

ADMINISTRATIVE CASELOAD REVIEW FORM

Offender _____ ODOC# _____ Date _____
Staff _____ Reviewer _____ Region _____
Date received in admin: _____

ABSCONDER: Audit for previous one year or from beginning of sentence.

Yes _____ No _____ 1. Have RAPS been requested and warrants verified in the past 12 months?
Yes _____ No _____ 3. Are supervision contacts 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. Has the Interstate Compact acceptance been received from the receiving state?
Yes _____ No _____ 2. Has a "Progress and Conduct Report" been requested and received from the receiving state if necessary?
Yes _____ No _____ 3. Is _____ restitution and/or the _____ PSI fee being paid per court documents? (. 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 supervision contacts?

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 RAPS been requested and warrants verified in the past 12 months?
Yes _____ No _____ 2. Are supervision contacts up to date and complete?
Yes _____ No _____ 3. Has case been reactivated if necessary?

COMMENTS: _____

ADMINISTRATIVE OFFICER'S
RESPONSE: _____

Date corrections due: _____ Date corrections received: _____

Supervisor: _____ Officer: _____