submit the report to the agent's or monitor's immediate supervisor.

(7) **Notification requirement.** When an agent or monitor suspects that an offender has relocated to Maryland in violation of the Interstate Compact, the agent or monitor shall, through the agent's or monitor's immediate supervisor, notify the ~~deputy compact administrator~~ **Division's Interstate Compact Office** in writing of the basis for the agent's or monitor's suspicion.

(8) **Time limitation.** An agent or monitor shall meet the notification requirement set forth in the preceding paragraph not later than two workdays after learning that an offender may be in Maryland in violation of the Interstate Compact.

(9) An offender who is within Maryland or outside of Maryland in violation of the Interstate Compact may remain in Maryland or the other state if the Interstate Compact authorities of Maryland and the other state agree.

F. Interstate Transfer of Inmates Pending Release.

(1) An inmate serving a state sentence in Maryland who is a resident of another state or who is a Maryland resident intending to relocate from Maryland upon release may be approved for interstate transfer if the inmate meets the eligibility criteria listed in section D of this chapter.

(2) The receipt by the ~~deputy compact administrator~~ **Division's Interstate Compact Office** of a home and employment investigation request from the Parole Commission, the Division of Correction, or a local jail or detention center is notice that an inmate may be approved for interstate transfer under the preceding paragraph.

(3) Upon receipt of a home and employment investigation request under paragraph (2) of this section, the ~~deputy compact administrator~~ **Division's Interstate Compact Office** shall:

(a) **Through ICOTS,** request that a home and employment investigation be conducted by the receiving state by submitting to the receiving state the appropriate transfer request and all required attachments;

(b) Maintain copies of all documents, including correspondence received and issued regarding the matter; and

(c) Direct the results of the receiving state's investigation, or other outcome, to the Parole Commission, the Division of Correction, or divisional entity, as appropriate.

G. Travel Permits.

(1) An offender may not leave Maryland without written and valid permission to leave Maryland.

(2) Except as set forth in **D(16)** (40) of this chapter, an offender may not be permitted to travel to another state for the purpose of supervision transfer unless the receiving state expressly consents to the offender's being there.

(3) An offender who is otherwise eligible for interstate travel under this chapter but who is required by Maryland law to register as a sexual offender may not be permitted to travel to

another state for any purpose unless the offender registers in Maryland as a sexual offender and the receiving state:

(a) Accepts the offender in transfer; or

(b) Provides reporting instructions for the offender.

(4) Written permission shall be DPP-ISC-10 (“Provisional Travel Permit”).

(5) Written permission shall be valid only when form DPP-ISC-10 (“Provisional Travel Permit”) is signed by the **supervising agent or monitor and the supervisor of the agent or monitor.**

~~(a) Supervising agent or monitor and the supervisor of the agent or monitor; or~~

~~—(b) Deputy compact administrator.~~

(6) When an offender qualifies for interstate transfer, the supervising agent or ~~the~~ monitor, ~~or the deputy compact administrator~~ shall complete:

(a) Form DPP-ISC-10 (“Provisional Travel Permit”) and other Interstate Compact forms, as required; and

(b) The ICAOS **ICOTS** form, “Notice of Departure”.

~~(7) When the ICAOS “Notice of Departure” form is completed, the agent or monitor shall immediately forward the completed form to the Interstate Compact unit.~~

H. Fines, Costs, Restitution and Other Fees.

(1) Except as set forth in D**(16)** ~~(10)~~ of this chapter, an offender who owes fines, costs, or restitution payable through the Division shall pay these debts before transferring from Maryland.

(2) Divisional supervision fees and drug testing fees:

(a) May be imposed upon an offender whose supervision is transferred to Maryland; and

(b) May not be imposed upon an offender whose supervision is transferred from Maryland to another state.

(3) When an offender claims to be unable to pay fines, costs, or restitution prior to transfer from Maryland, the supervising agent or monitor shall notify the sentencing court or Parole Commission not later than ten workdays after the offender makes the aforementioned claim. The notification shall be by written report (“Request for Guidance” report) in which the agent or monitor shall ask the court or the Parole Commission whether the offender may proceed to the receiving state with monies due.

