



STATE OF ALASKA
DEPARTMENT OF CORRECTIONS

Pre-Release Checklist:

Prisoner Full Name: _____ Offender #: _____

Beginning with the Initial Remand (and Remand Slip, if applicable), list all cases that the prisoner has been held on and the disposition of each case:

CHARGE:	CASE #:	CASE DISPOSITION*:	INITIALS:

* **Disposition Options Include:** Dismissed; Released; Released to TPC; Bail / Bond Posted; or Sentenced.

Time Accounting Record (TAR) completed on all cases for which prisoner is sentenced:

All sentenced prisoners must have a completed a certified TAR for each sentenced case.

- Completed.
- N/A.

Third Party Conditions of Release:

Must be signed by both the TPC and the prisoner.

- Completed.
- N/A.

Bail / Bond Forms:

Bond, Cash Bond, Unsecured Bond, and / or Release forms completed on Court ordered releases with future Court reporting date. Requires Releasing Officer and prisoner signatures.

- Completed.
- N/A.

Domestic Violence Victim Notification:

Completed D.V. notice faxed on all D.V. qualifying cases to the prosecuting agency.

- Completed. Date: _____ Time: _____
- N/A.

Sex Offender Registration:

Required on all qualifying prisoners, finger prints and photos must be taken.

- Completed.
- N/A.

DNA:

Required on all qualifying charges and logged in to DOC offender management system.

- Completed.
- N/A.

PED Monitoring:

- Yes. (NOR Completed:)
- No.

Good Time Certificate:

Required on all sentenced releases to probation, mandatory or discretionary parole.

- Completed.
- N/A.

Discretionary or Mandatory Parole Conditions:

Required on all sentenced releases to mandatory parole. Signed by PO and prisoner.

- Completed.
- N/A.

OTA Quick Release Form & Safe Envelope Check:

Documents release monies given. Prisoner signature required.

- Amount:\$ _____ N/A.
- Safe Env#: _____ N/A.

Probation / Parole Notification:

Check for Notice of Release (NOR) Form, verbally advised prisoner to report to Probation / Parole office.

- Completed.
- N/A.

DOC-Issued Medical Devices / Equipment:

Collect any DOC-issued medical devices / equipment the prisoner may have unless prisoner has written approval from medical.

- Completed.
- N/A.

Release ID: (Mandatory)

All releases are required to have, or be provided, valid state identification.

- Return of existing valid state identification
- Issuance of a DOC Identification Card
- Issuance of Inmate Release Identification Form (818.01B)
- Refused ID/Declined ID or Not Needed/Other

Wants / Warrants Check: (Mandatory.)

- Completed.

Transportation Requested: (Mandatory.)

- Completed

Releasing Officer Signature / Date: _____

Shift Sergeant Signature / Date: _____