



Ex Officio Orientation Manual

Interstate Commission for Adult Offender Supervision

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Welcome to ICAOS

Welcome! Your expertise and commitment are vital to ICAOS' success, and we look forward to the innovations and perspectives you will bring to our work.

On behalf of the Interstate Commission for Adult Offender Supervision (ICAOS), welcome and thank you for serving as an ex officio partner of the Commission. We are excited to have your perspective, expertise, and collaboration as part of our work to advance public safety, accountability, and effective community supervision practices nationwide.

As an ex officio member, you play an important role in strengthening communication and partnership between the Commission and the organizations we work alongside. Your voice, experience, and engagement help inform discussions, support innovation, and contribute to the continued success of the Compact.

This orientation manual is designed to introduce you to the Commission, highlight opportunities for involvement, and provide helpful resources as you begin your role. We encourage you to engage, ask questions, and connect with Commission members and National Office staff throughout your tenure. We are here to support you and look forward to working collaboratively with you in the years ahead.

Best Regards,

Ashley Lippert
Executive Director



The Commission

Introduction

The purpose of this manual is to orient ex officio members to their role within the Commission and provide practical information to support their engagement. It is intended to help members understand opportunities for involvement, become familiar with partner organizations represented on the Commission, and identify areas for collaboration and shared priorities.

Purpose

ICAOS supports the safe, consistent, and effective transfer and supervision of individuals moving across state lines under the Compact. Through collaboration among member states and national partners, the Commission promotes public safety, accountability, victim awareness, and effective community supervision nationwide. The Commission oversees the administration of the Compact, including rule development, compliance monitoring, data sharing, and support to states through training and collaboration.

Membership

Each member state or territory is represented on the Commission by one appointed Commissioner, selected by the Governor in consultation with the State Council.

In addition to voting Commissioners, the Commission includes non-voting ex officio members who represent national partner organizations with an interest in interstate and community supervision. Ex officio members serve at the pleasure of their organization and contribute perspective, expertise, and collaboration to support the work of the Compact.

Role of an Ex Officio Member

Ex officio members serve as a vital link between the Commission and their respective organizations. They contribute subject matter expertise, national perspective, and insight that strengthen communication, collaboration, and the advancement of interstate and community supervision practices.

Engagement

Ex officio members are encouraged to actively participate in Commission work in a variety of ways. Opportunities for engagement include serving on committees, attending meetings and the Annual Business Meeting, contributing to discussions and projects, sharing relevant information and emerging issues, and collaborating on initiatives that support shared goals and public safety outcomes. Ex officio members also participate in twice-yearly ex officio meetings and receive regular Commission communications and newsletters highlighting ongoing projects, initiatives, and opportunities for collaboration.

Ex Officio Member Organizations

- American Jail Association (AJA)
- American Probation and Parole Association (APPA)
- Association of Paroling Authorities International (APAI)
- Association of Prosecuting Attorneys (APA)
- Conference of Chief Justices (CCJ)
- Conference of State Court Administrators (COSCA)
- Interstate Commission for Juveniles (ICJ)
- National Association for Public Defense (NAPD)
- National Association of Attorney General (NAAG)
- National Association of Police Organizations (NAPO)
- National Conference of State Legislatures (NCSL)
- National Criminal Justice Association (NCJA)
- National Governors Association (NGA)
- National Institute of Corrections (NIC)
- National Organization for Victim Assistance (NOVA)
- National Sheriffs' Association (NSA)
- National District Attorneys Association (NDAA)

Committees

Much of the Commission's work and collaboration takes place through its committees, where members come together to share perspectives, develop ideas, and support the mission of the Compact.

Committee participation provides ex officio members with an opportunity to stay engaged, contribute their expertise, and collaborate with colleagues from across the country on issues impacting interstate supervision and community supervision overall.

Executive Committee

Provides leadership between Commission meetings, guiding strategic planning, finances, and the work of the National Office.

Compliance Committee

Monitors state compliance with Compact rules and develops fair, practical procedures when enforcement is needed.

