



RELEASE/TRANSFER SPONSOR ORIENTATION CHECKLIST

Before submitting an investigation release plan or transfer order for an address not listed in the [Statewide Transitional Housing Directory](#), the case manager will contact and review the following information with all prospective sponsors. Sponsor contacts will be documented in the electronic file and release plan or transfer order for electronic home monitoring.

Individual: _____ DOC number: _____

End of Sentence Review risk level: _____ Earned Release Date: _____

Concerns (e.g., Security Threat Group, victim/community safety, behavioral issues): _____

County of release/transfer: _____

PRIMARY RELEASE/TRANSFER PLAN

Sponsor _____ Home phone _____ Cell phone _____

Street address _____ Date contacted _____ Relationship to individual _____

Others residing at address, including full name, date of birth, and relationship _____

Types of transitional support provided by sponsor (e.g., housing, financial, transportation) _____

SPONSOR ORIENTATION CHECKLIST

- Yes No Reviewed criminal conviction history?
- Yes No Reviewed prohibitions/conditions of supervision (e.g., drugs/alcohol, minors, schools/daycare)?
- Yes No Could the release plan place the individual in violation or at risk to reoffend?
- Yes No Reviewed End of Sentence Review recommendations, risk level, registration requirements, and community notification process?
- Yes No Are there firearms or dangerous weapons in the residence? If yes, what are they? Where and how are they stored?
- Yes No Are there pets at the address? If so, what kind? Pets must be controlled and allow for Community Corrections Officer (CCO) movement without restriction.
- Yes No Are there any residents at the address who have been victimized by the individual in the past? If yes, who?
- Yes No Are there any active No-Contact Orders in effect against the releasing individual?

