



INACTIVE BANKED CASELOAD TRANSFER/REVIEW CHECKLIST

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| Name: | DOC number: |
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TRANSFER CHECKLIST
Complete this section plus either the W- or S- caseload checklist.

- Ensure Supervision Compliance Credit (SCC) eligible causes have been moved to "Inactive- Banked" on the SCC Screen the month the transfer occurred.
- Ensure Field check dates are completed or postponed.
- Ensure tolling has been initiated. Request a tolling review if within 60 days of Scheduled End Date (SED). Tolling start date: _____
- Ensure the Criminal Conviction Record (CCR) is updated with new convictions; if not, notify the CCR unit.
- Ensure Dismiss Without Prejudice (DWOP) has been requested on any Failure to Obey All Laws (FTOAL) violations or the court/Board has been notified of any new charges/arrests.

| DATE OF DWOP <small>if applicable</small> | PENDING CHARGE AND CASE NUMBER |
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*Attach additional pages if needed to capture all DWOPs.

- Verify that all violations have been addressed and documentation is filed to include addressing FTOAL violations.
 - If unable to address violation(s) (i.e., individual is on warrant or out of state), ensure file contains a discovery packet applicable to DOC 11-001 Negotiated Sanction Agreement or DOC 09-228 Report of Alleged Violations.
- W-CASELOAD:** Verify there is an active warrant, and the Body Status is "Failure to Report"
 - Ensure file contains a DOC 11-001 Negotiated Sanction Agreement form or a DOC 09-228 Report of Alleged Violation, if appropriate, and applicable discovery packet to include the element of Absconding and all other alleged violations.
 - For court or Board cases: Ensure the field file contains the Notice of Violation and a copy of the Bench Warrant/Secretary Warrant.
- S-CASELOAD:** Verify the individual is serving non-violator confinement time.
 - If incarcerated in a Department facility, the file cannot be transferred until the individual has been admitted.
 - If incarcerated out-of-state or in a different jurisdiction, the file cannot be transferred until the individual has been in confinement for 60 days.
 - If incarcerated out-of-state, send DOC 09-280 60 Day Letter - For Release to Detainer to the facility and make a chronological (chrono) entry in the individual's electronic file and retain a copy in the field file.

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| Case manager | Signature | Date |
|--------------|-----------|------|

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| Community Correction Supervisor (CCS)/designee | Signature | Date |
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Office Support

- Verify case manager/CCS signatures.
- S-CASELOAD:** Enter a "Release Date" check date for the current proposed ERD date, if available. (excludes inactive Juvenile Board cases)
- Enter a "Status Check" check date for a 6-month review.

Enter a chrono to indicate the file has been transferred to an inactive-banked caseload.

Name Signature Date

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SIX MONTH REVIEW

- Verify the cause(s) is tolling.
- Review OMNI to verify the field cause(s) has not been closed/vacated.
- If applicable, ensure all violations have been addressed (i.e., FTOAL violations, ensure DWOP, DWP, and/or violation process[es] have been completed).
- Ensure the individual is listed in OMNI on the applicable S- or W-caseload and has a physical file on the inactive-banked caseload.

W-CASELOAD:

- Verify there is an active warrant and the Body Status is "Failure to Report"

S-CASELOAD:

- For confinement, verify the individual's location and release date. Send updated DOC 09-280 60 Day Letter - For Release to Detainer if the out-of-state location has changed.
- For inactive Juvenile Board cases, notify the Board of any new convictions.
- Update the "Status Check" check date to reflect a new 6-month due date.
- Document the review in the electronic record using a "case review" chrono type.

Review dates:

| CCS/designee initials | Date |
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| CCS/designee initials | Date |
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RETURN TO ACTIVE STATUS

- Move any SCC eligible causes to "Return From Inactive" on the SCC Screen the month the transfer occurred.
- Review all file material including chronological entry and JABS/JBRs for any additional violation(s) and include in the pending violation process.

Consider having updated Intake Conditions served if the file was inactive-banked for over a year.

Case manager Signature Date

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Field file