**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 reviewOriginal 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 updatedDate:       | [ ]  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 packetDate 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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