(4) If the sentencing court or Parole Commission determines that the offender may transfer with fines, costs, or restitution due, the supervising agent or monitor shall:

- (a) Establish a payment schedule in accordance with Chapter 07 of this manual;
 - (b) Instruct the offender to make payments as scheduled; and
 - (c) Direct the offender to remit payments to the Division of Parole and Probation, Collection and Accounting Unit, P.O. Box 2356, Baltimore, Maryland 21203.
- (5) When an offender is paroled directly to another state and the offender owes restitution payable through the Division, the Interstate Compact Unit shall:
- (a) Establish a payment plan in accordance with Chapter 7 of this manual;
 - (b) Send a copy of the payment schedule to the parolee;
 - (c) Instruct the parolee to make payments as scheduled; and
 - (d) Direct the parolee to remit payments to the Division of Parole and Probation, Collection and Accounting Unit, P.O. Box 2356, Baltimore, Maryland 21203.
- (6) The assigned agent or monitor shall report a transferee's failure to pay fines, costs, and restitution in accordance with Chapter 07 of this manual.

I. Parole Bond.

Parole bond may not be taken and all prior policy and procedure regarding the taking of parole bonds is rescinded.

~~—(1) Special condition required. Parole bond may not be taken unless a special condition exists authorizing the taking of a parole bond. If the parole order or mandatory release certificate of an offender who seeks interstate transfer does not contain this special condition, the offender's agent shall request that the special condition be added.~~

~~—(2) The amount of bond to be collected from an offender shall be determined by the intermediate field supervisor or the deputy compact administrator in accordance with the schedule of parole bonds and paragraph (3) of this section.~~

~~—(3) A parolee or mandatory supervisee shall pay the full amount of the parole bond before transfer.~~

~~—(4) If a parolee or mandatory supervisee claims to be unable to pay the full amount of the parole bond before transfer, the intermediate field supervisor or deputy compact administrator shall conduct a parole bond review, as set forth in paragraphs (5) and (6) of this section.~~

~~—(5) A parole bond review shall be conducted by the intermediate supervisor or deputy compact administrator to determine whether there is merit to an offender's claimed inability to pay parole bond in full before transfer.~~

~~—(6) In making the determination set forth in paragraph (5) of this section, the intermediate supervisor or deputy compact administrator shall consider whether:~~

~~—(a) Restitution is due from the offender pursuant to a parole order or probation order and, if so, whether satisfaction of that debt will be delayed by requiring the offender to make full payment of parole bond before transfer;~~

~~—(b) The offender has or will have earnings, other income, or other sources of funds to pay the parole bond amount, in whole or in part;~~

~~—(c) A hardship will result for the offender's dependents, if any; and~~

~~—(d) There exists any other reasonable basis for not requiring the offender to pay the full amount of the parole bond before transfer.~~

~~—(7) If the intermediate supervisor or deputy compact administrator finds the offender's claim to be meritorious, in whole or part, the intermediate supervisor or deputy compact administrator may:~~

~~—(a) Waive the bond requirement;~~

~~—(b) Reduce the amount of bond to be taken; or~~

~~—(c) Order the bond to be paid in installments after transfer.~~

~~—(8) The decision of the intermediate supervisor or deputy compact administrator:~~

~~—(a) Is final;~~

~~—(b) Shall be conveyed to the offender, supervising agent and the supervising agent's immediate supervisor; and~~

~~—(c) Shall be recorded in the appropriate field notes.~~

~~—(9) The immediate supervisor shall provide, by electronic mail or facsimile machine, all of the following information to the Department's parole bonds clerk at the Division of Finance:~~

~~—(a) The offender's name;~~

~~—(b) The divisional case number;~~

~~—(c) The legal expiration date of parole or mandatory release;~~

~~—(d) The name and address of the parole bond payor if different than the offender;~~

~~—(e) The name and office address of the Maryland parole and probation agent; and~~

~~—(f) The completed statement: "The above identified offender is approved for transfer and has been instructed to submit parole bond by certified check or money order in the amount of _____. If extradition of the offender becomes necessary, the bond is to be used to offset the costs of extradition. If the supervision term is completed successfully, the bond is~~

to be refunded, without interest, to _____ whose address is _____."

~~—(10) The immediate supervisor shall confirm receipt by the parole bonds clerk of the statement submitted under paragraph (9)(f) of this section and shall provide a copy of the statement to the supervising agent.~~

~~—(11) Upon receiving a parole bond statement from the immediate supervisor under paragraph (9) of this section, the supervising agent shall:~~

~~—(a) Place the statement in the offender's divisional case file;~~

~~—(b) Instruct the offender to mail bond payment to the Division of Parole and Probation, P.O. Box 2356, Baltimore, MD 21203;~~

~~—(c) Provide the offender with the divisional parole case number;~~

~~—(d) Instruct the offender to remit only a certified check or money order, payable to the Division of Parole and Probation, in the amount and per the schedule specified by the intermediate supervisor;~~

~~—(e) Direct the offender to remain in Maryland until the parole bond is posted, unless payment after transfer has been ordered in accordance with paragraph (6)(c) of this section, and reporting instructions are issued by the receiving state; and~~

