**AUDIT CHECKLIST - CENTRAL FILE**

Name:       DOC number:

RLC:       Type of release:       ERD:       PRD:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sentence Information** (Cause level) | | | **CSE** | **60 Day** | **CSE** | **60 Day** | **CSE** | **60 Day** |
| 1 | | Committed name |  |  |  |  |  |  |
| 2 | | County |  |  |  |  |  |  |
| 3 | | Cause number |  |  |  |  |  |  |
| 4 | | Date of sentence |  |  |  |  |  |  |
| 5 | | Time start |  |  |  |  |  |  |
| 6 | | Exceptional sentence |  |  |  |  |  |  |
| **7** | | **Cause credits** |  |  |  |  |  |  |
|  | | 1. J&S credits |  |  |  |  |  |  |
|  | | b. Jail Cert credits/Good time |  |  |  |  |  |  |
|  | | c. Successful community  custody |  |  |  |  |  |  |
|  | | d. Confinement time credits |  |  |  |  |  |  |
|  | | e. DOC credits |  |  |  |  |  |  |
|  | | f. Other |  |  |  |  |  |  |
|  | | g. Sticky note |  |  |  |  |  |  |
| 8 | | Sentence type |  |  |  |  |  |  |
| 9 | | Sentence modification for DOSA revoke/Reclass/CCP Return/CP terminate (Review by Revoke/Return Unit and tolling unit) |  |  |  |  |  |  |
| 10 | | Supervision type (5288/5891/MON) |  |  |  |  |  |  |
| 11 | | Split J&S |  |  |  |  |  |  |
| **Sentence Information** (Count level) | | | **Ct** | **60 Day** | **Ct** | **60 Day** | **Ct** | **60 Day** |
| 12 | Date of offense | |  |  |  |  |  |  |
| 13 | RCW/Subsequent offense flag | |  |  |  |  |  |  |
| 14 | Offender Score/Seriousness level | |  |  |  |  |  |  |
| 15 | Anticipatory/Modifier | |  |  |  |  |  |  |
| 16 | Statutory maximum length | |  |  |  |  |  |  |
| 17 | 5990 flag set-n/a after 7/2/10 | |  |  |  |  |  |  |
| 18 | Finding type | |  |  |  |  |  |  |
| 19 | Confinement Time-Min/Max | |  |  |  |  |  |  |
| 20 | Mandatory length (Yes/No)  Flat time (Yes/No) | |  |  |  |  |  |  |
| 21 | Enhancement type/length  (Yes/No) Flat time (Yes/No) | |  |  |  |  |  |  |
| 22 | Supervision length | |  |  |  |  |  |  |
| 23 | Earned Release Time % | |  |  |  |  |  |  |
| 24 | Out Time | |  |  |  |  |  |  |
| 25 | Stoppage Time | |  |  |  |  |  |  |
| 26 | Length vs. Stat. Max. | |  |  |  |  |  |  |
| Consecutive relationships (Include supervision) | | |  |  |  |  |  |  |
| Problem J&S | | |  |  |  |  |  |  |
| JABS/JIS/LINX | | |  |  |  |  |  |  |
| Conditions | | |  |  |  |  |  |  |
| LFOs | | |  |  |  |  |  |  |
| Release Audit Excel Calculator | | |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **OMNI ELECTRONIC FILE REVIEW** | |
| **General Status** |  |
| DNA | Yes  No |
| County of origin |  |
| Early deportation | Approved  Denied  Pending |
| ORCS | Yes  No  Unknown |
| Personal characteristics | Updated  Verified |
| Registration | Correct  Updated  N/A |
| Earned time | Updated  Earned time 60 day review  Original ERD: |
| Board actions | Yes  No |
| Field discipline | Sanctions:  Yes  No |
| Prison discipline | Loss of GCT       days  Restoration of GCT       days  Hardcopy infractions vs. OMNI entries  No infractions |
| Prison discipline 60 day review | Reviewed  Loss of GCT       days  Restoration of GCT       days  Hardcopy infractions vs. OMNI entries  No infractions |
| Screening and restrictions | Reviewed |
| Check dates | Reviewed |
| Transfer to Reentry Center | LEN/SCAN  Required  15 days  35 days  V/W  N/A  Required  15 days  35 days |
| Print view J&S screen with ERD calculations | Completed |
| Warrant detainer status reviewed | Clear  Felony  Misdemeanor  ICE  US Marshal  Other: |
| Release notification status | 10 Day Eligible  Approved  Denied  Not Eligible |
| Victim witness | N/A  Required  15 days  35 days |
| Law enforcement notification | Required  15 days  35 days |
| OnBase review | Completed |
| Chrono audit | Completed |

