



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 | | | | | | |
| | a. 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 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| County of origin | |
| Early deportation | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending |
| ORCS | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| Personal characteristics | <input type="checkbox"/> Updated <input type="checkbox"/> Verified |
| Register offender | <input type="checkbox"/> Correct <input type="checkbox"/> Updated <input type="checkbox"/> N/A |
| Earned time | <input type="checkbox"/> Updated <input type="checkbox"/> Earned time 60 day review Original ERD: |
| Board actions | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Field discipline | Sanctions: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Prison discipline | <input type="checkbox"/> Loss of GCT ____ days <input type="checkbox"/> Restoration of GCT ____ days <input type="checkbox"/> Hardcopy infractions vs. OMNI entries <input type="checkbox"/> No infractions |
| Prison discipline 60 day review | <input type="checkbox"/> Reviewed <input type="checkbox"/> Loss of GCT ____ days <input type="checkbox"/> Restoration of GCT ____ days <input type="checkbox"/> Hardcopy infractions vs. OMNI entries <input type="checkbox"/> No infractions |
| Screening and restrictions | <input type="checkbox"/> Reviewed |
| Check dates | <input type="checkbox"/> Reviewed |
| Transfer to Work Release | <input type="checkbox"/> LEN/SCAN <input type="checkbox"/> Required <input type="checkbox"/> 15 days <input type="checkbox"/> 35 days <input type="checkbox"/> V/W <input type="checkbox"/> N/A <input type="checkbox"/> Required <input type="checkbox"/> 15 days <input type="checkbox"/> 35 days |
| Print view J&S screen with ERD calculations | <input type="checkbox"/> Completed |
| Warrant detainer status reviewed | <input type="checkbox"/> Clear <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> ICE <input type="checkbox"/> US Marshal <input type="checkbox"/> Other: |
| Release notification status | 10 Day Eligible <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Eligible |
| Victim witness | <input type="checkbox"/> N/A <input type="checkbox"/> Required <input type="checkbox"/> 15 days <input type="checkbox"/> 35 days |
| Law enforcement notification | <input type="checkbox"/> Required <input type="checkbox"/> 15 days <input type="checkbox"/> 35 days |
| OnBase review | <input type="checkbox"/> Completed |
| Chrono audit | <input type="checkbox"/> 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 | | | | | |
|---|--|---|---|---|-----------------------------|
| <input type="checkbox"/> OMNI Release Notification Status DOSA compliance <input type="checkbox"/> N/A | | <input type="checkbox"/> Supervision Eligibility Screening chrono <input type="checkbox"/> N/A for monetary only release | | | |
| ORP chrono | <input type="checkbox"/> Investigation | <input type="checkbox"/> Notification only | Set PRD | <input type="checkbox"/> | |
| Victim witness notification: Date: # days: | <input type="checkbox"/> | <input type="checkbox"/> N/A | Update mailing address/phone/ emergency contact | <input type="checkbox"/> | |
| Law Enforcement Notification: Date: # days: | <input type="checkbox"/> | | 10 day early release # days adjusted: _____ | <input type="checkbox"/> Chrono | |
| Run wants/warrants-CRS/CRT sign for verification | <input type="checkbox"/> | | EOSR Photo/photo updated Date: | <input type="checkbox"/> Updated <input type="checkbox"/> N/A | |
| Call agencies to verify intent/chrono results | <input type="checkbox"/> | <input type="checkbox"/> N/A | EOSR E-mail notification | <input type="checkbox"/> Sent <input type="checkbox"/> N/A | |
| Warrant detainer status screen | <input type="checkbox"/> | <input type="checkbox"/> N/A | Register offender/registration packet Date sent: | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | |
| Check for open field causes | <input type="checkbox"/> | <input type="checkbox"/> N/A | Register offender updated in OMNI | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | |
| Email notification to CCO/Regional CRS/DOC section assignment/DOC offender releases | <input type="checkbox"/> | <input type="checkbox"/> N/A | Closure letter/Notice to offender | <input type="checkbox"/> Printed <input type="checkbox"/> N/A | |
| 60 day letter (if releasing to In-State, Out-of- State, or federal detainer) | <input type="checkbox"/> | <input type="checkbox"/> N/A | County of origin exception | <input type="checkbox"/> Yes <input type="checkbox"/> 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 | <input type="checkbox"/> | <input type="checkbox"/> N/A | Prison discipline - review for loss of GT/ET/Restoration | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | |
| Prison movements | <input type="checkbox"/> | | Order of Release (Signed) | <input type="checkbox"/> Print <input type="checkbox"/> Scan | |
| Problem J&S screen | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A | DOL letter or DOL ID (move to separate box) | <input type="checkbox"/> Print <input type="checkbox"/> Scan | |
| Return from court/JABS/JIS/LINX/amended orders | <input type="checkbox"/> | <input type="checkbox"/> N/A | Method of transportation: _____ | | |
| Releasing Out-of-State | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Issue ID badge (update photo, if necessary) Date: | <input type="checkbox"/> Yes <input type="checkbox"/> N/A | |
| Social Security Card | <input type="checkbox"/> Yes | <input type="checkbox"/> No | DOL ID Card | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Health insurance card | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Release funds | <input type="checkbox"/> Yes <input type="checkbox"/> No | | DD214 | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Release Audit Excel Calculator | <input type="checkbox"/> Printed | | Consecutive supervision | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| FINAL RELEASE CHECK | | | | | |
| <input type="checkbox"/> Victim witness completed <input type="checkbox"/> N/A | | <input type="checkbox"/> Order of Release (Signed/include in packet) | | <input type="checkbox"/> Earned time updated | |
| <input type="checkbox"/> Law enforcement notification (Include in packet) | | <input type="checkbox"/> DOL letter (Include in packet) | | <input type="checkbox"/> Prison release movement | |
| <input type="checkbox"/> Print View J&S screen w/PRD | | <input type="checkbox"/> Chrono DOSA <input type="checkbox"/> held past ERD <input type="checkbox"/> N/A | | <input type="checkbox"/> Chrono final audit completed | |
| <input type="checkbox"/> Release Audit Excel Calculator (Include in packet) | | | | | |
| CLOSEOUT | | | | | |
| <input type="checkbox"/> Print View J&S Prison/after release | | <input type="checkbox"/> Earned time updated | | <input type="checkbox"/> Prison release movement | |
| <input type="checkbox"/> 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