~~—(f) Complete and submit form DPP SUP 43 ("Case Record Update") in order to reflect the name of the receiving state in OBSCIS II.~~

~~—(12) If the parole bond is waived, the supervising agent shall process the transfer request as set forth in section J of this section.~~

~~—(13) Upon payment of the parole bond, the supervising agent shall:~~

~~—(a) Issue this statement in writing to the offender: "If you are charged with violating the terms of your release while outside of Maryland and you are returned to Maryland to answer to that charge, your bond will not be returned to you or the person who posted the bond on your behalf. If you successfully complete your supervision term or you return to Maryland during your supervision term for any reason other than to answer to a charge of violating your release order, the bond will be returned to you or to the person who posted the bond on your behalf."; and~~

~~—(b) Process the transfer request as set forth in section J of this chapter.~~

J. Maryland as Sending State.

(1) When an offender under supervision in Maryland requests transfer to another state, the supervising agent or monitor shall, not later than fourteen days after the offender requests transfer:

(a) Determine whether the offender is eligible for transfer under section D or K of this chapter;

(b) Explain the general transfer process to the offender;

~~(c) If the offender is a parolee or mandatory supervisee and is subject to a special condition to post parole bond, inform the offender of the parole bond requirement contained in section I of this chapter and the amount of such bond as listed in the schedule for parole bonds;~~

~~(c)~~ (c) Instruct the offender not to leave Maryland until a travel permit is issued;

~~(d)~~ (d) Complete a transfer request packet, **through ICOTS**, consisting of a "Transfer Request" and all **other** required **ICOTS forms** attachments, as listed on the "Transfer Request"; and

~~(e)~~ (e) Submit the completed packet with enclosures to the immediate supervisor for review and approval.

(2) Not later than seven days after receiving the transfer packet described in paragraph (1)(e) of this section, the immediate supervisor shall:

(a) Ensure that the transfer packet ~~contains~~ **includes** all required **ICOTS forms** and enclosures; **and**

~~(b) Ensure that all forms, enclosures, and attachments are fully collated and in proper order;~~

~~(c)~~ (b) Review the transfer packet for accuracy and completeness. ~~;~~ **and**

~~(d) Determine whether parole bond review is indicated.~~

~~(3) If parole bond review is indicated, the immediate supervisor shall refer the matter to the intermediate supervisor for the action set forth in paragraph (4) of section I.~~

~~(4)~~ (3) Upon approval of the transfer packet by the immediate supervisor, the transfer packet and two fully collated and properly ordered copies of it shall be **submitted through ICOTS** to the ~~deputy compact administrator~~ **Division's Interstate Compact Office**.

~~(5)~~ (4) Not later than seven days after receiving a transfer packet submitted under paragraph (4) (3) of this section, the ~~deputy compact administrator~~ **Division's Interstate Compact Office** shall:

(a) Review the transfer packet for completeness;

(b) Determine whether the offender is eligible for transfer; and

(c) If necessary, take the action set forth in the next paragraph.

~~(6)~~ (5) If the ~~deputy compact administrator~~ **Division's Interstate Compact Office** finds a transfer packet to be incomplete or determines that the offender is ineligible for transfer, the ~~deputy compact administrator~~ **office** shall, as warranted:

(a) Return the transfer packet to the intermediate supervisor with the reason for the return; or

(b) Obtain the information that will complete the transfer packet.

(7) When an offender is outside of Maryland pursuant to an expedited transfer under section K of this chapter, the provisions of paragraphs (1)(e), (1)(f) and ~~(4)~~ (3) of this section shall be met and the completed transfer request shall be sent to the receiving state not later than seven days after receipt of reporting instructions.

(8) When the deputy compact administrator receives notice from a receiving state that supervision of an offender is accepted in transfer, the deputy compact administrator shall forward a copy of the acceptance notice to the supervisor of the agent or monitor.

(9) The agent or monitor who receives notification of acceptance under paragraph (8) of this section shall:

(a) Complete and submit form DPP-SUP-43 ("Case Record Update"), classifying the case as an Interstate Compact transfer case, placing it in non-active unavailable status, and listing the offender's address in the receiving state;

(b) Issue a provisional travel permit in accordance with section G of this chapter;

(c) Notify the victim of the offender's transfer if victim notification is indicated in OBSCIS II or a completed form DPP-SUP-45 ("Crime Victim Notification Request") is on file;

~~(d) Complete and submit ICAOS ICOTS form "Notice of Departure" and forward the completed form to the deputy compact administrator;~~ (d) Complete **and submit ICAOS ICOTS** form "Notice of Departure" and **through ICOTS**

(e) Supervise the offender until the offender arrives in the receiving state; and

(f) Transfer the case file to:

(i) If a parole case, Parole Office 00, under the name "Interstate Parole"; or

(ii) If a probation case, Probation Office 00, under the name "Interstate Probation".

