

## Case Record - Filing Order

### Section I – (File in order as listed)

- A. Emergency Case Summary Coversheet
- B. Intake Summary (Fingerprint Card)
  - 1. Emergency Notification Card/OCMS Emergency Contact Printout
  - 2. Photographs
- C. Requests – Release Envelope
  - 1. Birth Certificates/Social Security cards
  - 2. Separation from military service reports (DD214)
  - 3. MSR Special Condition Requests
- D. Alerts
  - 1. Enemy Alert/Retraction Forms
  - 2. Name Changes: Aliases/Court Order
  - 3. Correctional Transfer Alert
  - 4. Court Order/Child Support
  - 5. Temporary Ex Parte/Protective Orders
- E. Commitment
  - 1. Sentence Status Reports with supporting documentation
  - 2. Copies of Commitment(s)
  - 3. Fast and Speedy Trial requests
  - 4. Court Trip paperwork
  - 5. Commitment correspondence
  - 6. Current Commitment status notification
  - 7. Open/Close DOC # information from Commitment
- F. Warrant of Transfer
- G. Family History form

### Section II – (File in order as listed)

- A. Release Checklist
- B. Progress Sheets (blue)/Patuxent Progress Sheets (white)
- C. Criminal History Verification Record/Correspondence
- D. III Index Record Existence (QH), METERS, JIS, RAPS, JPortal Printouts
- E. Statement of Charges (pretrial), Official State’s Version and Request for State’s Version
- F. Pre-Sentence Investigation Reports/Maryland Sentencing Guidelines Worksheet (green)/Parole and Probation Supervision Summary
- G. Inactive Escape/Retake Notifications (active notifications should be placed on top of Section 1)
- H. Parole Revocation Decision
- I. Parole Decision on top of Pre-Parole Summaries (in reverse chronological order)
- J. Parole correspondence

**Section III** – (File in reverse chronological order)

- A. Case Management Action Records/Forms
  - 1. Security and Custody Reclassification Instrument \*
  - 2. Initial Security Classification Instrument \*
  - 3. Case Management Assignment Sheet \*
  - 4. Authority Move Forms \*
  - 5. Behavior Modification Program (BMP) Screening Sheets
  - 6. Special Management Unit (SNU) Screening Sheets
  - 7. Mental Health Unit Admission and Discharge Forms
  - 8. Referral for Transfer to Patuxent for Evaluation
  - 9. Interstate Corrections Compact (ICC) Application
  - 10. Notice of Assignment to Administrative Segregation (attach to Case Management Assignment Sheet)
  - 11. Notice of Assignment to Protective Custody (attach to Case Management Assignment Sheet)
  - 12. Home Detention Program Screening/Acceptance Form
  - 13. Patuxent Board of Review Summary (final)
  - 14. Waiver and Notification of Case Management Action
  - 15. Volunteer/Unpaid Status Form
  - 16. Notification/Waiver Form
  - 17. Waiver of Pay (Labor Pool)
  - 18. Institutional Progress Report Form
  - 19. Home Detention Program Screening/Acceptance Form
  - 20. CARC Application/Review
  
- B. Work Release Forms
  - 1. Notification of Removal from Work Release
  - 2. Work Release Employment Investigation Plan
  - 3. Work Release Employer Guidelines
  - 4. Work Release Program Application
  - 5. Collection of Restitution Payments for Work Release Earnings
  - 6. Notice of Restitution Withholdings
  - 7. Work Release Field Sheet
  
- C. Community Leave Forms and relevant information
  
- D. Waiver of Extradition form\*

\* These forms are included in the physical record only prior to July 2014. After July 2014, these forms are to be maintained in OCMS only.

**Section IV** – (File in reverse chronological order)

- A. Disciplinary Actions
  - 1. Incident Reports/Information Report Form
  - 2. Matter of Record
  - 3. Disciplinary Report/Receipt of Warden's Decision Form
  - 4. Patuxent disciplinary hearings which occurred after 3/1/92
  - 5. Disciplinary Appeal Letters
- B. Informal Inmate Complaint Forms
- C. Inmate Grievance Forms
- D. Segregation and Special Confinement Forms

**Section V** – (File in reverse chronological order)

- A. Prison Rape Elimination Act Intake Screening Forms
- B. Required Medical Reports, to include Medical Clearance: Program and Work Assignment forms
- C. Psychological Evaluation Summary
- D. Psychosocial Assessment
- E. Social Work assessments/reports
- F. Educational Reports/Materials
- G. Occupational Reports/Evaluation/Screenings
- H. Certificates/Awards
- I. Addiction Assessment Reports/ Mental Health Screening Forms/Reports
- J. Employment information, reports, and certificates
- K. Substance Abuse Education/Pre-Release Planning or Addictions Service Program Correspondence
- L. Request for DNA Sample
- M. Domestic Violence Group Screening
- N. Urinalysis Test/Results
- O. Behavior Management Program and Special Management Unit Forms

**Section VI** – (File in reverse chronological order)

- A. Pertinent Letters – general correspondence
- B. Base File Review - Application and Consent Form for Release of Inmate Case Record Information ([Appendix 1 to DOC.020.0012](#))
- C. Miscellaneous Material Receipts
- D. Rules and Regulations

- E. Orientation Receipts
- F. Receipts for Institutional Handbook
- G. Extra Inmate Photographs
- H. Religious Preference Registration Form
- I. Old Case Records (small files)
- J. Division of Pretrial Detention and Services material  
**Note:** Pull all Statement of Charges and file in section II (remove all other criminal history documents)
- K. Release Paperwork (if inmate is returned)
- L. Notification of Next of Kin
- M. Visitation Suspension Notices
- N. Ex-Offender Visitors Memos
- O. Miscellaneous paperwork/forms not listed in any other section