

ICAOS RFRI QRG

Reporting Instructions provide permission for a supervised individual to proceed to a receiving state during the transfer investigation. Not all transfers qualify for reporting instructions. Sending states determine whether a supervised individual qualifies for reporting instructions (except for 3.106 which requires agreement between the sending and receiving states that an emergency exist) see [Rules 3.101-1, 3.103 & 3.106](#). Be sure to VERIFY all information entered. See ICAOS's [Verification Tips Sheet](#).

Request for Reporting Instructions

Request for Reporting Instructions for Betsy Hillard [More help](#)

Select **Start** next to the topic that you want to visit. When you're finished entering all of the information, select **Submit**.

Topics	Progress	
Offender Information	✓	Edit
Departure Date & Reason for Requesting Reporting	✓	Edit
Offender Residence in the Receiving State	✓	Edit
Employment / Means of Support	✓	Edit
Offense Information	✓	Edit
History of Assault	✓	Edit
Sex Offender Details	✓	Edit
Victim Sensitive Details	✓	Edit
Conditions of Supervision	✓	Edit
Offender's Application	<input type="checkbox"/>	Start

[Preview](#) [Submit](#)

REQUIRED FOR RFRI REQUESTS

- ✓ Intended departure date (manage date via the Profile screen's Compact Cases tab prior to departure)
- ✓ Reason & detailed explanation for reporting instructions
- ✓ Demographic information (all known identifiers) e.g. Date of birth, FBI #, State ID, etc.
- ✓ Address of individual and others residing in home (if applicable)
- ✓ Instant offense summary
- ✓ Completed transfer request due within 15 business day of RI issuance (7 business days for 'expedited' RIs)

REQUIRED FOR RFRI REQUESTS OF SEX OFFENDERS

- ✓ Detailed narrative of offense describing circumstances, type, severity and whether the charge was reduced at imposition of sentence
- ✓ Conditions of supervision
- ✓ Contact restrictions
- ✓ Victim information (name, sex, age and relationship to the offender and the statement of the victim or victim's representative)

OTHER IMPORTANT NOTES

- ✓ Request RIs for those 'living in the receiving state at the time of sentencing' within 7 business days of sentencing
- ✓ RFRI must be replied to within 2 business day (5 business days for sex offenders)
- ✓ Communicate the reporting instructions timely to prevent unintended 'Failure to Report'
- ✓ Provide clear and concise RFRI documentation and communication regarding 'why' the individual should be allowed to proceed during the investigation. Although questions regarding RI qualification or potential rule violations should never be communicated via denial, elevate issues to your compact office for assistance and resolution.
- ✓ Clearly document remote sentencings (supervised individual physically in a receiving state for sentencing) and request assistance from your compact office as needed. This could include obtaining signatures on documents such as the 'Offender Application for Transfer.'