K. Expedited Transfers from Maryland.

(1) **Overview.** The process for transferring an offender's supervision under section J of this chapter may be expedited when:

(a) A court recommends transfer and the receiving state agrees with that recommendation; or

(b) The sending and receiving states agree that an emergency exists that justifies expediting a transfer.

(2) The authority to grant and to deny requests for expedited transfers rests with the compact administrator, deputy compact administrator and with such other divisional personnel as the compact administrator may designate.

(3) A request for an expedited transfer may be granted if the:

(a) Offender is not an unregistered sexual offender who is required by Criminal Procedure Article, §11-701 *et seq.*, *Annotated Code of Maryland*, to register;

(b) Receiving state has determined that the offender does not pose a foreseeable and unreasonable risk to the community;

(c) Supervision transfer will not violate a civil protective order or special condition of probation that prohibits the offender from contacting or visiting a particular individual or place; and

(d) Compact administrators or the deputy compact administrators of the sending and receiving states agree to the transfer.

(4) If the requirements set forth in paragraph (3) of this section are met, the receiving state will immediately issue reporting instructions.

(5) When reporting instructions are received from the receiving state, the agent or monitor shall:

(a) Issue a provisional travel permit in accordance with section G of this chapter; and

(b) Supervise the offender until the offender arrives in the receiving state.

(6) **Requests arising during supervision.**

(a) When a supervised offender requests an expedited transfer pursuant to paragraph (1)(b) this section, the agent or monitor shall confirm the basis for the request through reliable, corroborating sources. The sources may include affidavits, correspondence and conversations with employers and others as appropriate under the particular circumstances.

(b) If the agent or monitor corroborates the reason for an expedited transfer request, the agent or monitor shall submit a completed ~~ICAOS~~ **ICOTS** "Request for Reporting Instructions" form to the deputy compact administrator, in writing, by electronic mail, personal delivery, or facsimile machine, no later than five workdays after obtaining the corroborating information.

(c) An agent or monitor who completes the ~~ICAOS~~ **ICOTS** "Request for Reporting Instructions" form shall ensure that the completed form includes:

(i) The offender's name and date of birth;

- (ii) The divisional case number of each open case on the offender;
 - (iii) The reason for expediting the transfer; and
 - (iv) A clear description of the corroborating information.
- (d) The information required under (6)(c)(iv) of this section shall include the:
- (i) Name of each individual who provided corroborating information;
 - (ii) Relationship to the offender of each individual who provided corroborating information; and
 - (iii) Address and telephone number of each individual who provided corroborating information.
- (e) An offender's uncorroborated statement of need for an expedited transfer may not serve as the basis for expediting a transfer.
- (f) If the agent or monitor is unable to corroborate the reason given by the offender for requesting expedited transfer, the agent or monitor shall:
- (i) Deny the request;
 - (ii) Inform the offender of the denial; and
 - (iii) Enter into **Case Notes** ~~the field notes~~ the reason the request was denied and the date notice of denial was given or sent to the offender.
- (g) Not later than five workdays following receipt of the information required by paragraphs (6)(c) and (d) of this section, the deputy compact administrator shall:
- (i) Consult with the receiving state's compact administrator or designee regarding the expedited transfer;
 - (ii) Decide whether to grant or to deny the request for expedited transfer;
 - (iii) If the decision is to grant the request, submit the completed ICAOS **ICOTS** "Request for Reporting Instructions" form **through ICOTS** to the receiving state; and
 - (iv) Notify the agent or monitor, or the supervisor of the agent or monitor, in writing, whether the request for expedited transfer is granted or denied.
- (h) If the offender's request for expedited transfer is granted, the supervising agent or monitor shall:
- (i) Process the transfer request in accordance with J(1)(c)–(e) of this chapter within three days of receiving notice under paragraph (4)(g)(iv) of this section; and

(ii) Complete ICAOS **ICOTS** form "Notice of Departure" and submit forward the completed form **through ICOTS** to the deputy compact administrator.

(7) Court-recommended transfers.

(a) When a court recommends that an offender be permitted to leave Maryland or a court imposes a special condition with which the offender cannot comply without leaving Maryland, the supervising agent or monitor shall determine whether compliance with the recommendation or special condition conflicts with section D of this chapter.

(b) If no conflict exists, the supervising agent or monitor shall process a transfer request, in accordance with J(1)(c)–(e) of this chapter, not later than seven days after the recommendation is made or the special condition is imposed.

