

## **FIVE PARTS OF AN INMATE'S FOLDER**

### **1. PAROLE INFORMATION**

- a. list of transfers
- b. inmate photograph
- c. parole board action sheet
- d. parole reports
- e. employment placement verification report
- f. parole certificate
- g. results of preliminary violation hearing
- h. receipt for return of parole violators
- i. parole violator transport authorization form
- j. parole violation warrant
- k. revocation of parole hearing form
- l. notification of release of inmate

### **2. PROGRAM PROGRESSION**

- a. classification interview records
- b. pre-sentence investigations
- c. psychological evaluations
- d. psychiatric evaluations
- e. test scores and test materials
- f. classification documents
- g. academic & vocational school progress reports

### **3. MOVEMENT INFORMATION**

- a. transfer recommendation and authorization
- b. transfer medical clearance
- c. notice of furlough
- d. furlough application
- e. furlough code of conduct
- f. authorization for hospital and medical trips

4. **CUSTODY AND DISCIPLINARY INFORMATION**

- a. record of interviews
- b. notification of additional charges
- c. order for appearance of prisoner
- d. detainers
- e. physical identification form
- f. incident report
- g. pre-hearing detention form

5. **MISC. INFORMATION**

- a. receipt for property or money
- b. letters and correspondence not pertaining to parole
- c. work reports
- d. meritorious good time recommendations
- e. good time restoration forms

6. **ADMISSION, TIME AND SENTENCE DATA**

- a. commitment order
- b. court orders
- c. sheriff's receipts
- d. copy of time card
- e. custody time credit
- f. status changes
- g. notice of discharge