



STATE OF ALASKA  
DEPARTMENT OF CORRECTIONS

## AK-2SR Publishing Checklist

The following items shall be reviewed prior to publishing a pretrial risk assessment:

1. Verify that charges are not a Probation Violation
2. Verify that the FTA bench warrant was booked under the initial charges
3. Review CourtView to determine whether the defendant has a prior arraignment on the case
4. Review the court case # to ensure that it is from 2018 onwards
5. Verify that the court case # is correct.
6. Verify (via CourtView) that the booking charges are correct and includes ALL charges 
  - a. If booking charges are missing the assessment should be deleted and a manual request for assessment should be completed for that case with the correct booking charges.
7. Verify APSIN number is correct
8. Verify ATN on the assessment matches the ATN in CourtView
9. Verify that all ACOMS auto-populated data that is correct 
  - a. FTA answers:
    - i. Property Crime
    - ii. FTA Charge
    - iii. Prior Felony in Alaska
  - b. Does the risk score match what is reported in the recommendation box
10. Verify that NCIC questions match the answers of "Yes" or "No" out of state criminal history
11. Ensure the age of first arrest is correct
12. Ensure the matrices are displaying correctly; is the correct risk level is displayed
13. Verify that the conditions are displayed correctly and include any special or offense specific conditions