



AUDIT CHECKLIST - CENTRAL FILE

Name: _____

DOC number: _____

RLC: _____ Type of release: _____

ERD: _____ PRD: _____

Sentence Information (Cause level)		CSE _____	60 Day	CSE _____	60 Day	CSE _____	60 Day
1	Committed name						
2	County						
3	Cause number						
4	Date of sentence						
5	Time start						
6	Exceptional sentence						
7	Cause credits						
	a. J&S credits						
	b. Jail Cert credits/Good time						
	c. Successful community custody						
	d. Confinement time credits						
	e. DOC credits						
	f. Other						
	g. Sticky note						
8	Sentence type						
9	Sentence modification for DOSA revoke/Reclass/CCP Return/CP terminate (Review by Revoke/Return Unit and tolling unit)						
10	Supervision type (5288/5891/MON)						
11	Split J&S						
Sentence Information (Count level)		Ct _____	60 Day	Ct _____	60 Day	Ct _____	60 Day
12	Date of offense						
13	RCW/Subsequent offense flag						
14	Offender Score/Seriousness level						
15	Anticipatory/Modifier						
16	Statutory maximum length						
17	5990 flag set-n/a after 7/2/10						
18	Finding type						
19	Confinement Time-Min/Max						
20	Mandatory length (Yes/No) Flat time (Yes/No)						
21	Enhancement type/length (Yes/No) Flat time (Yes/No)						
22	Supervision length						
23	Earned Release Time %						
24	Out Time						
25	Stoppage Time						
26	Length vs. Stat. Max.						
	Consecutive relationships (Include supervision)						
	Problem J&S						
	JABS/JIS/LINX						
	Conditions						
	LFOs						
	Release Audit Excel Calculator						

OMNI ELECTRONIC FILE REVIEW

General Status	
DNA	<input type="checkbox"/> Yes <input type="checkbox"/> No
County of origin	
Early deportation	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Pending
ORCS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Personal characteristics	<input type="checkbox"/> Updated <input type="checkbox"/> Verified
Registration	<input type="checkbox"/> Correct <input type="checkbox"/> Updated <input type="checkbox"/> N/A
Earned time	<input type="checkbox"/> Updated <input type="checkbox"/> Earned time 60 day review Original ERD:
Board actions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Field discipline	Sanctions: <input type="checkbox"/> Yes <input type="checkbox"/> No
Prison discipline	<input type="checkbox"/> Loss of GCT ____ days <input type="checkbox"/> Restoration of GCT ____ days <input type="checkbox"/> Hardcopy infractions vs. OMNI entries <input type="checkbox"/> No infractions
Prison discipline 60 day review	<input type="checkbox"/> Reviewed <input type="checkbox"/> Loss of GCT ____ days <input type="checkbox"/> Restoration of GCT ____ days <input type="checkbox"/> Hardcopy infractions vs. OMNI entries <input type="checkbox"/> No infractions
Screening and restrictions	<input type="checkbox"/> Reviewed
Check dates	<input type="checkbox"/> Reviewed
Transfer to Reentry Center	<input type="checkbox"/> LEN/SCAN <input type="checkbox"/> Required <input type="checkbox"/> 15 days <input type="checkbox"/> 35 days <input type="checkbox"/> V/W <input type="checkbox"/> N/A <input type="checkbox"/> Required <input type="checkbox"/> 15 days <input type="checkbox"/> 35 days
Print view J&S screen with ERD calculations	<input type="checkbox"/> Completed
Warrant detainer status reviewed	<input type="checkbox"/> Clear <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> ICE <input type="checkbox"/> US Marshal <input type="checkbox"/> Other:
Release notification status	10 Day Eligible <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Not Eligible
Victim witness	<input type="checkbox"/> N/A <input type="checkbox"/> Required <input type="checkbox"/> 15 days <input type="checkbox"/> 35 days
Law enforcement notification	<input type="checkbox"/> Required <input type="checkbox"/> 15 days <input type="checkbox"/> 35 days
OnBase review	<input type="checkbox"/> Completed
Chrono audit	<input type="checkbox"/> Completed

Comments:

Audit completed by:

Name/Title	Signature	Facility/location	Date

60 day review done by: (Within 60 days of ERD)