(c) If a conflict exists, the agent, monitor, or supervisor of the agent or monitor shall:

(i) Instruct the offender not to leave Maryland;

(ii) Record in ~~the field notes~~ **Case Notes** ~~or other divisional business record~~ when and by whom the offender was denied permission to leave Maryland; and

(iii) Notify the court as set forth in paragraph (7)(d) of this section.

(d) The agent, monitor, or supervisor of the agent or monitor shall notify the court by special report within three workdays of determining that a conflict exists between a court's recommendation or special condition and section D of this chapter. The report shall include:

(i) The offender's name, the court case number and date of disposition;

(ii) The precise reason the court's recommendation or special condition cannot be satisfied as imposed; and

(iii) A recommendation to the court regarding rescission or modification of the court's recommendation or special condition.

(8) Requests arising during the intake process.

(a) If an offender requests an interstate transfer during the intake process and the offender meets the criteria set forth in subsection D **(16)** ~~(10)~~ of this chapter, follow the procedures set forth in Chapter 05, Section 02 of this manual.

(9) The agent, monitor, field supervisor or monitor supervisor who receives intake and interstate transfer material from an intake reviewer shall, **through ICOTS**:

(a) Confirm the offender's eligibility to transfer; and

(b) Issue a travel permit to the offender as set forth in section G of this chapter.

L. Maryland as Receiving State.

(1) An agent's or monitor's responsibility for supervising or monitoring an offender who transfers to Maryland begins when the offender reports to the offender's Maryland agent or monitor.

(2) When an offender reports to an agent, monitor, or Intake office within three days of the report date set forth in the offender's reporting instructions, the agent, monitor, or Intake office shall, not later than the next business day following the offender's arrival:

(a) Open the case;

(b) Complete ~~GAOS~~ ICOTS form "Notice of Arrival"; and

(c) Submit the completed form through ICOTS to the ~~deputy compact administrator, through the agent's or monitor's immediate supervisor~~ to the sending state.

(3) When an offender fails to report within three days after the report date set forth in the offender's reporting instructions, by the close of business on the fourth day the agent or monitor shall, through ICOTS:

(a) Complete a "Case Closure Notice";

(b) Process the "Case Closure Notice" in accordance with section R(5)(b) of this chapter;

(c) Cease interest in the case; and

(d) If the offender reports after the three-day deadline is reached, instruct the offender to return immediately to the sending state.

(4) An offender whose supervision is accepted by the Division shall obey the general conditions listed on Maryland parole or probation orders as well as the conditions under which the offender was sentenced or released in the sending state.

(5) During the initial meeting with an interstate transferee, the supervising agent or monitor shall:

(a) Issue to the transferee a copy of the general conditions of Maryland probation and instruct the transferee to obey those conditions, if the transferee is a probationer;

(b) Issue to the transferee a copy of the general conditions of Maryland parole and instruct the transferee to obey those conditions, if the transferee is a parolee;

(c) Classify the parole or probation case in accordance with the case planning and classification provisions set forth in Chapter 07:

(i) Section 01 of this manual, if the offender is assigned to an agent; or

(ii) Section 02 of this manual, if the offender is assigned to a monitor; and

(d) Using ICAOS ICOTS form "Notice of Arrival" report the transferee's arrival in Maryland to the Division's deputy compact administrator through ICOTS.

M. Requests for Transfer to Subsequent Receiving States.

(1) Requests for transfer to subsequent receiving states of offenders supervised in Maryland under section L of this chapter shall be processed by the original sending state, not Maryland.

(2) When an offender is under divisional supervision as a result of an interstate transfer and the offender requests transfer to a state other than the original sending state, the agent or monitor shall:

(a) Prepare ICAOS ICOTS form "Progress Report" to convey the offender's request;

(b) Submit the completed "Progress Report", including the offender's proposed home and employment plan, through ICOTS; to the Division's deputy compact administrator; and

(c) Instruct the offender to remain in Maryland pending disposition of the transfer request.

N. Return of Offender to Maryland from Receiving State.

(1) Upon the deputy compact administrator's receipt of notice that an offender is approved to return to Maryland, the deputy compact administrator shall assign supervision of the offender in accordance with existing case-assignment procedures.

(2) The deputy compact administrator shall notify an agent or monitor and the immediate supervisor of the agent or monitor of an offender's pending return to Maryland by forwarding the approved ICAOS ICOTS "Request for Reporting Instructions" to the:

(a) Agent or monitor; and

(b) Immediate supervisor of the agent or monitor.