Finance Committee

Oversees the Commission's budget and financial practices, making recommendations that align resources with priorities.

Information Technology Committee

Reviews and recommends technology solutions that improve efficiency and support the Commission's mission.

Rules Committee

Manages the rulemaking process by reviewing proposals and drafting rules that provide clarity and consistency.

Training, Education & Public Relations Committee

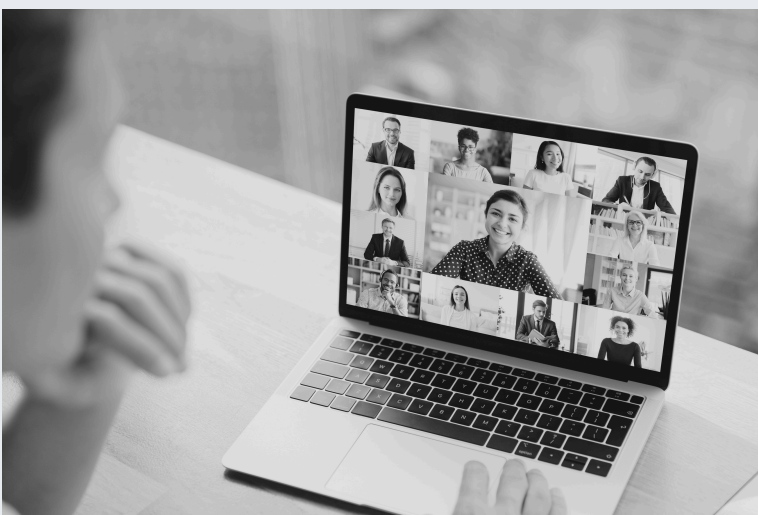
Develops training and educational resources to help states apply the Compact effectively and communicates its value to stakeholders.

DCA Liaison Committee

Strengthens relationships and collaboration between Commissioners and Deputy Compact Administrators (DCAs), creating space for DCAs to share input and receive support.

Ad Hoc Committees

Formed for a one-time purpose to deal with a particular issue and disband after the issue is resolved. They provide a stopgap or temporary measures to solve problems that are not resolved by ordinary processes of the Commission.



Meetings

Annual Business Meeting (ABM)

The Commission is required to meet at least once each calendar year at a time and place determined by the Commission. Ex officio members shall receive at least thirty days' written notice of the Annual Business Meeting and related meeting information. Ex officio members are encouraged not only to attend the Annual Business Meeting, but also to participate in Commission meetings and discussions throughout the year. Additional meetings may be scheduled at the discretion of the chairperson or upon request of a majority of Commission members.

Committee & Region Meetings

Committee and regional meetings are typically held virtually through Zoom, making it easy for ex officio members to participate in discussions and stay engaged with ongoing Commission work. The National Office coordinates meeting logistics, including scheduling, meeting notices, and distribution of materials. Committee and regional chairs work with the National Office to establish meeting dates and agendas.

When funding is available and approved, committees or regions may also meet in person. In those instances, the National Office coordinates travel logistics, accommodations, and meeting space arrangements.

The National Office

The National Office serves as the central support hub for the Commission and its partners, helping connect states, committees, and ex officio members with the resources, information, and coordination needed to support the Compact's work. It facilitates communication and collaboration across member states, provides training and rule guidance, and supports the effective implementation of Commission policies, programs, and systems nationwide.

The work of the National Office ensures that Commission activities are coordinated, consistent, and accessible to all partners engaged in interstate supervision.

Some key functions include:

- Rule guidance and interpretation
- Training and education
- Meeting and committee support
- Communication and coordination across states and partners
- Support for collaboration, dispute resolution, and implementation of Commission policies



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Appendix

Visit the Commission's website www.interstatecompact.org for additional information such as:

- Annual Report(s)
- Statute
- By-laws
- Rules
- Policies
- Training Materials
- Bench Book
- State Council Tool Kit
- Practitioner Guides