

APPLICATION OF THE VIOLATION RESPONSE TOOL (VRT)

The VRT is a three-step decision-making matrix that evaluates violation severity, risk level, and individual stability factors to support consistent, fair, and data-informed retaking decisions.

Prior to filling out the Violation Response Tool (VRT), the receiving state shall determine that the supervised individual is available for retaking AND the violations would result in revocation in the receiving state.

- “Available” means the individual has no unresolved receiving-state charges, sentence, or other obligation preventing retaking or return. Absconders who have not been located and apprehended for retaking are not considered “available”. See Rules 5.101-1 & 5.102.
- Attach the completed VRT to an ICOTS Progress Report, Violation Report, or Violation Addendum.

Identify the reason that retaking is being considered:

- Behavior Requiring Retaking (Technical Violations)
- New Felony Conviction
- New Violent Crime Conviction
- Previously Reported Absconder Apprehended in the Receiving State

RISK LEVEL & VIOLATION SEVERITY

After entering the individual's case information, this step is the starting point for determining an initial recommended response, including whether retaking is appropriate.

Identify the Risk Level

- Enter the individual's risk level (Very High/High, Moderate, or Low)
- If multiple risk scores are available, use the highest current risk score
- If your jurisdiction does not use a risk assessment tool, the supervision level may be used as an alternative.

Identify the Violation Behavior Severity

- Use your state's approved risk and violation assessment tool to determine the initial recommended response.
- If no state-approved tool exists, apply the "violation behavior" guidance in the VRT matrix locating the intersection of the individual's risk level and the severity of the current violation.
- Based on the violation assessment tool used, indicate the level of severity for the violation. If multiple violations occurred, use the highest severity behavior for this step.
- *Note:* Only consider the current violation behavior here—prior violations and overall supervision adjustment will be evaluated in Step 3.
- For the sending state's reference, please select how risk and violation severity were determined (State assessment, VRT, or combination of state assessment and VRT)

Determine the Recommended Response

Based on the answers provided, the form will auto populate the recommended response.

Response A: Request retaking

Response B: Request retaking *or* impose a local sanction or intervention and maintain supervision in the receiving state.

Response C: Impose a local sanction or intervention and maintain supervision in the receiving state.

VRT Matrix to be used if No State-Approved Tool Exists

Identify the initial recommended response by locating the letter in the box where the severity of the current violation behavior and the individual's risk level intersect on the tool.



ICAOS
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FOR ADULT OFFENDER SUPERVISION

VIOLATION RESPONSE MATRIX

Responses are guided by the severity of the violation behavior and the assessed risk level of the supervised individual.

VIOLATION BEHAVIOR SEVERITY	VIOLATION BEHAVIOR	RISK LEVEL		
		VERY HIGH / HIGH	MODERATE	LOW
 VERY HIGH SEVERITY	- New felony criminal offense; - New misdemeanor offense involving physical harm to person(s)	RESPONSE A	RESPONSE A	RESPONSE A
 HIGH SEVERITY	- All other misdemeanors; - Serious technical violations (Ex... Assaultive or threatening behavior not resulting in criminal charges; Weapons; Violation of GPS/EM; Absconding)	RESPONSE A	RESPONSE B	RESPONSE B
 MODERATE SEVERITY	Moderately serious technical violations (Ex... Failure to engage in treatment or comply with a Special Condition; Pattern of repeat violation behaviors)	RESPONSE B	RESPONSE B	RESPONSE C
 LOW SEVERITY	All other technical violations (Ex... Missed appointment with PO; First positive drug test)	RESPONSE C	RESPONSE C	RESPONSE C

Response A = Request retaking.

Response B = Request retaking or impose a local sanction or intervention and maintain supervision in the receiving state.

Response C = Impose a local sanction or intervention and maintain supervision in the receiving state.

STABILITY FACTORS ASSESSMENT

Habitation/Connection to the RS

1. **Was the supervised individual a resident of the receiving state or residing in the receiving state at the time of conviction/sentencing in the sending state?**
 - Select “Yes” if the supervised individual was living in the receiving state at the time of conviction or sentencing in the sending state.
 - Select “No” if the supervised individual did not reside in or have a prior connection to the receiving state before the date of conviction or sentencing.
 - If the information is unknown, check the ICOTS case record
2. **Has the supervised individual remained at an approved residence while on supervision in the receiving state?**
 - Select “Yes” if the supervised individual has consistently remained at a residence approved by the receiving state without unauthorized changes.
 - Select “No” if the individual has moved without approval or been absent for extended periods.
 - Select “Unknown” if the current residence has not been able to be verified or it’s unclear if the residence has been previously approved.
3. **Does the supervised individual currently have stable housing?**
 - Select “Yes” if the supervised individual maintained the same residence demonstrating stability in housing.
 - Select “No” if the individual has moved residences or experienced disruptions in housing (e.g., unhoused, evictions, temporary stays, or frequent changes).
 - Select “Unknown” if the stability of the residence cannot be determined based on available information.

Means of Support & Employment

4. **Is the supervised individual currently employed?**
 - Select “Yes” if the supervised individual is currently employed, including full-time, part-time, or consistent, verified self-employment.
 - Select “No” if the individual is unemployed or not engaged in any form of regular employment.
 - Select “Unknown” if employment status has not been reported or cannot be verified.
5. **Does the supervised individual have sufficient means of support?**
 - Select “Yes” if the supervised individual has a reliable and lawful means of financial support, such as employment, disability, family support, or other consistent income sources.
 - Select “No” if the individual lacks a stable source of income or is unable to meet basic financial needs.
 - Select “Unknown” if the individual’s financial support or income sources have not been reported or cannot be verified.

