**DPP Case Record Section Contents List:**

**DPP offender case records will be organized in to four (4) sections, with the detailed contents of each section described below:**

**Section One (1):** (Bottom to top.)

* Current DOC offender management system photo (most current on bottom);
* FBI / State of Alaska criminal records;
* Police report and / or charging documents from original offense(s);
* Pre-sentence Worksheet(s);
* Pre-sentence Report (including all letter updates) and all attachments submitted to the court;
* All legal documents to include judgments / orders, parole orders, Interstate Compact (ISC) supervision conditions, early termination requests, petitions, revocation actions, warrants and amended judgments. These documents will be filed in ascending order of document creation, grouped by Probation / Parole or case number. Documents which govern the offender’s current supervision status will always be the top most documents;
* Pending PTRs / PVRs will always be the top most documents; and
* Absconder File Checklist. (Required if offender is on Abscond status. Can be moved to Section Four once offender is located.)

**Section Two (2): (**Bottom to top.)

* Confidential victim information (in sealed envelope marked “Confidential”);
* Polygraph Report(s) / Sex Offender (SO) assessment(s) (unless a separate sex offender treatment file is kept by the PO);
* Orientation / Intake Packet (Civil Right Modification / Firearms Prohibition / Police Contact Form, Child Protection Law Notification Form, Region of Residence Form, Urinalysis Contract Form, Video Orientation Certification Form and Earned Compliance Credits Orientation Form);
* Sex Offender Intake Packet (DOC Containment Model Agreement, Minor Contact Definition, etc.);
* SOA Sex Offender Registration paperwork;
* Offender maps or hand drawn maps;
* Duty to Warn Letter; and
* Chronological history (DOC offender management system printouts).

**Section Three (3):** (Bottom to top.)

* Critical Condition Form(s);
* Time Accounting sheet(s);
* Restitution Payment Schedule;
* CWS Placement Letter, Performance Agreement & Time Sheets;
* Earned Compliance Credits Sanctions / Waiver Form.
* LSIR, Static 02R, STABLE, BARR (most current on top); and
* Offender Management Plan (OMP) printed (most current on top).

**Section Four (4):** (Chronological order.)

* Notification of Release;
* Notification of Restoration of Voting Rights Letter;
* Monthly Report Form submitted by probationer / parolee;
* ISC Reports;
* Travel Permits;
* SO Interstate Travel Requests;
* Treatment Progress Reports;
* Treatment Evaluations (not SO treatment evaluations);
* Referrals;
* Release of Information Form;
* Police reports related to violations / information;
* Positive UA copies / Voluntary Admissions;
* Restitution Receipts; and
* All other routine correspondence.