

## RELEASE CHECKOUT SHEET

Facility \_\_\_\_\_ Portfolio Provided \_\_\_\_\_

Inmate Name \_\_\_\_\_ DOC # \_\_\_\_\_ Release Date \_\_\_\_\_

This form is a checklist to be utilized to ensure each inmate receives all available paperwork, resources and information upon being discharged from custody. The assigned case manager will complete this form on the day of the inmate's release, however some tasks must be initiated beforehand. The assigned case manager's initials by each item and signatures below indicate that all actions have been taken.

\_\_\_\_\_ **Health Services** – reviewed follow-up care plan and discharge medication has been provided as required.

\_\_\_\_\_ **Laundry** – all state-issued clothing has been inventoried and returned

\_\_\_\_\_ **Property** – all state-issued property has been inventoried and returned and the inmate is in possession of all their personal property.

\_\_\_\_\_ **Administration** – inmate has no pending actions (e.g. grievances, damage claims).

\_\_\_\_\_ **Education** – all library books, school books, and any other educational materials have been returned to the Education Department and the inmate has possession of any life skills material

\_\_\_\_\_ **Business Office** – Ensure trust fund monies have been issued and provide bus ticket or railroad ticket (if needed). Business Office must be notified at least 5 days prior to release.

### Case/Unit Management

\_\_\_\_\_ All unit property has been returned.

\_\_\_\_\_ Copy of Pre-Release Plan with required signatures has been provided.

\_\_\_\_\_ Copies of all program completion certificates have been provided.

\_\_\_\_\_ Transportation arrangements have been finalized.

\_\_\_\_\_ Copy of Voter Rights for Convicted Felons [OP-060901](#), [Attachment C](#), has been provided.

\_\_\_\_\_ Seasonally appropriate discharge clothing has been provided.

### Records Department

\_\_\_\_\_ Verification, signatures and copies of release documents have been provided (Certificate of Release and Court cost letter)

\_\_\_\_\_ Notification of Probation/Parole Region, if applicable (to include emailing of required documents)

\_\_\_\_\_ Notification of legal obligations

\_\_\_\_\_ Notification of registration requirements (sex, violent, or methamphetamine offender) Sex and Violent Offender Registration Unit must be notified 14 days prior to release.

\_\_\_\_\_ Provide identification documentation located in the legal file

\_\_\_\_\_ Driver's license

\_\_\_\_\_ Birth certificate

\_\_\_\_\_ State identification card

\_\_\_\_\_ Social security card

\_\_\_\_\_ Copy of top of CRC with official stamp (if no photo ID is available)

\_\_\_\_\_ Other: \_\_\_\_\_

Signature of Inmate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Facility Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT PURGE THIS DOCUMENT**

Distribution: File (Section 2)

(R 2/19)