

### **Filing Order Using Facility Folder (Method 1)**

When using facility folders, documents contained within detainee files should be organized into the following sections:

#### **I. Accounting Documents:**

- A. Funds Endorsement
- B. Authorization to Deduct Monies from Detainees Accounts (medical co-payments, property damage, etc.)
- C. Letters returning unauthorized monies

#### **II. Department of Community Supervision Probation Case Materials Received from the Sentencing Circuit:**

(\*Exception: Case notes (P-6's) should be placed behind the Case notes generated at each Center and filed with documents in Counseling Section.)

- A. Warrants/Requests for Holds to be placed on detainees from outside law enforcement agencies (if applicable)
- B. Transfer Letter of Transmittal
- C. Center Referral Sheet (if applicable)
- D. GCIC Report (if applicable)
- E. P-1 - (Case History/Field Sheet)
- F. Revocation, Modification Orders, Sentence
- G. Special Conditions
- H. Pre-Sentence Investigation
- I. Pre-Admission Orientation Signature Sheet
- J. Other pertinent documentation received from sentencing circuit

#### **III. Counseling Documents:**

- A. P-6 (Supplemental Sheets / Case notes). Case notes generated at the center should be placed on top of the supplemental sheets received from the Sentencing Circuit.
- B. Post Release Program Plan
- C. Detention Center Program Plan
- D. Pre-Release Evaluation (to be circulated approximately 1 month prior to release)
- E. Supervision Level Reduction
- F. Supervision Assessment
- G. Change of Assignment
- H. Detainee Intake Data
- I. News Media Release Form (if applicable)
- J. Visitation List
- K. Certification of Issuance of Detainee Handbook
- L. Acknowledgment of Pre-Admission
- M. Miscellaneous in-house forms (if applicable)

**IV. Security Related Documentation:**

- A. Disciplinary Reports
- B. Incident Reports
- C. Agreement to Participate on Detainee Fire Rake Crew (where applicable)
- D. Clothing Record (if applicable)
- E. Letters returning contraband
- F. Detainee Photo
- G. Receipt/Disposal of Contraband
- H. Personal Property Inventory
- I. Miscellaneous In-House Forms (if applicable)

**V. Medical Documents:**

- A. Pre-Admission Medical Checklist