(3) If parole bond was posted for or by the returned offender, the immediate or intermediate supervisor of the assigned agent shall:

(a) Request bond refund by sending notice to the to the Department's parole bonds clerk at the Division of Finance Office that includes all of the following information: and clerk identified in section 1(8) of this chapter; and

(a) (i) The offender's name;

(b) (ii) The divisional case number;

(c) (iii) The legal expiration date of parole or mandatory release;

(d) (iv) The name and address of the parole bond payor if different than the offender; and

(e) (v) The name and office address of the Maryland parole and probation agent; and

(b) **Provide** ~~Issue~~ a copy of the notice to the assigned agent.

(4) Upon receipt of the notice issued under paragraph (3)(b) of this section, the assigned agent shall place the notice in the case file.

O. Reply to Transfer Request.

(1) An agent ~~or monitor~~ assigned to investigate an offender's proposed home and employment shall complete the investigation:

(a) Not later than fifteen workdays after the investigation is assigned; and

(b) Using ~~ICAO~~ **ICOTS** "Reply to Transfer Request" form.

(2) **Recommendation to accept or reject a transfer request.** An investigating agent ~~or monitor~~ shall include a recommendation to accept or reject an offender's request to transfer to Maryland. If the recommendation is to reject the request, the agent ~~or monitor~~ shall provide the factual basis for the recommendation.

(3) The final decision to reject or accept the offender's supervision transfer to Maryland rests with the ~~deputy compact administrator~~ **Division's Interstate Compact Office.**

(4) The investigating agent ~~or monitor~~ shall recommend rejection of an offender's proposed home and employment plan if the offender:

(a) Is required to register as a sexual offender in the sending state but is not registered there;

(b) Is ineligible for transfer under section D of this chapter;

(c) Will pose a foreseeable and unreasonable risk to the community;

(d) Has an extraordinary medical condition about which the sending state provided no notice to the Division;

(e) Has relocated to Maryland in anticipation of transfer without **consent of the compact administrator or the ~~deputy compact administrator's consent~~ Division's Interstate Compact Office;** or

(f) Is in Maryland in violation of the Interstate Compact.

(5) A completed "Reply to Transfer Request" form shall be signed by the investigating agent or monitor and shall be submitted to the immediate supervisor.

(6) Upon receipt of a completed "Reply to Transfer Request" form, the immediate supervisor shall:

(a) Review the report;

(b) Sign the report when the report is approved; and

(c) Forward the report to the Division's deputy compact administrator, through ICOTS to the sending state.

~~(7) Upon receipt of a completed "Reply to Transfer Request" form, the deputy compact administrator shall:~~

~~—(a) Review the report;~~

~~—(b) Make a final decision to accept or to reject supervision transfer; and~~

~~—(c) Notify the sending state of the decision.~~

(8) (7) If the decision made under paragraph (7)(b) of this section outcome of the transfer request is to accept supervision transfer, the agent or monitor deputy compact administrator shall convey reporting instructions for the offender through ICOTS.

~~—(a) convey reporting instructions for the offender through the sending state's compact administrator or designee ICOTS; and~~

~~—(b) Forward a copy of the reporting instructions to the assigned divisional agent or monitor or, if there is no assigned agent or monitor, to the office manager whose office will supervise the offender.~~

P. Progress Reports.

(1) An agent or monitor who supervises or monitors an interstate transferee shall submit to the sending state a completed ICAOS "Progress Report":

(a) Each January Annually, from the date of each offender's acceptance ; and

(b) As requested by the sending state, for good cause shown.

(2) The agent or monitor shall submit, through ICOTS, a completed ICAOS "Progress Report" to the immediate supervisor, sending state.

~~(3) Not later than ten days after receipt of a "Progress Report" submitted under paragraph (2) of this section, the immediate supervisor shall:~~

~~—(a) Review the report;~~

~~—(b) Sign the report when the report is approved; and~~

~~—(c) Forward the report to the deputy compact administrator.~~

~~(4) Upon receipt of a completed ICAOS "Progress Report" submitted under paragraph (3) of this section, the deputy compact administrator shall:~~

~~—(a) Review the report; and~~

~~—(b) Forward the report to the sending state.~~

Q. Violation of Parole or Probation by an Interstate Transferee.

(1) **Maryland as receiving state.** If an interstate transferee being supervised or monitored in Maryland commits a significant violation of a parole or probation condition imposed either by the sending state or Maryland, the supervising agent or monitor shall complete an ICAOS ICOTS “Offender Violation Report”.

(2) **Time limitation.** Not later than twenty calendar days after an agent or monitor learns of the basis for the report required under the preceding paragraph, the agent or monitor shall submit the “Offender Violation Report” to the immediate supervisor.

