

## Administrative Caseload Checklist

Offender Name/ODOC Number: \_\_\_\_\_

### Telephone Reporting System (TRS)

- \_\_\_\_\_ Information Acknowledgement, Attachment C
- \_\_\_\_\_ Restitution is current (supervision contact entry)
- \_\_\_\_\_ Assessed/Re-assessed LSI-R score: \_\_\_\_\_
- \_\_\_\_\_ Rap sheets requested, received and reviewed within the last 30 days and documented in ICON
- \_\_\_\_\_ Warrant check done within the last five days revealing no known outstanding warrants, including traffic
- \_\_\_\_\_ ICAOS progress reports are completed, if requested/applicable
- \_\_\_\_\_ Mailing address and telephone contact information confirmed and updated in ICON
- \_\_\_\_\_ "Statutory Termination Review for Continued Supervision on Suspended/Parole Cases" (OP-160201, Attachment H) completed, if applicable

### Interstate Out

- \_\_\_\_\_ Transfer Request has been approved and reporting instructions have been given.
- \_\_\_\_\_ Notice of departure has been submitted and notice of arrival has been received.
- \_\_\_\_\_ Obtained reporting instructions from the receiving state through the Interstate Compact
- \_\_\_\_\_ RAP sheets requested, received and reviewed within the last 30 days and documented on ICON
- \_\_\_\_\_ Warrant check done within the last five days revealing no known outstanding warrants, including traffic
- \_\_\_\_\_ Case opened in ICON
- \_\_\_\_\_ All replies to any compact action request completed in ICOTS
- \_\_\_\_\_ "Statutory Termination Review for Continued Supervision on Suspended/Parole Cases" (OP-160201, Attachment H) completed, if applicable
- \_\_\_\_\_ Restitution and accounting notified of offender status

### Absconder

- \_\_\_\_\_ Locator attempts have been made and documented as per policy
- \_\_\_\_\_ All violation and supplemental reports have been submitted as required
- \_\_\_\_\_ RAP sheets requested, received and reviewed within the last 30 days and documented in ICON
- \_\_\_\_\_ "Statutory Termination Review for Continued Supervision on Suspended/Parole Cases" (OP-160201, Attachment H) completed, if applicable

### Incarcerated Probationer/Parolee/County Jail Placement

- \_\_\_\_\_ Appropriate violation and supplemental reports submitted as required
- \_\_\_\_\_ Name and location of facility where offender is housed is documented in ICON
- \_\_\_\_\_ Supervision contact indicating if offender has outstanding warrant(s), or if revocation is not pursued and offender's status will continue while incarcerated
- \_\_\_\_\_ "Statutory Termination Review for Continued Supervision on Suspended/Parole Cases" (OP-160201, Attachment H) completed, if applicable

### Inactive Parole

- \_\_\_\_\_ RAP sheets requested, received and reviewed within the last 30 days and documented in ICON
- \_\_\_\_\_ "Inactive parole supervision notice" signed by parolee, and in ICON
- \_\_\_\_\_ Warrant check done within the last five days revealing no known outstanding warrants, including traffic

\_\_\_\_\_  
Officer/Date

\_\_\_\_\_  
Team Supervisor/Date