

Administrative Caseload Checklist

Offender Name/DOC Number: _____

Mail In/Telephone Reporting System (TRS)

- _____ Information Acknowledgement (case appropriate)
- _____ Probation fees, restitution, court costs and fines are current (chronological entry)
- _____ Assessed/Re-assessed LSI-R score: _____
- _____ Rap sheets requested, received and reviewed within the last 30 days
- _____ Warrant check done within the last five days revealing no known outstanding warrants, including traffic
- _____ Offender has been instructed concerning the Administrative Caseload
- _____ ICAOS "Progress Reports" has been completed within the last three months (where applicable)

Interstate Out

- _____ Obtained reporting instructions from the receiving state through the Interstate Compact
- _____ Office with a chronological record entry outlining reporting instructions received
- _____ All financial obligations current and reflected in chronological record
- _____ Interstate paperwork completed and mailed to the Interstate Compact office
- _____ Offender has completed community service or is actively participating in an approved community service work schedule or the offender has made arrangements to complete community service in other state
- _____ RAP sheets requested, received and reviewed within the last 30 days
- _____ Warrant check done within the last five days revealing no known outstanding warrants, including traffic
- _____ Offender has been given reporting instructions for Administrative Caseload and report forms

Absconder

- _____ Locator attempts have been made and documented as per policy
- _____ All violation and supplemental reports have been submitted as required
- _____ RAP sheets requested and received within the last 30 days

Incarcerated Probationer/Parolee

- _____ Appropriate violation and supplemental reports submitted as required
- _____ Name and location of facility where offender is housed is noted in the chronological record
- _____ Chronological record indicating if offender has outstanding warrant(s), or if revocation is not pursued and offender's status will continue while incarcerated

Inactive Parole

- _____ RAP sheets requested, received and reviewed within the last 30 days
- _____ "Inactive Parole Supervision Notice" signed by parolee, and in file
- _____ Warrant check done within the last five days revealing no known outstanding warrants, including traffic

Officer/Date

Team Supervisor/Date