ADMINISTRATIVE CASELOAD REVIEW FORM

Offender __________________________ DOC#________________________ Date

Staff______________________________ Auditor________________________ Region__________________

Date received in admin: ________________________________

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 chronological entries up to date and complete?

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?

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

Yes_____ No_____ 1. Is the Interstate Compact acceptance from the receiving state in Section III?
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 chronological entries?

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.)

INACTIVE PAROLE SUPERVISION:

Yes_____ No_____ 1. Have rap sheets been requested and warrants verified in the past 12 months?
Yes_____ No_____ 2. Are chronological entries 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: _________________________________

(R 10/20)