Name/Title	Signature	Facility/location	Date

Name: _____ DOC number: _____

RLC: _____ Type of release: _____ ERD: _____ PRD: _____

RELEASE AUDIT					
<input type="checkbox"/> OMNI Release Notification Status DOSA compliance <input type="checkbox"/> N/A		<input type="checkbox"/> Supervision Eligibility Screening chrono <input type="checkbox"/> N/A for monetary only release			
ORP chrono	<input type="checkbox"/> Investigation	<input type="checkbox"/> Notification only	Set PRD		<input type="checkbox"/>
Victim witness notification: Date: # days:		<input type="checkbox"/> <input type="checkbox"/> N/A	Update mailing address/phone/ emergency contact		<input type="checkbox"/>
Law Enforcement Notification: Date: # days:		<input type="checkbox"/>	10 day early release # days adjusted: _____		<input type="checkbox"/> Chrono
Run wants/warrants-CRS/CRT sign for verification		<input type="checkbox"/>	EOSR Photo/photo updated Date:		<input type="checkbox"/> Updated <input type="checkbox"/> N/A
Call agencies to verify intent/chrono results		<input type="checkbox"/> <input type="checkbox"/> N/A	EOSR E-mail notification		<input type="checkbox"/> Sent <input type="checkbox"/> N/A
Warrant detainer status screen		<input type="checkbox"/> <input type="checkbox"/> N/A	Register individual/registration packet Date sent:		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Check for open field causes		<input type="checkbox"/> <input type="checkbox"/> N/A	OMNI Register Offender updated		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Email notification to CCO/Regional CRS/DOC section assignment/DOC offender releases		<input type="checkbox"/> <input type="checkbox"/> N/A	Closure letter/Notice		<input type="checkbox"/> Printed <input type="checkbox"/> N/A
60 day letter (if releasing to In-State, Out-of- State, or federal detainer)		<input type="checkbox"/> <input type="checkbox"/> N/A	County of origin exception		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Email Regional CRS on split misdemeanor counts or any J&S that includes supervision that was not served in Prison; ensure copy of J&S is in OnBase		<input type="checkbox"/> <input type="checkbox"/> N/A	Prison discipline - review for loss of GT/ET/Restoration		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Prison movements		<input type="checkbox"/>	Order of Release (Signed)		<input type="checkbox"/> Print <input type="checkbox"/> Scan
Problem J&S screen		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	DOL letter or DOL ID (move to separate box)		<input type="checkbox"/> Print <input type="checkbox"/> Scan
Return from court/JABS/JIS/LINX/amended orders		<input type="checkbox"/> <input type="checkbox"/> N/A	Method of transportation: _____		
Releasing Out-of-State		<input type="checkbox"/> Yes <input type="checkbox"/> No	Issue ID badge (update photo, if necessary) Date:		<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Social Security Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	DOL ID Card	<input type="checkbox"/> Yes <input type="checkbox"/> No	Health insurance card	<input type="checkbox"/> Yes <input type="checkbox"/> No
Release funds		<input type="checkbox"/> Yes <input type="checkbox"/> No	DD214		<input type="checkbox"/> Yes <input type="checkbox"/> No
Release Audit Excel Calculator		<input type="checkbox"/> Printed	Consecutive supervision		<input type="checkbox"/> Yes <input type="checkbox"/> No
FINAL RELEASE CHECK					
<input type="checkbox"/> Victim witness completed <input type="checkbox"/> N/A		<input type="checkbox"/> Order of Release (Signed/include in packet)		<input type="checkbox"/> Earned time updated	
<input type="checkbox"/> Law enforcement notification (Include in packet)			<input type="checkbox"/> DOL letter (Include in packet)		<input type="checkbox"/> Prison release movement
<input type="checkbox"/> Print View J&S screen w/PRD		<input type="checkbox"/> Chrono DOSA	<input type="checkbox"/> held past ERD	<input type="checkbox"/> N/A	<input type="checkbox"/> Chrono final audit completed
<input type="checkbox"/> Release Audit Excel Calculator (Include in packet)					
CLOSEOUT					
<input type="checkbox"/> Print View J&S Prison/after release		<input type="checkbox"/> Earned time updated	<input type="checkbox"/> Prison release movement		
<input type="checkbox"/> Scan Release Packet (RL45) and place in Section 1 with post release View J&S on top					

Comments: _____

Release process completed by:

 Name/Title Signature Facility/location Date

Final supervisor audit completed by: (after the release audit)

 Name/Title Signature Facility/location Date

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