(3) Not later than five workdays after receipt of an ICAOS ICOTS “Offender Violation Report” that is submitted under paragraph (2) of this section, the immediate supervisor shall:

(a) Review the report;

(b) Sign the report when the report is approved; and

(c) Forward the report to the Division’s deputy compact administrator.

(4) Not later than five workdays after receiving a report submitted under paragraph (3)(c) of this section, the ~~deputy compact administrator~~ Interstate Compact Office shall forward the report to the sending state.

(5) The decision of a sending state to retake an offender shall be conclusive and non-reviewable by the receiving state.

(6) **Maryland as sending state.** An ICAOS ICOTS “Offender Violation Report” regarding a Maryland offender being supervised out of state will be sent by the receiving state to the ~~Division’s deputy compact administrator~~ Division’s Interstate Compact Office.

(7) Upon receipt of an “Offender Violation Report” from a receiving state, the ~~deputy compact administrator~~ Division’s Interstate Compact Office shall:

(a) Respond to the report by submitting to the receiving state a completed ICAOS ICOTS “Response to Violation Report”;

(b) Transfer the case to an agent or supervisor; and

(c) Forward the case file and a copy of the report to the immediate supervisor of the agent or monitor to whom the case is transferred.

(8) Upon receipt of an “Offender Violation Report”, the agent or monitor shall:

(a) Review the report; and

(b) Prepare a report to the Maryland sentencing court or the Parole Commission as set forth in Chapter 07 of this manual.

(9) **Time limitation.** A report prepared under paragraph (8)(b) of this section shall be submitted to the immediate supervisor within five workdays after the immediate supervisor of an agent or monitor receives an "Offender Violation Report".

(10) Not later than five workdays after receipt of the report required under paragraph (8)(b) of this section, the immediate supervisor shall:

- (a) Review the agent's or monitor's report;
- (b) Sign the report when the report is approved; and
- (c) Forward a copy of the report to the deputy compact administrator.

(11) When the court or Parole Commission responds to the agent's or monitor's report, the immediate supervisor shall:

- (a) Complete an ICAOS ICOTS "Response to Violation Report"; and
- (b) Forward the completed "Response to Violation Report" to the deputy compact administrator through ICOTS.

(12) **Fugitive warrants issued by sending states.** Upon receipt of a warrant from a sending state, the deputy compact administrator Division's Interstate Compact Office shall:

- (a) Notify the offender's supervising agent or monitor of the warrant's issuance; and
- (b) Forward the warrant to the Department of the Maryland State Police for service.

(13) Upon receiving notice that the warrant was executed and the offender has been returned to the sending state, the supervising agent or monitor shall close Maryland's interest in the case as set forth in section R of this chapter.

(14) **Probable cause hearing.** Unless waived by the offender, a probable cause hearing shall be conducted for an interstate transferee. No waiver of a probable cause hearing shall be accepted unless it is accompanied by an admission by the offender to one or more significant violations of the terms or conditions of supervision.

(15) A waiver of a probable cause hearing is invalid unless the waiver is accompanied by the offender's admission to at least one significant violation of a condition of supervision or monitoring.

(16) The intermediate supervisor of the agent or monitor assigned to the offender for whom a probable cause hearing is scheduled shall inform the deputy compact administrator Division's Interstate Compact Office of the pending hearing.

(17) The probable cause hearing officer shall:

- (a) Inform the deputy compact administrator Division's Interstate Compact Office of the outcome of the hearing; and

(b) If a record is generated or evidence is taken at the hearing, forward the evidence or record to the ~~deputy compact administrator~~ through ICOTS to the sending state.

R. Case Closings.

(1) Maryland as receiving state. Divisional interest in an interstate transferee being supervised in Maryland shall end when the:

(a) Supervising agent or monitor receives notice from the ~~Division's deputy compact administrator~~ sending state, through ICOTS, that the sending state's interest in the offender is closed;

(b) Offender absconds from supervision and the sending state is notified of that fact through ~~or by the deputy compact administrator~~ ICOTS;

(c) Legal expiration, or discharge, date of the offender's supervision or monitoring period is reached;

(d) Offender is incarcerated for at least 180 days and the requirements set forth in paragraph (2) are met; or

(e) Offender dies and a copy of the death certificate is obtained.

(2) In order to close interest for the reason set forth in paragraph (1)(d), the sending state must have:

(a) Received notice of the offender's incarceration; and

(b) Responded to the notice within 90 days of the notice by:

(i) Issuing a warrant;

(ii) Filing a detainer; or

(iii) Acknowledging its receipt of the notice, if a warrant was not issued or a detainer filed by the sending state.

