



INACTIVE CASELOAD TRANSFER/REVIEW CHECKLIST

Name:	DOC number:
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TRANSFER TO BANKED CASELOAD**Case Manager**

- W-CASELOAD:** Verify an active warrant is in effect in the individual's electronic file and the Body Status is "Failure to Report"
 - Ensure file contains a complete DOC 09-228 Report of Alleged Violation addressing Failure to Report and all other alleged violations.
- S-CASELOAD:** Verify the individual is in Prison. The file cannot be transferred until the individual has been admitted to state or federal Prison.
 - If incarcerated out-of-state, send DOC 09-280 60 Day Letter - For Release to Detainer to the facility and make a chronological (chrono) entry in the individual's electronic file.
- Verify that all violations have been addressed and documentation is filed.
- Ensure Field check dates are completed or postponed.
- Ensure tolling has been initiated. Request a tolling review if within 60 days of Scheduled End Date (SED). Start date: _____
- Ensure the Criminal Conviction Record (CCR) is updated with new convictions; if not, notify the CCR unit.
- Ensure Dismiss Without Prejudice (DWOP) has been requested on new charges.
Date of DWOP: _____ Name of pending charge(s): _____

Case manager	Signature	Date
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Office Support

- Confirm the above review was completed.
- S-CASELOAD:** Enter a "Release Date" check date for the current proposed ERD date, if available.
- Enter a "Status Check" check date for a 6 month review.
- Enter a chrono to indicate the file has been transferred to a banked caseload.

Name	Signature	Date
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SIX MONTH REVIEW

- W-CASELOAD:** Verify there is an active warrant in the individual's electronic file and the Body Status is "Failure to Report"
- S-CASELOAD:** Verify the individual's location. Send updated DOC 09-280 60 Day Letter - For Release to Detainer if the out-of-state location has changed.
- Verify the cause(s) is tolling.
- If applicable, ensure that Failure to Obey All Laws (FTOAL) violations have been addressed.
 - S-CASELOAD:** For inactive Juvenile Board cases, notify the Board of any new convictions.
- Ensure the individual is listed on the electronic caseload and has a physical file on the banked caseload.
- Update the "Status Check" check date to reflect a new 6 month due date.
- Enter a chrono to document the review.

Community Corrections Supervisor	Signature	Date
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The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Field file