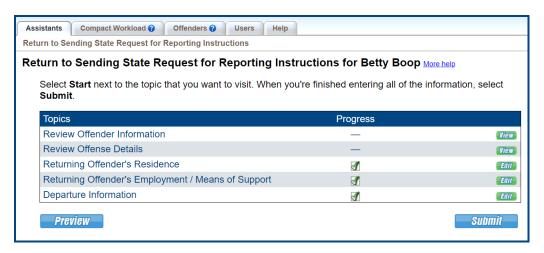
ICAOS RETURNING TO SENDING STATE QRG

Return to a sending state during supervision is facilitated using return Reporting Instructions (See <u>Rule 4.111</u>.) Be sure to VERIFY all information entered.



REASONS FOR RETURNING REPORTING INSTRUCTIONS

- ✓ At the request of the supervised individual
- ✓ After *final* rejection of a transfer request when prior reporting instructions allowed the individual to proceed during the investigation period
- ✓ In lieu of retaking for either:
 - Discretionary retaking (initiated by a sending state See <u>Rule 5.101</u>
 - Mandatory retaking for behavior requiring retaking (strictly technical violations that would result in revocation of supervision in a receiving state.) See <u>Rule 5.103</u>

REQUIRED FOR RETURNING REPORTING INSTRUCTIONS

- ✓ Intended departure date (manage date via the Profile screen's Compact Cases tab prior to departure)
- ✓ Reason & detailed explanation for reporting instructions
- ✓ Sending state address for the supervised individual (if known)
- ✓ Sending state employment for the supervised individual (if known)

OTHER IMPORTANT NOTES

- ✓ RFRIs must be replied to within 2 business day (including sex offenders)
- ✓ If returning address is unknown, be sure to explain your efforts or reason no address is provided
- ✓ Prevent data validation ICOTS error: Be sure receiving state creates and submits case closure notice prior to submitting sending state notice of arrival. See ICOTS Support Article
- ✓ Return to sending state may not occur if the supervised individual is under active criminal investigation or is charged with a subsequent felony or violent crime in the receiving state. See Rule 4.111