(3) Except as provided in paragraph (4) of this section, if a sending state fails to take one of the actions listed in paragraph (2) of this section within 90 days, the Division shall close its interest in the interstate transferee.

(4) The Division may not close its interest in an interstate transferee if the sending state is in the process of retaking the offender.

(5) When the Division closes its interest in an interstate transferee who was being supervised in Maryland, the agent or monitor shall:

(a) Prepare an ~~ICAO~~ ICOTS "Case Closure Notice"; and

(b) Submit the report and notice ~~to the immediate supervisor for~~ through ICOTS.

~~(i) Review;~~

~~—(ii) Approval; and~~

~~—(iii) Submission to the deputy compact administrator.~~

Note: The report and notice will be automatically forwarded to the supervisor of the agent or monitor and the Division's Interstate Compact Office. The Interstate Compact Office will then forward the material to the sending state's Interstate Compact Office.

(6) **Maryland as sending state.** When another state is supervising a Maryland offender, divisional interest in the offender shall end upon the:

(a) Offender's death;

(b) Offender's successful completion of the full period of probation or parole; or

(c) Issuance by a Maryland court or the Parole Commission of an order that ends the probation or parole supervision period.

(7) When divisional interest in an offender ends under paragraph (6) of this section, the Interstate Compact Unit shall follow the procedures for case closing that apply to non-interstate cases.

S. Victim Notification.

(1) Under the Interstate Compact, when an offender's supervision is transferred interstate, victim notification procedures shall be initiated:

(a) By the sending state to victims in the sending state, in accordance with its own laws; and

(b) By the receiving state to victims in the receiving state, in accordance with its own laws.

(2) Notification procedures shall be initiated not later than one day after:

(a) Reporting instructions are issued to the offender; or

(b) The receiving state accepts supervision transfer.

(3) When Maryland is the sending state, the victim shall be notified, in accordance with the victim notification procedures set forth in chapter 06.02 of this manual, when an offender:

(a) Commits a significant violation;

(b) Changes address;

(c) Returns to the sending state where a victim of the offender resides;

(d) Departs the receiving state under an approved supervision plan in a subsequent receiving state; or

(e) Is issued a temporary travel permit where supervision of the offender is designated a victim-sensitive matter.

(4) An agent shall or monitor shall make the notifications required under this section:

(a) In addition to the notifications required under Chapter 06.02 of this manual; and

(b) Through the agent's or monitor's immediate supervisor, to the deputy compact administrator.

(5) When Maryland is the receiving state, the Division shall respond to a request for offender information not later than the fifth business day following the Division's receipt of the request.

T. Additional Requirements Regarding Interstate Cases and Interstate Travel.

(1) **Intake.** When an offender who reports for intake claims non-Maryland residence or domicile, the Intake supervisor shall:

(a) Be notified of the offender's claim before the offender leaves the Intake office;

(b) Ensure that reporting instructions, if applicable, are requested from the receiving state; and

(c) By electronic mail, notify the assigned agent or monitor of the case assignment.

(2) **Agent and monitor.** An agent and monitor shall:

(a) Review Interstate Compact work daily; and

(b) Inform the immediate supervisor whenever an offender requests permission to leave Maryland.

(3) **Immediate supervisor.** The Office of Policy and Program Development provides a monthly spreadsheet containing the cases with out-of-state addresses opened the previous month. An immediate supervisor shall:

(a) Review each agent's and monitor's interstate cases monthly;

(b) Address an agent's or monitor's overdue work at least weekly;

(c) Certify each review and follow-up action plan to the intermediate supervisor weekly; and

(d) Enter a case note whenever the supervisor grants or denies a request for out-of-state travel.

(4) **Intermediate supervisor.** An intermediate supervisor shall review and address:

(a) Overdue reports in ICOTS at least every other week;

(b) All immediate supervisors' compact workloads at least every other week.

(5) In addition to the requirements set forth immediately above, an intermediate supervisor shall:

(a) Certify weekly to the Regional Administrator that reviews and follow-up have been conducted;

(b) By the due date specified by the supervisor's regional administrator, review and forward to the regional administrator the monthly spreadsheet described in paragraph (3) of this subsection.

Note: A monthly 50 case review is to include 10 cases that were opened the previous month with out-of-state addresses. If fewer than 10 such cases were opened the previous month then all cases with out-of-state addresses shall be reviewed.

(6) **Regional Administrator.** Monthly, each regional administrator shall:

(a) Review and address overdue reports in ICOTS;

(b) By the due date specified by the Executive Deputy Director, certify to the Executive Deputy Director that all reviews and follow-up actions have been completed.