

## ADMINISTRATIVE CASELOAD REVIEW FORM

Offender \_\_\_\_\_ ODOC# \_\_\_\_\_ Date \_\_\_\_\_

Staff \_\_\_\_\_ Auditor \_\_\_\_\_ Region \_\_\_\_\_

Date received in admin: \_\_\_\_\_

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ABSCONDER: Audit for previous one year or from beginning of sentence.

Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Have rap sheets been requested and warrants verified in the past 12 months?

Yes \_\_\_\_\_ No \_\_\_\_\_ 3. Are supervision contacts up to date and complete?

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INCARCERATED OFFENDERS/COUNTY JAIL PLACEMENT: Audit for previous six months or from beginning of sentence.

Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Is a Notification of Release filed as required, reflecting the current release date, and advising the incarcerating facility to notify ODOC upon offender's release?

Yes \_\_\_\_\_ No \_\_\_\_\_ 2. If the offender is to be released within 90 days, has the county sheriff been notified to lodge a detainer? (if applicable)

Yes \_\_\_\_\_ No \_\_\_\_\_ 3. If deported, has notification been sent to the district attorney/judge?

Yes \_\_\_\_\_ No \_\_\_\_\_ 4. If deported, have RAPS been requested annually?

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INTERSTATE OUT: Audit for previous year or from beginning of sentence.

Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Has the Interstate Compact acceptance been received from the receiving state?

Yes \_\_\_\_\_ No \_\_\_\_\_ 2. Has a "Progress and Conduct Report" been requested and received from the receiving state if necessary?

Yes \_\_\_\_\_ No \_\_\_\_\_ 3. Are restitution and/or the PSI fee being paid per court documents? (Circle applicable fee. If not ordered, check yes.)

Yes \_\_\_\_\_ No \_\_\_\_\_ 4. Are case reports present/timely/accurate as required and are follow-up reports present? (If not required, check yes.)

Yes \_\_\_\_\_ No \_\_\_\_\_ 5. Has the case been reviewed for advance termination? If yes, has the receiving state been notified to close interest or that the offender is not eligible?

Yes \_\_\_\_\_ No \_\_\_\_\_ 6. Have all inquiries by the receiving state or the offender been responded to and documented in the supervision contacts?

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TELEPHONE REPORTING: Audit for previous year or from beginning of sentence.

Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Are written reports or phone-in reports documented as required?

Yes \_\_\_\_\_ No \_\_\_\_\_ 2. Have probation fees and restitution been paid as ordered? (If not ordered, check yes.)

Yes \_\_\_\_\_ No \_\_\_\_\_ 4. Has case been reviewed for advance termination? (If not eligible, check yes.)

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INACTIVE PAROLE SUPERVISION:

Yes \_\_\_\_\_ No \_\_\_\_\_ 1. Have rap sheets been requested and warrants verified in the past 12 months?

Yes \_\_\_\_\_ No \_\_\_\_\_ 2. Are supervision contacts up to date and complete?

Yes \_\_\_\_\_ No \_\_\_\_\_ 3. Has case been reactivated if necessary?

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PPO RESPONSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date corrections due: \_\_\_\_\_ Date corrections received: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Officer: \_\_\_\_\_