The ICAOS Commissioner and State Director of Probation in New York sent a formal memo to local probation departments about the timely issuance of interstate warrants, as well as face sheets developed by their office to easily identify the need for full extradition warrants within 15 business days.

The New York Probation Compact Office developed this administrative process with assistance from:

- New York State Division of Criminal Justice Services (DCJS);
- Office of Court Administration (OCA;)
- New York City Department of Probation

Memorandum sent to Probation Directors by ICAOS Commissioner explaining:

- ICAOS & its authority
- The circumstances and timeframes under which a compact compliant warrant is required
- Expectations for using the ‘Face Sheet’
- Interstate Compact Office contact information for questions & assistance
New York created three ‘Face Sheets’ for violations requiring retaking:

- Technical Violations (aka ‘Behavior Requiring Retaking’) *
- New Felony/Violent Crime Convictions (AND retaking is warranted)
- Absconders

When requesting a compact compliant warrant, the ‘Face Sheet’ is attached to the Violation Report Requiring Retaking. The ‘Face Sheet’ summarizes the violation, ICAOS rule requirements and due date for a compact compliant warrant.

*In NY, the sheet is utilized AFTER the probation department determines to request a warrant to retake versus return in lieu of retaking.