Support System

6. **Does the supervised individual associate with prosocial individuals?**
 - Select “Yes” if the supervised individual regularly associates with individuals who support law-abiding behavior, stability, and positive decision-making (e.g., family members, employers, mentors, or supportive peers who demonstrate these qualities).
 - Select “No” if the individual primarily associates with others who engage in or encourage criminal/risky behaviors, substance abuse, or other destabilizing activities.
 - Select “Unknown” if there is no or limited information available on the individual’s associates.
7. **Does the supervised individual engage in prosocial activities?**
 - Select “Yes” if the supervised individual regularly participates in positive, structured activities that support stability and law-abiding behavior, such as employment, education, treatment programs, community service, or family responsibilities.
 - Select “No” if the individual is not engaged in any consistent prosocial or structured activities or reports primarily unstructured use of free time.
 - Select “Unknown” if there is no or limited information available on the individual’s daily activities.

Treatment & Programming

8. **Is the supervised individual engaged in treatment, educational, or vocational programs or opportunities?**
 - Select “Yes” if the supervised individual has actively engaged in treatment, educational, or vocational opportunities, whether required or voluntary, that support skill development and stability.
 - Select “No” if the individual has not participated in any such opportunities.
9. **Has the supervised individual’s participation in required/necessary treatment resulted in positive behavior change?**
 - Select “Yes” if the supervised individual has participated in and is compliant with required or necessary treatment programs that address key criminogenic needs (e.g., substance abuse, mental health, cognitive behavioral programming, sex offender treatment).
 - Select “No” if the individual has failed to participate, is noncompliant, or has been unsuccessfully discharged from required treatment.

Supervision

10. **Has the supervised individual been on supervision for more than 6 months?**
 - Select “Yes” if the supervised individual has been on supervision for more than six consecutive months.
 - Select “No” if the individual has been on supervision for less than six months.
 - If the information is unknown, check the ICOTS case record
11. **Is there less than 60 days remaining before the supervision period ends?**

- Select “Yes” if there are fewer than 60 days remaining in the supervised individual’s current term of supervision at the time of this form completion.
- Select “No” if 60 days or more remain before the supervision period ends at the time of this form completion.
- If the information is unknown, check the ICOTS case record

Conditions & Case Plan

12. Has the supervised individual generally complied with the conditions of supervision?

- Select “Yes” if the supervised individual has generally followed the conditions of supervision, with only minor or infrequent violations that do not indicate a pattern of noncompliance.
- Select “No” if the individual has demonstrated repeated, serious, or ongoing violations that reflect a pattern of noncompliance.

13. Has the supervised individual actively participated in creating, following, and updating an established case plan?

- Select “Yes” if the supervised individual has been actively involved in developing, following, and updating their case plan, demonstrating engagement and accountability in their supervision.
- Select “No” if the individual has not participated in the case plan, is disengaged, or has failed to follow or update it as required.
- Select “Case Plan Not Required” if case planning is not completed due to risk level or state policy

Prior Violations

14. Has the supervised individual been violation-free (prior to any current violation behavior) during the supervision period?

- Select “Yes” if the supervised individual had no prior violations during the supervision period before the present violation(s).
- Select “No” if the individual has a history of repeat violations during the supervision period prior to the present violation(s).
- Select “Unknown” if records are unavailable to verify prior violations.

15. Did the supervised individual comply with previous interventions or sanctions imposed?

- Select “Yes” if the supervised individual complied with prior interventions or sanctions and demonstrated improvement in meeting supervision requirements.
- Select “No” if the individual failed to comply with prior interventions or sanctions, or continued to engage in similar or escalating noncompliant behavior.

Upon completion of the stability questions, the form will automatically populate the total number of “Yes” and “No” responses. If the majority of the responses are “Yes,” this suggests that the supervised individual demonstrates a higher level of stability in the receiving state.

VIOLATION RESPONSE TOOL (VRT) DECISION OUTCOME

The **Initial Recommended Response** is based on the individual's risk level and the severity of the violation.

The **VRT Recommended Response** is based on the individual's stability in the receiving state.

- When responses to the stability assessment are mostly "YES", the recommendation favors a local sanction or intervention, reflecting that the individual can still be effectively managed in the receiving state.
- When responses to the stability assessment are mostly "NO", the recommendation shifts toward retaking, indicating that supervision in the receiving state may no longer be appropriate.

When determining the **Action Taken**:

- If the initial recommended response is **Response A (Request Retaking)** and the answers to the stability assessment are mostly "YES", a local sanction or intervention with continued supervision in the receiving state may be appropriate.
- If the initial recommended response is **Response B (Request retaking or Impose a local sanction or intervention and maintain supervision in the receiving state)**:
 - When answers to the stability assessment are mostly "YES", a local sanction or intervention with continued supervision in the receiving state may be appropriate.
 - When answers are mostly "NO", a request for retaking may be appropriate.
- If the initial recommended response is **Response C (Impose a local sanction or intervention and maintain supervision in the receiving state)** and the answers to the stability assessment are mostly "NO", a request for retaking may be appropriate.

If action differs from VRT, explain in the provided comment box.