

Screener: \_\_\_\_\_  
 Facility: \_\_\_\_\_  
 Date: \_\_\_\_\_

## INMATE RELEASE AUDIT FORM

Inmate: \_\_\_\_\_

DOC/CL#: \_\_\_\_\_

Release Date: \_\_\_\_\_

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Was release preparation documented in confidential notes? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Was a release case plan completed prior to the inmate's release? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is each criminogenic variable fully addressed by a narrative comment? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Was the risk assessment completed prior to the parole hearing or release? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has a home plan and/or release plan been developed for inmate's eligible for release? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. For release plans, have parole and release requirements been addressed (e.g., DNA, SOR, Statewide Transfer Alert, restitution)? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
7. Did the file contain the appropriate background checks and were they completed within the timeframes of policy (JPortal/JIS, detainees, JPortal/NCIC warrant checks, DPP OCMS)? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Proper verification to affected agencies as required by law or Regulations are conducted. Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Was the inmate released with the proper Release Documents (e.g. ID social security card, birth certificate, DD-214)? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Was the release certificate reviewed with the inmate and the inmate signed the certificate? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Releases processed after the promulgation of the revised <i>Release Procedures</i> OPS.230.0005 did contain a completed Release Directive Checklist signed by a supervisor? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. If appropriate, the release envelope was completed in accordance with OPS.230.0005 and includes all required signatures? Comments: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>