



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
Register offender	<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 Work Release	<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
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60 day review done by: (Within 60 days of ERD)

Name/Title	Signature	Facility/location	Date
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