**Comments:**

**Audit completed by:**



Name/Title Signature Facility/location Date

**60 day review done by:** (Within 60 days of ERD)



Name/Title Signature Facility/location Date

Name:       DOC number:

RLC:       Type of release:       ERD:       PRD:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RELEASE AUDIT** | | | | | | | | | | | |
| OMNI Release Notification Status DOSA compliance  N/A | | | | | | | Supervision Eligibility Screening chrono  N/A for monetary only release | | | | |
| ORP chrono  Investigation  Notification only | | | | | | | Set PRD | | |  | |
| Victim witness notification:  Date:       # days: | | | | N/A | | | Update mailing address/phone/  emergency contact | | |  | |
| Law Enforcement Notification:  Date:       # days: | | | |  | | | 10 day early release # days adjusted:        Chrono | | | | |
| Run wants/warrants-CRS/CRT sign for verification | | | |  | | | EOSR Photo/photo updated  Date: | | | Updated  N/A | |
| Call agencies to verify intent/chrono results | | | | N/A | | | EOSR E-mail notification | | | Sent  N/A | |
| Warrant detainer status screen | | | | N/A | | | Register individual/registration packet  Date sent: | | | Yes  N/A | |
| Check for open field causes | | | | N/A | | | OMNI Register Offender updated | | | Yes  N/A | |
| Email notification to CCO/Regional CRS/DOC section assignment/DOC offender releases | | | | N/A | | | Closure letter/Notice | | | Printed  N/A | |
| 60 day letter (if releasing to In-State, Out-of-State, or federal detainer) | | | | N/A | | | County of origin exception | | | Yes  N/A | |
| Email Regional CRS on split misdemeanor counts or any J&S that includes supervision that was not served in Prison; ensure copy of J&S is in OnBase | | | | N/A | | | Prison discipline - review for loss of GT/ET/Restoration | | | Yes  N/A | |
| Prison movements | | | |  | | | Order of Release (Signed) | | | Print  Scan | |
| Problem J&S screen | | | | Yes  N/A | | | DOL letter or DOL ID (move to separate box) | | | Print  Scan | |
| Return from court/JABS/JIS/LINX/amended orders | | | | N/A | | | Method of transportation: | | | | |
| Releasing Out-of-State | | | | Yes  No | | | Issue ID badge (update photo, if necessary)  Date: | | | | Yes  N/A |
| Social Security Card | Yes  No | DOL ID Card | | | | Yes  No | | Health insurance card | | | Yes  No |
| Release funds | | | | Yes  No | | | DD214 | | | | Yes  No |
| Release Audit Excel Calculator | | | | Printed | | | Consecutive supervision | | | | Yes  No |
| **FINAL RELEASE CHECK** | | | | | | | | | | | |
| Victim witness completed  N/A | | | Order of Release (Signed/include in packet) | | | | | | Earned time updated | | |
| Law enforcement notification (Include in packet) | | | | | DOL letter (Include in packet) | | | | Prison release movement | | |
| Print View J&S screen w/PRD | | | Chrono DOSA  held past ERD  N/A | | | | | | Chrono final audit completed | | |
| Release Audit Excel Calculator (Include in packet) | | | | | | | | | | | |
| **CLOSEOUT** | | | | | | | | | | | |
| Print View J&S Prison/after release | | Earned time updated | | | | | Prison release movement | | | | |
| Scan Release Packet (RL45) and place in Section 1 with post release View J&S on top | | | | | | | | | | | |

**Comments:**

**Release process completed by:**



Name/Title Signature Facility/location Date

**Final supervisor audit completed by:** (after the release audit)



Name/Title Signature Facility/location Date

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