INITIAL SENTENCE STRUCTURE ENTRY CHECKLIST
NON PRISON - SOSSA

Department of Corrections WASHINGTON STATE

Name: _____ DOC number: _____ Date: _____

Initial sentence entered by: _____ Reviewed by: _____

Cause SED: _____ Overall SED same as cause: ☐ Yes ☐ No Overall SED: _____

Sentence Information (Cause level)		**Check any which apply**
1	Committed name: ☐ Correct ☐ Updated	☐ Exceptional sentence Counts:
2	County:	
3	Cause number:	
4	Date of sentence:	☐ Substance Abuse Cause Level:
5	Judge: ☐ Correct ☐ Updated	☐ Human Immunodeficiency Virus (HIV)
6	Cause credits: ☐ N/A	☐ Promoting prostitution Counts:
7	Sentence category: ☐ WA SRA	☐ Supervised Appeal
8	Sentence type: ☐ SCC-SSOSA ☐ SUP-SOSSA	☐ None of the above
9	Distinct supervision: ☐ SCC-SSOSA (DOO on/after 6/6/1996) ☐ SUP-SOSSA (DOO prior to 6/6/1996)	
10	Split Judgment and Sentence (J&S): ☐ Yes ☐ No (Only 1 supervision type to be entered per cause. All multi-supervision types within a cause entered as split causes)	

Sentence Information (Count level)		**Count**	**Count**
11	Date of offense (verify P's age at time of offense)		
12	Revised Code of Washington (RCW)		
13	Offender score/Seriousness level	☐ Subsequent	☐ Subsequent
14	Anticipatory/Modifier ☐ N/A		
15	Felony Class	☐ C ☐ B ☐ A	☐ C ☐ B ☐ A
16	Statutory maximum (circle one)	5 | 10 | 20 | Life	5 | 10 | 20 | Life
17	Finding type ☐ N/A		
18	Key dates ☐ N/A	Court ordered start date:	Progress hearing date:	Termination date:
19	Alternate Conversion ☐ Yes ☐ No		
20	Confinement type ☐ Determinate - RCW 9.94A.670 OR ☐ Indeterminate - RCW 9.94A.507 (prior 9.94A.712)		
	Base sentence (Determinate only needs base, no max)		
	Indeterminate Range (base and max)	Min. | Max.	Min. | Max.
	County confinement ☐ N/A (up to 12 mnths.) (6 mnths. If DOO prior to 7/1/2005)		
21	☐ Suspended confinement checked ☐ Flat time checked ☐ Enhancement:		
22	Supervision length	Count number: Suspended Term: ☐ or <36 months Max Term:	Count number: Suspended Term: ☐ or <36 months Max Term:
23	Consecutive relationship applied ☐ N/A ☐ Yes:	24 LFO's ☐ N/A ☐ Complete ☐ Updated	

Note: row 18 key dates span columns.

25	Conditions ☐ OAL ☐ Complete ☐ Updated ☐ DNA ☐ Complete ☐ Updated	26	Verify tolling started (View J&S Field) ☐ N/A ☐ Yes: ☐ No:
27	Notification sent to CCR team and CCO ☐ N/A ☐ Complete:	28	Chrono: Sentence structure review completed on Cause ☐ N/A ☐ Complete:
29	Problem J&S ☐ N/A ☐ Yes ☐ No Email set to DPA & DA ☐ N/A ☐ Yes ☐ No Entered in OMNI ☐ N/A ☐ Yes ☐ No		
Specific Issues: ☐ Supervision "Remainder" boiler plate language or subtraction present? ☐ Age of offender on DOO ☐ Crime eligible for .507			

Comments:

_____

_____

_____

_____

_____

_____