

SECTION 1

IDENTIFICATION

- VICTIM NOTIFICATION (ON TOP)
- VICTIM CORRESPONDENCE
- RELIEF FROM ABUSE ORDERS (INFORMATION TO BE ORGANIZED IN PACKETS AND STAPLED TOGETHER)
- FAMILY COURT ORDERS (INFORMATION TO BE ORGANIZED IN PAGKETS AND STAPLED TOGETHER)
- DNA NOTIFICATION
- CERTIFICATE OF NAME CHANGE
- DIVORCE DECREES
- FACE SHEET
- SOCIAL HISTORY
- SCARS/TATTOO IDENTIFICATION SHEET
- FINGERPRINTS (IF COPY, EXTRA CARD IS KEPT)
- RECORD CHECK
- PHOTOS (TO BE LABELED AND DATED)

SECTION 2

LEGAL

- SENTENCE COMPUTATION (ON TOP)
- PROBATION ORDERS/PAROLE AGREEMENTS
- POLICE NOTIFICATION
- CITATIONS
- SUBPOENAS
- ARREST WARRANT
- PAROLE WARRANT
- MITTIMI
- COURT DOCKET AND DISPOSITION REPORTS (DDR)
- VIOLATIONS OF PROBATION/PAROLE PACKETS (ALL REQUIRED INFORMATION TO BE PLACED IN A PACKET AND STAPLED TOGETHER. TO INCLUDE CORRESPONDING DDR, CITATION, ARREST WARRANT, AFFIDAVITS, ETC)
- COURT/PAROLE HEARING NOTICES
- WAIVER OF EXTRADITION
- EARNED REDUCTION OF TERM (ERT)
- LOSS OF GOOD TIME
- DETAINER
- INTERSTATE AGREEMENT ON DETAINERS
- STATES ATTORNEY'S INFORMATION
- PAROLE RECISIONS
- RELEASE NOTIFICATION TO LAW ENFORCEMENT
- CERTIFICATE OF PARDONS
- AGREEMENTS FOR PRE-APPROVED FURLOUGH
- NCIC ENTRY FORM - WANTED PERSON
- BAIL STATEMENT
- AFFIDAVITS

SECTION 3
PRIOR/CLOSED SUPERVISION

**ANY LEGAL OR PROGRAM DOCUMENTATIONS OF CASES OR
SEPERATE COUNTS THAT ARE DISCHARGED, CLOSED OR
COMPLETED DURING THE CURRENT PERIOD OF
SUPERVISION**

SECTION 4

PERSONAL ASSESSMENTS

- **SEX OFFENDER REGISTRY (ON TOP)**
- **PRESENTENCE INVESTIGATION (PSI)**
- **INTERMEDIATE SANCTION REPORT (IRS)**
- **SUPERVISION LEVEL ASSESSMENT**
- **CASE MANAGEMENT SYSTEM OR LEVEL OF SERVICE INVENTORY (LSI)**
- **SUBSTANCE ABUSE ASSESSMENT (OTHER THAN THE INTENSIVE SUBSTANCE ABUSE PROGRAM)**
- **OTHER PSYCHOLOGICAL ASSESSMENTS**
- **PARDON INVESTIGATIONS**

SECTION 5

FORMS USED TO AID IN OFFENDER SUPERVISION

- STAGES OF CHANGE
- PROGRAM COMPLETION REASSESSMENT FORM
- FINANCIAL DOCUMENTS
- DIRECT COMMUNITY PLACEMENT FORMS
- HOUSEHOLD MEMBERS AGREEMENT
- DOC APARTMENT AGREEMENT
- FURLOUGH RULES/CONDITIONS/CONSENT FORMS
- CASELOAD ASSIGNMENT FORMS
- LOCAL FORMS MAY BE FILED IN THIS SECTION

SECTION 6 DOCUMENTS FOR ADMINISTRATIVE DECISIONS

- **INCIDENT REPORTS**
- **DISCIPLINARY/HEARING REPORTS (ALL REQUIRED INFORMATION TO BE PLACED IN A PACKET AND STAPLED TOGETHER)**
- **GRADUATED SANCTIONS (ALL REQUIRED INFORMATION TO BE PLACED IN A PACKET AND STAPLED TOGETHER)**
- **GRIEVANCES**
- **SHORT TERM OUT OF STATE TRANSFER FORMS (ALL REQUIRED INFORMATION TO BE PLACED IN A PACKET AND STAPLED TOGETHER)**
- **EXTENDED FURLOUGH SUPERVISION**
- **ADMINISTRATIVE SEGREGATION REVIEW**
- **PRISONER RECEIPTS**
- **WAIVER OF FURLOUGH REVOCATION HEARING**
- **POSITIVE DRUG RESULTS**

SECTION 7

CURRENT PROGRAM

- CASE PLANS/PROBATION SUPERVISION CONTRACTS
- CLASSIFICATION PACKETS (REQUIRED INFORMATION TO BE PLACED IN PACKET AND STAPLED)
- PAROLE SUMMARY & DECISIONS (STAPLED TOGETHER AND VOID OF DUPLICATION)
- RELEASE OF INFORMATION
- INTERSTATE COMPACT PACKET, TO INCLUDE CORRESPONDING TRAVEL PERMIT (REQUIRED INFORMATION TO BE PLACED IN A PACKET AND STAPLED TOGETHER)
- INMATE REFERRAL FORM
- PROGRAM/PROGRESS REPORTS (OTHER THAN INTERMEDIATE SANCTION PROGRAMS)
- INTENSIVE SUBSTANCE ABUSE PROGRAM-REFERENCE FORM FOR THE CORE FILE
- EARNED REDUCTION OF TERM CONTRACTS
- RESTART SCHEDULES

SECTION 8

BEHAVIORAL DOCUMENTATION

- **CASE NOTES (ON TOP)**
- **FIELD CASE TRANSFER REQUEST**
- **CASE TRANSFER FORMS**
- **FACILITY TRANSFER ORDERS/PRISONER RECEIPTS**
- **SRS INFORMATION**
- **VERIFICATION OF COMMUNITY SERVICE WORK)**
- **TRAVEL PERMITS (VOID OF DUPLICATION)**
- **ALL OTHER CORRESPONDENCE**