

Violation Report Responses



➞ Strategies & Tips

- Send request in UNITY with comment indicating “how to” fill out and submit the response, clearly outlining the response requirements and due date.
- Indicate the ICJ Rule requirements and timeframe for response.
- Follow-up periodically via email and phone until the response and action are determined.
- Escalate the request to the next supervisory level if the report is overdue and provide an update to receiving state.

➞ Training Resources

- [Violation Reports Presentation \(PPT\)](#)
- [Violation Reports Handout](#)
- [Violation Report Sample Form - Continue Supervision](#)
- [ICJ Bench Card on Transfer of Supervision](#)
- [TalentLMS: Violation Reports \(WW-102\)](#)
- [Training Bulletin: Violation Reports Requesting Discharge or Revocation](#)